

AL SIGNOR SINDACO DEL COMUNE DI MILANO
SETTORE GESTIONE OCCUPAZIONE SUOLO,
CATASTO e SIT
SERVIZIO OCCUPAZIONI SUOLO/SOTTOSUOLO PUBBLICO
Via Larga, 12 – 20121 Milano – primo atrio – piano terra

PROTOCOLLO

STAMP
€ 16,00

APPLICATION FOR TEMPORARY OCCUPANCY OF PUBLIC AREAS "B"

FIRST NAME/FAMILY NAME _____

BORN ON _____ IN _____

ADDRESS _____

TELEPHONE NO.: _____ FAX NO. _____

E-MAIL: _____

ON BEHALF OF (Company/*Association/others) _____

(*in case of Associations you must attach to the form the Association bill)

FISCAL CODE/TAV CODE: _____

ADDRESS _____

TELEPHONE NO.: _____ FAX NO. _____
(obbligatorio) (obbligatorio)

APPLIES FOR

The permission to occupy in a public area in order to realize the following event:

(event/activity description)

In the following locations:

In the period _____

From: _____ am/pm to: _____ am/pm

Using the following structures, elements, objects:

Description _____ size _____ mq. _____

Description _____ size _____ mq. _____

Presumed number of participants: _____

DO NOT FILL- Reserved to Staff
File no.

LOCATION TYPE (hanging, laying or otherwise): _____

Is the area off-limits?

YES

NO

In case it is, you must indicate how the area is marked (red and white ribbon or barriers or others).

Using vehicles?

YES

NO

Description (lorry, car, crane, etc.) _____ total weight _____

Number plate _____ surface mq. _____

Description (lorry, car, crane, etc.) _____ total weight _____

Number plate _____ surface mq. _____

Do you think it is necessary to make it close-to-traffic locations?

YES

NO

OF _____

FROM _____ TO _____

I'm aware of the fines due in case of false declarations on this forms, as mentioned on art. 76 D.P.R. 445 issued on 28/12/2000 and I'm aware that if this application will result inaccurate it won't be accepted

I CLAIM

1) The occupancy implies marketing and logos promotion

YES

NO

2) The occupancy implies sales and/or food and drinks administration

YES

NO

3) The occupancy implies public entertainment

YES

NO

In case of affirmative response to the 1) and/or 2) and/or 3) you must fill the relative forms and forward them to the respective Departments, attaching their copies to the present form.

4) I'll submit to the clauses included in the proper act signed with AMSA for the cleaning of the area and I'll provide with a copy of the above mentioned act;

5) My pending charges are free;

6) I'm aware that the following information form the start of the iter of the public areas occupancy request owing to the art. 7 and 8 of L. 241/90 and further changes.

Date _____ Signature _____

Contact: name and tel. No. : _____

DOCUMENTS TO ATTACH TO THIS APPLICATION:

- Valid identity card photocopy;
 - Permit of stay copy for Non- European Union applicants;
 - Three copies of a map (clear and in the A3 format, possibly), featuring the size(s) of the occupying elements and the distance between these elements and the other permanent objects in the area requested, like trees, walls of buildings, traffic lights, Underground stations (MM) entries, newsagents. **WARNING: no satellite pictures, no Google Maps and no scrawls are accepted.**
 - Three copies of rendering, in order to see the impact of your occupancy on the spot.
 - A signed declaration that all elements used in the occupancy are safe for pedestrians and drivers;
 - In case you apply to occupy in a park, the request to extend the opening time of the park gates must be forwarded to Global Service tel. 0288467380 – fax 02/884 67431. A copy of the above mentioned request must be attached to this form;
 - Receipt of the payment of the charges for secretarial on post office account C/C n. 59897280, which owing to Act. 623 issued on 05/04/2013 are Euro 60,00.=..
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WARNING:

Before applying you must indicate if the location chosen is a monumental place and so subjected to the Monuments and Fine Arts Office sphere of action. To help you see if the location you have chosen is considered a monumental area you can click on “Servizi on line” > Bandi e avvisi di gara/Pubblicazioni urbanistiche Piano Regolatore on line > Consulta il portale cartografico > Vai alla mappa” , then insert the name of the street and click on the icon “PRG”. This way you have found information on the location.

You must apply at least 30 days before the first day of occupancy, owing to art. 2 of Act 241/90 and following changes, however never before over 90 days;

A sum of money may be asked as a form of caution/insurance, to prevent any damage to the ground: instruction on how to proceed will be provided with, duly on time, before issuing the authorization to occupy;

The Milan City Council may ask other documents for specified reasons;

The communication of giving up, of not having the issued authorization implies the payment of a fine, consisting of 15% of the COSAP fee due amount, owing to art. 14 - comma 2 of the COSAP Regolamento. The fine is due also in case of renouncing of no-profit associations.

STREET CODE

Owing to art. 15: it is strictly forbidden to pay damage to the ground, the trees and the permanent elements of the area. It is strictly forbidden to change and to remove all road signals; it is forbidden to throw any kind of rubbish.

Owing to art. 20: it is allowed to occupy on the pavements, until the half of the width, if the occupying elements lay all along the buildings and that a 2 mt. corridor is set free for the pedestrians passage.

Owing to art. 21: the areas for men at work need to be marked, day and night, and the traffic must be kept safe.

OCCUPANCY IN PARKS AND GARDENS

Owing to art. 9 off the Regolamento del Verde: it is strictly forbidden to occupy on the grass and meadows; at the end of the occupancy, the area must be restored in the original state; whoever makes damage won't be permitted to occupy again the same area for the following 12 months.

The application must be presented at:

Servizio Occupazione Suolo – Sportello Informazioni e Protocollo – via Larga, 12 – first hall – ground floor.
Open to public: Mondays thru Thursdays: 9 am to 12 am.

Or at: Protocollo Generale – via Larga, 12 – ground floor; Open to public: Mondays thru Fridays: 8,30 am to 3,30 pm.

Information on Act: 193/2003 art. 13: your particulars will be digitally treated a) only for this process b= in order to make public our data, owing to Act 241/90.

Your data could be communicated to others on their demand, as their right of information and access data, in full respect of the current laws.

Providing with you data is peremptory, in case of refusal it won't be possible to deal with this application.