



2. APPLICATION FOR HAWKER'S PERMIT

A hawker's permit is issued to qualified vendors upon completion of the requirements. Issuance of Hawker's Permit is a measure to control the proliferation of vendors in the City and provide them with a secured temporary vending site. The City Mayor shall designate vending areas/sites where the street vendors shall be allowed to pursue their livelihood legitimately and under regulation of MDAD in accordance with policies, guidelines, and procedures.

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|--|---|------------------------|--|---|-------------|
| Office: | Market Development and Administration Department | | | | |
| Classification: | Simple | | | | |
| Type of Transaction: | Government to Citizen | | | | |
| Who may avail: | Street vendors within Quezon City | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | | |
| 1) Filled-up Online Application | | | QC E-services website | | |
| 2) Barangay Certification specifying the vending site or location (1 original copy) | | | Barangay where the vendor is selling. | | |
| 3) NBI Clearance or Police Clearance | | | NBI Satellite Office – QC Hall Complex or visit the NBI official website. Police station having jurisdiction where he or she is selling. | | |
| 4) Health Certificate (required for Food Vendors only) | | | QC E-services website | | |
| 5) QC ID | | | QC E-services office or QC E-services website | | |
| 6) Written consent/Certificate of no objection from the nearby establishment of the proposed TVS. | | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | FORM |
| 1. Log-in to QC E-Services site and click Market One-Stop Shop | None | None | 5 mins. | Applicant | |
| 2. Click Apply for Hawker Permit | None | None | 5 mins. | Applicant | |
| 3. Click New | None | None | 1 min. | Applicant | |
| 4. Choose the Temporary Vending Site | None | None | 10 mins. | Applicant | |
| 5. Fill-up Application form | None | None | 10 mins. | Applicant | |
| 6. Upload the required documents a. Barangay clearance for hawker's permit b. NBI Clearance or police clearance. c. Health certificate for food vendors | None | None | 20 mins. | Applicant | |
| None | Review the completeness and accuracy of the application form information, requirements submitted, and permissibility of vending site. | None | 1 day | Verifier – Market Admin Clerk of Hawkers Division | |



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| None | Recommends application for approval | None | 1 hour | Evaluation – Head of Hawkers Division | |
| None | Recommends application for approval | None | 1 hour | Action Officer for Operations, MDAD | |
| 7. Pay for the Application Fee online or manually. Payment Option: Pay vending fee: Pay Application Form Fee online (Redirect to QC ePayment) Print order of payment: Go to the City Treasurer's Office and pay the Application Form Fee. | For Online Payments: Review accuracy of online payment and approve payment. For Manual Payments Receive Application Form Fee, approves payment, and issues OR. | Minimum Taxes and Fees: Application Fee – P50.00 Garbage Fee – P156.00 ID Fee – P50.00 Vending Fee – P20.00/s qm/day | For Online Payments: 2-5 days For Manual Payments: 1 day | City Treasurer's Office | |
| (If paid manually) | Input OR number and upload OR proof (optional) to QC E-Services website | None | 4 mins. | Market Admin Clerk of Hawkers Division | |
| None | Approves application | None | 10 min. | City Market Administrator | |
| 8. Return to MDAD Office for the processing and releasing of Hawker's Permit. | Issues the Hawker's Permit Validity: 1 Calendar Year | None | 15 mins. | Market Admin Clerk of Hawkers Division | |
| TOTAL: PAID ONLINE PAID MANUALLY | | | 3-5 days 1 day 3 hours | | |