



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

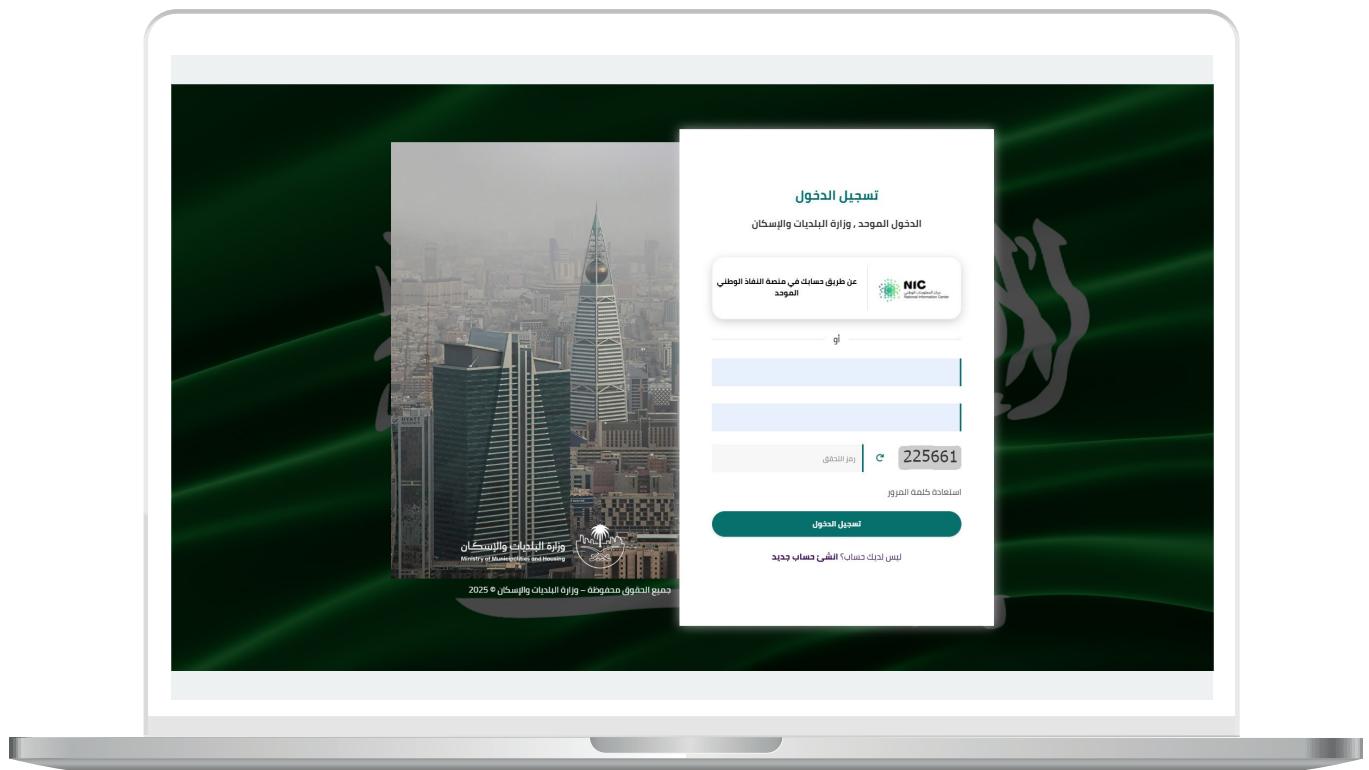
User Guide for the  
**Event Site Permit Service**

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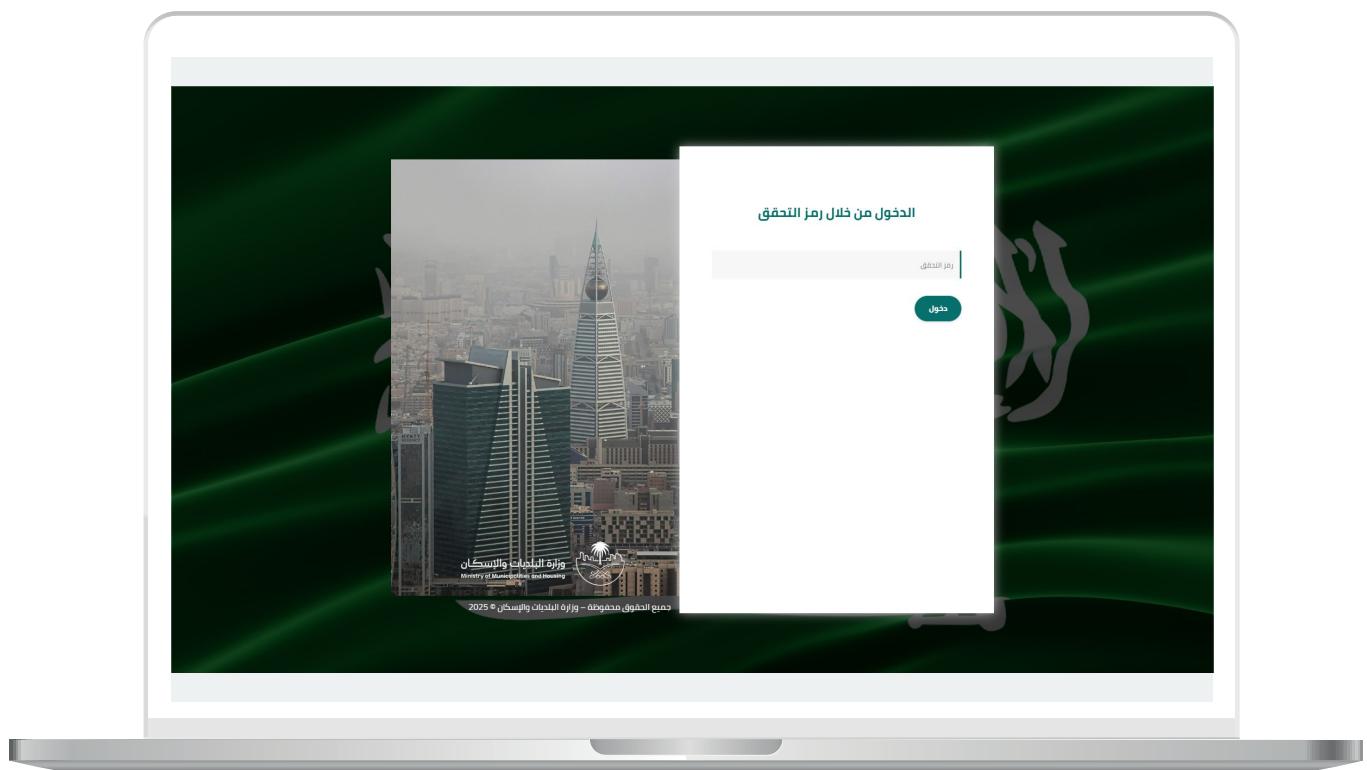
Beneficiary's  
Copy

# Logging into the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password, Security Code**) and then clicks the **(Login)** button.

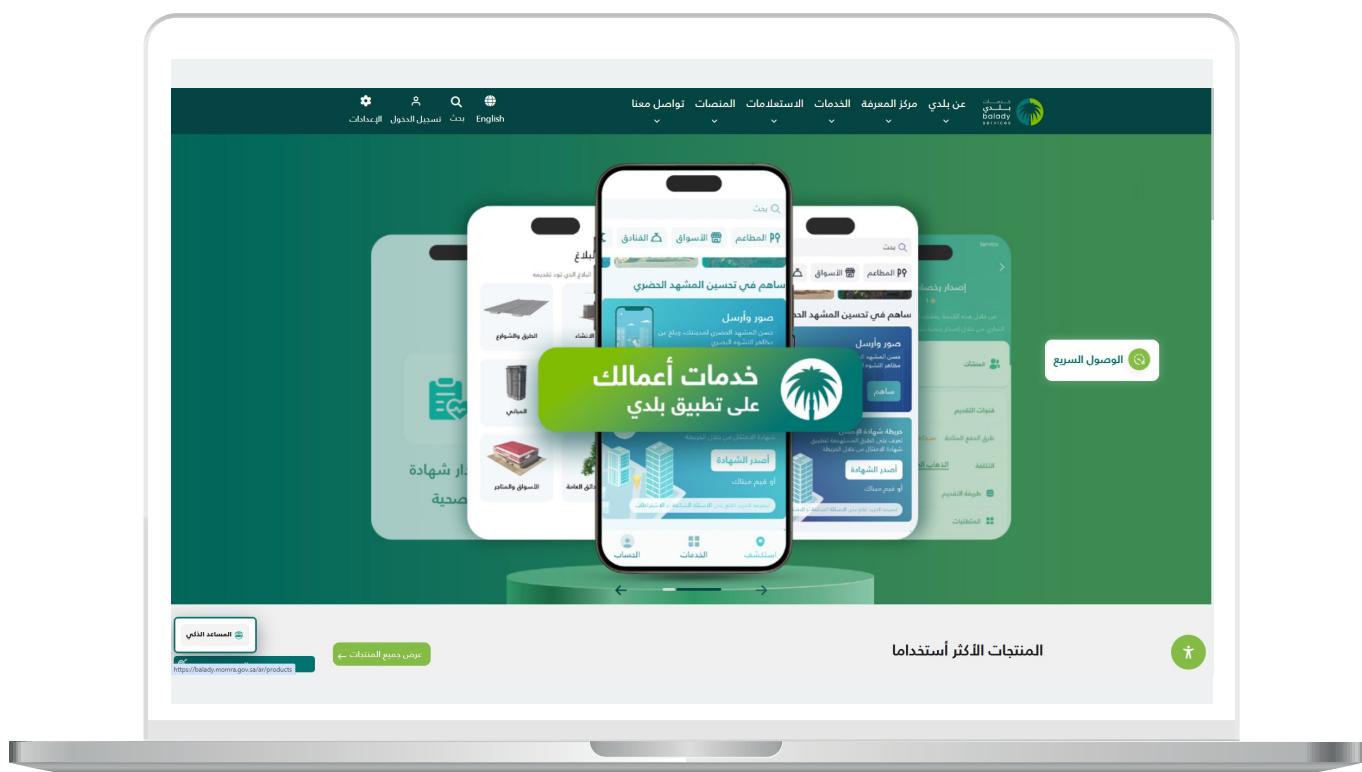


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



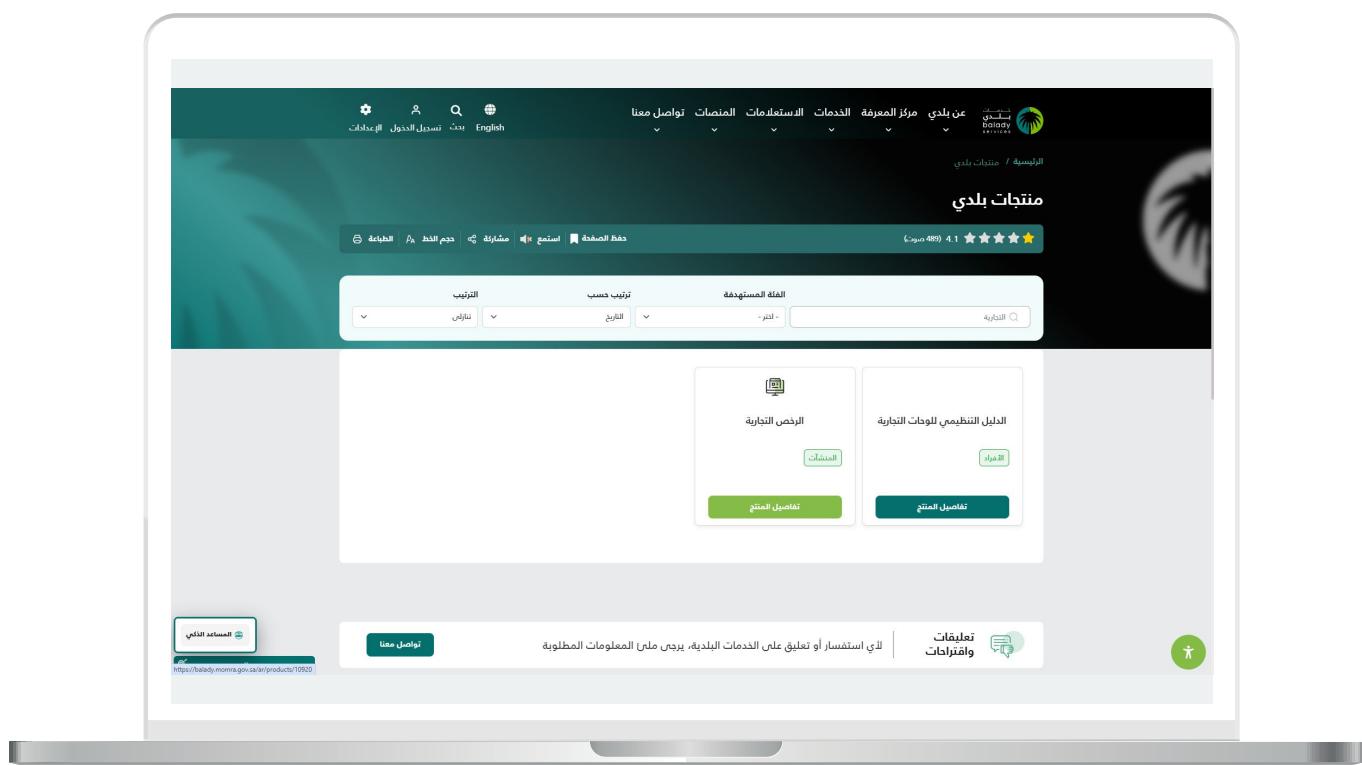
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

The user then clicks the **(View All Products)** button.

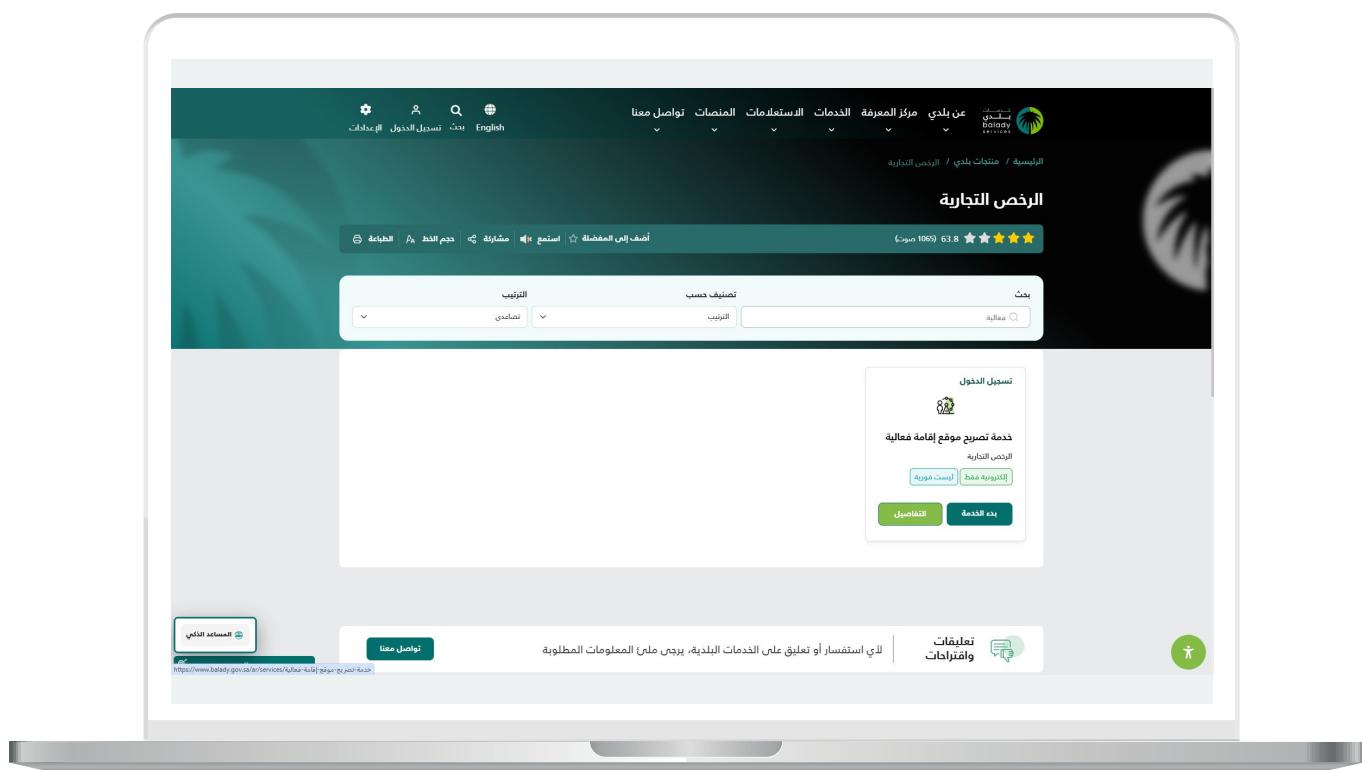


## Steps to Request the Service

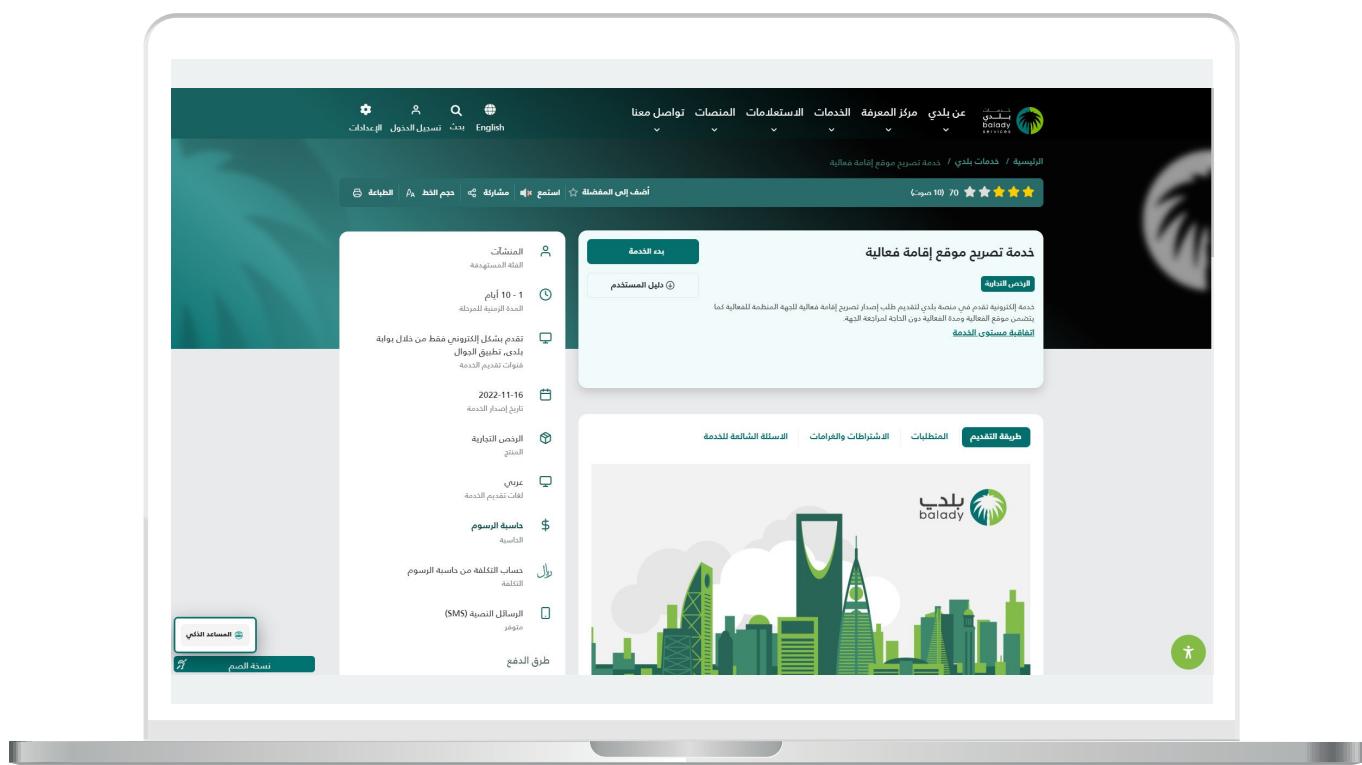
- 1) The user searches for the product (**Commercial Licenses**) and clicks (**Product Details**) as shown below.



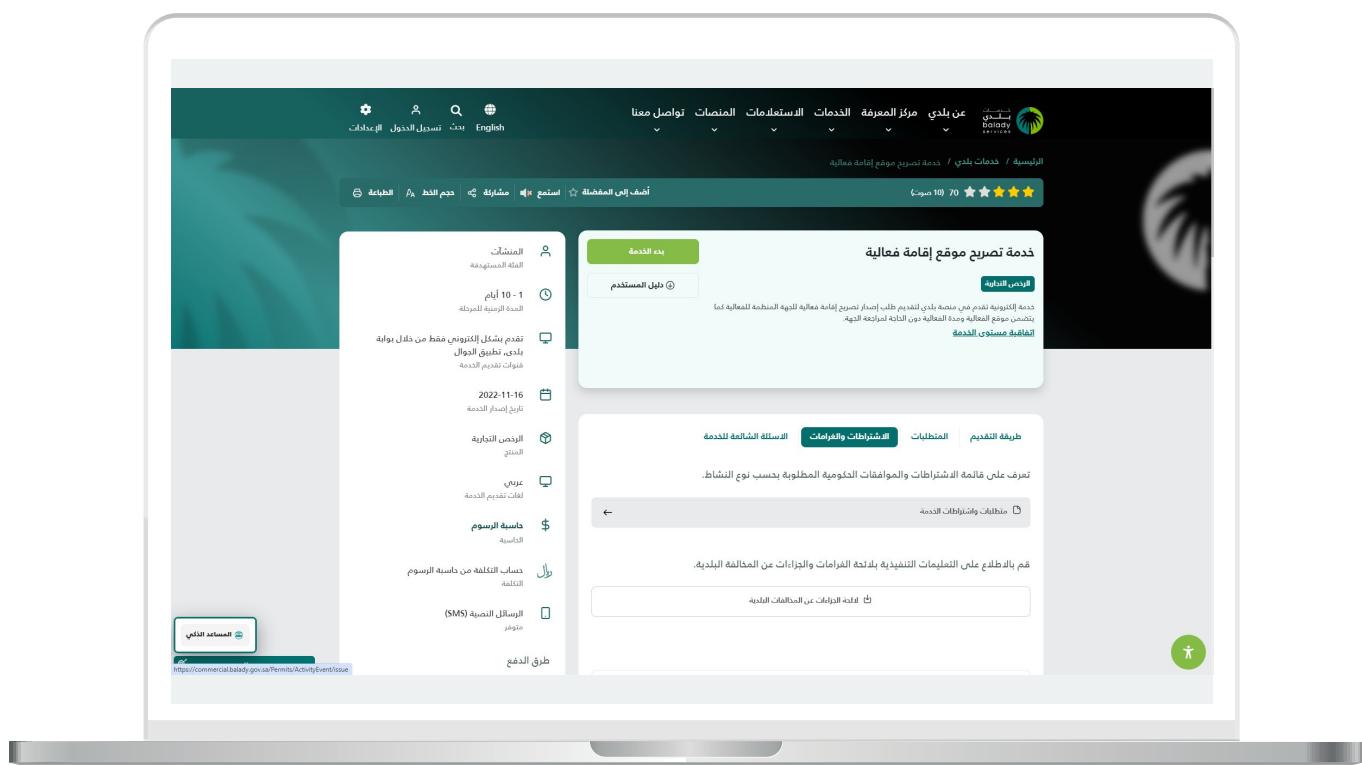
2) From the next screen, the user searches for (Event Site Permit Service) and clicks (Details) as shown below.



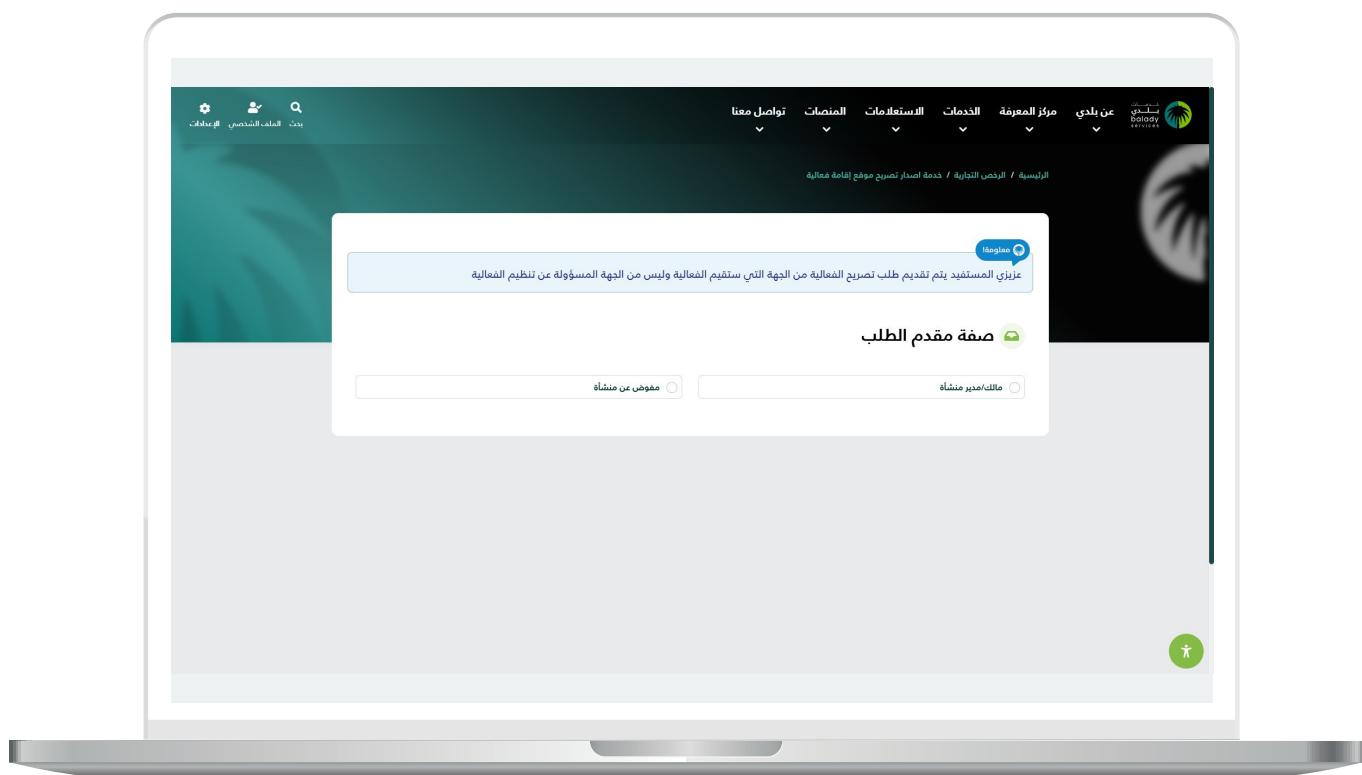
3) The Service Information screen appears, where the user can view details about (How to Apply, Requirements, Conditions and Fines, etc.).



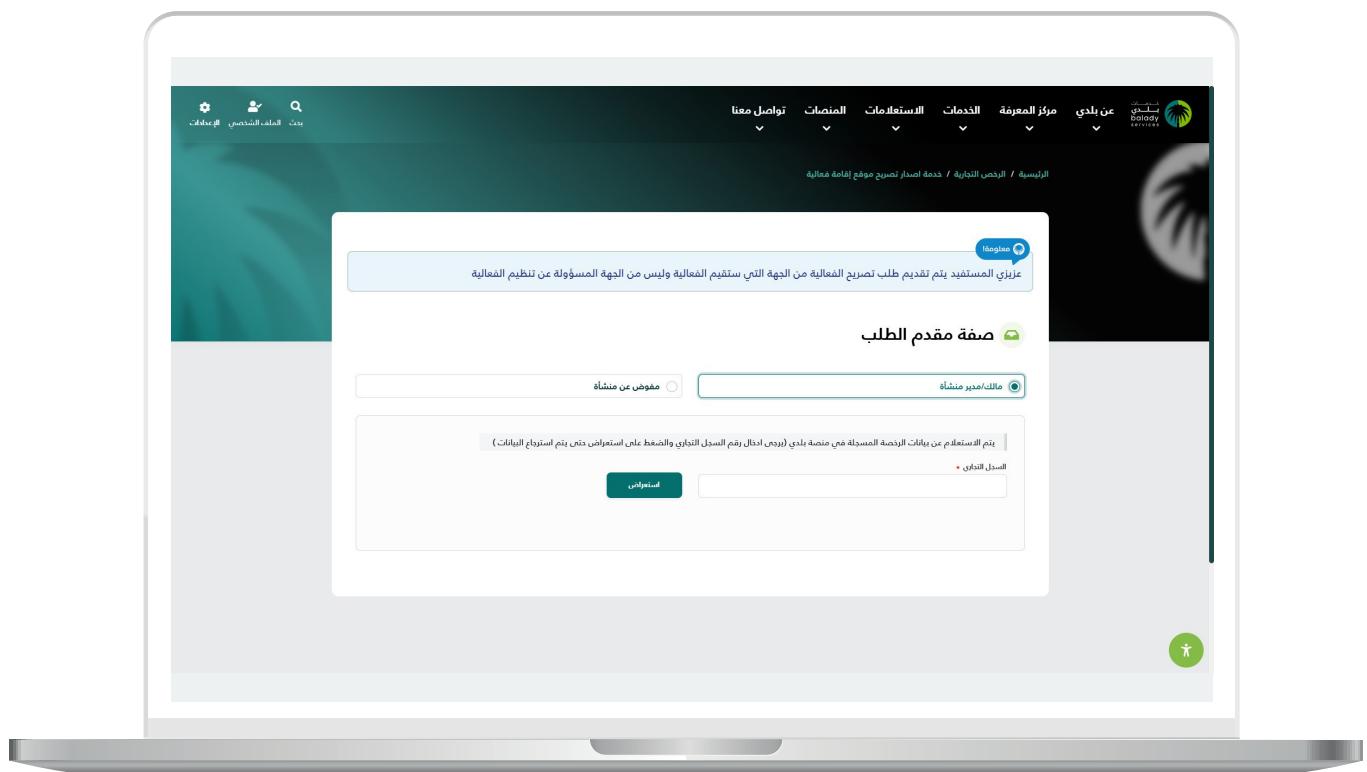
4) The following screen represents the **(Conditions and Fines)** section. The user clicks **(Start Service)**.



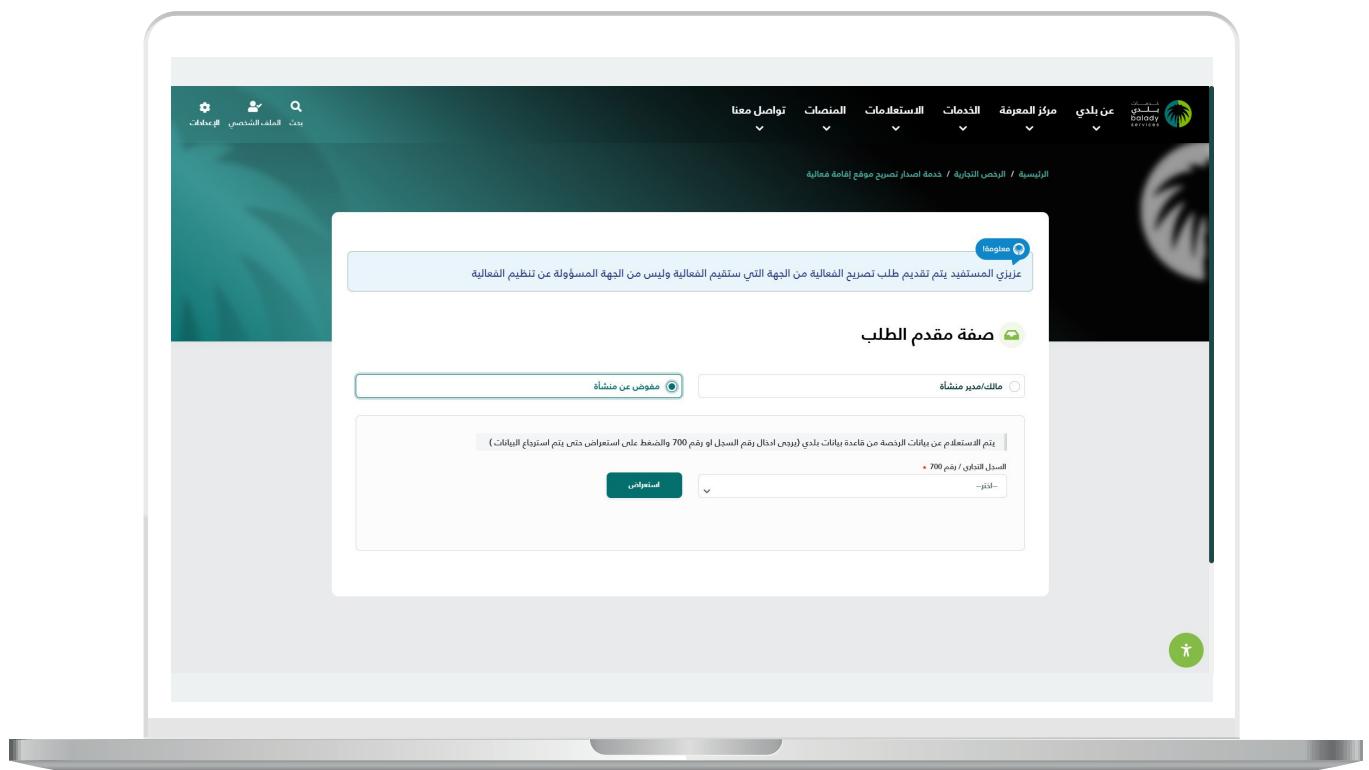
5) The next screen appears, where the user selects the applicant type from the available options: (Business Owner/Manager, Authorized Representative).



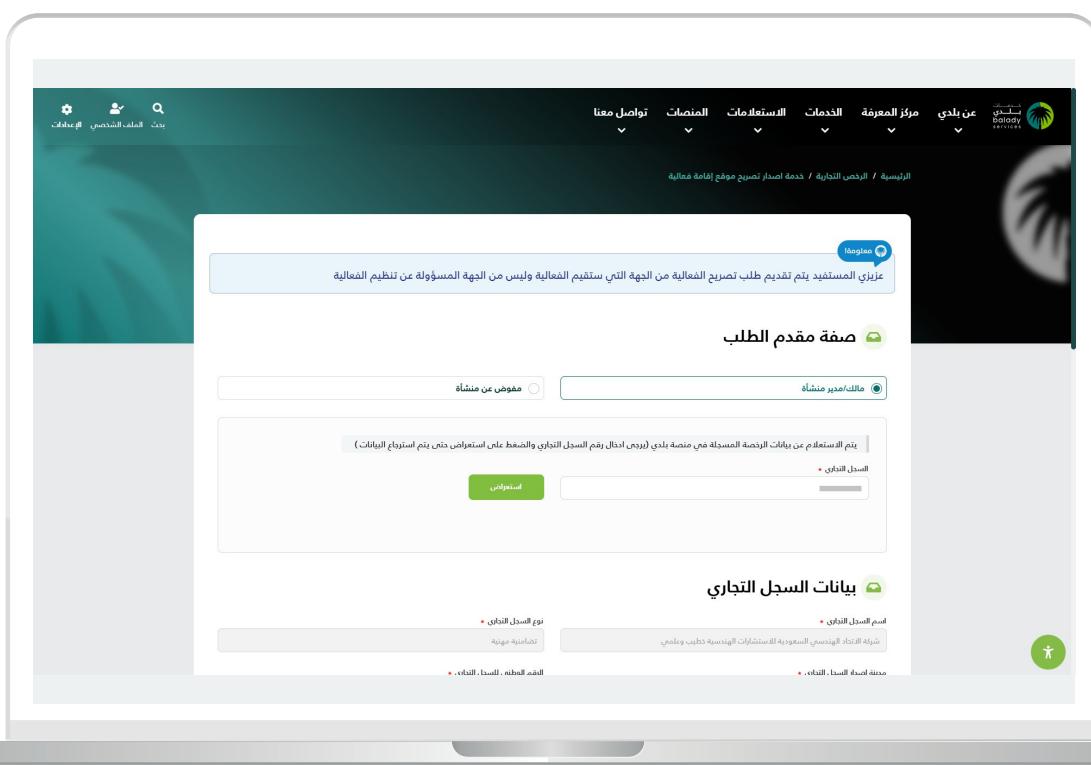
6) If (Business Owner/Manager) is selected, the (Commercial Register Number) field appears, requiring input before clicking (Browse).



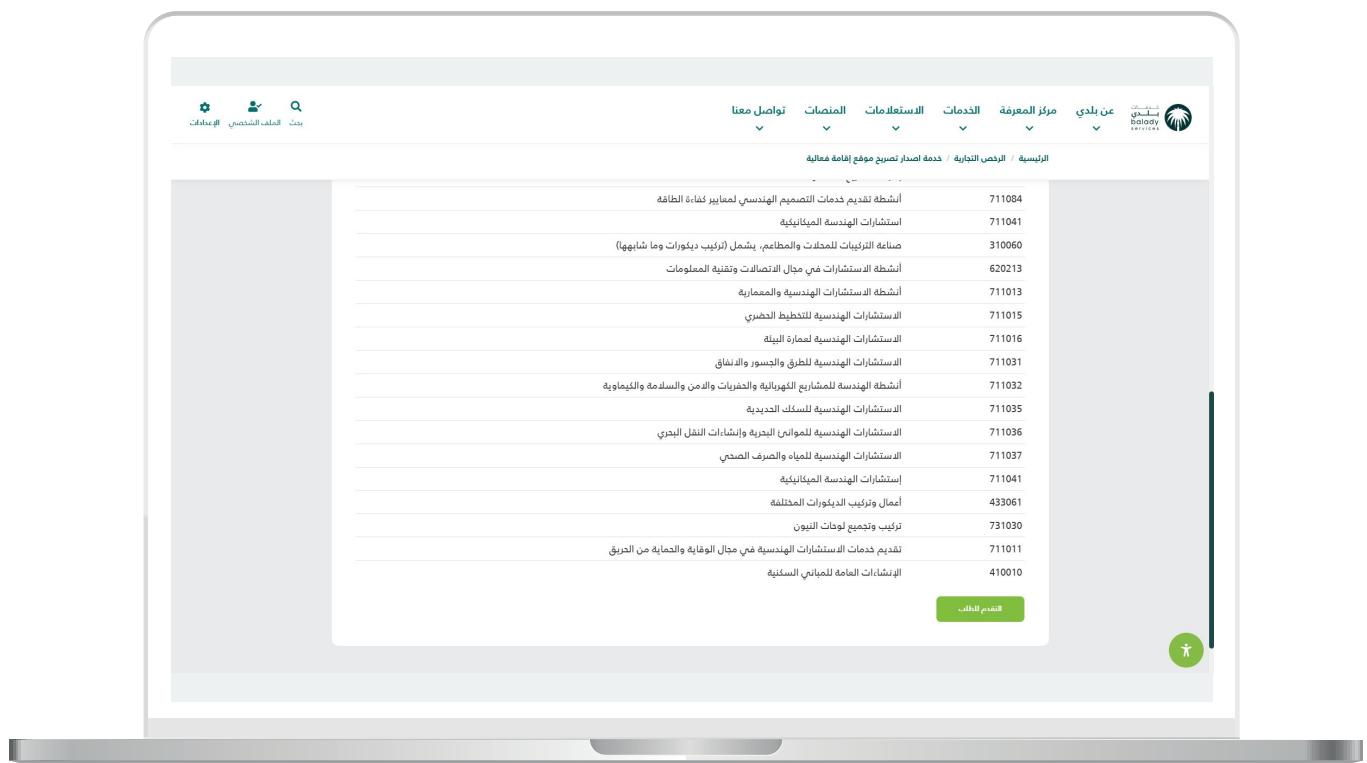
7) If (Authorized Representative) is selected, the drop-down menu (Commercial Register/700 Number) appears for selection, followed by clicking (Browse).



8) In the example below, (Business Owner/Manager) is selected, after which the Commercial Register details are displayed.

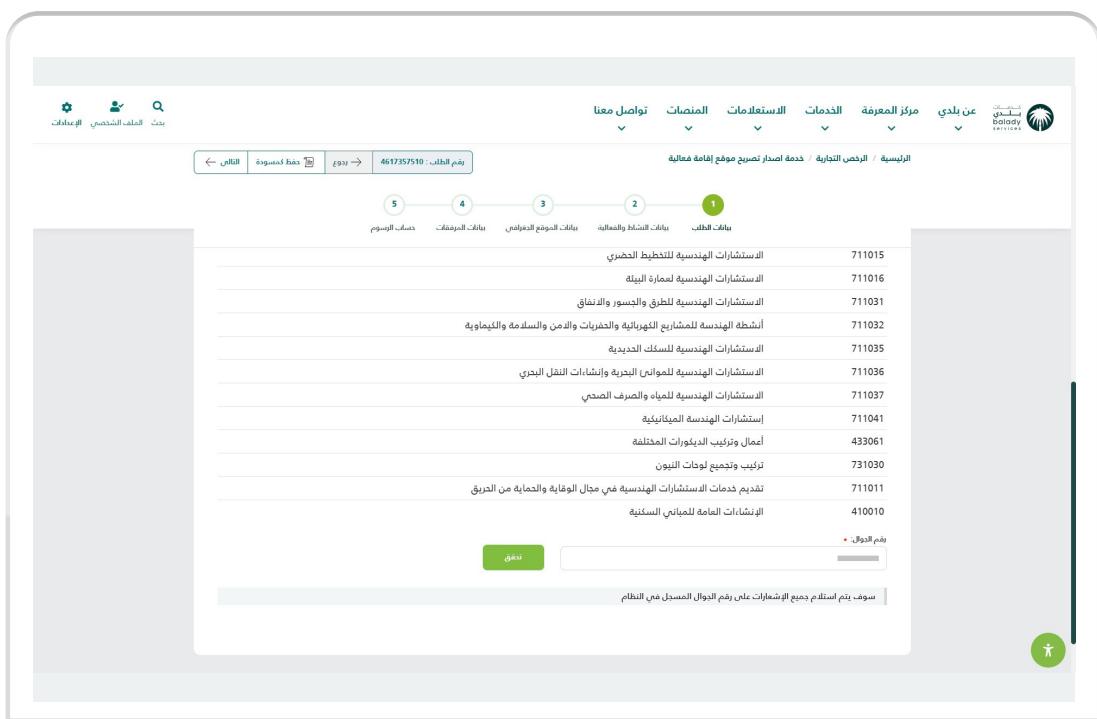


9) The commercial registration activities are shown on the next screen, where the beneficiary clicks (Proceed with Request).



10) The user is then directed to the first step, (Request Details).

11) The system verifies the mobile number by entering a value in the (Mobile Number) field and clicking (Verify) as follows.

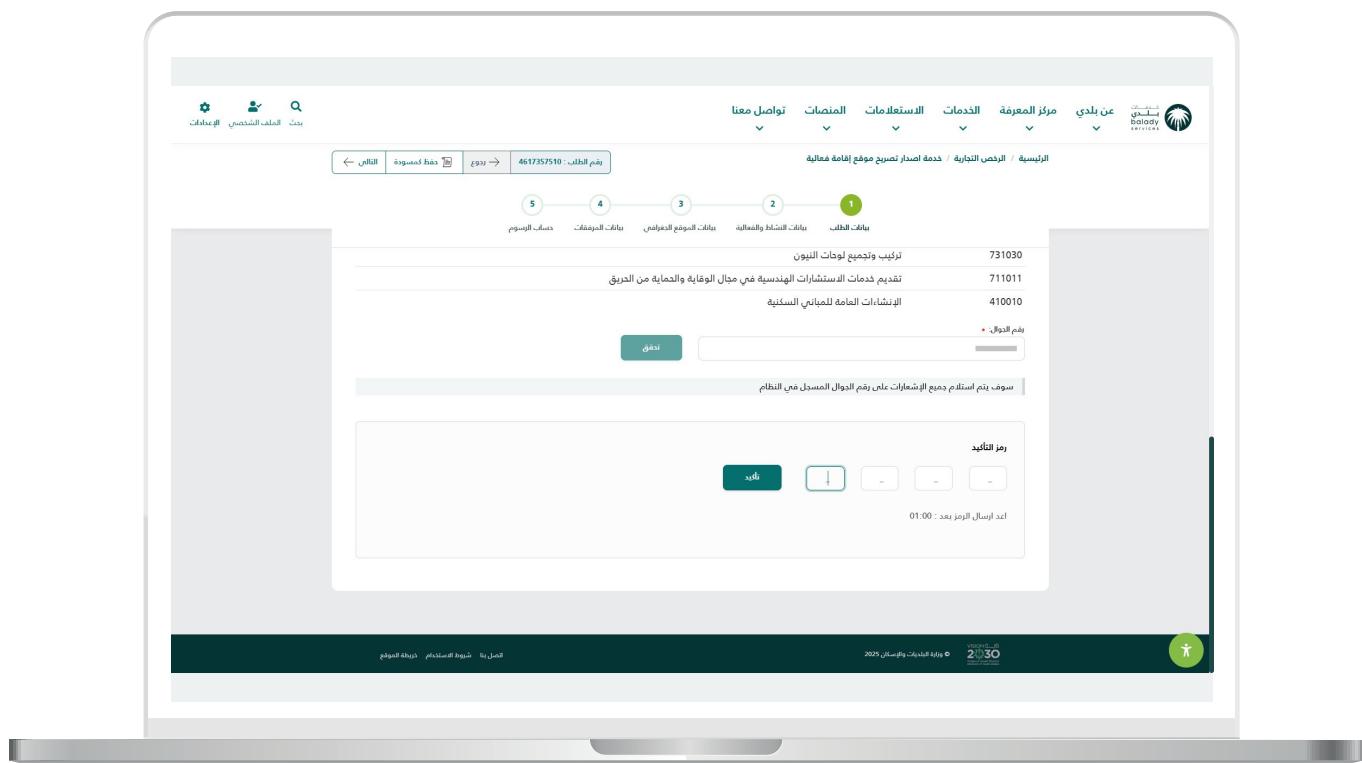


The screenshot shows a mobile application interface for the 'Event Site Permit Service - Beneficiary'. The top navigation bar includes links for 'الرخص التجارية', 'خدمات اصدار تصريح موقع إقامة مغالية', 'عن بلدي', 'مركز المعرفة', 'الخدمات', 'الاستعلامات', 'المدن', 'تواصل معنا', and 'بيانات المستخدم'. The main content area displays a step-by-step process for a permit application, with the current step being 'بيانات المقاول' (Step 1). The application number '4617357510' is shown. A list of service categories is provided, each with a unique ID and a brief description. The categories include:

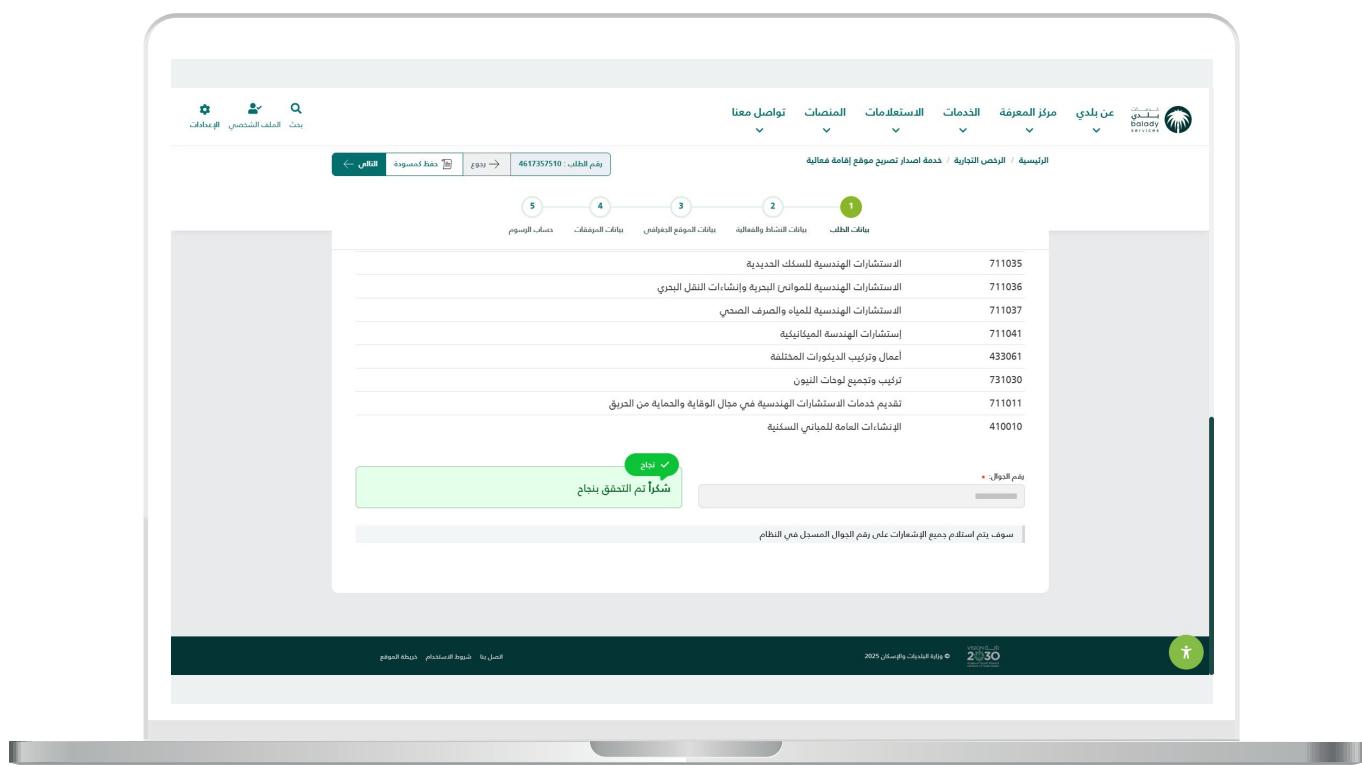
- الاستشارات الهندسية للتحطيم الخيري (711015)
- الاستشارات الهندسية لممارسة البناء (711016)
- الاستشارات الهندسية لطرق واسسor والانفاق (711031)
- أنشطة الهندسة للمشاريع الفهريانية والخفيات والامن والسلامة والتكنولوجية (711032)
- الاستشارات الهندسية للبنية التحتية (711035)
- الاستشارات الهندسية لعمليات النقل البري (711036)
- الاستشارات الهندسية للمياه والصرف الصحي (711037)
- استشارات الهندسة الميكانيكية (711041)
- أعمال وترميم الدفيهورات المختلفة (433061)
- ترميم وتجهيز لوحات البواب (731030)
- تقديم خدمات الاستشارات الهندسية في مجال الوقاية والحماية من الحرائق (711011)
- الإنشاءات العامة للمباني السكنية (410010)

At the bottom of the screen, there is a green 'تحقق' (Verify) button and a note in Arabic: 'سوف يتم اصدار جميع الإشعارات على رقم الداول المسجل في النظام' (All notifications will be issued to the registered mobile number in the system).

12) After clicking (Verify), a confirmation code is sent to the user's mobile, which must be entered before clicking (Confirm).



13) Once the mobile number is successfully verified, a confirmation message appears as shown below. The user then clicks (Next) to proceed to the following step, with the option to save the request as a draft by clicking (Save as Draft).



**14) The second step, (Activity and Event Details), then appears, requiring the user to enter values in the following fields: (ISIC Activity, Detailed Activity, Event Manager Name, Event Manager, Mobile Number, Event Space, Expected Attendance, Event Start Date, Event End Date Site Type, Event Type).**

15) In the second part of the screen, the user fills in the following fields: (Event Address (maximum 100 characters), Detailed Event Description (maximum 200 characters)).

#### Notes:

Event End Date: Must not exceed 180 days from the Event Start Date.

Event Title: Accepts letters and numbers.

Expected Attendance: Accepts numbers only. If the expected attendance exceeds 5,000 people, a checkbox will appear with the text (I commit to having a contract with a crowd management company), and confirming this commitment becomes mandatory.

The user can select the checkbox (Tobacco Product Sales Permit) if intending to obtain a permit for selling tobacco products alongside the event permit

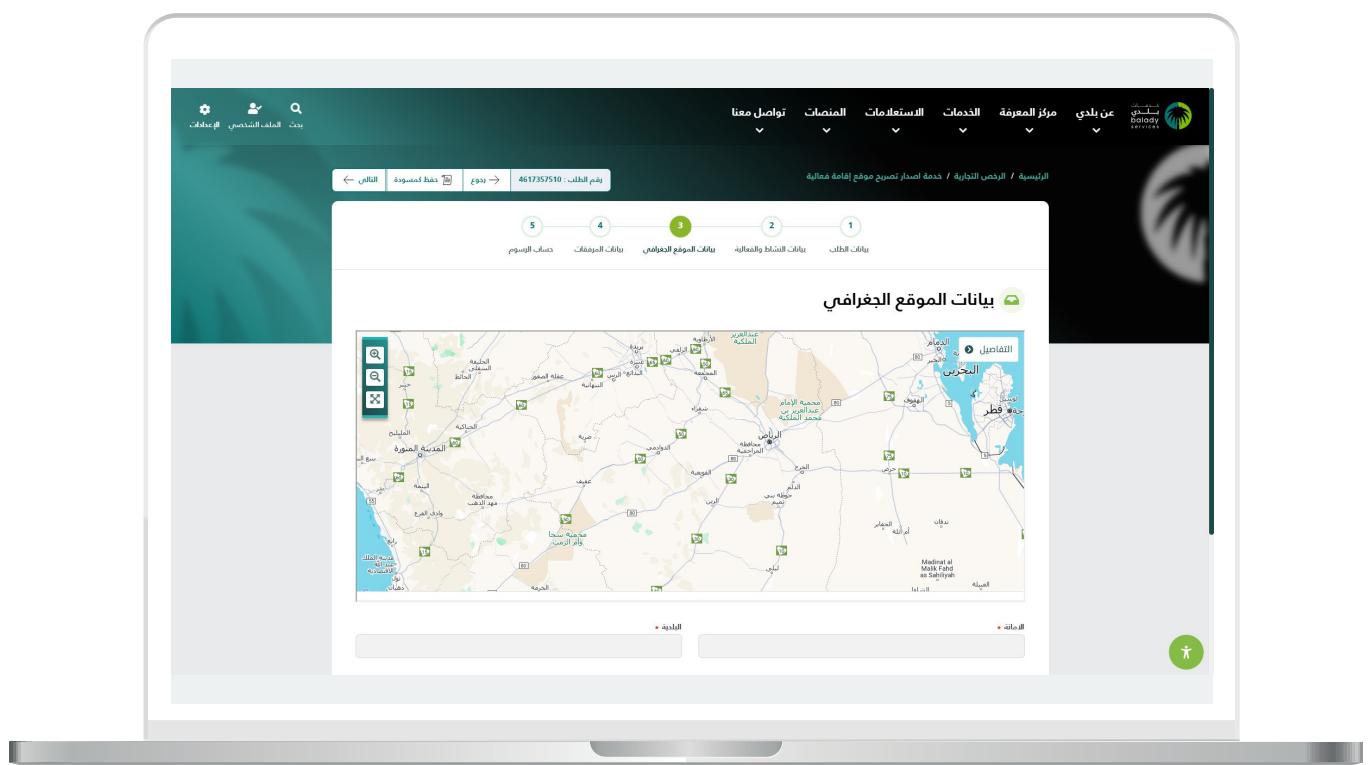
The screenshot shows the second step of the 'Event Site Permit Service - Beneficiary' application. The top navigation bar includes tabs for 'الرخص التجارية', 'خدمات اقامة', and 'خدمات اقامة معالية'. The main form has the following fields:

- Event Address: 4617357510
- Event Description: (This field is empty in the screenshot)
- Expected Attendance: 5000
- Checkboxes:
  - تصريح تقديم منتجات التبغ (Tobacco Product Sales Permit): Unchecked
  - ذروة العالية (Up to 100): Checked
  - ذروة المعتدلة (Up to 5000): Unchecked
  - ذروة، نصف ذاتي، المعتدلة (Up to 200): Unchecked
  - ذروة، نصف ذاتي، العالية (Up to 2000): Unchecked

16) If the checkbox (Tobacco Product Sales Permit) is selected, a message appears stating (Additional fees will apply). These fees will be displayed in the (Fee Calculation) step.

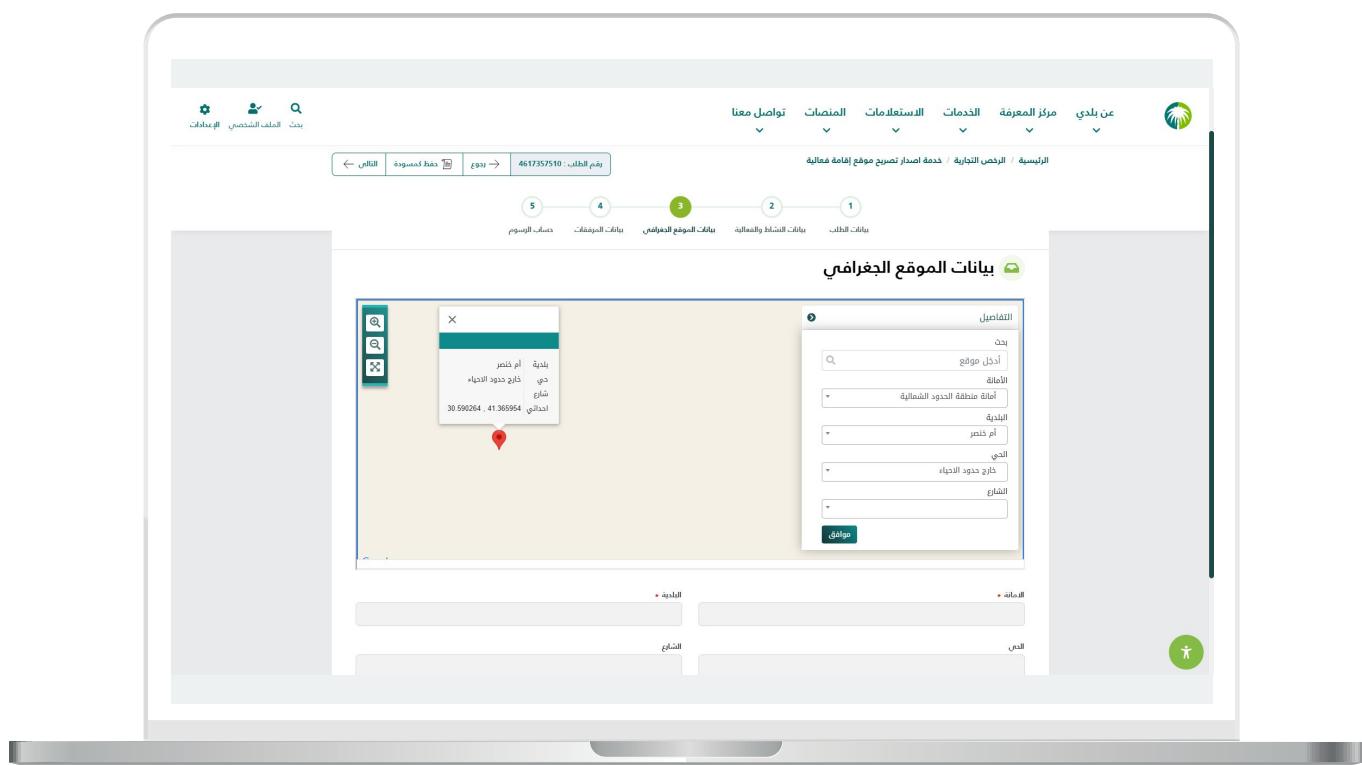
The user then clicks (Next) to proceed, with the option to save the request as a draft by clicking (Save as Draft) or return to the previous step using (Back).

17) The third step, (Geographic Location Data), appears.



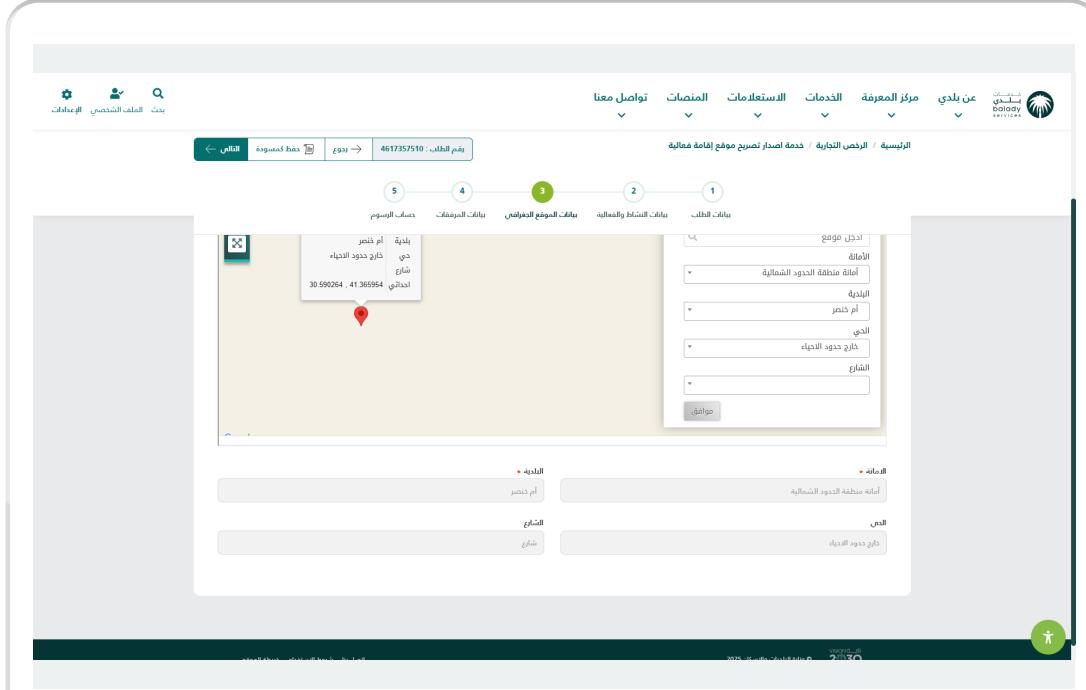
18) After clicking **(Details)**, the system allows the user to select the geographic location by choosing values from the drop-down lists in the following order: **(Municipality, District, Neighborhood, Street)**.

The user then clicks on the map and selects **(Confirm)** as shown on the screen.



19) The system automatically fills in the fields for (Municipality, District, Neighborhood, and Street).

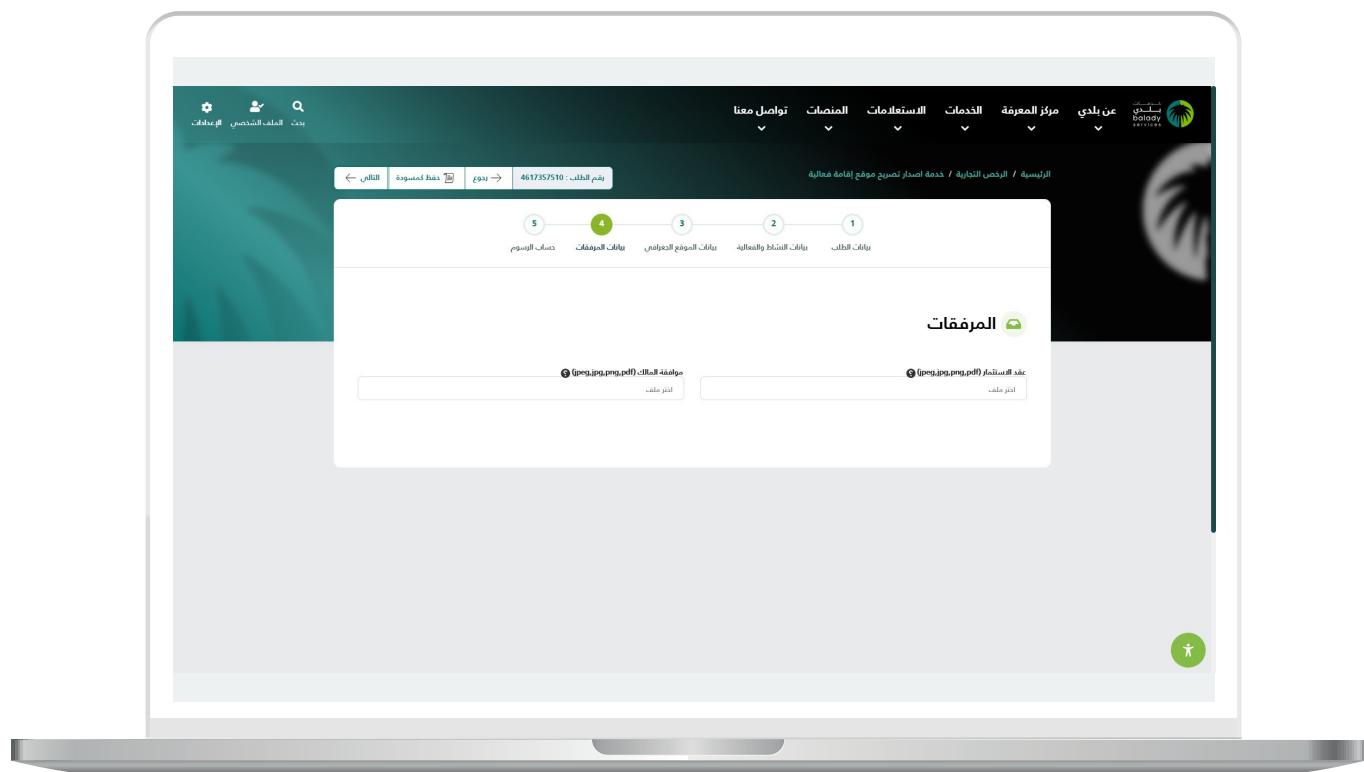
The user then clicks (Next) to proceed, with the option to save the request as a draft by clicking (Save as Draft) or return to the previous step using (Back).



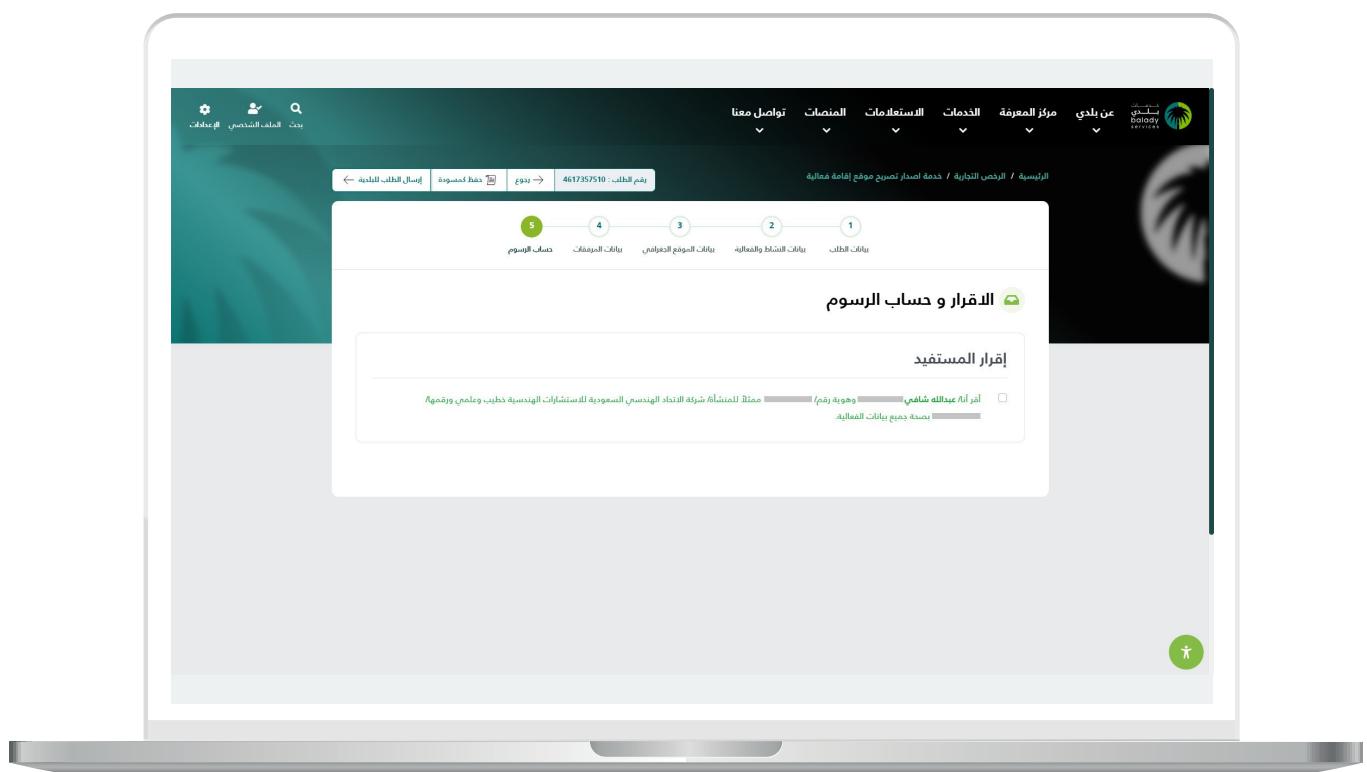
The screenshot shows a mobile application interface for the 'Event Site Permit Service - Beneficiary'. The top navigation bar includes links for 'الرخص التجارية', 'خدمات اصدار تصريح موقع إقامة معالية', 'الرئيسية', 'عن بلدي', 'مركز المعرفة', 'الخدمات', 'الاستعلامات', 'المدن', 'تواصل معنا', and 'بحث المدن والبلديات'. Below the navigation is a progress bar with five steps: 1. بيانات المكان, 2. بيانات الشارع والمنطقة, 3. بيانات الموقع المزدحم, 4. بيانات المدن, and 5. دخول موقع. Step 3 is highlighted in green. The main content area shows a map with a location pin and a callout box containing the address: '30 590264, 41 365954' and 'المنطقة: أم نصر, الشارع: شارع دارو حدود الاتجاه'. To the right of the map is a form with fields for 'البلدة' (Am Naser), 'الشارع' (Shara'a Daro Haddud Al Athaqat), and 'المنطقة' (Am Naser). Below the map are four buttons: 'البلدة' (Am Naser), 'الشارع' (Shara'a Daro Haddud Al Athaqat), 'المنطقة' (Am Naser), and 'البلدة' (Am Naser). The bottom of the screen shows a footer with the text '2025-01-01 23:30' and a small user icon.

20) The fourth step, (Attachments Data), appears. The user must upload at least one of the following required attachments: (Investment Contract, Owner's Approval).

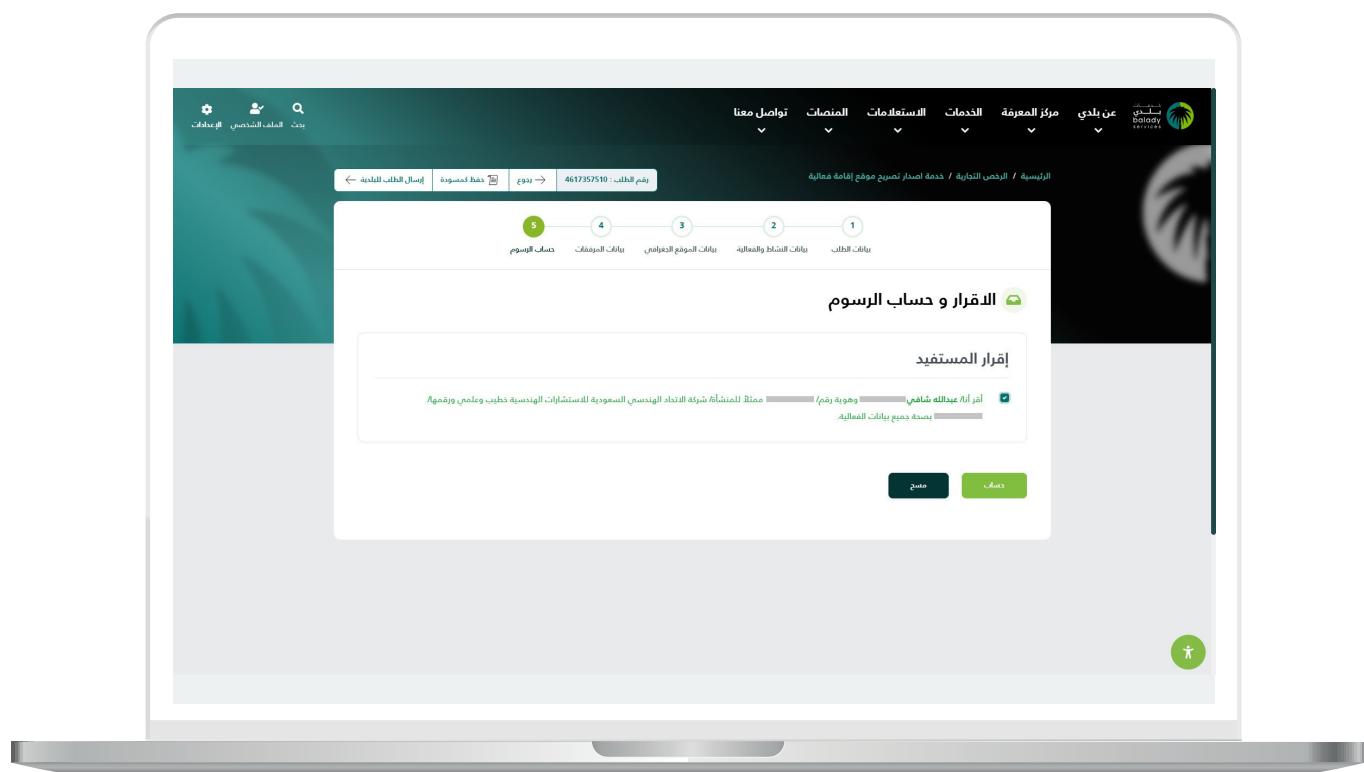
The user then clicks (Next) to proceed, with the option to save the request as a draft by clicking (Save as Draft) or return to the previous step using (Back).



21) The final step, (Fee Calculation), appears. The user selects the (Beneficiary Acknowledgment) checkbox.

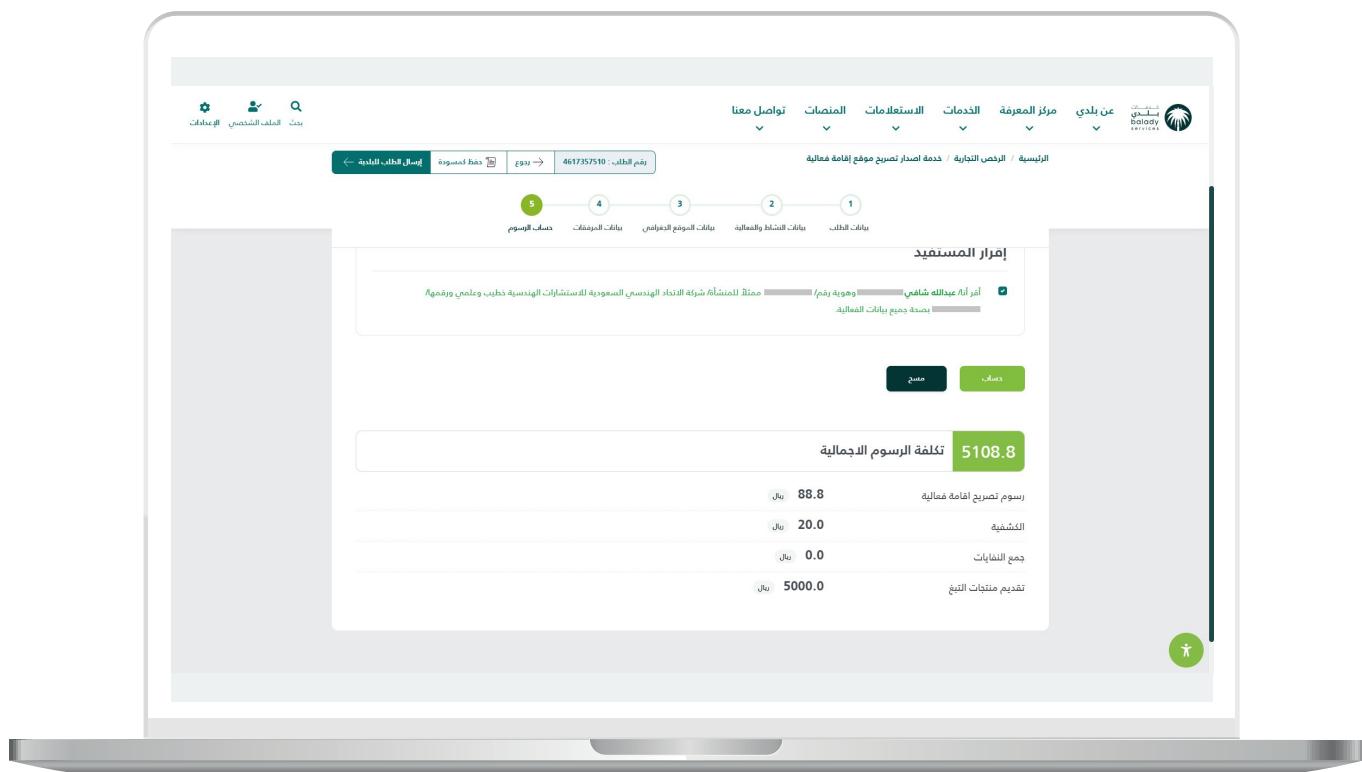


22) The system displays the buttons (Calculate, Reset) as shown on the screen. The user clicks (Calculate) to compute the total fees.

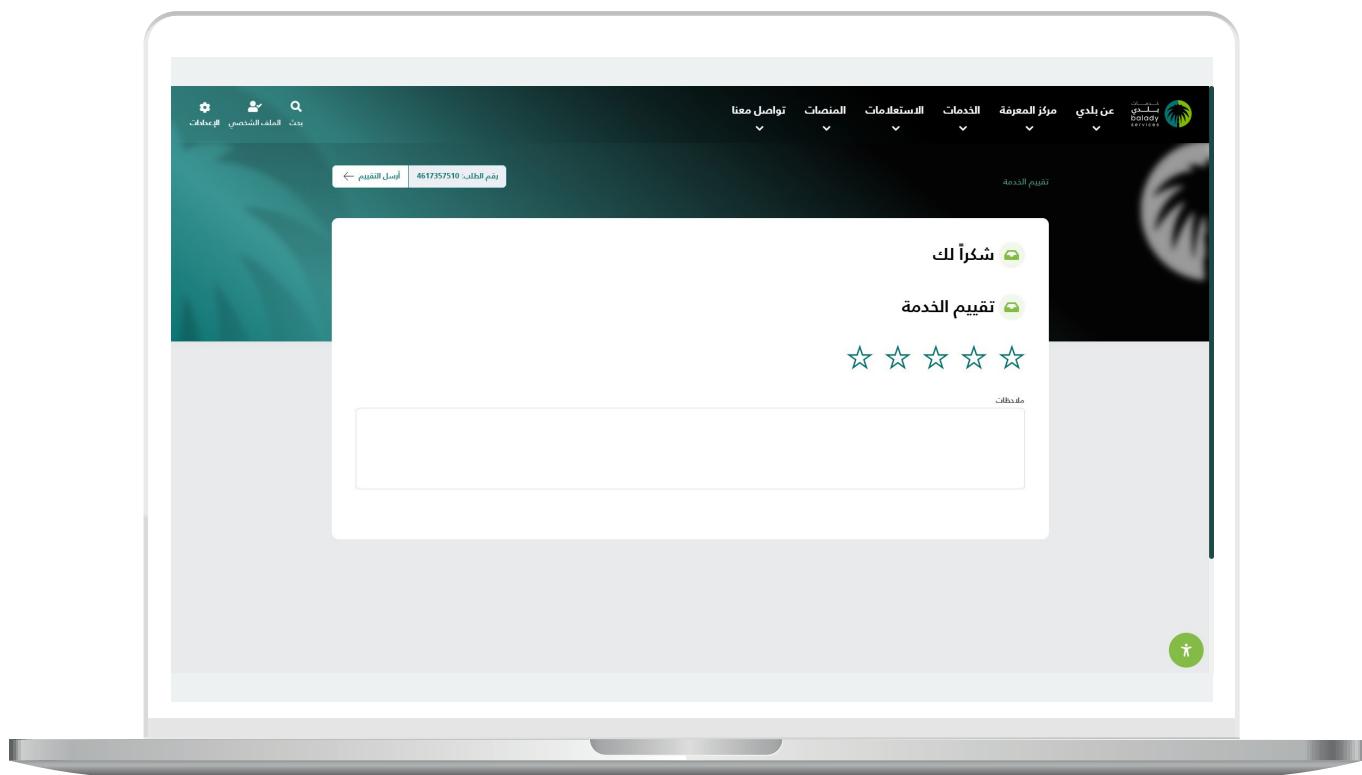


23) The Total Fees Cost is displayed to the user, as shown below.

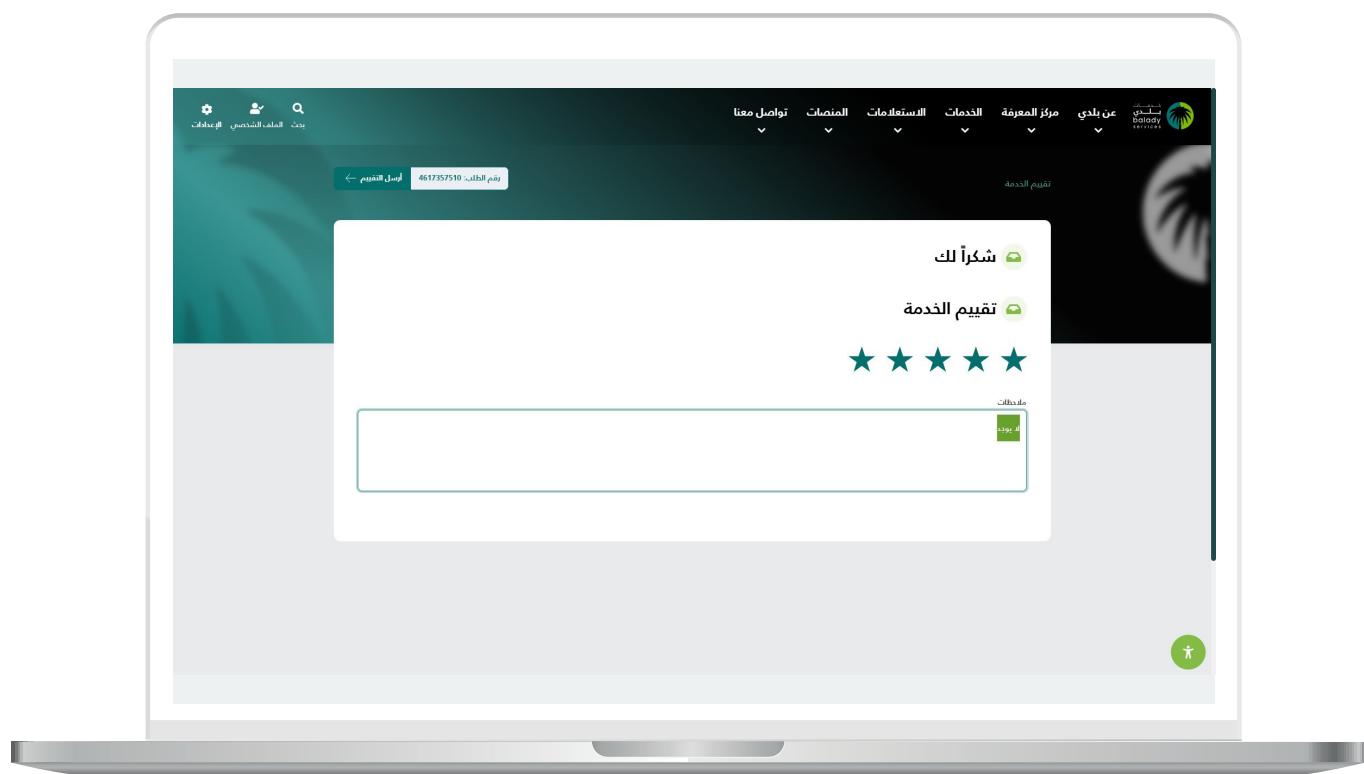
The user then clicks (Submit Request to Municipality), with the option to save the request as a draft by clicking (Save as Draft) or return to the previous step using (Back).



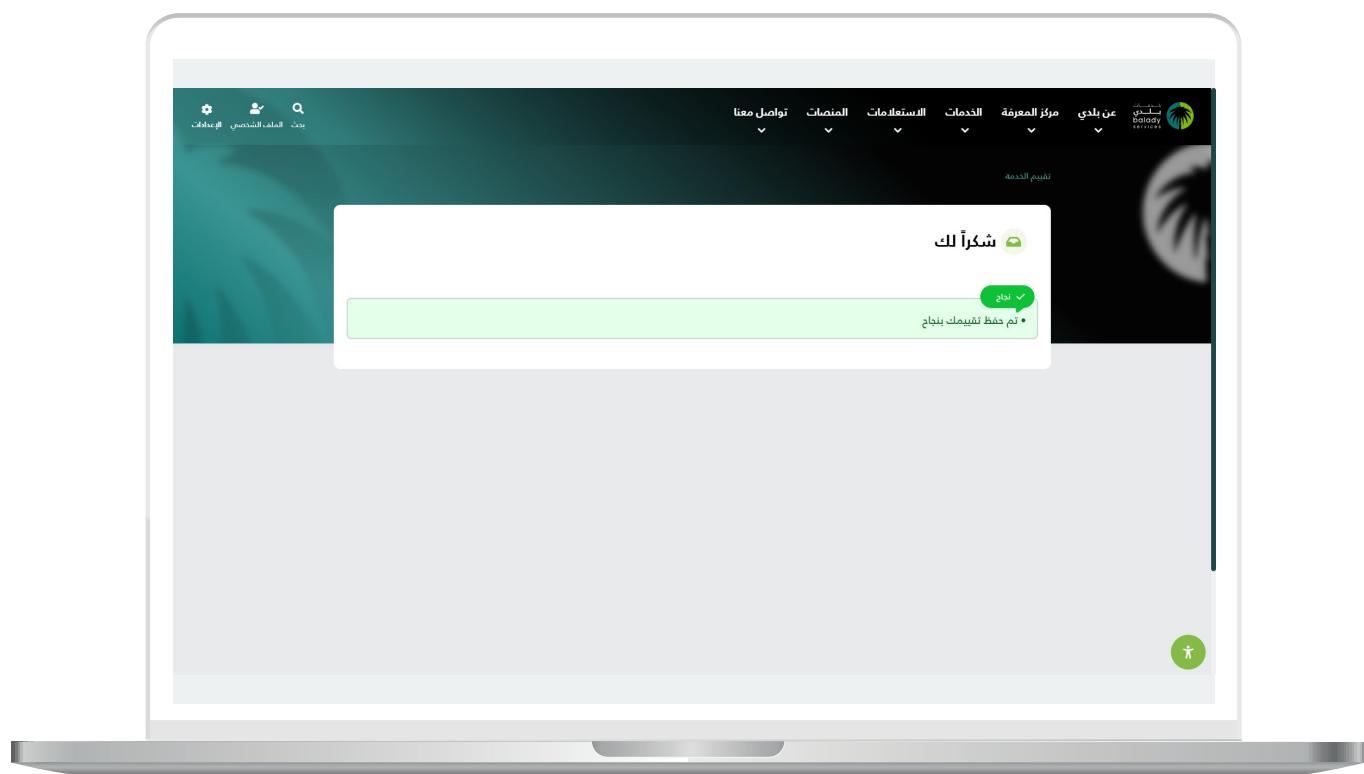
24) The system allows the user to evaluate the service by selecting a rating from the visible stars and entering a value in the (Comments) field.



25) The user clicks (Submit Review), as shown on the screen.



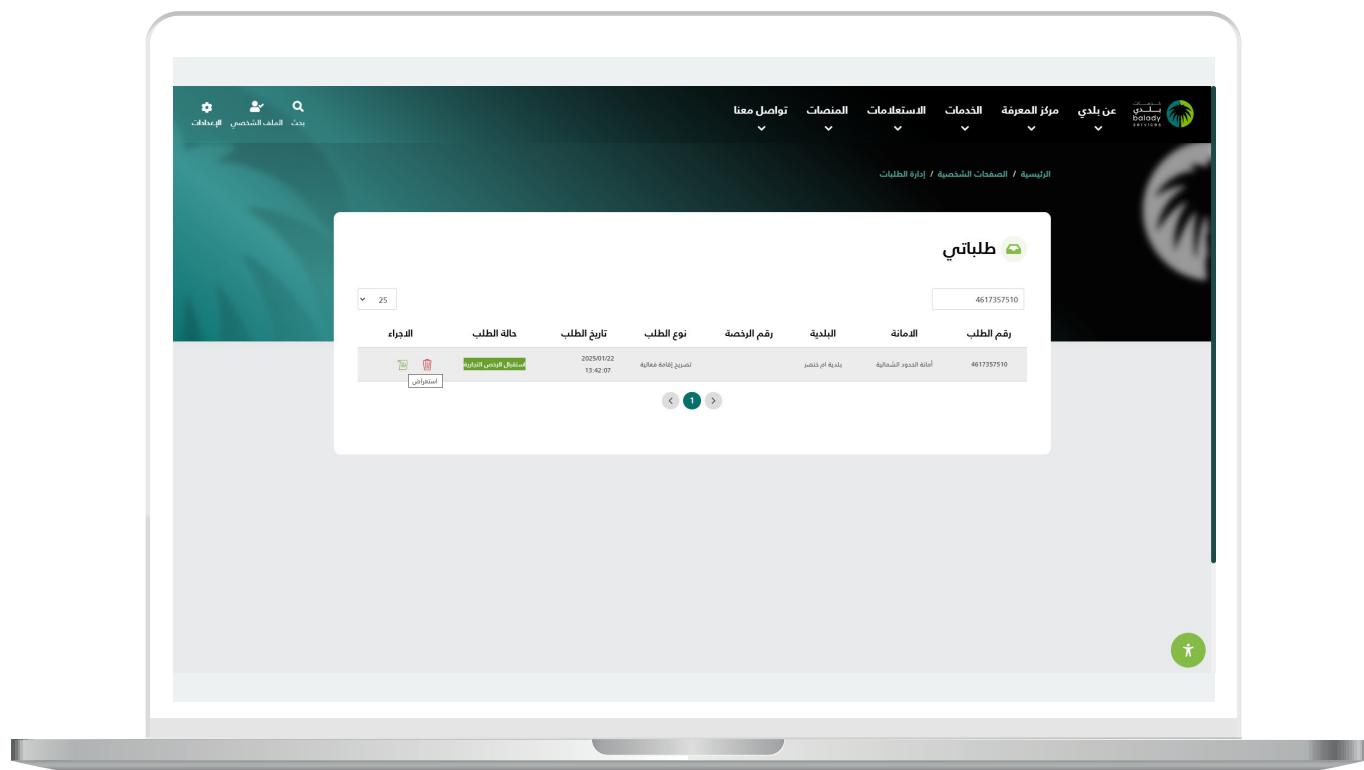
26) The evaluation is saved successfully, and a confirmation message appears as shown below.



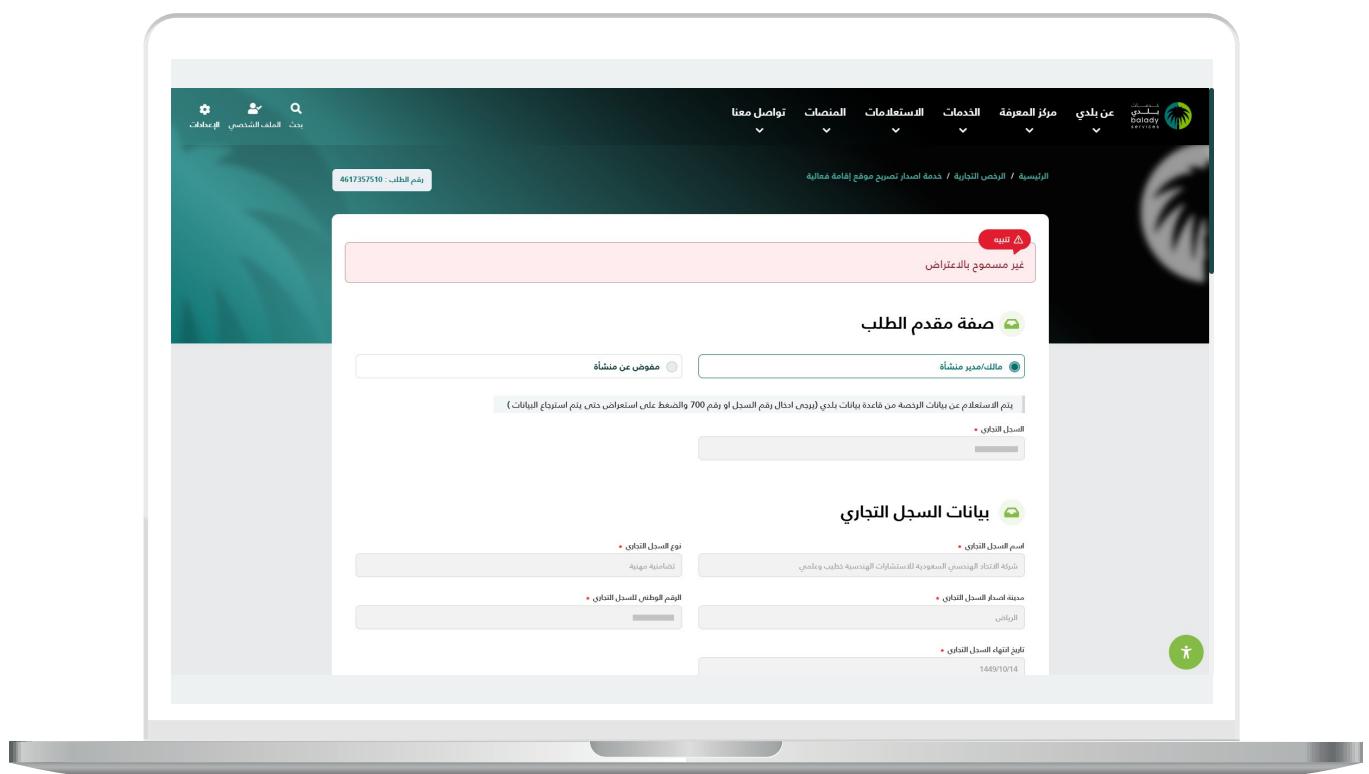
27) The user is redirected to the (My Requests) page to track the request status.

**Note:**

If a (Commercial License Cancellation Request) is approved, the (Event Site Permit) will be automatically canceled.



28) After clicking the document icon in the (Action) column, the request details are displayed.

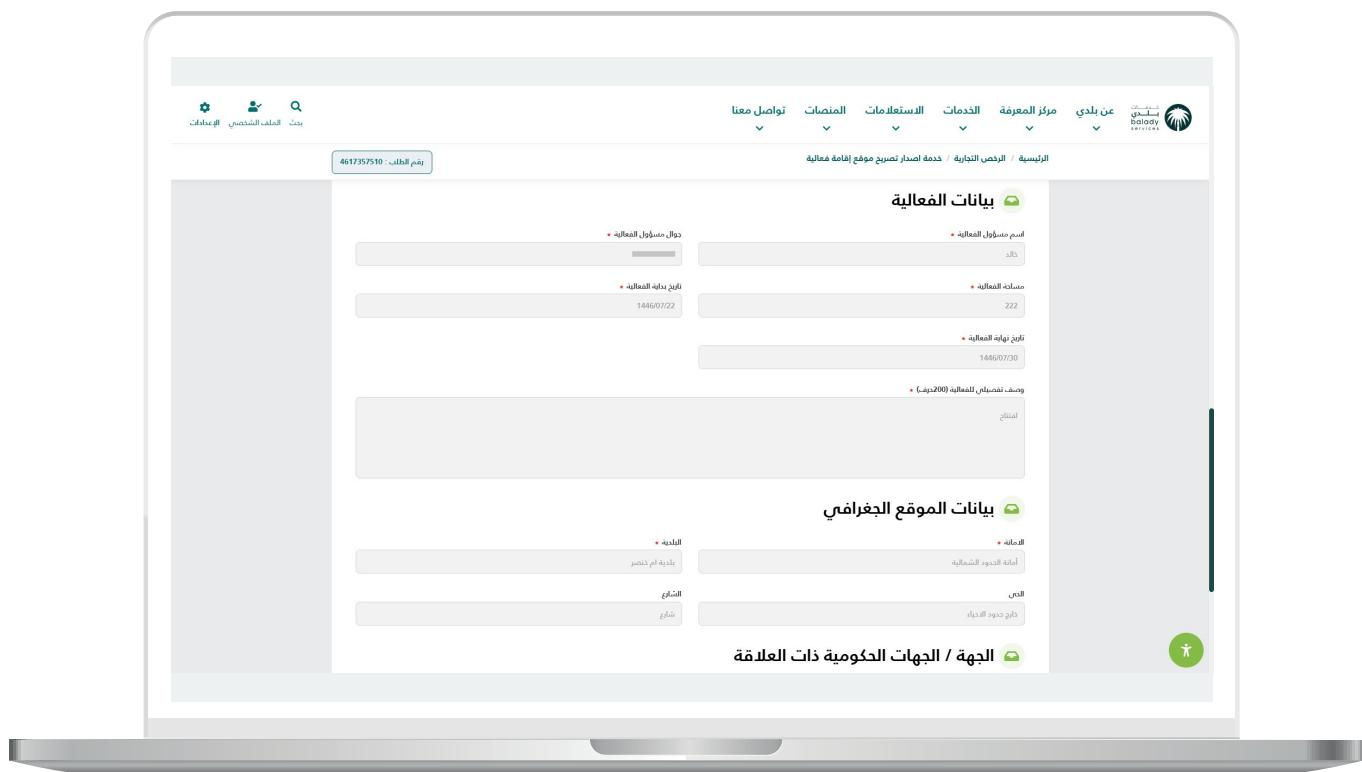


29) The following screenshot displays the second part of (Request Details) screen.

أنشطة السجل التجاري

اسم نشاط	رقم نشاط	ISIC
ادارة المشاريع الانشائية	711014	
أنشطة تقديم خدمات التصميم الهندسي لمعايير كفاءة الطاقة	711084	
استشارات الهندسة الميكانيكية	711041	
صناعة الترتكيبات المحدثات والمطاطم، يشمل (ترطيب ديكورات وما شابهها)	310060	
أنشطة الاستشارات في مجال النصادر وتنمية المعلومات	620213	
أنشطة الاستشارات الهندسية والمعمارية	711013	
الاستشارات الهندسية للتخطيط الحضري	711015	
الاستشارات الهندسية لقدرة البناء	711016	
الاستشارات الهندسية للطرق والجسور والأنفاق	711031	
أنشطة الهندسة للمشاريع الكهربائية والمفرلات والامن والسلامة والبيئة	711032	
الاستشارات الهندسية للمسك العددي	711035	
الاستشارات الهندسية للموانئ البحرية وإنشاءات النقل البحري	711036	
الاستشارات الهندسية للمياه والصرف الصحي	711037	
استشارات الهندسة الميكانيكية	711041	
أعمال وتركيب الديكورات المحدثة	433061	
ترطيب وتجمیع لوحات النيون	731030	
تقديم خدمات الاستشارات الهندسية في مجال الوقاية والحماية من الحرائق	711011	
الإنشاءات العامة للمنابع السكنية	410010	

30) The following screenshot displays the third part of (Request Details) screen.



📞|199040 Direct Contact Number  
🐦|@Balady\_CS Customer Service