



#### 4. APPLICATION FOR AMBULANT VENDOR'S PERMIT

An ambulant vendor's permit is given to qualified vendors who does not permanently occupy a definite place or stall in the public market but who comes either daily or occasionally to sell his/her goods within the market premises.

<b>Office:</b>	Market Development and Administration Department				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	Government to Citizen				
<b>Who may avail:</b>	Street vendors within Quezon City				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
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 mainly selling.		
3) Consent from Barangay within the district of the intended vending jurisdiction.			Barangays other than the core barangay within the same district.		
4) 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.		
5) Health Certificate (required for Food Vendors only)			QC E-services website		
6) QC ID			QC E-services office or QC E-services website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	<b>FORM</b>
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 Ambulant Vendor	None	None	5 mins.	Applicant	
4. Choose the core Barangay	None	None	10 mins.	Applicant	
5. Fill-up Application form	None	None	10 mins.	Applicant	
6. Upload the required documents	None	None	10 mins.	Applicant	
None	Review the completeness and accuracy of the application form information and requirements submitted.	None	1 day	Verifier – Market Admin Clerk of Hawkers Division	
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	
None	Approves application	None	10 min.	City Market Administrator	
7. Pay for the Application		Minimum		City	



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