

Government of Haryana
Department of Urban Local Bodies
Notification

Chandigarh, the..., 2020

No.- In exercise of the powers conferred by section 38 of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014) and subject to the other provisions of the Act and the Rules made there under, the Governor of Haryana is pleased to frame the following Scheme for the street vendors, namely:-

Short title and commencement

- 1.** (1) This scheme shall be called the "**Haryana Street Vendors (Protection of Livelihood and Regulation of Street Vending) Scheme, 2020**".
- (2) It shall come into force on the date of its publication in the official Gazette.
- (3) This scheme shall be applicable to all municipalities and development authorities in the State of Haryana.

Definitions

- 2.** (1) In this Scheme, unless the context otherwise requires,-
- (i) "Act" means the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014);
- (ii) "vending category" means vending activities in following categories:
- (a) unprocessed food;
 - (b) processed food;
 - (c) stationary goods;
 - (d) clothing;
 - (e) household articles;
 - (f) automotive goods;
 - (g) flowers;
 - (h) electronic goods;
 - (i) "Heritage Market" means a market which has completed more than fifty years in one place where sellers and buyers have traditionally congregated for the sale and purchase of products or services and has been determined as such by the local authority on the recommendations of the Town Vending Committee;
 - (j) "Night Bazaar" means a bazaar where sellers and buyers have traditionally congregated for the sale and purchase of products or services after evening i.e. during night and has been determined as such by the local authority on their commendations of the Town Vending Committee.
 - (k) Any other category, which the Town Vending Committee decides to include.
- (iii) "Form" means the Form appended to this scheme;
- (iv) "vending mode" means vending carrying out modes of following categories:
- (a) mobile vending is vending from one place to another through push-cart, Rehri or any other human powered cart;
 - (b) mobile vending using motor vehicle is vending business using motor vehicles of any description, the operation or movement of which requires a license under the Motor Vehicles Act, 1988 (Central Act 59 of 1988) or any other law in force.
 - (c) Stationary vending is vending at fixed place by establishing temporary structure.
 - (d) Stationary vending on pushcart (Rehri) is vending at fixed place with goods on pushcart.
 - (e) Temporary vending at mela, events, festivals and other temporary

events.

- (f) Peripatetic vending who carry out vending on foot and sell their goods and services and include those who carry baskets on their head/slung on their shoulders and those who sell their goods on pushcarts.
- (v) ROW i.e. width of roads and inclusive of carriageway and roadside services.
- (vi) "Rules" mean the Haryana Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2017.

Words and expressions defined in the Act and the Rules and used in this scheme shall have the same meanings as respectively assigned to them in the Act or the Rules.

Manner of conducting survey

- 3.** The Town Vending Committee shall conduct the survey itself or get it done by engaging a professional agency using modern technology within their respective areas to study the need of street vendors and consumers.

(a) The survey shall include:-

- (i) The details of street vendors such as name, address, location (Geo-coordinates of the place of vending), category of vending activity, mode of carrying out vending and other details in survey app or specified in Form-I.
- (ii) The extent, type and demand of vending activities in different localities.
- (iii) Survey shall be conducted three times in a day on the times as specified below:
 - (a) Morning time -7.00 A.M to 12.00 P.M
 - (b) Afternoon -2.00 P.M to 6.00 P.M
 - (c) Night time -6.00 P.M to 11.00 PM

(b) Adequate publicity of the proposed survey shall be given:-

- (i) on its website;
- (ii) by publishing in any two prominent local newspaper published in the local language of the area;
- (iii) by placing it on the notice board of their offices;
- (iv) By placing a copy in any conspicuous place in the local market within the jurisdiction of the local authority.
- (v) The survey outcome shall be available in the digital format and may be video-graphed or still photographed for each surveyed vendor.
- (vi) The survey form shall be generated using a software and shall be filled on the spot including use of tablet, GPS coordinates and uploading of all documents, including photograph of vendor.
- (vii) The process of survey shall be completed within a period of six months from the initiation of survey.
- (viii) The Town Vending Committee shall conduct surveys for identification of street vendors once in every 5 years, after the first survey.
- (ix) In case the street vendor who was not recorded in the survey or came after the completion of survey may submit an application to the competent authority for registration on Form-II along with self-filled Form-I.
- (x) The Town Vending Committee shall put up information counter and advertisement at every Bus Stand and Railway station for the newly migrated vendors to get themselves registered for vending.

Registration

- 4.** Registration of Urban Street Vendors

- (i) The Town Vending Committee (TVC) shall register all street vendors/ hawkers identified in the survey and issue an identity card within two months of completion of survey.
- (ii) The registration shall be valid for **five years**.
- (iii) The hawker is permitted for carrying out vending only in the area the Town

Vending Committee (In case there are more than one TVC in town), to which he got registered.

- (iv) The identity card shall be issued as per **Form-III** after submission of registration fee and undertaking as per **Form-IV**.
- (v) The Town Vending Committee shall publish the street vendor's charter annually specifying the time within which the street vendors can collect their identity cards and submit required fee and documents and the time within which the registration shall be renewed.

Criteria for issuing Vending Certificate

5. The Town Vending committee shall follow the following criteria for issuance of vending certificate:

- (i) name of the person shall appear in the survey carried out by the Town Vending Committee;
- (ii) person should be a street vendor only and shall not be engaged in any other occupation;
- (iii) such person should not have other parallel vending site in any other place;
- (iv) Person should carry the vending by himself or through his family member or employee provided that such family member or employee has completed fourteen years of age.
- (v) The Town Vending Committee would have the right to change the allotted site(s)(within a vending zone) on rotation basis after a period of 3 months or 6 months or one year. The period of rotation shall be decided by the Town Vending Committee for each Vending-Zone.
- (vi) The certificate of vending cannot be leased, rented or sold to any other person. An undertaking in this respect in **Form III** shall be submitted by the street vendor to the Town Vending Committee,
- (vii) transfer of vending license upon the death of vendor should be in favour of his/her legal heir having no license at any other place or zone in his name, and;
- (viii) In case of shortage of space for vending, preference shall be given to the Schedule Caste, Schedules tribes, other backward classes, women and persons with disabilities.
- (ix) The availability of space and the holding capacity of the vending area.
- (x) Solid waste generated from stalls/ vending zones shall be segregated before disposal to Municipality.
- (xi) No goods shall be sold in a plastic/polythene bag.

Vending Certificate

6. (1) The Town Vending Committee shall issue vending certificate to all street vendors identified in the survey within a period of 2 months from the date of issuance of identity cards (specified as **Form-V**), subject to the availability of site/ holding capacity of vending zone and submission of undertaking specified at **Form-IV** by street vendor.

(2) In case the vendor wants to change the activity, the Town Vending Committee shall be informed and its certificate shall be renewed to other activity without additional fee.

(3) The vending certificate shall specify the vending activity, the days, vending zone, and timing to carry out vending activity as per **Form-V**.

(4) The vending certificate shall be issued on following terms and conditions accepted by the vendor, which are also required to be stated on the back of vending certificate:

- (i) The vendor shall not construct any permanent structure on allotted space;
- (ii) The vendor in any way does not hamper the free movement of pedestrians

and traffic;

- (iii) In no case, the Vendor shall have the right to carry out vending activity permanently at an allotted site and shall not claim any right for allotment a site on permanent basis.
- (iv) The allotted site shall be changed on rotation basis (within a vending zone) after a period of 3 months or six months or one year as decided by the Town Vending Committee. Each Vendor shall strictly follow the decision of Town Vending Committee and shift his/her vending activities at a site allotted on rotation basis within a given time period.
- (v) The Town Vending Committee shall have the right to inter-change the allotted site on mutual consent basis.
- (vi) The right to restrict, evict, and relocate shall vest to the Town Vending Committee for any act done in public interest;
- (vii) The vendor shall pay the rent of the allotted site on monthly basis and shall submit the rent to the TVC by 7th of every month;
- (viii) The vendor shall not cause loss to any public property;
- (ix) The responsibility of maintaining the allotted space is the liability of the vendor;
- (x) Any other condition mentioned in the Act & Rules and conditions imposed by Town Vending Committee, from time to time;
- (xi) The vendor shall be shifted to other location under exceptional circumstances, decided by Town Vending Committee;
- (xii) The vendor shall abide the provisions of the Act;
- (xiii) The vendor shall not be carrying on the vending activity from any other site in any other place;
- (xiv) The vendor shall carry the vending himself or through his family members who shall not be less than fourteen years of age.
- (xv) The certificate of vending cannot be leased, rented or sold to any other person.
- (xvi) The family members involved in street vending, if any dependent children is involved in vending the age of child should be more than 14 years. Children below 14 years shall not be included in vending activity.
- (xvii) The vending certificate with photo shall be hang on each vendors vending place.

Validity and renewal of Vending Certificate

- 7.** (1) The Vending Certificate will be issued for the period of **1 year**, subject to payment of vending fee, specified in **clause 10** of this Scheme.
- (2) The town vending committee shall publish a list of defaulter street vendors who failed to pay the renewal fees of certificate of vending.
- (3) One month grace period shall be granted for the payment of renewal fees without any penalty.
- (4) After expiry of the period one month, the certificate of vending may be renewed on payment of renewal fees and the penalty specified in **clause-10** of this Scheme within 3 months after grace period instead of asking for reasons ask him to apply for a new license by paying a fresh registration fees and vending fees.
- (5) In continuation of the above clause, late fee shall be charged at the rate of 1% of annual vending fees.

Maintenance Charges

- 8.** Every street vendor shall pay annual maintenance charges to the Town Vending Committee as specified in **clause-10** of this scheme, for providing civic amenities and facilities in vending zones.

Cancellation or suspension of Vending Certificate

- 9.** (1) The Towns Vending Committee shall impose fine and give warning to the street vendor if he found guilty of breach of conditions laid down in the certificate of vending which includes the following, namely.-
- (i) he is carrying out vending, squatting or hawking in the area or market other than mentioned in the certificate of vending;
 - (ii) misrepresented the age for eligibility to get the certificate of vending;
 - (iii) if the area allotted has been increased, occupying the additional area unauthorizely;
 - (iv) any permanent structure has been constructed on the allotted place;
 - (v) certificate of vending is rented, sold or leased out to any other person;
 - (vi) the certificate of vending has not been renewed after the prescribed period is over;
 - (vii) Failure to pay vending fees for a period of three months.
- (2) Any street vendor who has employed any child below fourteen years of age (under Child Labour (Prohibition and Regulations) Act, 1986) shall be given a warning by the Town Vending Committee. If he fails to carry out the direction given in the warning, his certificate of vending shall liable to be suspended for 15 days.
- (3) Any vendor found or proved guilty of misbehaviour with any vendor (men/ women) based on the written complaint filed by the aggrieved person will lead to suspension of license for two months.
- (4) The vendor shall be issued notice immediately after suspending the certificate, which he is required to reply within 15 days.
- (5) The vending certificate shall only be cancelled, if the vendor is not able to submit his reply to the allegation based on which the Certificate is suspended. The period of 15 days shall be counted from the date on which the notice is served on the vendor or delivered to his last known address.
- (6) In case of any criminal activity by street vendor (under any other law), the vending certificate shall be immediately cancelled, without giving any notice and suspension.

Vending fee, Maintenance charges and penalties.

- 10.**(1) A street vendor shall pay following charges for registration, vending certificate, renewal fee, maintenance charges, penalty and fee for reclaiming seized goods:

Sr. No.	Fee/ charge subject	Fee (in Rs.)
1.	Registration Fee	Rs. 500/- for five years
2.	Vending Fee (including maintenance charges) for Stationary vendors.	(i) Rs. 500/- per month for Municipal Corporations. (ii) Rs. 200/- per month for Municipal Council. (iii) Rs. 100/- per month for Municipal Committees.
3.	Vending Fee for mobile vendors.	(i) Rs. 200/- per month for Municipal Corporations. (ii) Rs. 100/- per month for Municipal Council. (iii) Rs. 50/- per month for Municipal Committees.
4.	One time vending Fee for temporary events (local town level festival/ mela organized other than State Govt. Departments/ Boards/ Corporations or Trusts etc.)	(i) Rs. 200/- for Municipal Corporations. (ii) Rs. 100/- for Municipal Council. (iii) Rs. 50/- for Municipal Committees.
5.	Penalty for non-deposition of vending fee	3 times of vending fee.

Manner of Collecting fees/ charges.

- 11.** Every Town Vending Committee shall have a bank account and the street vendors shall deposit all the money quarterly into that account along with such details as prescribed by the Town Vending Committee. An annual audit of such account shall be carried out by the Town Vending Committee. The local authority is free to make its own arrangement for collection of fees or charges for the Town Vending Committee. Ultimately the amount so collected is to be deposited into the bank account opened separately by the Town Vending Committee.

Manner of

- 12.** The Town Vending Committee shall declare an areas as **No-vending zone**, falling

declaring No-Vending Zone.

within area of its jurisdiction, based on following **parameters**:

- (i) ROW of road is less than 10 metres.
- (ii) Roads with no pedestrian pathway on either side.
- (iii) Area upto 200 metres from boundary of defence establishments, historic/ archaeological site/ building, public buildings or as may deemed required by Town Vending Committee.
- (iv) Special-Zones –Vendors around Heritage structure/ monuments, special carts to be installed which will be owned by Municipality and rent, security and fees shall be charged from the vendor.
- (v) No vending zone 50 meters from roundabouts/chowks.
- (vi) No vending zones around schools whereas areas surrounding hospitals and office buildings it shall be notified as a restricted vending zone.

Relocation of street vendors

- 13.** (1) Any project of public purpose requiring temporary or permanent shifting of the Street vendors in the project related area, the concern authorities shall.-
- (i) adjust the street vendors required to be removed, to the extent possible, in any nearby place temporarily or permanently, and
 - (ii) After the completion of the project, the street vendors relocated may be brought back and adjusted in the newly developed project area to the extent possible. The decision of the Town Vending Committee in this regard shall be final.

Manner of evicting street vendor

- 14.** (1) The Town Vending Committee shall bring in its agenda and discuss the issue of eviction of street vendors, whose vending certificate stand cancelled under **clause 9**, prior to the issuance of 30 days' notice of eviction, so that a survey can be conducted to identify an equally ideal vending site for the street vendors.
- (2) The 30 days written notice shall be served personally or by a registered post in the name of the street vendor prior to the eviction.
- (3) In case the registered post comes back undelivered, the said notice shall be posted in the area where from such person is carrying on his vending activity. That would be deemed to be considered as the service of the notice to the person concerned.
- (4) Any street vendor found pursuing the street vending activity without certificate or expired certificate and after expiry of the period mentioned in the eviction notice, the TVC is authorized to seize his/ her goods and levy **default amount @ Rs. 250** for each day, but shall not be more than the value of goods seized.
- (5) If within fifteen days, he himself fails to vacate the allotted place, the local authority shall physically remove in from the site, if needed, by taking police help.

Seizure and Reclaiming of goods

- 15.** Where the goods of the street vendor are to be seized under subsection (3) of section 16 of the Act, the following aspect requires to be taken into consideration, namely:-
- 1) only the authorized person from the local authority shall conduct the seizure of goods, the list of goods so seized shall be made and signed by the authority, and The street vendor whose goods are seized should be given a proper receipt by the authority.
 - 2) The application for releasing seized goods as per **Form-VI**, in case of perishable goods, shall be allowed to be submitted on the same day.
 - 3) The application for releasing seized goods shall be made within 15 days of seizing, in case of non-perishable goods.
 - 4) The non-perishable seized goods shall be released within 7 days, on payment of penalty, which is to be deposited with the TVC.

- 5) The perishable goods shall be released within 24 hours on payment of penalty.
- 6) The TVC is allowed to throw seized perishable goods, if not claimed within 7 days from the date of seizing.
- 7) The TVC is authorized to auction the seized goods if no application is made to release the goods within prescribed time.
- 8) In case of perishable goods, if no application is made within 7 days of seizing, the TVC is authorized to throw the perishable items, subject to the condition of goods.
- 9) In the case of vending of goods without certificate, the charge shall not exceed Rs. 500/- for reclaiming the seized goods.
- 10) No vendor shall sell the prohibited items.

Social Audit

- 16.** (1) The TVC shall constitute an Independent Social Audit Unit (ISAU) for the purpose of carrying out social audit. The social audit unit may comprise of resource persons, eminent citizens, representatives of street vendors and market associations and other professions who have experience in planning and worked for the betterment of street vendors and society.
- (2) The social audit shall be carried out in every 3 years. The schedule shall be decided by the TVC.
- (3) The TVC shall provide details of relevant information at least a month before the process of social audit commences. The information to be provided shall be inclusive of and comprise of the following :
- (i) Plan and Scheme for Street Vendors.
 - (ii) Street Vendor's Charter.
 - (iii) Status of implementation of the Act, Rules and Schemes.
 - (iv) Returns furnished to State Government and development authority.
 - (v) Record of resolution and minutes of the meeting conducted by the TVC during the audit period.
 - (vi) Record of registered street vendors and those who have been issued Certificate of Vending (COV). Details of those who have been denied registration and waiting list of street vendors.
 - (vii) Record of Appeals made before the local authority.
 - (viii) Record of all grievances/ disputes brought before the Dispute Redressal Committee.
 - (ix) Record of the total number and details of relocations and evictions and confiscation of goods street vendors taken place in that particular year.
 - (x) List of restriction free/ restricted/ no vending/ time sharing basis zones. Vending zones and markets added during the audit period.
 - (xi) Previous social audit reports, if any.
- (4) The social audit unit shall conduct meetings and focused group discussions with street vendors on various aspects of the implementation of the Act, Plan and the Scheme. The social audit unit shall record in writing grievances of street vendors on any issue faced by them. At the culmination of the social audit process, the social audit unit shall record its findings in writing.
- (5) The social audit unit shall hold a public meeting wherein TVC members and representatives of the development authority will be present and street vendors will also participate. The social audit unit shall read out its findings at the meeting. Street vendors shall be encouraged to testify and the TVC shall respond to each of the issues identified in the social audit by giving clarification and/or explanation to the affected party and the public as to why a certain action was taken or not taken.

(6) The TVC shall give adequate notice of the social audit public meeting by way of a public notice.

(7) The budget for conducting social audit shall be allocated by the TVC.

Condition for vending on private places

17.(1) Private places may be designated as restriction free/ restricted/ no-vending zone in accordance with no objection certificate of land/ property owner/ RWAs/ Market associations of District centres as the case may be and on recommendations of the TVC subject to no objections certificate from the local body/ agency and local police/ traffic police and RWA/ Group Housing Society. The TVC shall make a Memorandum of Agreement with the owner of the private place.

(2) Safety, security, traffic conditions, cause of general nuisance and demand from RWA/ Market Associations would be the basis of vending at private places.

Terms and conditions for street vending for up keeping public health and hygiene.

18.(1) The Vendor shall conspicuously display his COV at the place of vending and also possess the smart identity card at all times.

(2) The Vendor shall keep the street and premises around his place of vending clean. He shall keep and deploy waste bin next to his place of vending for the purpose of collection of waste by his customers/ other public. He shall from time to time clear the bin at designated place specified by the TVC.

(3) The Vendor shall pay due attention to public health and hygiene in the vending zone/ vendors market and the adjoining area. She/he shall contribute to promote the collective disposal of waste in the vending zone/ area. Vendor shall not dump any waste in drain, roadside, open areas or any other unauthorized place. The used water should also be disposed off in a covered container.

(4) He/she shall keep all his wares confined to this space. No projections, extensions shall be protruding from the space of vending.

(5) No Vendor shall install any fixed structure (temporary or permanent) at his place of vending. He/she may only put movable items (such as umbrella, tarpal, cartons etc.) which can be removed immediately.

(6) The street vendor shall not encroach upon the public land and exceed beyond the permissible limits.

(7) The Vendor shall not hamper the free movement of pedestrian and traffic in any way. Vendor shall operate from the edge of the road/ street (if vending from a street) and shall not cause any obstruction to smooth movement of traffic or pedestrians or non-motorized vehicles.

(8) The street vendor shall abide by the timings of squatting/ vending. He/ she shall not leave wares and goods at the vending site after the vending hours. At the close of vending, the Vendor shall remove and take away all articles, installations, stands, takhat; clean all litter in and around his place of vending and leave the place of vending clear of all obstructions.

(9) The vendor shall not sell obnoxious, hazardous and polluting items.

(10) The street vendor must not create any noise or play any instrument or music for attracting the public or the customers.

(11) The street vendor shall not carry out any unauthorized/ illegal activity and shall not vend any article through any unauthorized vendor at the vending site. He/ she shall not sub-let the vending site.

(12) The street vendor shall vacate the site in case of emergency, for security reasons and if required for public purposes.

(13) The street vendor shall not cause any damage to the public property. The street vendor shall repair immediately, at his/her cost, the damages that may have been (if any) caused to the public property as a result of negligence during the vending.

(14) The Vendor shall not carry out cooking at the vending place. Vendors selling food articles, including cooked foods must comply with all licensing regulations of the Health Department and provisions of food adulteration act.

(15) The vendor shall not occupy or stop at any place that is prohibited for street vending. Mobile vendor shall not stop for a period of more than 30 minutes at any place within his hawking zone/vending zone. The vendor shall not stop or vend in the non-vending zone.

(16) A walkway of minimum 2.0 mtrs. Width shall be provided for the pedestrians in front of the vending site.

(17) The vendor shall abide by the timing prescribed by the competent authority.

(18) Street vendor selling food articles shall obtained health trade license from the concerned office of the Health Officer of Health Department.

(19) The TVC should ensure and provide the street vendors clean and fresh water along with the street light facility wherever possible.

(20) The TVC shall provide clean and properly constructed toilets with water and electricity facility in order to maintain public health and hygiene near the street vending strips, wherever possible at appropriate distance from vending zones.

Designation of Nodal officer.

19.(1) The Nodal officer is an administrative officer appointed by the competent authority (defined the Rules) for its area of jurisdiction for the purpose of implementation of this scheme.

(2) The Nodal Officer shall have at least one meeting within 3 months with the TVC in order to get himself acquainted with various field level issues.

(3) The Nodal Officer may collect feedback from the street vendors relating to the issues and problems faced by them.

Dispute Resolution Mechanism

20. The ULBs have one or more "Dispute Resolution Mechanism "for Redressal of grievances or resolution of disputes of urban street vendors.

Maintenance of proper records and documents in respect of Street Vendors.

21.(1) The Town Vending Committee shall maintain the records in respect of the following matters:-

- (i) details of agenda papers and minutes of the meetings of the Town Vending Committee,
- (ii) survey procedure, updated database (preferably in digital format and including the documents submitted for the identity and address) and final reports,
- (iii) details of the allotment and relocation of sites to the street vendors,
- (iv) all the decisions of the Appellate Committee and Grievance Redressal Committee,
- (v) Details of certificate of vending and identity cards issued, and Papers for initiating live yearly survey.

Note: The records of the survey outcomes and the allotment of sites, certificates of vending and identity cards shall be considered to be of permanent nature.

(2) The Appellate Committee shall maintain the records relating to the Appeals filed before it.

(3) The Grievance Redressal Committee shall maintain the records relating to the applications filed before it.

(4) The TVC shall maintain the records of seizure of goods from any street vendors, counter foil of the receipt given to the street vendors after seizure of goods, compensation paid for the seized goods and the penalty recovered from the street vendors.

(5) Further, the maintenance of records pertaining to demarcation of vending zones

and reservation of spaces for vendor markets and vending zones at ULB level is responsibility of them at each level.

22. (1) Movable street vending: The areas where it is not possible to provide space for street vendors on roadsides or there is no vacant site available to set up vendors stall, movable street vending may be allowed, the street vendors will be allowed to sell their products by roaming around the areas on their push cart/ cycle cart, on head, etc.

(i) Identification of areas for movable street vending:

- a. Non-availability and inadequacy of vacant site/ plot or street with sufficient width to hold street vending.
- b. The areas selected for movable street vending shall be demarcated properly on town/city map, clearly showing streets.
- c. Once vendors are allotted the area, they shall not be allowed to engage in movable vending.

(ii) Time of vending: The vending shall be allowed from 6.00 am to 09.00 pm.

(2) Stationary vending on roadsides: Street vending activities always flourish if it is located on roadsides of the major road, as it gets the required threshold population and demand along with convenience to the consumers/ users.

(i) Identification of streets:

- a. Roads having ROW not less than 18 meters shall be selected for street vending activities.
- b. In case, the road width is less than 18 meters, the street vending shall be allowed only if the road is declared as a non-vehicular zone or an area abutting a parking lot or an open space.
- c. Competent authority shall have all rights to shift the location of identified street vendors as per approved the Street Vending Plan (SVP).
- d. There shall be only one side stationary street vending on a road having ROW width between 10 meters to 24 meters, while both side stationary vending shall be allowed on a road having road width of 30 meters and above.

(ii) Areas allotted to individual hawkers/ vendors.

- a. A maximum of 2.2 sq. mtrs. area 'vending area' shall be provided to each vendor/ hawker with dimension of 1.8 mtrs. x 1.22 mtrs.
- b. Passage of 1.5 meter shall be left in front of the vendor for movement and halting purpose for consumers/ users to stand or buy goods.
- c. A walkway of 1.5 meters width shall be provided for pedestrians, in front of extension space.
- d. In no case, the pathway shall be allowed to encroach by the vendors.
- e. No vending within **50 meters** from any crossing of two or more roads on all sides, both sides of the railways crossing and any declared heritage structure by the local authority,

(iii) Structure to be erected

- a. No permanent structure shall be allowed to erect.
- b. The vendors shall make their stalls on cycle carts/ push carts/ on head, etc.

(iv) Parking provisions

- a. Parking shall be provided only in roads with ROW ranging from 24 meters to 30 meters where a parking space for users/customer shall be demarcated of a width of 2.5m along the road side for parallel parking purpose.

(v) Common Civic amenities to be provided

- a. Movable public toilet and drinking water facilities may be provided at appropriate distance by the competent authorities as per the approved Street Vending Plan (SVP).
- b. Lighting to hawkers shall be permitted via battery mechanized LED lights lamps.
- c. No individual electricity and water connection shall be provided to the vendors.

(3) Street vending on a site/ plot identified by the TVC: Municipality may identify vacant plots/ sites/ open spaces where they can accommodate those vendors falling under No Vending Zones to set up a vendor market, where street vendors shall be provided with fixed stalls and facilities like sheds, green spaces, plantation, public toilets and drinking water.

(i) Identification of site for the vendor market

- a. The vendor market shall be located between the developed areas like core areas, areas between TP schemes (planned areas) and sectors.
- b. The site must have an access from a road.
- c. The site may be in vicinity of residential areas.
- d. The site shall be enclosed with virtual barriers of 0.6 meter height like metal railing, shrubs, trees, etc. to regulate entry & exit and to prevent the vendor market from encroachment, stray cattle, etc.
- e. The vendor market shall be designed with sitting facilities, public toilets; drinking water facility and landscaping where, amenities shall be provided by the Competent Authority.
- f. Only 45% of the total site area shall be utilized for vending stalls/ kiosks and rest shall be utilized in circulation, public utility, sitting and plantation.
- g. Municipality has all rights to shift the location of vendor market after getting it approved in the Street Vending Plan.

(ii) Area norms for individual hawker/ vendor

- a. A maximum of 2.2 sq.mtrs area shall be provided to each vendor/ hawker with dimension of 1.8 mtrs x 1.2 mtrs.
- b. Passage of 1.0 metre width shall be provided as 'extension area' in front of stall.
- c. Minimum 2.0 metres space in front of 'extension space' shall be kept as pedestrian pathway for movement of people.
- f. The Town Vending Committee may decide the distance to be kept free from street vending near the important institutions like the Secretariat, District Administration, offices of District Panchayat Municipal Corporation, Municipality, Nagar Panchayat, Court, Cantonment Board and State/UT Archaeological monument attracting a high footfall at its discretion taking into account the specifics of the area concerned.
- g. The carriageway shall not be allowed to be used for street vending.
- h. The entry to vending zone shall be allowed at a distance of 50 meters from any junction, exit or entry of road or the railway crossings, chowks.

(iii) Structure to be erected on site

- a. A temporary frame of wooden planks or bamboo with cloth/ tirpal at top may be allowed to hawker/ vendor without rehris with the permission of TVC. For Rehris, Umbrellas shall be mandatory for self-health cautions. Pucca structure shall be allowed to vendors in vending zones.
- b. Sitting space shall be provided for 10% of expected users, where the sitting space / structure shall be provided by the competent authority as per the approved Street Vending Plan (SVP).

c. Otherwise, no permanent structure shall be allowed.

(iv) Parking provisions

a. A designated space shall be identified in the vending site for provisioning of parking.

b. Where, the parking component shall also be approved in the Vending Plan.

(v) Common Civic amenities to be provided in vendor market

a. The vending area shall be lit from LED lamp tower. For individual lighting, hawkers may use Battery with LED lamp.

b. No individual electricity and water connection shall be allowed.

c. Public toilet and drinking water facilities will be as fixed public infrastructure or movable may be provided as per National Building Code.

Criteria for relocation

23. The following criteria shall be adopted for relocation, namely:-

- (i) Only in order to implement the rotation system.
- (ii) relocation shall be avoided as far as possible, unless there is clear and urgent need for the land in question,
- (iii) affected vendors or their representatives shall be involved in planning and implementation of the rehabilitation project,
- (iv) The Town Vending Committee shall engage in the dialogues with the representatives of the markets,
- (v) A mutually agreed place for relocation shall be considered under the implementation of the rehabilitation project,
- (vi) Affected vendors shall be relocated and shall be ensured with improved livelihoods and standards of living. The site chosen shall be in assurance to the income potential of the site before the eviction,
- (vii) Livelihood opportunities created by new infrastructure development projects may be used to accommodate the displaced vendors so that they can make use of the livelihood opportunities created by the new infrastructure,
- (viii) any kind of loss of assets shall be avoided,
- (ix) heritage markets where street vendors have conducted business for over fifty years shall be declared as heritage markets and the street vendors in such markets shall not be relocated, and
- (x) The TVC shall prepare a list of such markets and declare them as "**Heritage Markets**". The local authorities in collaboration with the tourism department shall promote such markets as tourist markets by incorporating such elements as may bring in a local flavour or create a local ambience.

Infrastructure Improvement

24. Financial support from NULM will be provided to the ULBs for improvement of infrastructure and provision of basic services in the existing markets of street vendors. The ULBs will prepare a Detailed Implementation Plan (DIP) for such infrastructure improvement projects, which may include improved civic facilities such as paving, water supply, toilets, waste disposal facility, lighting, common storage space, and specialized carts for specific types of trades, temporary sheds and/or parking facilities. The infrastructure requirements for vendors markets will be assessed based on consultations with street vendors and their associations, local agencies and other stakeholders and will be facilitated by the ULB.

The DIP for infrastructure improvement must be prepared only after the street vendor survey for the area where the project is located, has been completed. In exceptional cases where the survey is not initiated and the ULB feels that there is an immediate need for a project, which will benefit a large number of street vendors, then the survey for that area along with its cost may be included in the DIP. The ULB must ensure that prior to commencing work on the project, the street vendors who will benefit, have been issued the Identity Card as well as the Street Vending Certificate as per the prevailing policy, Act or guidelines of the State. The list of beneficiaries of the project should be placed in the public domain and displayed on the notice board of the ULB and posted on the website of the ULB/State before taking up the project. While preparing the DIP,

provision for providing specialized carts to the street vendors for specific types of trades such as food vending etc. may be included with a view to improve the hygiene and optimal utilization of space. These carts may be funded through individual loans covered under the SEP component of NULM.

Detailed Implementation Plans should contain:

- (i) Project rationale, details of beneficiaries and stakeholders, how it will contribute to improved street vending in the surrounding area, and how it fits within the overall City Street Vending Plan.
- (ii) Land ownership details
- (iii) Relocation plan, if any must be supported by a letter of consent from the affected street vendors and/or their association
- (iv) Specific infrastructure improvement project details with costs, including operations and maintenance plan
- (v) Detailed and complete list of beneficiaries who will benefit from the project – in case the survey is not complete and will be conducted as part of the DIP, the list of beneficiaries will have to be provided upon completion of the survey and prior to commencement of infrastructure improvement.
- (vi) Safety concerns, if any, relating to fire hazard or other hazards.

The ULB has to develop DIP for creation of “food streets”, “farmers markets”, “night market” and “heritage market” other such specialized/theme based markets subject to the provisions stipulated above. In markets where food will be prepared in the market, the ULB should take into account issues of food safety and fire hazard in addition to other elements of infrastructure improvement that will be required. For preparation of DIPs, the ULB shall hire consultants using a transparent selection process. The DIPs must be submitted to the Project Sanctioning Committee (PSC) of SUDA, Haryana for approval.

Capacity Building to Street Vendors & Town Vending Committees.

25. The SUDA,H shall organize capacity building programmes to enable the street vendors to exercise the rights contemplated under Act. Further training programs shall be conducted for the members of the TVCs, Elected representatives of ULB and others from time to time for providing awareness and refreshing the policies and provisions of the Act. Further to undertake research, education and training programmes to advance knowledge and understanding of the role of the informal sector in the economy, in general and the street vendors, in particular and to raise awareness among the public through Town Vending Committee.

Other Promotional Measures

26. The Government of India has launched a scheme National Urban Livelihood Mission and included support to street vendors as one of the components. Major financial assistance will be provided under this scheme. Any promotional measures suggested from time to time will also be covered for the welfare of street vendors in the State.

Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Form-I

Survey form for street vendors

Sr. No.	Questions
1.	Photograph of Vendor with Location-
2.	Photograph of Vendor With Thela/Vending Place-
3.	Identity Proof-1 (Single Photograph)-
4.	Identity Proof-2 (single Photograph)
5.	Video of the vendor, vending place and its surrounding-
6.	Ward Name-
7.	Street Name-
8.	Nearby Landmark-
9.	Type of area <ul style="list-style-type: none"> ○ Residential ○ Commercial area/Natural Market ○ School/Collage Area ○ Religious site ○ Garden/Open space ○ Railway Station ○ Industrial area ○ Public place or Government Office ○ Heritage site ○ Highway ○ Bus Stand ○ Hospital ○ Other
10.	Place of Business <ul style="list-style-type: none"> ○ Main road/Land/Chowk ○ Footpath ○ Service Area/Road ○ Open Plot Within Premises ○ On Closed Drainage Line ○ Private Property/Plot ○ Other
11.	Nature of Business <ul style="list-style-type: none"> ○ Fast food items and drinks ○ Fruits and Vegetables ○ Readymade Garments (Old and new) ○ Footwear and leather goods ○ Ceramic Products Plastic products ○ Cutlery and Utensils ○ Jewellery ○ Accessories (bags, watches, wallets, belts, hair-accessories, mobile-accessories. Etc. ○ Cosmetic products ○ Books and newspapers ○ CDs/DVDs ○ Lottery tickets ○ Flowers vendor ○ Stationary products ○ Paan/cigarette/Beedi/Tobacco products ○ Sea food vendor ○ Dairy and poultry products ○ Bakery products ○ Pooja products ○ Miscellaneous ○ Services Providers ○ Others
12.	If service Provider than Nature of Business <ul style="list-style-type: none"> ○ Cobbler ○ Barber ○ Tailor ○ Repairs automobiles ○ Mechanical work ○ Dhobi Painter ○ Chabbiwala ○ Kabaddiwala ○ Others
13.	Name of Vending Place:-
14.	Vendor's Name: First Name-
15.	Vendors' Name: Middle Name-
16.	Vendor's Name: Surname Name-

Sr. No.	Questions
17.	Residential Address-
18.	Block -
19.	City/Town-
20.	District -
21.	Mobile No.-
22.	Phone No.-
23.	Age-
24.	Gender <ul style="list-style-type: none"> <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Trans Gender
25.	Nationality <ul style="list-style-type: none"> <input type="radio"/> Indian <input type="radio"/> Other
26.	Category <ul style="list-style-type: none"> <input type="radio"/> General <input type="radio"/> Scheduled Caste (SC) <input type="radio"/> Scheduled Tribe (ST) <input type="radio"/> Other Backward Class (OBC) <input type="radio"/> Other
27.	If you come under SC/ST/OBC Category, Do you Certificate for the same? <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No
28.	Marital Status <ul style="list-style-type: none"> <input type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/> Widow/Widower <input type="radio"/> Divorced <input type="radio"/> Separated
29.	Level of Education Attained <ul style="list-style-type: none"> <input type="radio"/> Illiterate <input type="radio"/> Primary (1-5) <input type="radio"/> Middle School (6-8) <input type="radio"/> Secondary (9-10) <input type="radio"/> Senior Secondary (11-12) <input type="radio"/> Diploma <input type="radio"/> Graduate <input type="radio"/> Post Graduate <input type="radio"/> Other
30.	Details of Disability <ul style="list-style-type: none"> <input type="radio"/> Visually Impaired <input type="radio"/> Deaf <input type="radio"/> Dumb <input type="radio"/> Disabled by hand/leg <input type="radio"/> Mentally Challenged <input type="radio"/> Other
31.	In case of disability, do you have a certificate? <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No
32.	If yes, list the Certificate No.
33.	Do you fall under BPL Card No.
34.	Migration
35.	<ul style="list-style-type: none"> <input type="radio"/> Belong to this city <input type="radio"/> Have migrated
36.	If migrated, please specify the name of you Native Place's District
37.	Since how many years you been living in this city?
38.	Do you possess any residential proof? <ul style="list-style-type: none"> <input type="radio"/> None <input type="radio"/> Voter Card <input type="radio"/> Ration Card <input type="radio"/> Adhar Card <input type="radio"/> APL/BPL Card <input type="radio"/> Electricity Bill <input type="radio"/> Municipal Tax Bill <input type="radio"/> Other
39.	Total number of Family Members-Male Members
40.	Total number of Family Members-Female Members
41.	Out of total, number of Children (below 14-Both Male & Female)
42.	Total number of earning members-Male
43.	Total number of earning members-Female

Sr. No.	Questions
44.	Total number of earning members-Female
45.	Is there any other person who worked as a street vendor except you in your house? <input type="radio"/> Yes <input type="radio"/> No
46.	Relation with you- <input type="radio"/> Husband <input type="radio"/> Wife Brother <input type="radio"/> Sister <input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Others
47.	Full name of Member (working/worked as street vendor)
48.	Do you have any other source of income? <input type="radio"/> Yes <input type="radio"/> No
49.	What work did you do before street vending?
50.	In which city did you work before?
51.	For how many years have you been engaged in street vending?
52.	For how many years have you been working in this area?
53.	Do you possess any license by City Civic for street vending? <input type="radio"/> None <input type="radio"/> Mobile License <input type="radio"/> Stationary License <input type="radio"/> Cabin License <input type="radio"/> Other
54.	How often do you go for street vending? <input type="radio"/> Daily <input type="radio"/> One to two days per week <input type="radio"/> More than two days per week <input type="radio"/> Fort-nightly <input type="radio"/> Monthly <input type="radio"/> Seasonal <input type="radio"/> Not fixed
55.	Type of Business <input type="radio"/> Mobile <input type="radio"/> Stationary <input type="radio"/> Both
56.	How much distance do you have to cover to come to this place for Vending?
57.	How many hours do you work in a day?
58.	Exact time of Vending ___ to ___ hrs
59.	How much KM distance do you travel for work in a day, when you are doing Mobile Vending?
60.	What type of structure is being used for vending? <input type="radio"/> Kachha <input type="radio"/> Pakka <input type="radio"/> Semi-Pakka
61.	How much land space are you using for your vending? (In sq.ft.)
62.	Are you using any vehicle for vending? <input type="radio"/> Yes <input type="radio"/> No
63.	If yes, then which of the following vehicles do you use? <input type="radio"/> Tempo <input type="radio"/> Auto Van <input type="radio"/> Handcraft <input type="radio"/> Bicycle <input type="radio"/> Bullock cart <input type="radio"/> Other
64.	Ownership of vehicle <input type="radio"/> Self <input type="radio"/> Family <input type="radio"/> On rent <input type="radio"/> Partnership <input type="radio"/> Other
65.	How much rent do you pay for these vehicles? (if any)
66.	How many months do you work in a year?
67.	Do you do the same work mostly? <input type="radio"/> Yes <input type="radio"/> No
68.	Are you satisfied with this location as a place for your business? <input type="radio"/> Yes <input type="radio"/> No

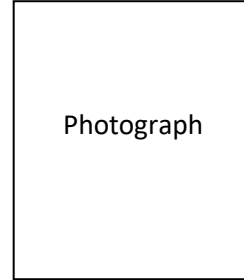
Sr. No.	Questions
69.	If yes, then why? <ul style="list-style-type: none"> ○ The place is nearly your house ○ Good relations with the people in this area ○ No local interference ○ Crowded place ○ Good locality ○ Well known market ○ Convenient for customers ○ Near office or education institution ○ Other
70.	If no, then why? <ul style="list-style-type: none"> ○ Less income ○ Unsuitable for health and business ○ Local people object against the business ○ Interference by employees of Municipal Corporation ○ Other illegal business around ○ Problems created by Police Department ○ Transportation problem ○ Other
71.	Number of people you have employed- <ul style="list-style-type: none"> ○ None ○ 1 ○ 2 ○ Others
72.	Number of people you have employed? <ul style="list-style-type: none"> ○ Daily Wages ○ Weekly ○ Monthly
73.	Average Amount Paid to employees
74.	Do you pay any rent for your vending place? <ul style="list-style-type: none"> ○ Yes ○ No
75.	To whom do you pay the rent? <ul style="list-style-type: none"> ○ Civic Body ○ Nearby shopkeeper ○ Owner of the place ○ Other
76.	Type of payment <ul style="list-style-type: none"> ○ Daily ○ Weekly ○ Monthly ○ Other ○ Amount
77.	Amount of Payment
78.	From where do you purchase goods for carrying out your business? <ul style="list-style-type: none"> ○ Manufacturer ○ Wholesale market ○ Distributor ○ Other
79.	From where do you get the initial seed money to purchase goods? <ul style="list-style-type: none"> ○ Own money ○ From Banks ○ Credit Societies ○ Other Sources
80.	How often do you buy raw materials for your business? <ul style="list-style-type: none"> ○ Not applicable ○ Daily ○ Weekly ○ Monthly ○ Other
81.	How much do you spend on the purchase of goods on a daily basis?
82.	How much do you earn from your total daily sales?
83.	How much profit do you make on a daily basis?
84.	Have you taken any loan? <ul style="list-style-type: none"> ○ Yes ○ No
85.	If yes, please specify amount
86.	Do you have any savings Account in any Bank? <ul style="list-style-type: none"> ○ Yes ○ No

Sr. No.	Questions
87.	If yes, please specify the name of Bank
88.	Do you have any Insurance? <input type="radio"/> Yes <input type="radio"/> No
89.	If yes, kindly specify
90.	Have you taken any advantage of any other Social Security Schemes? <input type="radio"/> Yes <input type="radio"/> No
91.	If yes, Kindly specify the scheme
92.	Are you satisfied with the work you have selected? <input type="radio"/> Yes <input type="radio"/> No
93.	If the authority provides a vending place elsewhere in the same area or any other area, are you ready to shift your cart/setup to the allocated area or any other area, are you ready to shift your cart/setup to the allocated area for vending goods? <input type="radio"/> Yes <input type="radio"/> No
94.	Would you need a covered market space with the raised platform and storage space? <input type="radio"/> Yes <input type="radio"/> No
95.	Would you need an uncovered open space at the ground without the raised platform <input type="radio"/> Yes <input type="radio"/> No
96.	Are you a member of any street vendor union or association? <input type="radio"/> Yes <input type="radio"/> No
97.	Name of the organization
98.	Are you aware of "The Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014"? <input type="radio"/> Yes <input type="radio"/> No
99.	Are you interested in obtaining license under the Street Vendor Act? <input type="radio"/> Yes <input type="radio"/> No
100.	What is your favourite time for business? <input type="radio"/> Morning <input type="radio"/> Noon time <input type="radio"/> Evening
101.	What kind of market do you vend in? <input type="radio"/> Natural Market (Daily Market) <input type="radio"/> Evening/Night Market <input type="radio"/> Holiday Market <input type="radio"/> Weekly Market <input type="radio"/> Festival Market <input type="radio"/> Other
102.	Do you have access free drinking water near your place of work? <input type="radio"/> Yes <input type="radio"/> No
103.	Do you have access to toilet facility near your place of work? <input type="radio"/> Yes <input type="radio"/> No
104.	How do you dispose of the garbage generated by your vending? <input type="radio"/> Municipal bins <input type="radio"/> Private bins <input type="radio"/> On road/street <input type="radio"/> Dump it in a water body <input type="radio"/> Through door to door collection <input type="radio"/> Other
105.	Do you (access to) storage facility at your place of work? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
106.	What type of light source do you use? <input type="radio"/> None <input type="radio"/> Street Light <input type="radio"/> Gas/Oil Lamp <input type="radio"/> Battery Operated <input type="radio"/> Solar Light <input type="radio"/> Generator <input type="radio"/> Paid Electricity Connection

Sr. No.	Questions
	<ul style="list-style-type: none"> ○ Other
107.	Are you aware of any Traffic problem causal because of street Vending? <ul style="list-style-type: none"> ○ Yes ○ No
108.	If yes, what is the solution to avoid problems?
109.	Which type of facility do you desire for your business?
110.	<ul style="list-style-type: none"> ○ Different market ○ Water ○ Electricity ○ Common Toilet ○ Common lighting facility ○ Waste dispose facility ○ Security ○ A cleaning person ○ Parking ○ Labour for parking and transport management. ○ Other
111.	Any special Remarks or comment of vendor
112.	Surveyor's Note

Form II
(Application Form for Registration)

Application No.



To,

The Town Vending Committee,
Zone/ Ward _____,
Municipal Corporation/ Council/ Committee, _____.

Subject: Application Form for registration

I _____, son/ daughter/ wife of Sh. _____, resident of house no. _____, street/ ward _____, colony/ sector _____, town _____, hereby applies for permission for clothes/ electronic/ flowers/ household articles/ non-processed food/ non processed-food/ service providers/ stationary activity as movable/ stationary vending in the _____ zone.

Place

Dated:

Signature

Name of Applicant

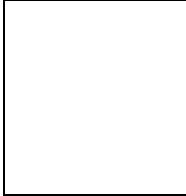
Local Address:.....

Permanent Address:.....

Family Members:

1. Name:....., relation:.....
2. Name:....., relation:.....
3. Name:....., relation:.....
4. Name:....., relation:.....
5. Name:....., relation:.....
6. Name:....., relation:.....

Form-III
Identity card format
(SMART ID Cards)

MUNICIPALITY.....	
Name:.....	
Age....., Gender.....	
Certificate valid from..... to	
Vending activity.....	
Address	Signature (Chairman, TVC)

Front

MUNICIPALITY.....
Family members :
1.
2.
3.
4.
5.
6.

Back

Form-IV

UNDERTAKING

To

The

Municipal Corporation/ Council/ Committee

.....

I hereby submits an undertaking that:

1. I don't have any other means for earning livelihood.
2. The business of street vending shall be carried out by me or my family members.
3. I will not transfer in any manner whatsoever, including rent, the certificate of vending or the place specified therein to any other person.
4. I will abide by all the rules and instruction issued time to time by the Town Vending Committee.

Place:

Dated:

Signature

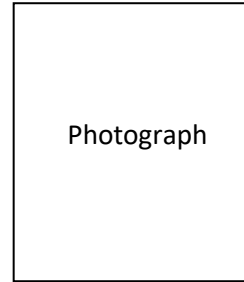
Name of Applicant

Form -V
Certificate of Vending

Certificate No. _____/DD/MM/YYYY.

To,

Sh. _____,
Son/ Daughter/ Wife of Sh. _____,
House no. _____, Street/ Ward _____,
Colony/ sector _____, Town _____,



Subject: Certificate of permission for street vending

With reference to your application no _____, you are hereby permitted for _____ vending activity which will be movable/ stationary vending in the _____ zone. Your vending time shall be _____ to _____ and validity of certificate will be _____ to _____. The site shall be allotted on rotation basis after a period _____ (3months or 6 months or 12 months) as decided by Town Vending Committee. In exceptional circumstances, the Town Vending Committee may change vending site of a vendor/vendors.

Place

Dated:

Signature

Chairman,
Town Vending Committee,
Zone _____,
Municipal Corporation/ Council/ Committee _____

In case of any unfortunate event where you are not able to pursue the vending activity, following of your family members, allowed to carry out the above mentioned vending activity on above mentioned vending zone at above mentioned time are:

1. Name:....., relation:.....
2. Name:....., relation:.....
3. Name:....., relation:.....

Form –VI

Form for Re-claiming of seizure goods

Certificate No. _____/DD/MM/YYYY.

To

The

Municipal Corporation/ Council/ Committee

.....

Subject: Claim for seized goods.

I _____, son/ daughter/ wife of Sh. _____, registration no. _____ and certificate no. _____, valid from _____ to _____, vending in zone no. Hereby applies for releasing of goods/articles (perishable..... /non-perishable.....) which was seized on The penalty fees of Rs. _____ is also deposited with receipt no. _____

Place

Dated:

Signature

Name of Applicant