

According to Article 1 paragraphs 1 and 3 of the Law on Administrative Fees ("Official Gazette of Montenegro", No. 55/03) and Article 40 of the Statute of the Municipality of Bijelo Polje ("Official Gazette of Montenegro-Municipal Regulations", No. 24/93), Municipality of Bijelo Polje, the meeting held on 19 April 2004, adopted the

## **DECISION**

### **On the local administrative fees**

**("Official Gazette of Montenegro - Municipal Regulations," no. 14/04 of 07.05.2004)**

#### **Article 1**

This decision sets the local administrative fees for documents and procedures before local government of Bijelo Polje.

#### **Article 2**

Local administrative fee shall be paid in the amount of the established tariff that is an integral part of this decision.

The fee is can not be charged if the tariffs is not prescribed, nor can it be charged in an amount greater or less than prescribed.

#### **Article 3**

The sum of the local administrative tax prescribed fee may be adjusted annually (at the end of the year), with a growth rate of retail prices, if the growth is more than 5% according to the competent authority for Statistics.

Adjustment of local administrative tax shall be the decision of the municipal authority in charge of local revenues with the approval of the President of the Municipality.

#### **Article 4**

The fee is payable at the moment of fee obligation, if the fee tariff is not otherwise provided, including:

- 1 Submissions - at the moment they are submitted, and for demands made on the record - when records are made;
- 2 For solutions, licenses and other documents - at the time of application for the issue.
- 3 For administrative procedures - at the time of application for such procedures.

#### **Article 5**

For documents and actions in the proceedings in their official capacity are not subject to tax.

#### **Article 6**

The fee prescribed by the decision of the municipal budget revenues to be paid on account for the local municipal budget revenues, according to the Ordinance on the payment of the public revenue.

#### Article 7

The determination of the amount in order to collect taxes, payment of stamp duty liability, exemption from taxes, recovery fees and other matters not regulated by this decision, it is also covered by the provisions of the Law on Administrative Fees.

#### Article 8

For documents and actions for which the fee obligation arose prior to the entry into force of this Decision shall be charged fees which was applicable at the moment of tax obligation.

#### Article 9

For fees that are not defined in the Tariff which is an integral part of this Decision the Law on Administrative Fees shall be applied.

#### Article 10

On the effective date of this decision on local decision Administrative Fees ("Official Gazette of Montenegro -Municipal Regulations ", No. 9/94) Decision on the establishment of local administrative tax taken by the Mayor no. 01-291/1 from 12.02.2003. expires.

#### Article 11

This Decision shall enter into force on the eighth day following its publication in the "Official Gazette of Montenegro - Municipal Regulations."

Number: 01-766/1

BijeloPolje, 19. 04.2004.

Municipal Assembly ofBijeloPolje

President of the Municipality,

Tarzan Milošević

### **TARIFF of local administrative fee**

#### **I SUBMISSIONS**

##### **Tariff Number 1**

For requests, petitions, proposals, applications and other submission, if this decision didn't stated otherwise fee is 3.00E

Note:

Tax under this tariff item is not paid for subsequent submissions where the party requires a fast acting upon previously submitted application.

##### **Tariff Number 2**

For appeals against decisions adopted by the local administration, 3.00 E

Note:

Tax under this tariff item shall be paid by the decisions rendered ex officio at the request of the parties.

## **II WARNING**

### **Tariff Number 3**

As a warning that the taxpayer is supposed to pay a fee 2:00 E.

## **III SOLUTIONS**

### **Tariff Number 4**

For all decisions of local government for which no special fee is prescribed 3:00 E

Note:

If you make a decision on the request of several persons, the fee under this tariff item is paid as many times as there are persons to whom the decision handed.

## **IV CERTIFICATES**

### **Tariff Number 5**

For certificates issued by the local authorities if this decision didn't stat otherwise 3:00 E.

### **Tariff Number 6**

For extracts from public records kept by the local government, except for extracts from point 1 .2.and 3 Heading 10, 3.00 E

## **V VERIFICATIONS AND COPIES**

### **Tariff Number 7**

For verification of the signature, transcripts or authenticity of the manuscripts, photocopies (originals of each tablet) 3:00 E

- 1 For the verification of the translation that pays 30% of the fees referred to in Section 1 of this heading
- A tablet, the terms hereof shall be deemed a sheet of paper from the two sides of normal size or small office;
  - If the script or transcript whose endorsement is written in a foreign language, it shall be paid double fee under this heading.

### **Tariff Number 8**

For the authentication the power of attorney, consent, personal statement, statement of serving, guarantor 3:00 E.

### **Tariff Number 9**

For authentication of pricelist 4:00 E.

## **VI TAXES IN THE FIELD OF GENERAL ADMINISTRATION**

### **Tariff Number 10**

1. For birth certificates, marriage certificates, death certificates and citizenship 2:00
  2. For birth certificates, death certificates in international form E 10:00
  3. For late registration of birth abroad upon the party 10:00 E
  4. For documents and actions in the process of preparing obituaries 2:00 E,
  5. For documents and actions in the marriage:
    - For marriage, in working days in the offices 20:00 E
    - For marriage in the offices in non-working days / Saturday and Sunday / 30.00 E
- NOTE: For marriage in the offices for građane who live in the rural area (a distance of 10 km from the city center) is not paid in items 5 and costs by are falling from the budget of the municipality).
- Conclusion of marriage in the offices during national and religious holidays 60.00 E
  - For the marriage out of the offices working days 50.00 E
  - For the marriage out of the offices within next days / Saturdays and Sundays / 100.00 E
  - For the marriage during national and religious holidays out of the offices 150.00
6. For a certificate of free marital status 10:00 E
  7. For issuance of the record of admission of paternity and setting personal name 5:00 E.

## **VII Fees for urban planning and construction**

### **Tariff Number 11**

For the decision to approve the site for construction, upgrading, expansion and reconstruction of object 40.00 E.

### **Tariff Number 12**

Urban Permit for the main project 30.00 E.

### **Tariff Number 13**

For the decision approving the construction, upgrading and reconstruction of the building fee shall be paid 0.1% of the estimated value of the object.

### **Tariff Number 14**

For the decision to approve the use of the building and construction works fee shall be paid of 0.2% of the estimated value of the object.

### **Tariff Number 15**

For issuance of principle approval for the construction of the entire facility in the event that the building permits issued for the part of investment property, or the performance of individual works 60.00 E.

### **Tariff Number 16**

For the decision issued by a special building permit for the preparatory work 50.00 E.

**Tariff Number 17**

For the decision to approve the location and conditions for subsequent changes in technical documentation 30.00 E.

**Tariff Number 18**

For issuance of urban approval to the revised technical documentation 20.00 E.

**Tariff Number 19**

For the decision to issue additional building permit for the revised project 40.00 E.

**Tariff Number 20**

For issuance of planning documents 7.00 E.

**Tariff Number 21**

For the decision to approve the conversion of special and common parts of the building in business premises 50.00E.

**Tariff Number 22**

For the decision to approve the location for setting up a temporary office building type newsstand 30.00E.

**Tariff Number 23**

For a decision approving the appointment of a temporary object of type newsstand 20.00E.

**Tariff Number 24**

For the decision to approve the use of temporary business object type newsstand 20.00E.

**Tariff Number 25**

Protocols for issuance of the regulation 30.00E.

**Tariff Number 26**

For issuance of the certificate of conformity foundations constructed with the main project 10.00E.

**Tariff Number 27**

For issuance of close urban-technical conditions for the objects for which a building permit is issued by the Ministry of 50.00E.

**Tariff Number 28**

For the decision approving the adaptation of the building 15.00E.

**Tariff Number 29**

For the decision to approve the extension of the site 20.00E.

**Tariff Number 30**

For decision on the location to build a fence 10.00E.

**VIII CHARGES FOR UTILITY - RESIDENTIAL FIELD**

**Tariff Number 31**

For act of authorizing the installation or replacement company name or inscriptions 10.00E.

**Tariff Number 32**

For the decision to approve the temporary fencing 10.00E.

**Tariff Number 33**

For the decision to approve a temporary location for the installation of a moving object type - Open Garden for provision of hospitality services 20.00E.

**Tariff Number 34**

For the decision to approve a temporary location for the installation of a moving object - stand, stand, display cases, slot machine, etc.. 5.00E.

**Tariff Number 35**

For the decision to approve the setting up flower pots, protective and decorative studs, safety fences and barriers in certain public places 7.00E.

Note: Tax under this tariff item shall be paid for those public spaces that are not specified in the Tariff number 53.

**Tariff Number 36**

For the decision approving digging public areas (parks, forest parks, markets, banks, rivers and streams, street lawns, etc.) 10.00E.

**Tariff Number 37**

For act of authorizing installation of awnings 10.00E.

**Tariff Number 38**

For the decision to perform an ad-posting of billboards 10.00E.

**Tariff Number 39**

For act of authorizing disposal of construction materials on public land for the construction work 10.00E.

**Tariff Number 40**

For act on the right to upgrade or convert the common parts of the building in the apartment 30.00E.

**Tariff Number 41**

For verification of the contract of the lease 10.00E.

**IX TAXES IN THE FIELD OF ENTREPRENEURSHIP**

**Tariff Number 42**

For the decision on the eligibility of the premises in the terms of technical equipment and other prescribed conditions at the request of the parties, as follows:

- Up to 50 m2 30.00E
- 50-200 m2 50.00E
- More than 200 m2 70.00E.

**Tariff Number 43**

For the decision on determining compliance with the minimum technical requirements for doing business in temporary facilities - stands, at the request of the party 20.00E.

**Tariff Number 44**

For the decision on determining compliance with minimum technical requirements for the performance of in the moving objects, upon the party 10.00E.

**Tariff Number 45**

For the decision on determining the categorization of accomodation:

- For restaurants 30.00E.
- The provision of accommodation for individuals (rooms, apartments, and holiday houses) 20.00E.

**Tariff Number 46**

For issuance of the decision to perform activities without the use of business premises 10.00 E.

**Tariff Number 47**

For issuance of solutions for public transportation of persons, passenger vehicles outside of the road line 10.00 E.

For issuance of the decision to extend the performing activities of public transport of persons, fee shall be paid in the amount of 5.00 E.

**Tariff Number 48**

For issuance of the decision for public transportation in a motor vehicle (car carriers and tractors) 15:00E.

**X TAXES IN AGRICULTURE AND WATER MANAGEMENT**

**Tariff Number 49**

For the decision on conversion of agricultural land, 30.00 E.

**Tariff number 50**

For verification of the contract of lease of agricultural land 5.00E.

**Tariff Number 51**

1. For issuance of water management requirements for the construction, reconstruction and rehabilitation of flood objects 30.00E.
2. For water compliance 50.00 E.
3. For the permission issuance 60.00 E.

**XI TAXES IN THE FIELD OF TRANSPORT**

**Tariff Number 52**

For the decision on the location and technical requirements for the construction of temporary parking 10.00E.

**Tariff Number 53**

For the act of the determining the occasional parking lot 15.00E.

**Tariff Number 54**

For the act of the determining the temporary taxi stand 15.00E.

**Tariff Number 55**

For the act of authorizing provision of the parking lot 10.00E.

**Tariff Number 56**

For the decision approving digging public areas designed for vehicle traffic and pedestrians (street, pavement, sidewalks, paths, walkways, squares, etc) 20.00E.

**Tariff Number 57**

For the decision to approve the installation of utility facilities (flower pots, protective and decorative studs, safety fences and barriers) along the streets, public parking lots, garages, taxi rank and bus stop 10.00E.

**XII OTHER CHARGES**

**Tariff Number 58**

For the act authorizing the execution of transport for own needs 10:00 E.

**Tariff Number 59**

For authentication of books of complaints in the facilities and areas in which they provide catering and tourism services 5.00E.

**Tariff Number 60**

For authentication of guestbooks led by caterers who provide accommodation in the accommodation facilities 5.00E.