



REPUBLIC OF THE PHILIPPINES
CITY OF PARANAQUE
BUSINESS PERMITS & LICENSING OFFICE
**APPLICATION FOR SPECIAL PERMIT/
 CERTIFICATE OF NO OBJECTION**
 [WITH UNDERTAKING]



CATEGORY

- CONCERT
 SOCIAL EVENT
 RALLY
 MOTORCADE
 MICE (Meetings, Incentives, Conferences, Exhibitions)
 OTHERS (Please specify) _____

APPLICANT DETAILS

LAST NAME	FIRST NAME	MIDDLE NAME (Optional)	SUFFIX
_____	_____	_____	_____
MOBILE NO.	EMAIL	DESIGNATION	
_____	_____	_____	

EVENT ORGANIZER/PROMOTER DETAILS

NAME OF ORGANIZER/PROMOTER _____ **BIN** (If applicable) _____

BUSINESS ADDRESS

MAIN CONTACT PERSON _____ **DESIGNATION** _____

MOBILE/TELEPHONE NO. _____ **EMAIL** _____

EVENT DETAILS

TITLE OF EVENT

BRIEF DESCRIPTION OF EVENT

LOCATION OF EVENT

Name of Establishment	Name of Building	Block No.	Lot No.	Street
_____	_____	_____	_____	_____
Barangay	City/Municipality	Province	Zip Code	_____
_____	_____	_____	_____	_____

DATE/S OF THE EVENT _____	TIME OF THE EVENT (PER DAY) _____	ESTIMATED ATTENDANCE OF GUEST/PARTICIPANTS (PER DAY) DAY 1 _____ DAY 2 _____ TOTAL (MULTI-DAY EVENT) _____	NO. OF FULLY VACCINATED GUESTS/PARTICIPANTS (PER DAY) DAY 1 _____ DAY 2 _____
VENUE SETTING <input type="radio"/> INDOOR <input type="radio"/> OUTDOOR	VENUE CAPACITY INDOOR _____ OUTDOOR _____	TOTAL NO. OF EMPLOYEES/PERSONNEL (PER DAY) (INCLUDING PROVIDERS/SUPPLIERS)	TOTAL NO. OF VACCINATED EMPLOYEES/PERSONNEL (PER DAY) (INCLUDING PROVIDERS/SUPPLIERS)

FOR CONCERTS: NAME OF ARTISTS/PERFORMERS (PER DAY)
 (NOTE: PLEASE SPECIFY IF ARTIST/PERFORMER IS LOCAL OR FOREIGN)

FOR FUN RUNS/MOTORCADES/AND SIMILAR ACTIVITIES
 (LIST OF BARANGAYS INCLUDED IN ACTIVITY ROUTE)

HEALTH AND SAFETY PROTOCOLS TO BE ENFORCED
 (AN ADDITIONAL PAGE MAY BE ATTACHED)



UNDERTAKING

REPUBLIC OF THE PHILIPPINES)
)S.S.

I _____, of legal age, _____, with postal address at _____ do hereby depose and state under oath: that-

1. All information in this application are true and correct based on my personal knowledge and authentic records submitted to the City Government of Paranaque. Any false or misleading information supplied, or production of documents shall be a ground for appropriate legal action against me.
2. We undertake to comply with the conditions for the issuance of this Permit/Certificate as provided under relevant laws, ordinances, rules and regulations;
3. We undertake to strictly comply with the guidelines prescribed by the IATF and other National Government Agencies on the conduct of MICE and Social Events/Gatherings while under the current Community Quarantine Status, such as but not limited to:
 - I. Maximum number of guests/participants;
 - II. Vaccination Status of participants (if applicable);
 - III. Vaccination Status of Venue employees, providers and suppliers;
 - IV. Minimum Public Health Standards;
 - V. Social Distancing;
4. We understand that violation of the conditions imposed for the issuance of the Permit/Certificate shall warrant the immediate revocation of the same and the imposition of administrative sanctions and penalties, without prejudice to the filing of appropriate criminal charges under the Penal Code and relevant laws, ordinances, rules and regulations.
5. I am executing this Affidavit to attest to the truth of the foregoing facts and to use the same for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ at _____.

Affiant

SUBSCRIBED AND SWORN to before me this _____ at _____, Affiant exhibiting to me his _____ bearing ID No. _____ issued at _____ on _____.

Doc No. ____;
 Page No. ____;
 Book No. ____;
 Series of ____.

LGU SECTION

(THE BPLO, TPMO, PNP, DRRMO, AND BFP SHALL FILL-UP THIS SECTION)

DESCRIPTION	OFFICE/AGENCY	COMPLIANCE			EVALUATED BY
		YES	NO	NOT REQUIRED	
DTI OR SEC OF ORGANIZER OF PROMOTER	BPLO				
LETTER ADDRESSED TO THE MAYOR THRU THE BPLO, STATING: - Number of tickets for sale - Venue capacity - Price per ticket	BPLO				
CERTIFICATE FROM THE VENUE	VENUE				
PAYMENT OF AMUSEMENT TAX AND MAYORS PERMIT FEE	BPLO				
TRAFFIC PLAN	TPMO				
ROUTE MAP	TPMO				
VENUE EMERGENCY & SECURITY PLAN	TPMO & PNP				
VENUE LAYOUT / EVENT MAP	BPLO & TPMO				
EMERGENCY PREPAREDNESS AND RESPONSE PLAN	DRRMO & BFP				

BUREAU OF FIRE PROTECTION SECTION

This certifies that the subject application is in compliance with the pertinent provisions of the 2019 Implementing Rules and Regulations of RA No. 9514, otherwise known as The Fire Code of the Philippines, listed below:

1. Section 10.2.5.2 paragraph (G) sub-paragraph (2) "When the occupant load for any storey or portion thereof is more than five hundred (500) but not more than (1000), the means of egress shall not be less than three (3); in excess thereof, the means of egress shall not be less than four (4)."
2. Section 10.2.8.2 paragraph (E) "Exits shall be so arranged that the total length of travel from any point to reach an exit will not exceed forty-six (46) meters in any place of assembly for spaces not protected by approved, supervised sprinkler as required."
3. Section 10.6.9 "Portable fire extinguishers shall be provided."
4. Section 10.2.6.9 paragraph (G) sub-paragraph (C)(3) "Travel distances for portable fire extinguishers shall not exceed ten (10) meters."
5. Section 10.2.8.12 paragraph (A) "Standby BFP Personnel. The City/Municipal Fire Marshall having jurisdiction, whenever in his/her judgment it is essential for public assembly, or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibitions, display contest or activity, is authorized to detail standby BFP personnel at such place."
6. Section 10.2.8.13 paragraph (A) "All grandstands, tents, and other places of outdoor assembly shall comply with the requirements of NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures."
7. Section 10.2.8.10 paragraph (B) "In all theaters, nightclubs, dance halls and similar occupancies, an audible announcement and other means of announcement shall be made prior to the performance describing the location of exits to be used in case of fire or other emergencies."
8. Section 10.4.6.13 "No person shall be allowed to conduct firework exhibition without first securing a clearance from the City/Municipal Fire Marshall having jurisdiction."
9. "Electrical wiring installation of equipment shall be in accordance with provision of the latest edition of the Philippine Electrical Code (PEC)."

REMARKS

CERTIFIED BY: _____

TIME AND DATE RECEIVED _____

APPROVED DISAPPROVED NOT REQUIRED