

Municipal Trade Licence Office

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Main fields of activity:

- execution of activities in the scope determined by Act no. 455/1991 Coll. To regulate trades, as amended, concerning unqualified notifiable trades, vocational trades, professional trades, permitted trades and trades operated in the industrial way
- keeping of trade registration within the competence of its administrative district
- execution of inspection of trades and imposition of fines for breach of duties according the Trade Act in the field of unqualified notifiable trades, vocational trades, professional trades, permitted trades and trades operated in the industrial way
- supervision of the fulfilment of duties determined by Act no. 634/1992 Coll. to regulate the protection of a consumer, as amended
- supervision according to Act no. 353/2003 Coll., on consumption taxes
- a concerned body of the state administration in the planning permission procedure and the building permit procedure, if this building permit procedure relates to unqualified notifiable trades, vocational trades, professional trades, permitted trades and trades operated in the industrial way
- rendering of information to applicants (Act no. 106/1999 Coll. regulating free access to information)
- consultancy in the field of running business upon a trade licence
- cooperation with authorities of state administration

Structure of the Municipal Trade Licence Office

- **Section of the register of entrepreneurs** – 7 workers
- **Control section** – 6 workers
- **Administrative section** – 6 workers

Section of the register of entrepreneurs

accepts and processes:

- notification of the trade of domestic and foreign individuals and legal entities for unqualified, vocational and professional trades
- applications for trade permit for domestic and foreign individuals and legal entities
- notification of changes in and supplements to data and documents which are determined for notification of a trade or which are determined as particulars of an application for a licence
- notification of commencement and termination of the operation of trade on business premises
- notification of interruption of the operation of trade or continuation of the operation of trade
- applications for issuing a duplicate of the Trade Licence
- applications for issuing of a certificate of the trade licence
- notification about the death of an entrepreneur
- applications for revocation of trade licences

Control section

carries out trading control according to the Trade Act and Act no. 552/1991 Coll., regulating the state inspection

- of its own accord
- based on suggestions of other administrative bodies
- based on suggestions by citizens - complaints

The inspection can be carried out on the premises intended for running business – business premises, place of business, registered office, or at the Trade Licence Office.

Administrative section

- in an administrative procedure according to Act no. 71/1967 Coll., regulating administrative procedure (from 1 January 2006 according to Act no. 500/2004 Coll. regulating administrative procedure), it issues decisions on punitive revocation of trade licences, or interruption of trade operation in the case of breaking trading regulations and on the basis of suggestions of other administrative bodies and courts
- issues copies of entries from the trade register and certificates from the trade register