

MUNICIPAL CORPORATION OF BRIHANMUMBAI
PROCEDURE FOR ISSUING OUTDOOR EVENT PERMISSIONS

C I R C U L A R

No. BDD/204 dt. 2.11.2015

1. Over the years, the Event Management & Entertainment industry has been a growing contributor to the economy of the country. The industry is today the direct employer of at least a million professionals and indirect employer to approximately 20 million professionals and workers. The size of the organised live event industry is estimated to be around Rs.4,485 crores (Source: Ernst & Young report, April 8, 2015). Live Events industry has also contributed to the growth and penetration of other Media Industries as well and also is one of the main contributors to related industries such as hotels, travel and tourism.

2. Requests are received for organising events on the Municipal as well as private premises from time to time at ward level by the Assistant Commissioners and other authorities of the Corporation. Primarily, such requests are for organising events in the category of Marathons, Music Festivals, Film & Music Awards, Trade Fairs & Expositions, Sporting Events, entertainment events, fund-raising events for NGOs, Weddings, Corporate events, Conventions, Exhibitions, Cultural events, Heritage events, Personal Events, Religious events, Fashion Events, Corporate Brand Promotions, Incentive campaigns and similar other events on the municipal roads & footpaths, municipal gardens, municipal schools, municipal grounds and private properties.

3. There is a felt need that all procedures be simplified and improve the ease of obtaining the permission for organising an event.

This circular shall be applicable for the following events:

- | | |
|-----------------------------------|---------------------------------|
| a) Trade Fairs & Exhibition | i) Government Event |
| b) Religious Event | j) Product Launch |
| c) Music Concert | k) Marathons |
| d) Corporate Events & Conventions | l) Fund raising Events for NGOs |
| e) Award Show | m) Fashion Shows |
| f) Social Event | n) Entertainment Events |
| g) Road Show | o) Other Event |
| h) Sports Event | |

Accordingly this circular is being issued with an aim to simplify these procedures.

4. As of now, different authorities of the concerned MCGM departments are issuing such permissions. Invariably separate applications are made to the concerned departments.

- CFO issues the Fire NOC
- The Executive Health Officer is issuing permissions for events where ever pre-cooked food is served on the event location. No temporary cooking permission is granted at any event location.
- The Education Officer is issuing permissions for hiring of premises in municipal schools.
- The Assistant Commissioners are issuing permissions for event on municipal roads & footpaths as well as gardens.

Hereinafter, all the Event related permissions will be issued by the ward Assistant Commissioner's, except in the case of Veer Jijamata Bhosale Udyan which shall be granted by the Director (Zoo). All the fees and charges to be clubbed together and a consolidated rates would be charged as per "Schedule of rates", annexed to this circular.

5. To create a predictable and transparent regulatory environment to promote and encourage event industry in the city, the permission shall be granted online. A combined application (CAF) form has been drafted, comprising all the Standard Operating procedures (SOP's) and guidelines for the same.

- a) The SOP's and guidelines has been incorporated under General Conditions of the CAF.
- b) The schedule of rates is attached along with the CAF under Annexure I for each concerned departments (i.e., Fire, Health, Pest Control Department, B&F, Maintenance, Schools, Gardens, Roads and SWM).
- c) Till the launch of complete online module, physical one window shall be available at each ward under the respective Asst. Commissioner. The CAF in PDF format shall be uploaded under "Online Services" on the MCGM Website by the Director (I.T.) within 48 hrs. of the receipt of this Circular. He shall submit his compliance to the D.M.C.(CPD) after having done so.
- d) Further the online module in this regard would be developed and incorporated.
- e) A work flow chart for "Physical One Window" and "Online Application" is enclosed as a part of this circular.

6. Hence forth all the Event permissions shall be granted strictly based on the SOP's submitted by the respective departments, eliminating the need of obtaining NOC's from any MCGM department. This is with the aim of bringing predictability, speed and transparency in the process of granting "Outdoor Event Permission".

- i. However the concerned departments would scrutinize the application to verify the SOP conditions within 48 hrs of receipt of application. Further till the auto calculation of fee is incorporated in the online system, the respective departments would also be calculating the fee for grant of permission.

ii. Permission would be denied in case the application is not in compliance with the conditions as mentioned in the General Conditions of Combined Application Form and the reason thereof shall be intimated to the applicant within stipulated time frame of 72 hrs.

iii. The Asst. Commissioner (ward) would have to obtain remarks from following departments before issue of permission where necessary:

- a) Health and PCO
- b) SWM
- c) School
- d) Garden
- e) Fire
- f) License
- g) Maintenance (in case the event is organised on municipal roads, footpaths and premises)

OR

B&F (in case the event is organised on private land)

7. All the application forms shall be invariably accompanied by NOC of the Local Police Station, which shall be obtained by the applicant.

- a. If it is intended to carry out event on the premises of archeological sites like the Gate Way of India or the Mahakali Caves etc., NOC from the A.S.I. shall be enclosed.
- b. In case any temporary structure is to be set-up involving occupation by people, NOC from registered Structural Engineer also shall be enclosed with the application.
- c. Events which are organized on private land shall also invariably be accompanied with NOC from the land owner, where necessary.
- d. All the mandatory NOCs, as the case may be shall be uploaded along with the application form, if the application is submitted online/ through email.
- e. If the application form is handed over physically, the NOCs will be submitted along with the form. Application forms uploaded without NOCs will be treated as incomplete.

8. The office of the respective Asst. Commissioner (ward), shall process such applications and intimate the charges to the applicant within 72 hours of their receipt either online or physically as the case may be.

Further the permission shall be granted within 24 hours after the payment of the prescribed fee. Under no circumstances the permissions will be delayed.

9. The application forms can be submitted online or physically by the interested parties. The applicant would be intimated about the combined fee on the registered email id/ mobile number, with the facility of paying online or at CFC.

(a) For online permissions, the applicant shall fill in the complete details online and upload all the mandatory documents, wherein the application shall be automatically directed to the concerned departments for verification of information and of fees. Concerned departments shall submit their remarks within 48 hrs of receipt of online application. The intimation of the charges shall be sent to the applicant on registered email and mobile number with intimation to all the concerned departments. The module will provide the facility for online payment. After payment of specified charges, permission shall be granted within 24 hours. Intimation of the same shall be directed to all the stakeholders through email.

(b) i. The applicant also has an option of downloading the Application Form and submits the dully filled in Application Form through email along with mandatory documents as attachment at the office of Asst. Commissioner of respective ward.

ii. The Complaint Officer under the Asst. Commissioner (Ward) shall be the facilitator between the concerned departments and obtain the remarks and fee for the respective department within 48 hrs from receipt of application. He would also remind the concerned department in case remarks/ charges are not received within stipulated time frame.

iii. Upon receipt of remarks, the Complaint Officer will compile the charges of all concerned departments as per format for "Intimation of Charges", enclosed in Annexure II and intimate the same to the applicant on the registered email id/ mobile no.

iv. The applicant shall pay the stipulated amount at CFC and the permission shall be granted by the Assistant Commissioner of the concerned Ward within 24 hours upon submission of "payment receipt". The copy of permission shall be intimated to all the concerned departments.

10. Permission for use of Banners & hoardings is a licensable activity under Section 328, 328(A) of the M.M.C. Act, 1888 as under:

- *Sec. 328 – Regulations as to Sky Signs*
- *Sec. 328 A – Regulations and control of Advertisements*

As a part of streamlining the event permission process, it is proposed to charge the license fees on per event basis, instead of calendar month basis. Permission shall be granted for the period of event only and shall cover one day prior to the event, the event day(s) and one day post event only for the purpose of removal.

11. There is a practice of demanding Security Deposit from the applicants by for certain NOC's like Fire NOC. This will be discontinued forthwith and no Security Deposit will be insisted henceforth. However, an Undertaking to the effect that 'no damage will be caused to the municipal property and no littering will be done' will be obtained from the applicant. The Undertaking is already adumbrated on the Application form. The applicant will also be signing the Undertaking and he will be held personally responsible in case of contravention


if any. It is therefore necessary to obtain his name, contact No. and mail id so that responsibility can be fixed and necessary penalties / fines can be imposed if required. All fines and penalties will be recovered from the event organiser/ the applicant. In case of major penalties becoming leviable, the event organiser will stand debarred from further application.


12. Schedule of charges for grant of event permissions are laid down in the Annexure I of the circular. There shall be no extra charges other than specified in the Annexure I.

13 This Circular is applicable for granting outdoor event permissions on Municipal & private properties. No permissions are required for indoor events as they already possess the requisite License/ NOC's to carry out business in the premises.

14. Personal/ Family events like wedding, birthday parties and small scale personal functions are to be excluded from the scope of the circular and therefore will not attract any permission/ payment other than from the owner of the premises. However, present practice of collecting conservancy charges for collection and transportation of refuse and garbage is being streamlined. Charges of INR 5,000/- per day shall be charged to the owner of the premises.

15. This Circular shall come into force with immediate effect. Serious cognizance will be taken if it is observed that permissions are being delayed deliberately by the concerned staff.



Ch. Eng (SWM)

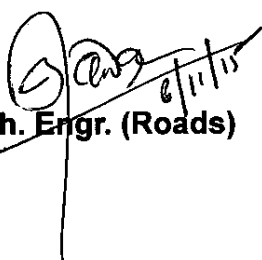

Sup. License

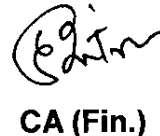

Sup. Gardens


Ex. Health Officer

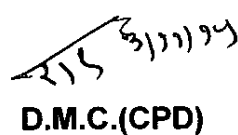

Ch. Fire Officer

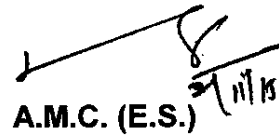

Education Officer


Ch. Engr. (Roads)


CA (Fin.)


Director (ZOO)

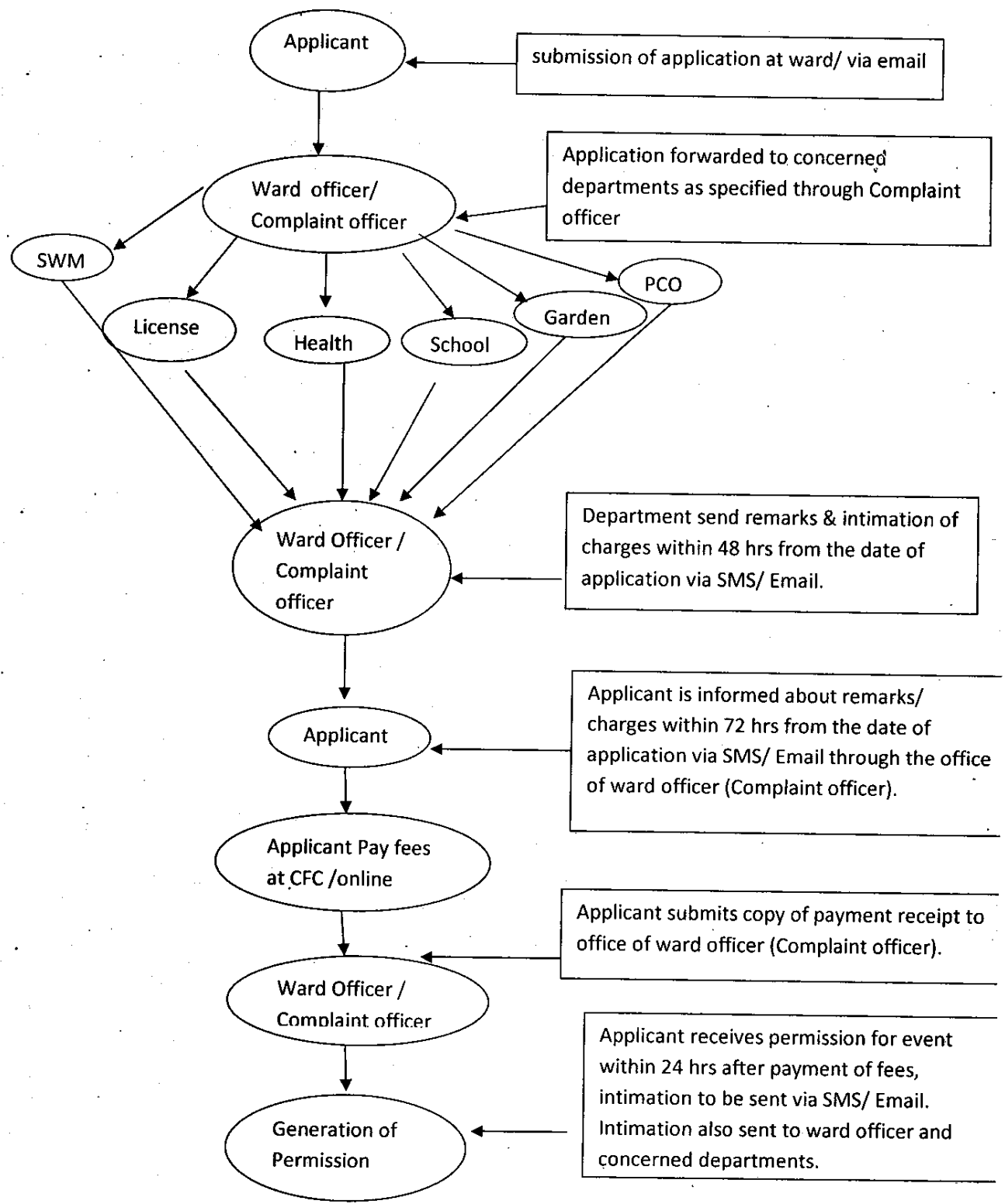

D.M.C.(CPD)


A.M.C. (E.S.)


Municipal Commissioner

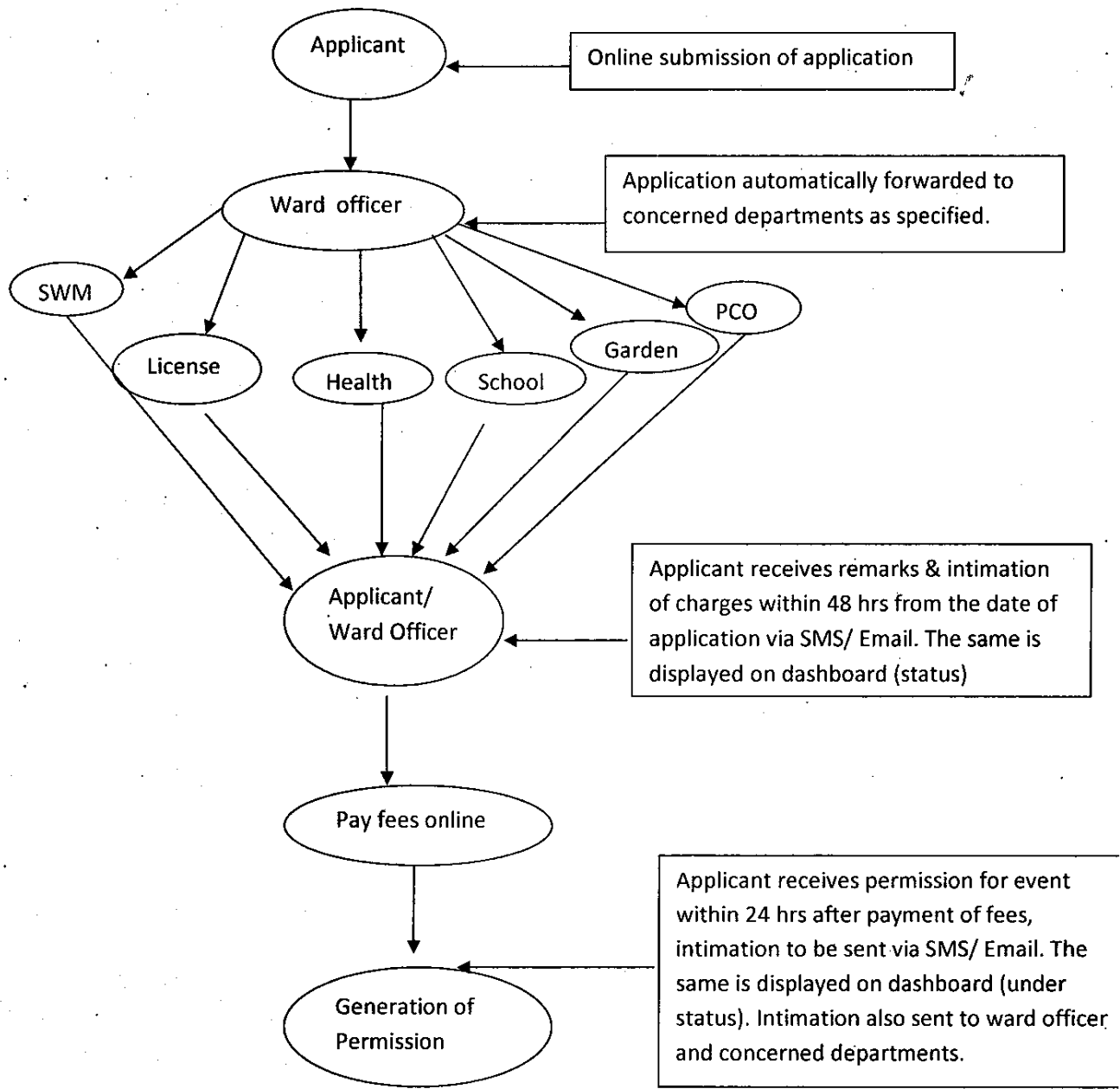
PHYSICAL ONE WINDOW FOR EVENT PERMISSION

(PROCESS FLOW CHART)



ONLINE ONE WINDOW FOR EVENT PERMISSION

(PROCESS FLOW CHART)



ANNEXURE - I
SCHEDULE OF RATES

I. FOR EVENTS IN OPEN GROUND, ROADS AND FOOTPATH:

Area of the Event	Upto 500 sq. Mtr	500 sq. Mtr to 1,000 sq. Mtr	Above 1000 sq. Mtr
Activities permissible	Pandal with two gates, two banners of size 4ft x 6ft	Pandal with two gates, two banners of size 4ft x 6ft	Pandal four gates, four banners of size 4ft x 6ft
Charges for one day event	₹ 11,000/-	₹ 15,500/-	₹ 27,000/-
Charges for two day event	₹ 13,000/-	₹ 19,500/-	₹ 31,000/-
Charges for three day event	₹ 15,000/-	₹ 23,500/-	₹ 35,000/-
Charges for four day event	₹ 17,000/-	₹ 27,500/-	₹ 39,000/-
Charges for five day event	₹ 19,000/-	₹ 31,500/-	₹ 43,000/-
Charges for six day event	₹ 21,000/-	₹ 35,500/-	₹ 47,000/-
Charges for seven day event	₹ 23,000/-	₹ 39,500/-	₹ 51,000/-

Note:

1. The above rates are for a single event of not more than one week (7 days)
2. For events more than 7 days, charges of seven days plus additional charges per day shall be applicable as per above rate schedule.
3. Service tax as applicable would be charged extra on the above rates.

II. FOR MARRIAGE/ ENGAGEMENT/ MUNJ EVENTS IN MUNICIPAL SCHOOL PREMISES:

Sr. No.	CATEGORY	Area less than 1000 sq. Feet	Area more than 1000 sq. Feet
1.	Marriage functions	₹ 8500/-	₹ 12,150/-
2.	Engagement/ Munj (thread ceremony) functions	₹ 5900/-	₹ 8,100/-

Note:

1. The above rates are consolidated including all charges on per day basis,
2. Service tax as applicable would be extra on the above rates.

III. FOR COMMERCIAL EVENTS IN MUNICIPAL GARDENS (other than Veer Jijamata Bhosale Udyan), ₹50,000/- per day would be charged for 12 hrs day shift. Service tax would be charged extra as applicable.

IV. ADDITIONAL CHARGES

In addition to the above, extra charges would be levied in the following cases:

- a. In case pest control services are required at the event site, fogging and spray would be done @₹6170/- for area upto 5000 sq. Mtr.
- b. In case the Marriage/ Engagement/ Muni (thread ceremony) functions are being organised in below mentioned schools, the rates applicable would be double that regular rates as mentioned under point II above:
 1. N. M. Joshi BMC School, G/south
 2. Warli sea face BMC School, G/south
 3. Mo. Umar Rajjab Road, J BMC School, E ward
 4. S. S. Fule, E ward
 5. Sodawala Lane BMC School, R/South ward
 6. Koliwada Jogeshwari BMC School, K/East ward
 7. Joeshwari Gunfa BMC School, K/Ease ward
 8. City of Los Angeles BMC School, G/North ward
 9. Neharunagar BMC School, L ward
 10. Moreswar Patankar Road BMC School, L ward
 11. Nityanand BMC School, K/East ward
 12. Dadar Woollen Mill BMC School, G/North ward
- c. In case mobile toilets vans are required charges of ₹ 3000/- only to and fro transportation charges per mobile toilet van. There will not be separate charges for use of the same.

d. Fire Engine Charges:

Fire charges are applicable for gatherings over 1000 persons for any said event, if requested by the applicant

a. Criterion for requirement of Fire Engine:

Sr. No.	No. of persons at the Event (Size of Gathering)/ area of premises	No. of fire Engines required
		Regular Fire Engine for stand by service
		special Fire Engine (TTLDL 30&37), snorkel unit
1.	01-999 persons/ (below 500sq. mt.)	Nil
2.	1000-2500 persons/ (500-1000 sq. mt)	One
3.	2500+ persons / (1000+ sq. Mt)	Two

b. Charges for Fire Engine:

Sr. No.	Fire Charges per Fire Engine	Regular Fire Engine for stand by service	special Fire Engine (TTLDL 30 & 37), snorkel unit
1.	Amount for 1 st three hrs or part thereof	₹7,500/-	₹25,170/-
2.	Each additional hour or part thereof	₹2,500/-	₹ 6,100/-

c. Charges for attendance of the staff

Sr. No.	Staff	Charges per person for first three hours or part thereof	charges per person for each additional hour or Part thereof (50% of first three hours or part thereof)
1	Station Officer - 01	₹ 1250/-	₹625/-
2	Driver Operator -01	₹ 390/-	₹195/-
3	Leading Fireman - 01	₹ 310/-	₹155/-
4	Fireman -04	₹ 270/-	₹ 135/-

Note: 1. Cost of repairing, if any would be charged extra

2. Service tax as applicable would be charge extra on the above rates

ANNEXURE - II

परिशिष्ट - II

INTIMATION OF CHARGES/ शुल्क सूचना

अ.क्र. Sr. No.	DEPARTMENT/ खाते	Fund Code	Department Code	Cost Centre Code	Function Code	GL Code	Amount	Service Tax	Grand Total
1.	Outdoor Event charges / भैदानातील कार्यक्रम शुल्क								
2.	School / शाळा								
3.	Gardens/ उद्यान								
4.	Fire Brigade / अग्निशमन दल								
5.	PCO / कीटक नियंत्रण								
6.	SWM charges/ घनकचरा व्यवस्थापन शुल्क								

Prepared by: _____

Approved by: _____