



6. APPLICATION FOR TERMINATION OF A TEMPORARY VENDING SITE STALL

Being temporary in nature, some instances will trigger the termination of it such as but not limited to - the need for the use the sidewalk for government projects, the narrowing of a sidewalk as a result of road constructions, cessation of the consent previously given by the nearby property owner, non-compliance to the rules and regulations of street vending.

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) Letter addressed to City Mayor thru the CMA requesting for the stall to be terminated.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to QC E-Services site and click Market One-Stop Shop	None	None	5 mins.	Market Admin Clerk – Hawkers Division
2. Click Recommend Termination of TVS stall.	None	None	5 mins.	Market Admin Clerk – Hawkers Division
3. Upload the required documents	None	None	20 mins.	Market Admin Clerk – Hawkers Division
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
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	Recommends application for approval	None	1 hour	City Market Administrator
TOTAL:			1 day 4 hours	