

3. Registration of Street Vendors in Designated Temporary Vending Sites

The sidewalk vendors registration is a measure to control the proliferation of vendors in the City and provide them with a secured temporary vending sites. The City Mayor shall designate vending areas / sites where the streets vendors shall be allowed to pursue their livelihood legitimately and under regulation of MDAD in accordance with policies, guidelines and procedures.

Office:	Market Development and Administration Department			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business			
Who may avail	Street vendors, hawkers vending and residing in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application / Registration Form (2 copies) 2. Barangay Certificate of Residency or / Voter's ID (1 original copy) 3. Barangay Certificate specifying the vending site or location where the street vendor operates (1 original copy) 4. NBI Clearance (1 original copy) 5. Inspection Report		1. Clerk, Hawkers Division, MDAD 2. Barangay Hall where the vendor resides/ Local COMELEC 3. Barangay Hall where the vending site is located 4. NBI Satellite Office QC Hall Complex 5. Inspection Unit, Hawkers Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled-up Application /Registration Form, together with the basic requirements	1.1 Evaluates application as to completeness of information and submitted requirements and permissibility of vending location against list of temporary vending sites	None	8 mins.	Clerk, Hawkers Division
NONE	1.2 Clears application for pending cases and arrearages	None	10 mins.	Clerk, Hawkers Division
	1.3 Approval of Application	None	5mins.	Head, Hawkers Division
2. Submits original and photocopy of Official Receipt	2.1 Validates original OR and updates database record	None	5 mins.	W-2, Business Permits & Licensing Unit
3. Receives second copy of Application / Registration Form	3.1 Issues second copy of Application / Registration Form	None	2 mins.	W-2, Business Permits & Licensing Unit
	TOTAL	None	30 mins.	