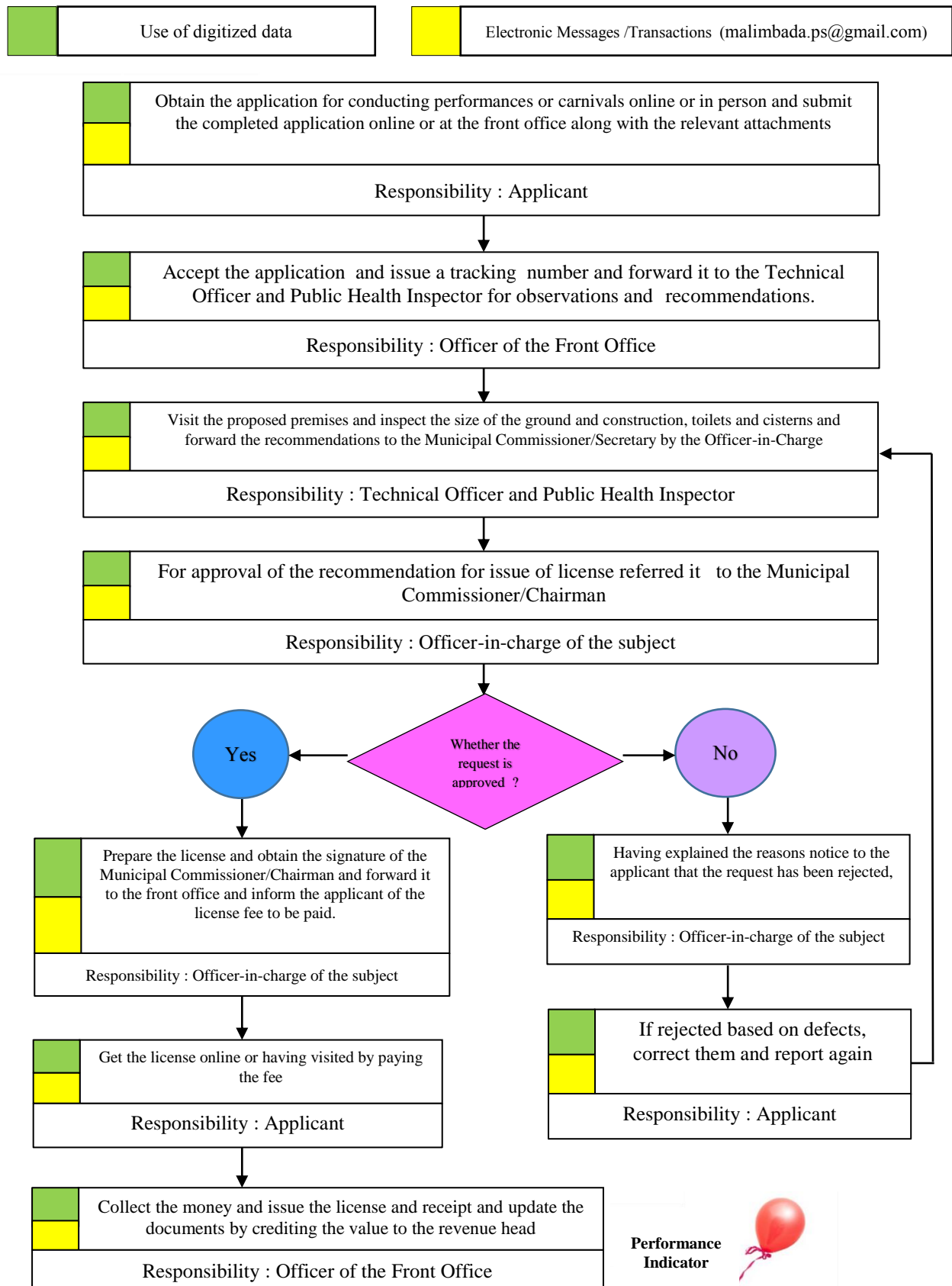


## 24. Issuance of Public Performance and Festival Permits - Flowchart



## **24. Issuance of licenses for public performances and carnivals**

### **1. Introduction**

- (a) To ensure that a public performance at any place does not cause harm or distress to any religion or culture or to the existence of any community the concert is controlled through the submission of the performance to the certifying authority for the public performance. (The certifying authority is the person or persons appointed by the Minister in charge of State Security.)
- (b) The confirmation issued by the local authority to hold such performance or festival after ensuring that the health and sanitation, convenience and safety of the public assembled at a place where any public performance or festival is held, is called as the “License”.

Note: The duty of the local government institution is only the function of paragraph (b) above.

### **2. Legal Authority**

Public Performance and Carnivals Ordinance and of the Title 176

### **3. Eligibilities**

Any person who intends to hold a carnival as defined in section 2 of the Public Performances Ordinance, Title 176, is eligible for this.

### **4. Fees**

- a) Application fee (Fees are not levied for the applications downloaded from the website of the Council)
- b) Advance fee
- c) License fee
- d) Taxes imposed by the government from time to time matches with the advance fee

Note : Application fee, advance fee and license fee should be in the form that decided by the Local Government Institution from time to time.

### **5. Documents to be submitted**

- a) The application in the annexure.
- b) A rough sketch of the carnival grounds, drawn on A4 size paper, showing all the elements used in the carnival.
- c) Adequate toilet facilities to be provided for the public gathering at that place (separately for women, men and disabled)
- d) A certificate issued by a Mechanical Engineer mentioning that the temporary buildings constructed at that place are strong enough
- e) A certificate issued by the Medical Officer of Health that there is unpolluted and adequate ventilation for the public gathering in a particular building.
- f) A letter confirming that adequate fire-fighting equipment is used in the case of an emergency fire (normal fire extinguishers, electrical fire extinguishers and fuel fire extinguishers)
- g) A certificate issued by the Medical Officer of Health that adequate exits and safety arrangements are in place to evacuate the gathering within a short period of time in the event of an emergency.

- h) A certificate issued by the Inspector of the police station of the area must be submitted that procedures for maintaining peace in the carnival premises have been made.

- Note:
1. The application should be submitted prior to the carnival to the proper authority having prepared the carnival premises.
  2. The proper authority has the power to refuse to issue a permit for any festival where the above requirements are not met, enabling local government institution can confirm the mandated task.
  3. It shall be the responsibility of the applicant to submit the application to the proper authority 7 days prior to the commencement date of the carnival.
  4. Proper Authority means any Municipal Council or Urban Council or Local government.

## 6. Procedure

| Procedure   | Duration  | Authority                                     |
|---|---|---|
| Obtain the application for conducting of performances or carnivals online or at the front office and submit the completed application along with the relevant attachments.  |   | Applicant                                     |
| Accept the application and issue a tracking number and forward it to the Technical Officer and Public Health Inspector for recommendations.   | On the same date of acceptance of the application     | Officer of the Front Office                   |
| Check the availability of toilets and urinals in the proposed site and constructions and forward the observations and recommendations to the Municipal Commissioner/Chairman by the Officer-in-Charge.  | Before 2 days from the date of receipt of application | Public Health Inspector and Technical Officer |
| Submission of recommendation to Municipal Commissioner/Chairman for approval  | Immediately after the receipt of the recommendation   | Officer-in-charge of the subject              |
| When the issue of license is approved, when the license is processed / not available, the letter stating that the request has been rejected is submitted to the signature of the Municipal Commissioner / Chairman and the revenue inspector is notified to charge entertainment tax. | Immediately after the receipt of the approval         | Officer-in-charge of the subject              |
| Sign the permit/rejection letter and forward it to the officer concerned  | Immediately after the draft letter is received        | Municipal Commissioner/Chairman               |
| Get the license online or be presented by paying the fee  |   | Applicant                                     |
| Collect the money and issue the license and receipt and update the documents by crediting the amount to the revenue head  | Immediately after the payment                         | Officer of the Front Office                   |

## 7. Procedure in case license not obtained

| Procedure | Duration | Authority |
|-----------|----------|-----------|
|-----------|----------|-----------|

| <b>Procedure</b>  | <b>Duration</b>  | <b>Authority</b>                 |
|---|--|----------------------------------|
| Order the organizer of the carnival orally and in written to stop carnival until the license is obtained                          | Before the start of the festival / at the time of carnival | Municipal Commissioner/Chairman, |
| In case of failure to comply with the order to stop the carnival, to report the police station to assist in stopping the festival | Before 24 hours of issuance of order                       | Municipal Commissioner/Chairman  |
| In case of further default in stopping the carnival and obtaining the permit, filing a charge sheet in the Magistrate Court       | After 48 of the issuance of the order                      | Municipal Commissioner/Chairman  |

..... Council  
**Application for the permission to hold a carnival**

1. Personal information Application for permission to hold a festival
  - (a) Name of the applicant : .....
  - (b) National Identity Card No. : .....
  - (c) Mobile No : .....
  - (d) Official Telephone No. : ..... Fax: .....
  - (e) E-mail address : .....
  - (f) Postal address : .....
2. Nature of the carnival:  
 A festival/carnival/mechanized carnival/ other. .... (Specify the task) .....
3. Venue of the carnival: .....
4. Details of the owner of the venue:
  - (a) Full name of the owner : .....
  - (b) National Identity Card No : .....
  - (c) Mobile No : .....
  - (d) Official Telephone No. : ..... Fax: .....
  - (e) E-mail address : .....
  - (f) Postal address : .....
5. Has the owner of the place concerned given written consent for the work? : Yes /No (Attach a copy of the consent letter)
6. The maximum number of spectators or revelers that may be admitted to the premises at the time of the carnival (Approximately): .....
7. Expected duration of the carnival : From. .... 20 to .... 20

I certify that the above particulars are true and correct. I agreed that the conditions stipulated in the license issued to me will be followed as it is, that the Municipal Commissioner/Secretary has the power to cancel the license issued to me if any of the conditions are violated, that the Municipal

Commissioner/Secretary has the authority to take legal action against me in case of any breach or violation of the conditions stipulated in the license. I accept in such a way that there will be no breach of public order in the carnival and all the responsibilities for any damage caused to any party in every task done inside the carnival. It is requested to grant the necessary permission to hold the festival.

Date: ..... 20

.....  
Signature of the applicant

**For office use.....**

Technical Officer/Public Health Inspector,

You both are directed to check the particulars mentioned in the above application together and submit this application to the Municipal Commissioner/Secretary with your observations and recommendations regarding the issuance of the license to hold the carnival.

Date: ..... 20

.....  
Officer of the front office

Municipal Commissioner/Secretary,

The particulars of the above application and the proposed venue for the carnival were checked

\* I recommend the issuance of the license as adequate arrangements have been made for the health and hygiene, convenience and safety of the public in holding the carnival.

\* Issue of license cannot be recommended until the following facts are fulfilled.

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....

Technical Officer : ..... (Name and signature) .....

Public Health Inspector: ..... (Name and signature) .....

Date: ..... 20

Officer-in-charge of the subject,

\* I approve the issuance of the license as per the above recommendation. Prepare the license and submit it for my signature.

\* The request is rejected as per the above recommendation. Submit the letter of informing that for my signature

Date: ..... 20

.....

Municipal Commissioner/Secretary

Municipal Commissioner/Secretary,

\* License;

\* Letter notifying that the request is rejected,

prepared as per above order is submitted for the signature

Date: ..... 20

.....

Officer-in-charge of the subject

Officer-in-charge of the subject,

Signed Request Refusal Letter / License. Issue the license.

Date: ..... 20

.....

Municipal Commissioner/Secretary

Officer of the front office,

I am enclosing the signed license. Issue the license to him having charged the due amounts. Return this application to me with a note of the amount charged.

Date: ..... 20

.....

Officer-in-charge of the subject

Officer-in-charge of the subject,

In issuing the above license, the following fees have been charged:

\* License fee Rs. ....

\* Tax imposed by the government (1) Rs. ....

|   |                                   |          |
|---|-----------------------------------|----------|
| * | Tax imposed by the government (2) | Rs. .... |
| * | Stamp duty                        | Rs. .... |
|   | Total                             | Rs. .... |

Date: ..... 20

.....  
Officer-in-charge of the subject