

Datasheet for business formalities.

Technical Assistance for Business Regulation Review and Rationalization in Lao PDR

REGISTRATION DATA		
Name of formality	Permit to Install Advertisement Signage	
Type of formality	Permit	
Formality Code	Date of last modification	Responsible Authority
VCPG-PWTD-8	16.01.2018	Public Work and Transportation Department

BACKGROUND DATA	
Means of presentation	At the Authority Offices
Specific sector linked to the formality	All sectors
Purpose for enforcing the business formality	This Formality is needed to ensure the clean, fine and order city and that the signage will not be installed scatteringly. Also, to mitigate negative externalities on society (i.e. negative externality that is to block the view of the sky, the viewing of something not intended, polluting the city with unnecessary images or signs, or even creating a risk to the people surrounding it if the billboard falls)
Who should complete this business formality?	Any person or legal entity that intends to install any advertisement signage that means the compilation of specific name, pictures, photos, languages, signs, colours and electronic contents in the signage within Vientiane Capital.
The formality has online information?	NO
Link to online information	
The formality has an application form?	YES
Any additional comment concerning the formality	In general, the Formality will be issued by the Provincial Department, except the signage that will be put on the road that has the size not more than 2x4 metres that will be issued by the District Office.

REQUIREMENTS AND SUPPORTING EVIDENCE		
Time it takes to the authorities to process the formality	15	The relevant legal act do not define the review timeline but the timeline is defined in the notice of Vientiane Capital Department of Public Works and Transportation that the timeline is the minimum of 1 week and the maximum of 3 weeks
Qualifications needed by the business to get the formality	1. Content of the advertisement signage shall be reviewed and approved by the Information, Culture and Tourism Department and this Formality shall be applied at least 7 days before installation; 2. Size of the advertisement signage shall comply with the size defined in Instruction No. 010/VTE, dated 13 September 2013; 3. The applicant shall place the deposit in the amount defined in Additional	

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REQUIREMENTS AND SUPPORTING EVIDENCE	
	Instruction No. 2638/PWT.VTE
Is there any reason for the authority to deny the issuing of the formality?	Deny in the case that the applicant cannot meet the required qualification or conditions defined under the law.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	1
What is the process and conditions to renew the formality?	Installation of the signage by the road and hanging signage can only be permitted for the period of not less than 10 days and can only be renewed once. By the end of the expiration of this Formality, the applicant shall dismantle that signage within 1 day and shall notify the relevant authority to verify the situation before getting the deposit back.

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Please insert information			

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
YES	0.00	0.00	0.00	0.00
Comments	Please insert information			

LEGAL FRAMEWORK

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LEGAL FRAMEWORK			
Name	Number	Date	Comment
Decree on Sign	36/ລບ	29.01.2016	Chapter 5 Approval of content, Period, Import-Export and installation signage Article 26 and Article 32 Chapter 6
Guideline (Additional) for installation of street signs and posters on main street lights in Vientiane Capital.	1439/ຍທຂ.ນວ	23.04.2014	
Order (Additional) on the Management of Sign along the streets, Deposit and Fine	2638/ຍທຂ.ນວ	01.08.2014	
Order on the Control of Traffic Order; Control of Construction-Reparation and Installation of Advertisement Signage in Vientiane Capital	010/ຈນວ	13.09.2013	Clause 5 Management of Signs

REQUIRED DOCUMENTS	
Document Name	Comment
Other Related Documents	ສັນຍາເຊົ່າສະຖານທີ່ ຫລື ຄຳເຫັນຈາກເຈົ້າຂອງພື້ນທີ່ຕິດຕັ້ງປ້າຍ
Process of Sign Installation	ຂັ້ນຕອນໃນການຂໍອະນຸຍາດຕິດຕັ້ງປ້າຍ
MOU for inspection the location	ບົດບັນທຶກກວດກາສະຖານທີ່ (ຕິດຂັດຫຼັງຈາກວິຊາການລົງກວດກາສະຖານທີ່ແລ້ວ)
Content of Sign	ຕິດຂັດເນື້ອໃນຂອງປ້າຍມາຜ່ອມ
Lease Agreement for the Office Location	ສັນຍາເຊົ່າດິນ (ໃນກໍລະນີສະຖານທີ່ຕັ້ງຢູ່ໃນການຄຸ້ມຄອງຂອງລັດ, ບຸກຄົນ)
Construction Layout	ແບບຈຸດທີ່ຕັ້ງ, ແຜນຜັງເຕັກນິກການກໍ່ສ້າງລະອຽດ ແລ້ວໃຫ້ຈຳກາຜ່ານບໍລິສັດສຳຫຼວດ-ອອກແບບ ເຄຫາສະຖານ
Address Certification	ໃບຢັ້ງຢືນທີ່ຢູ່ ຕິດຂັດຮູບມາຜ່ອມ

STATISTICS (Issue or/and renewed number)		
Year	Issued	Renewed
2017	85	24
2016	159	0

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LIST OF ATTACHED DOCUMENTS		
Name of document	Type of document	File of document
ໃບສະເໜີຂໍອະນຸຍາດຕິດຕັ້ງປ້າຍ	Application form	5a33501162ee1.pdf
ໃບອະນຸຍາດຕິດຕັ້ງປ້າຍ	Example of resolution	5a5d9ecaf19ea.pdf
ຄໍາທຳນຽມໃບອະນຸຍາດຕິດຕັ້ງປ້າຍ	Department Notice	5a5d9efdcafa5.pdf