



وزارة البلديات والإسكان

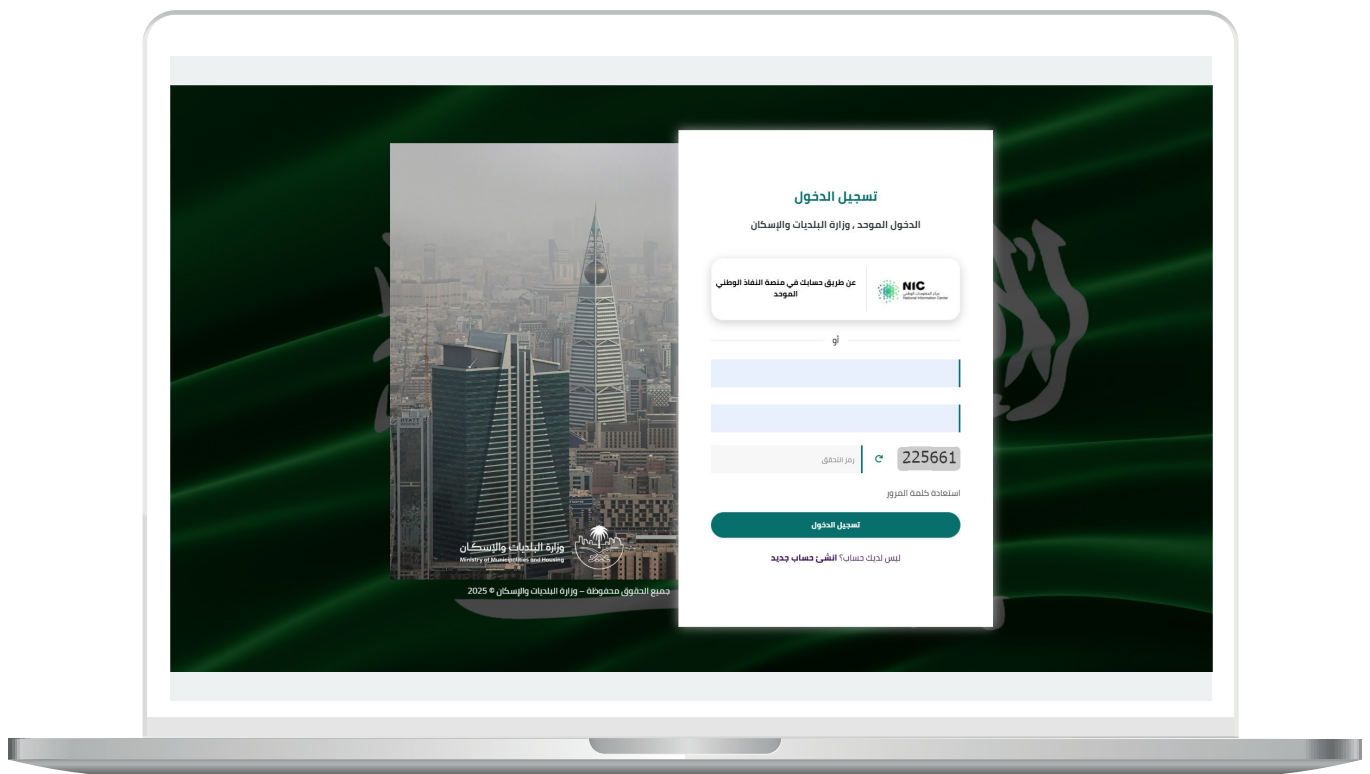
Ministry of Municipalities and Housing

User Guide for the
Event Site Permit Service

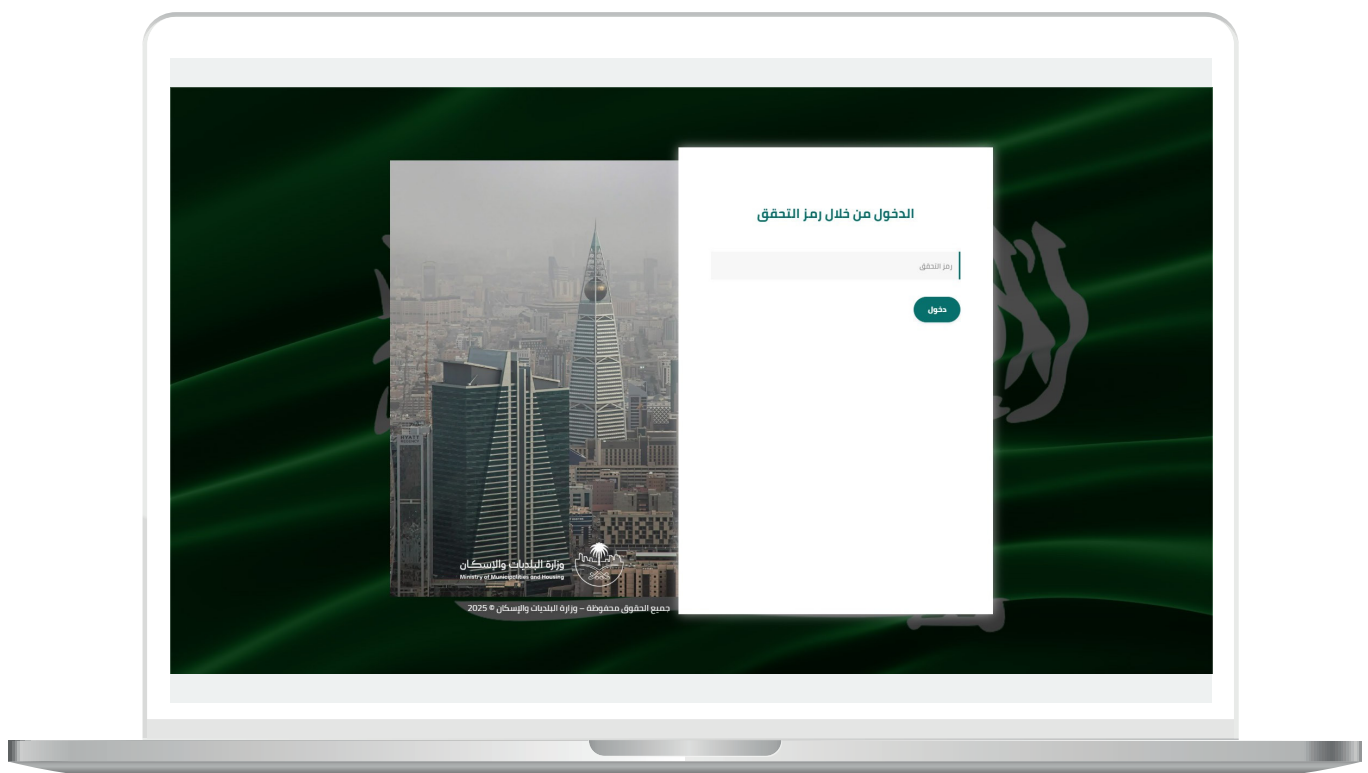
Beneficiary's
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Logging into the System

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.



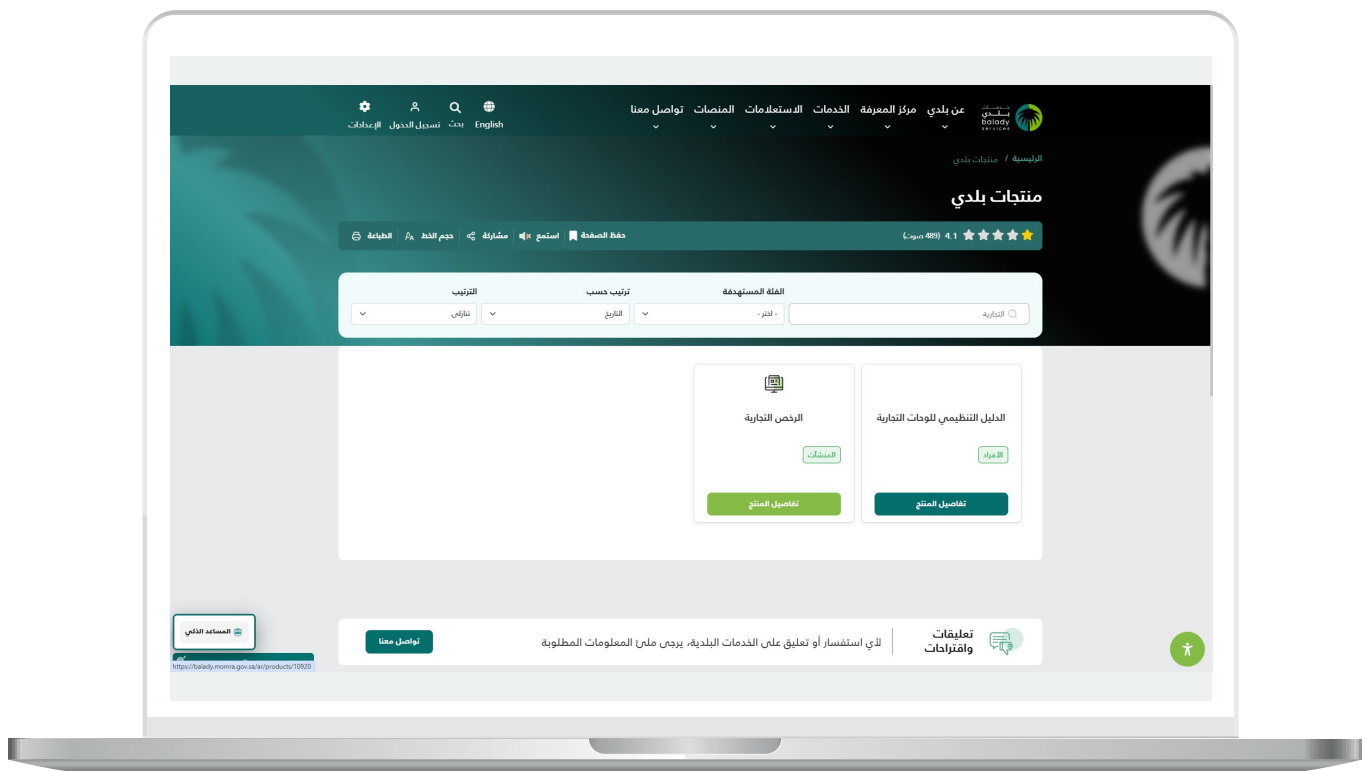
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

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

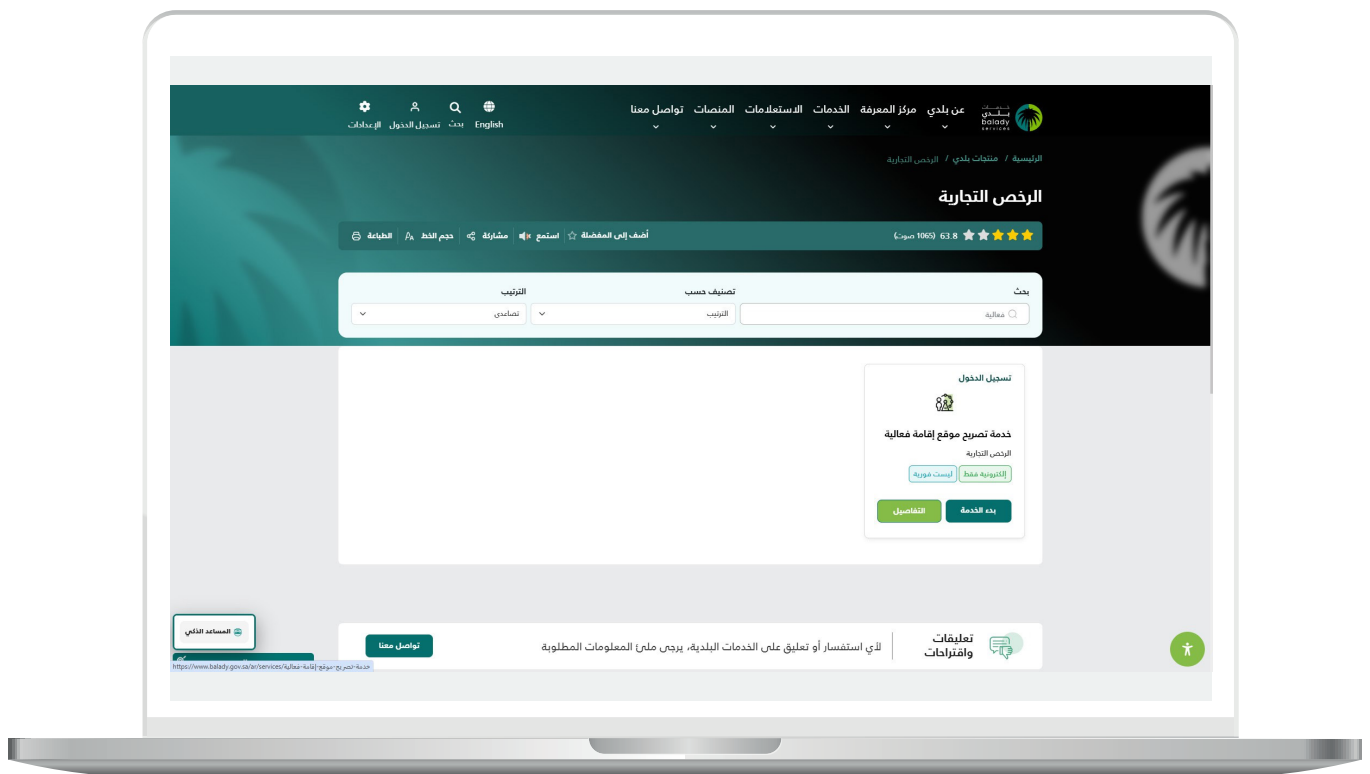


Steps to Request the Service

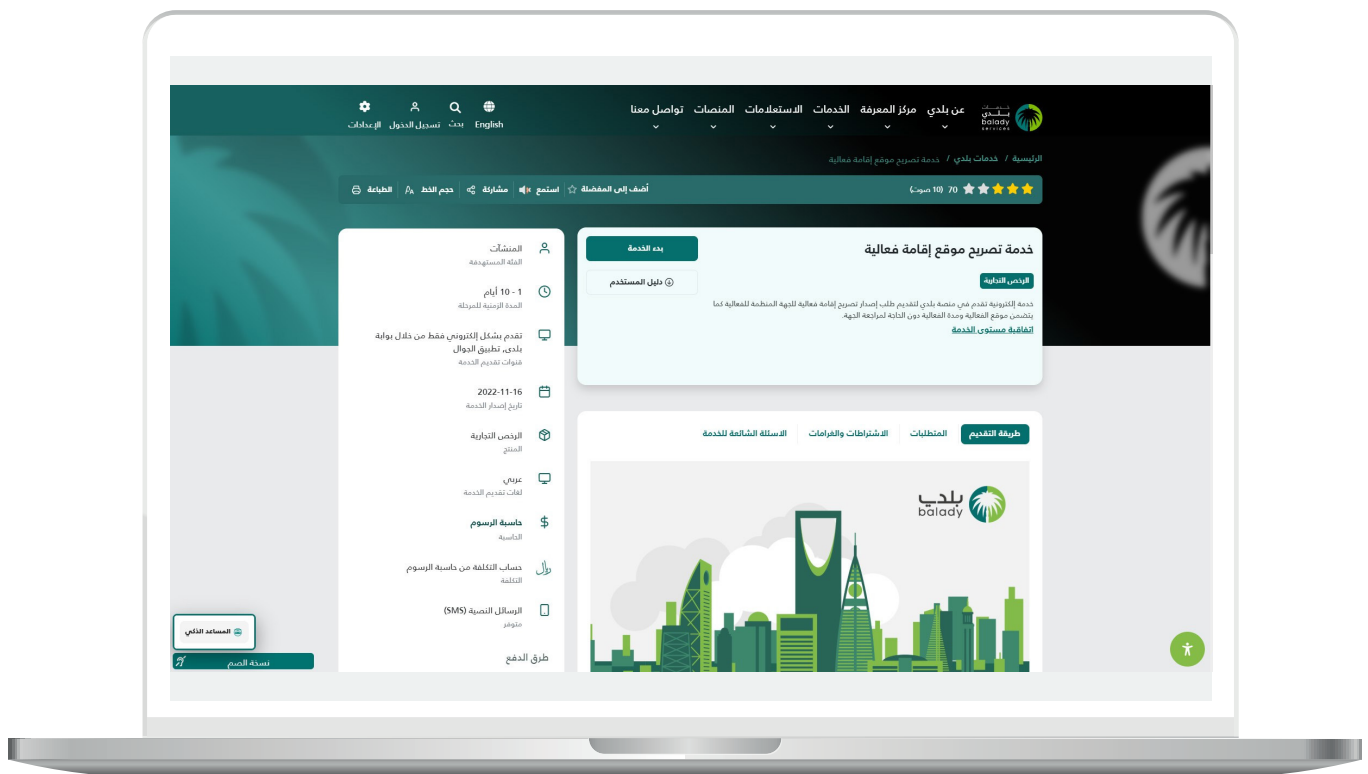
- 1) The user searches for the product (**Commercial Licenses**) and clicks (**Product Details**) as shown below.



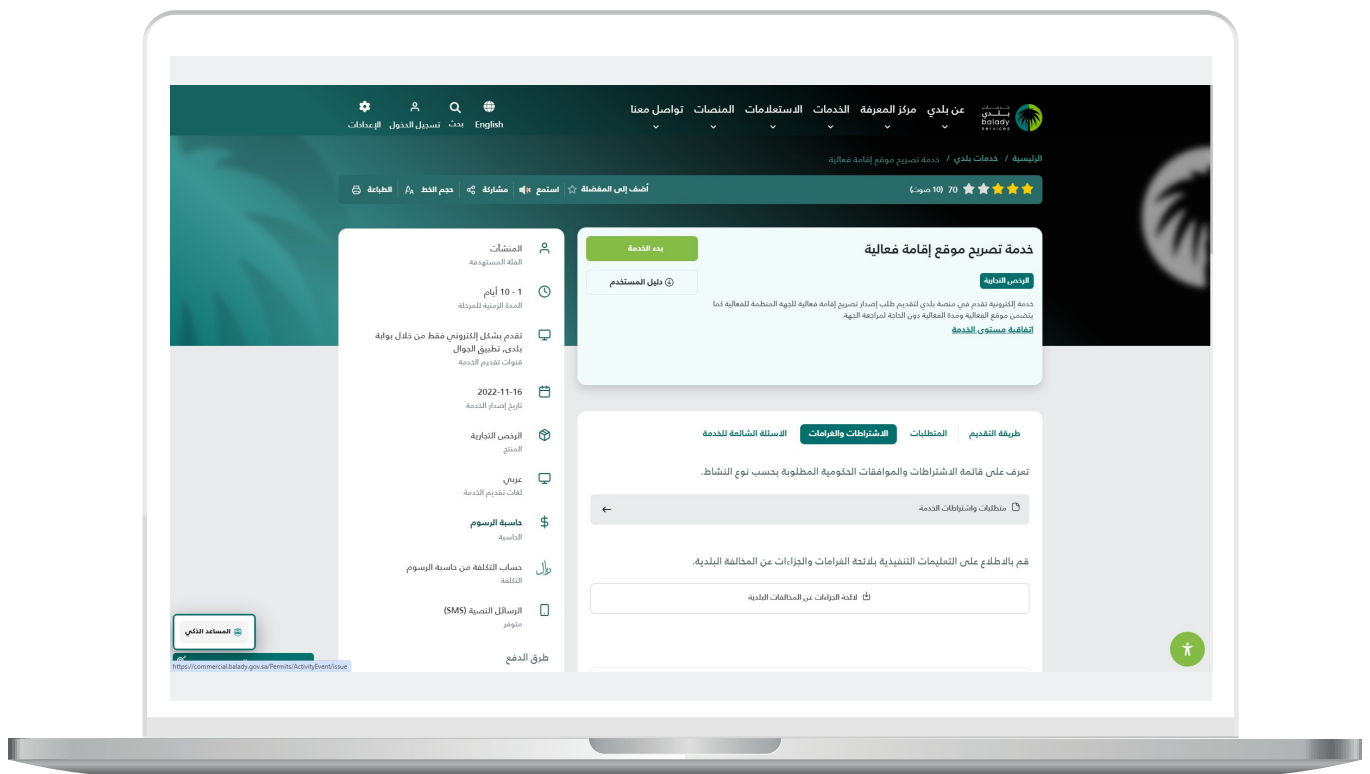
2) From the next screen, the user searches for **(Event Site Permit Service)** and clicks **(Details)** as shown below.



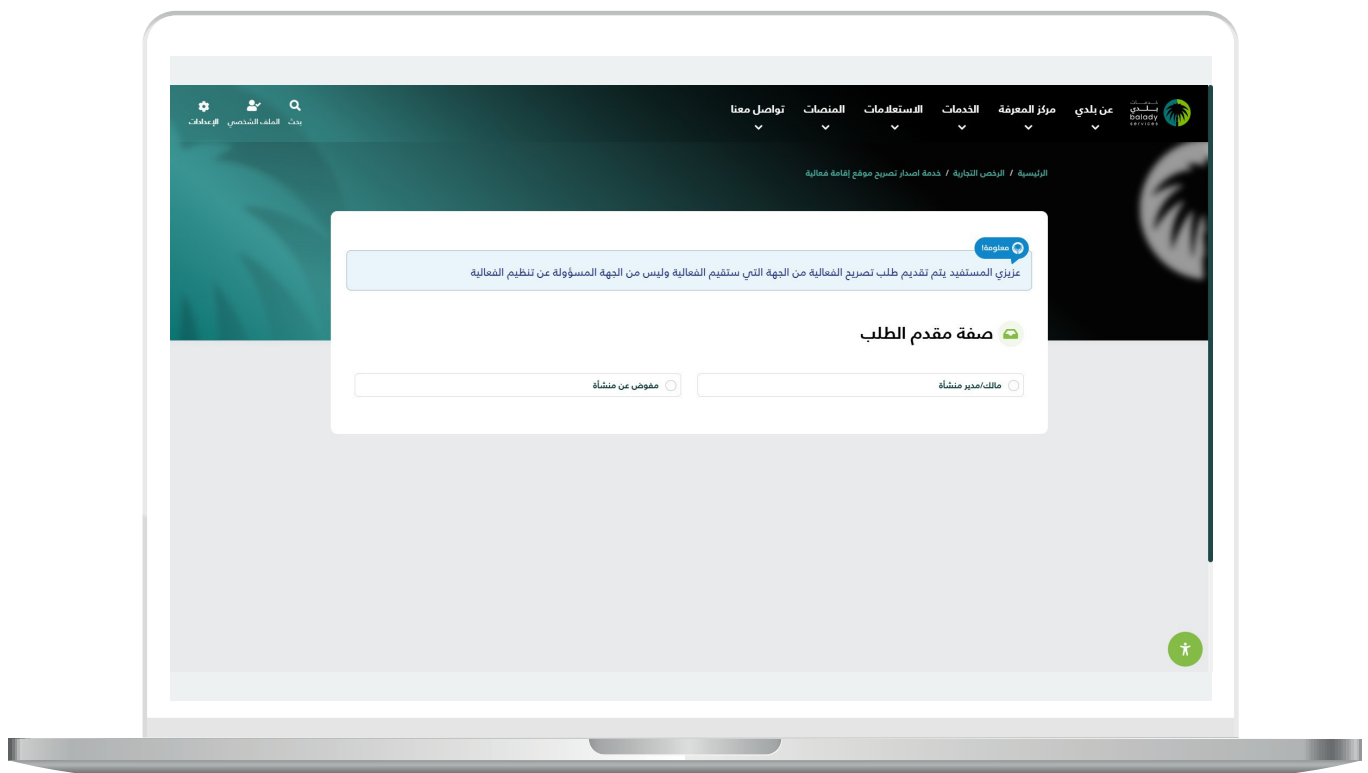
3) The Service Information screen appears, where the user can view details about (How to Apply, Requirements, Conditions and Fines, etc.).



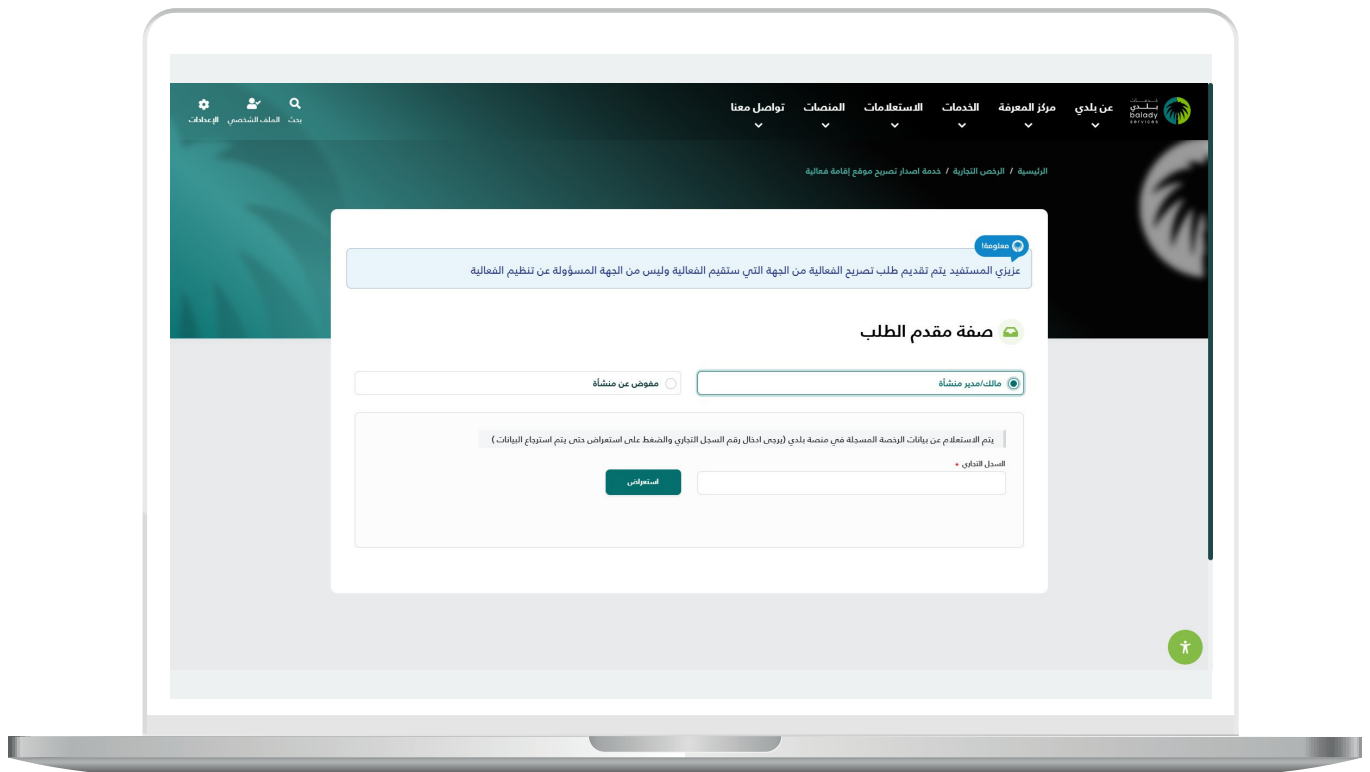
4) The following screen represents the **(Conditions and Fines)** section.
The user clicks **(Start Service)**.



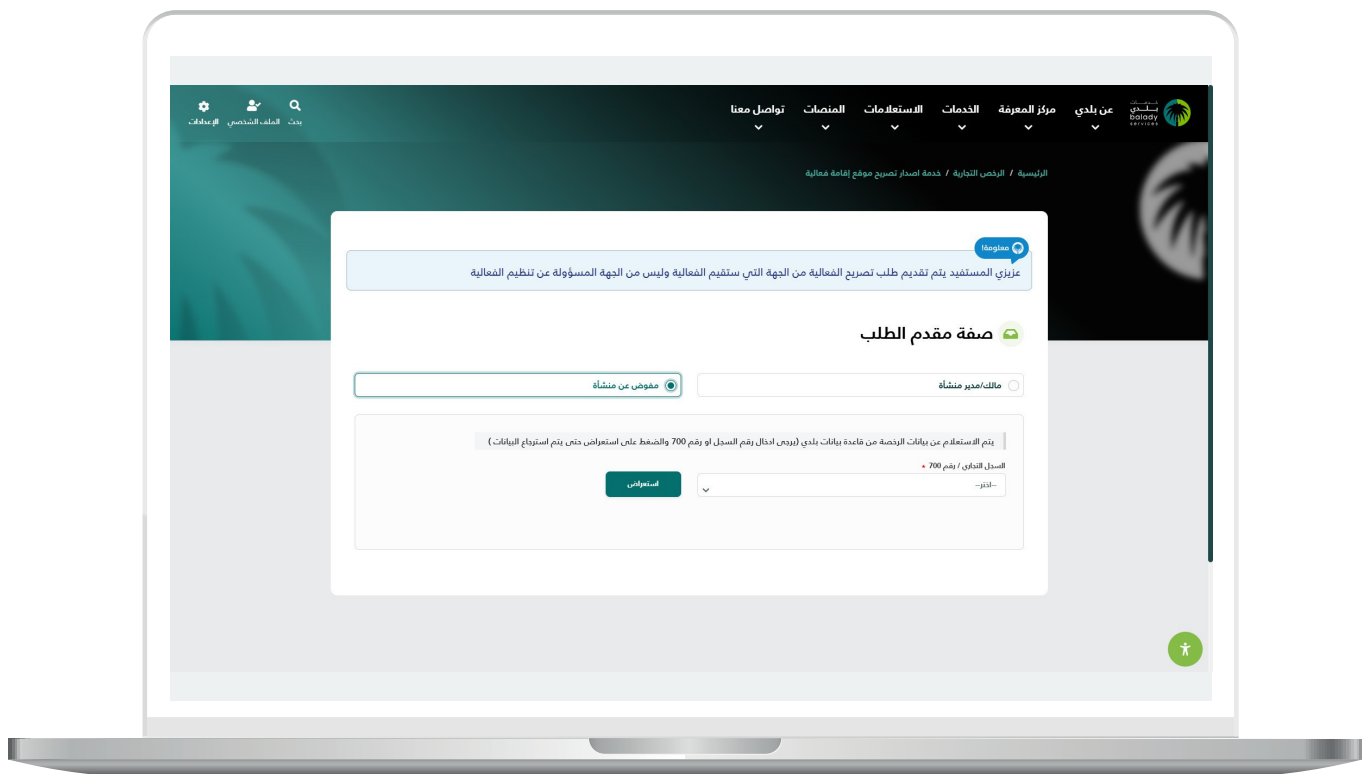
5) The next screen appears, where the user selects the applicant type from the available options: **(Business Owner/Manager, Authorized Representative)**.



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)**.



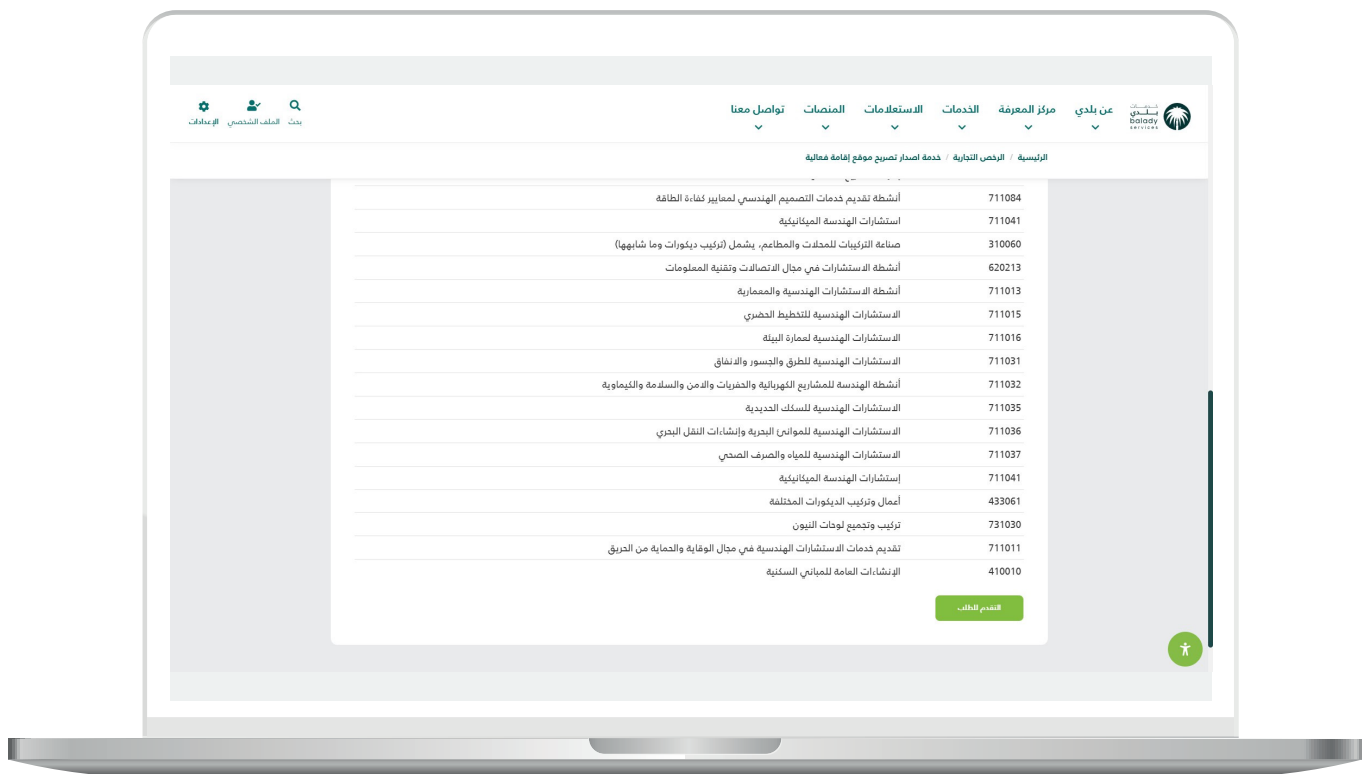
8) In the example below, **(Business Owner/Manager)** is selected, after which the Commercial Register details are displayed.

The screenshot displays the Bology Service website interface. The top navigation bar includes links for 'الرئيسية' (Home), 'الرخص التجارية' (Commercial Licenses), 'خدمة إصدار تصريح موقع إقامة مجانية' (Free site location permit issuance service), 'عن بلدي' (About Bology), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'بحث' (Search). The main content area is titled 'صفحة مقدم الطلب' (Request Form) and contains the following fields:

- مفوض عن منشأة** (Authorized by establishment): A dropdown menu.
- مالك/مدير منشأة** (Owner/Manager of establishment): A dropdown menu.
- الاسم التجاري** (Commercial name): A text input field.
- نوع السجل التجاري** (Type of commercial register): A dropdown menu.
- الاسم القانوني** (Legal name): A text input field.
- الاسم المختصر للسجل التجاري** (Short name of the commercial register): A text input field.
- الاسم المختصر للشركة** (Short name of the company): A text input field.

The 'بيانات السجل التجاري' (Commercial Register Details) section is also visible, showing the 'اسم السجل التجاري' (Commercial register name) and 'نوع السجل التجاري' (Type of commercial register).

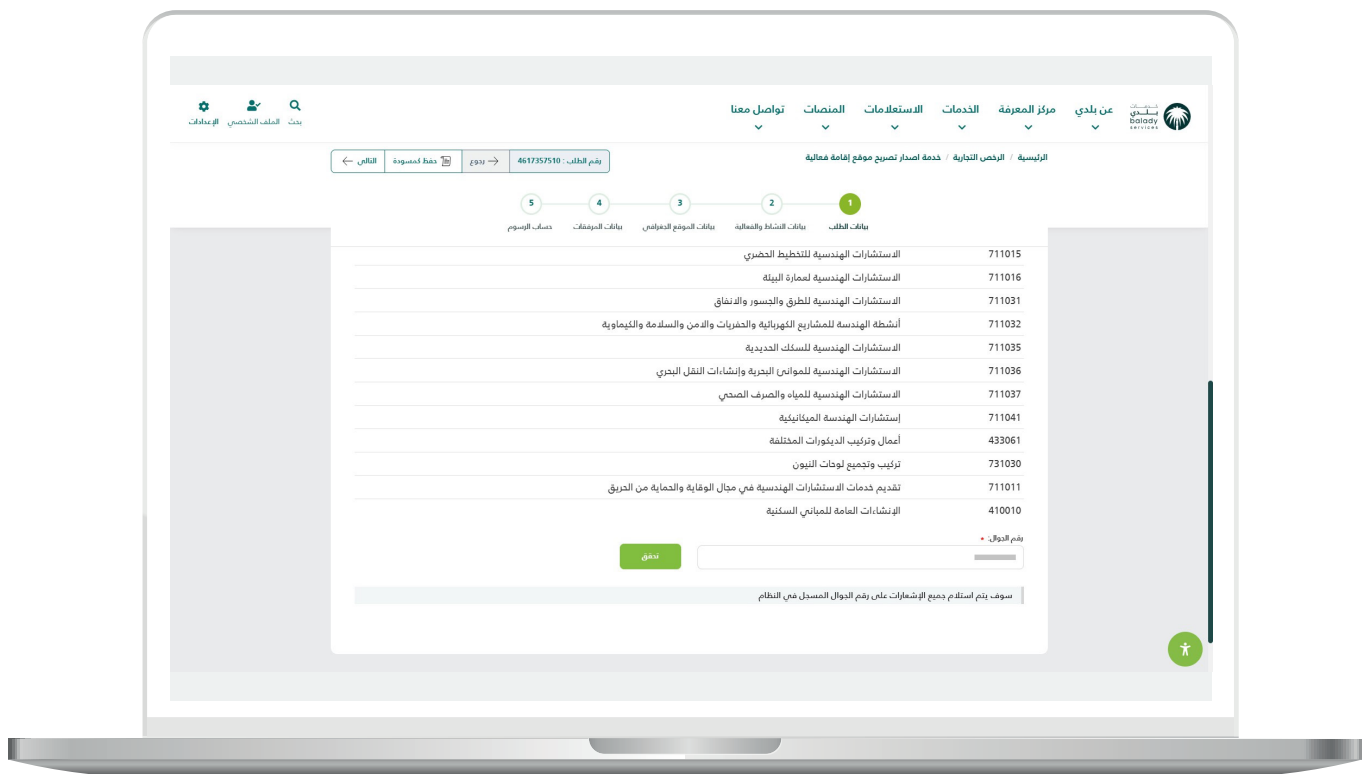
9) The commercial registration activities are shown on the next screen, where the beneficiary clicks **(Proceed with Request)**.



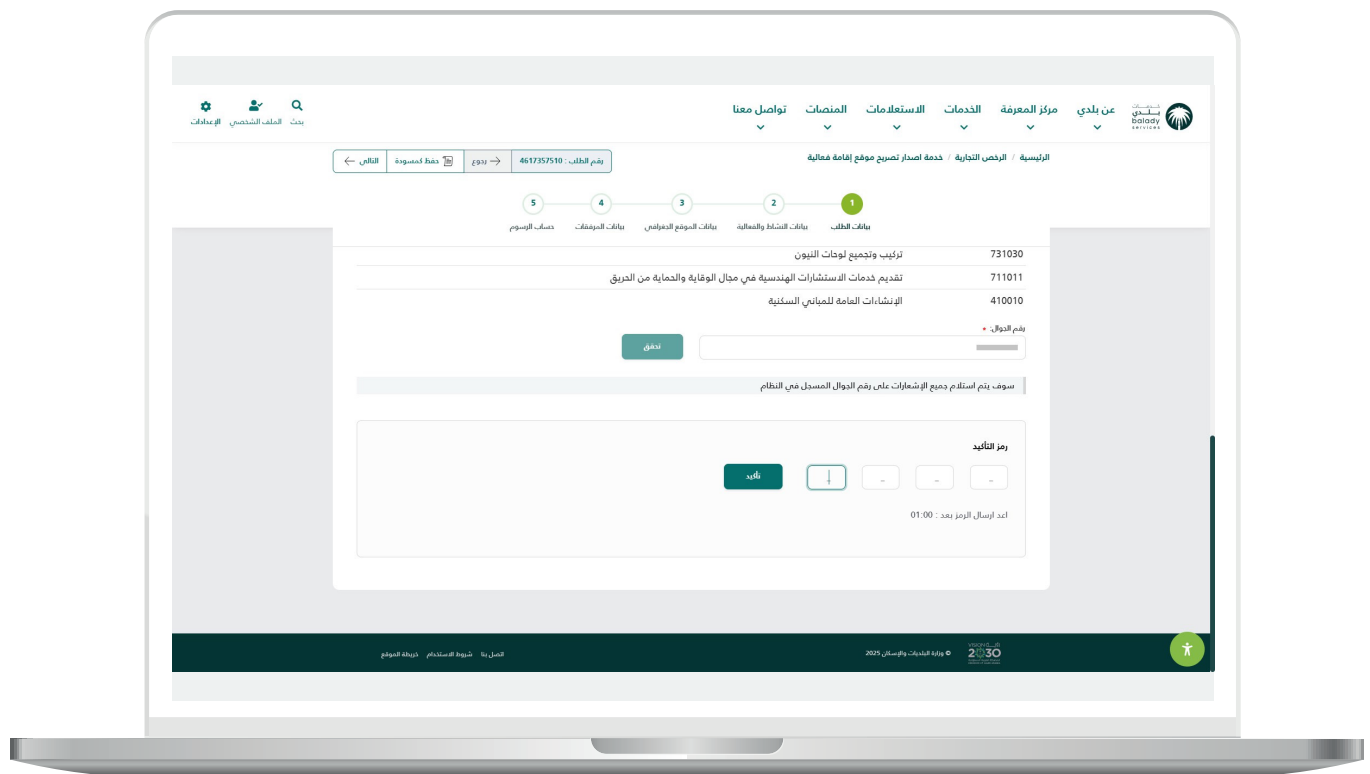
10) The user is then directed to the first step, (Request Details).

The screenshot displays the 'Request Details' step (Step 1) of the Event Site Permit Service web application. The interface is in Arabic and features a dark green header with navigation links: 'الرئيسية' (Home), 'الرخص التجارية' (Commercial Licenses), 'خدمة إصدار تصريح موقع إقامة مجانية' (Free Event Site Permit Issuance Service), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'المنتجات' (Products), 'تواصل معنا' (Contact Us), and 'عن بلدي' (About Beldy). The main content area has a light green background and a progress bar at the top with five steps: 1. بيانات الطلب (Request Data), 2. بيانات النشاط والمعالاة (Activity and Processing Data), 3. بيانات الموقع التجاري (Commercial Site Data), 4. بيانات المرفقات (Attachments Data), and 5. حساب الرسوم (Fees Calculation). The 'Request Details' section includes a form with the following fields: 'مفوض عن منشأة' (Authorized by Establishment), 'مالك/مدير منشأة' (Owner/Manager of Establishment), 'يتم الاستعلام عن بيانات الرخصة من قاعدة بيانات بلدي (يوجد اخطال رقم السجل او رقم 700 والضغط على استعراض خاص يتم استرجاع البيانات)' (The license data is retrieved from the Beldy database (there is a mismatch in the record number or number 700 and pressing on the special search will retrieve the data)), 'الاسم التجاري' (Commercial Name), 'اسم السجل التجاري' (Commercial Register Name), 'شركة الاتحاد الهندسي السعودية للاستشارات الهندسية كتراب وعلقي' (Saudi Engineering Consultants Association), 'مدينة اسفل السجل التجاري' (City of the Commercial Register), 'الرياض' (Riyadh), 'نوع السجل التجاري' (Type of Commercial Register), 'تجارية موهبة' (Commercial Mowhaba), 'الرقم الوطني للسجل التجاري' (National Commercial Register Number), '1442/10/14', and 'تاريخ انتهاء السجل التجاري' (Commercial Register Expiry Date).

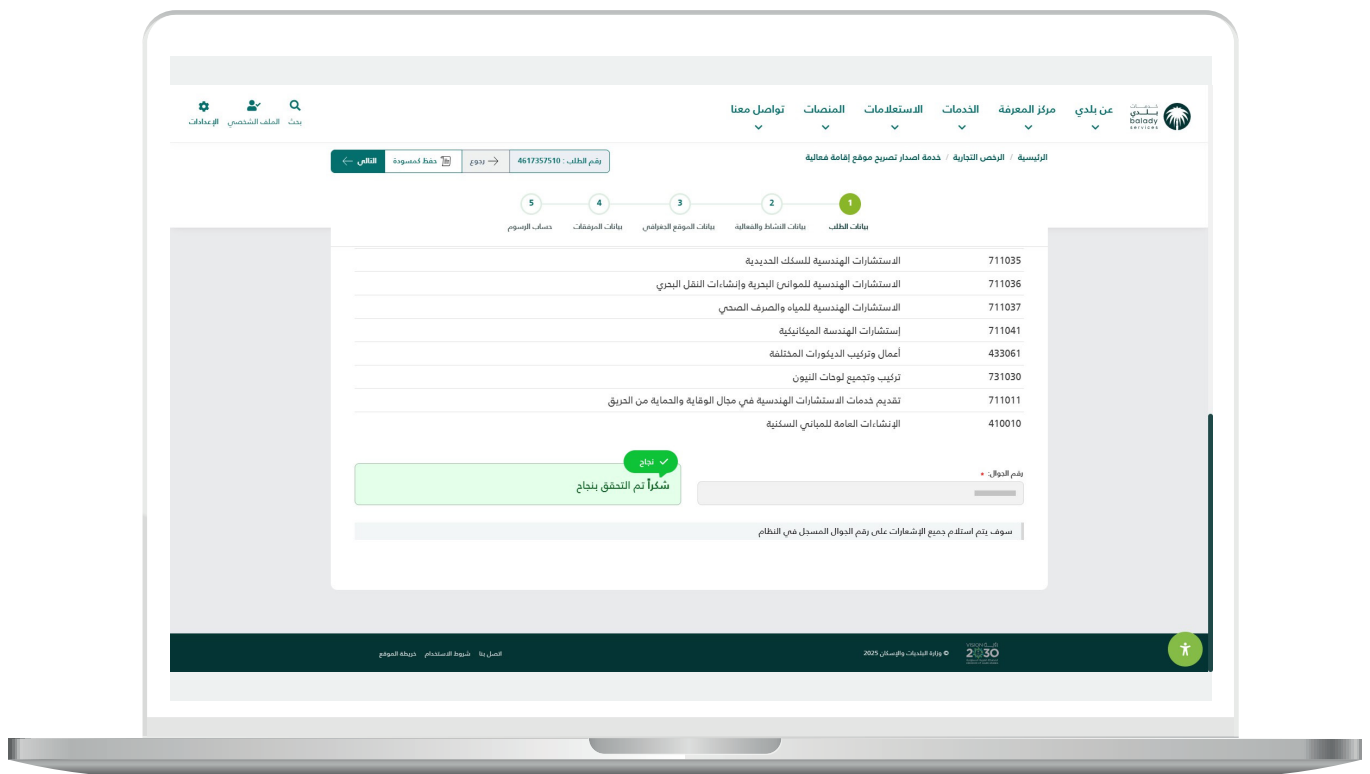
11) The system verifies the mobile number by entering a value in the (Mobile Number) field and clicking (Verify) as follows.



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)**.

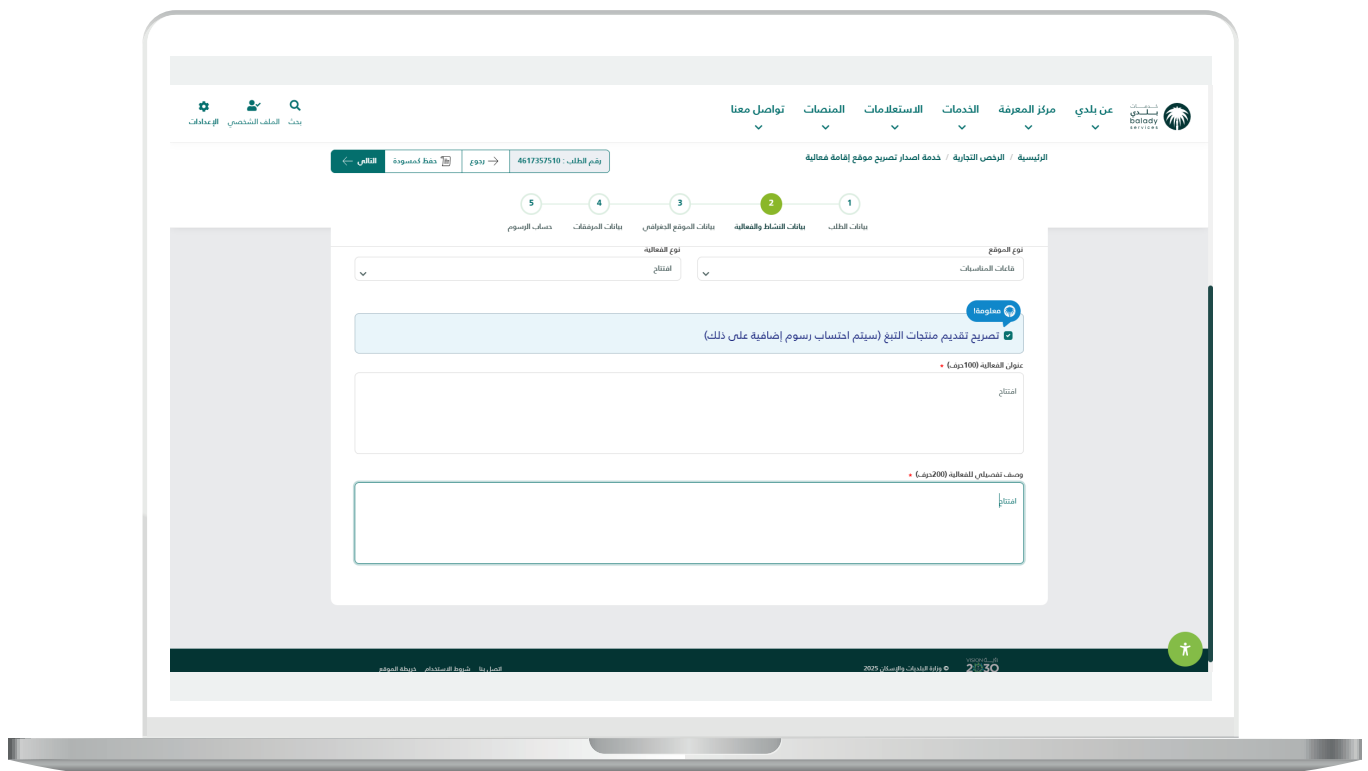
The screenshot displays the 'بيانات الفعالية' (Event Details) form within a web application. The interface features a dark green header with navigation links and a user profile icon. A progress bar at the top indicates the current step (2) is 'بيانات النشاط والفعالية' (Activity and Event Details). The form itself is white with a light green border and contains the following fields:

- نشاط ISIC** (ISIC Activity): A dropdown menu.
- نشاط التفصيلي** (Detailed Activity): A dropdown menu.
- اسم مسؤول الفعالية** (Event Manager Name): A text input field.
- اسم مسؤول الفعالية** (Event Manager): A text input field.
- مستأدة الفعالية** (Event Space): A text input field.
- مستأدة الفعالية** (Event Space): A text input field.
- تاريخ بداية الفعالية** (Event Start Date): A date picker.
- تاريخ بداية الفعالية** (Event Start Date): A date picker.
- نوع الموقع** (Site Type): A dropdown menu.
- نوع الموقع** (Site Type): A dropdown menu.

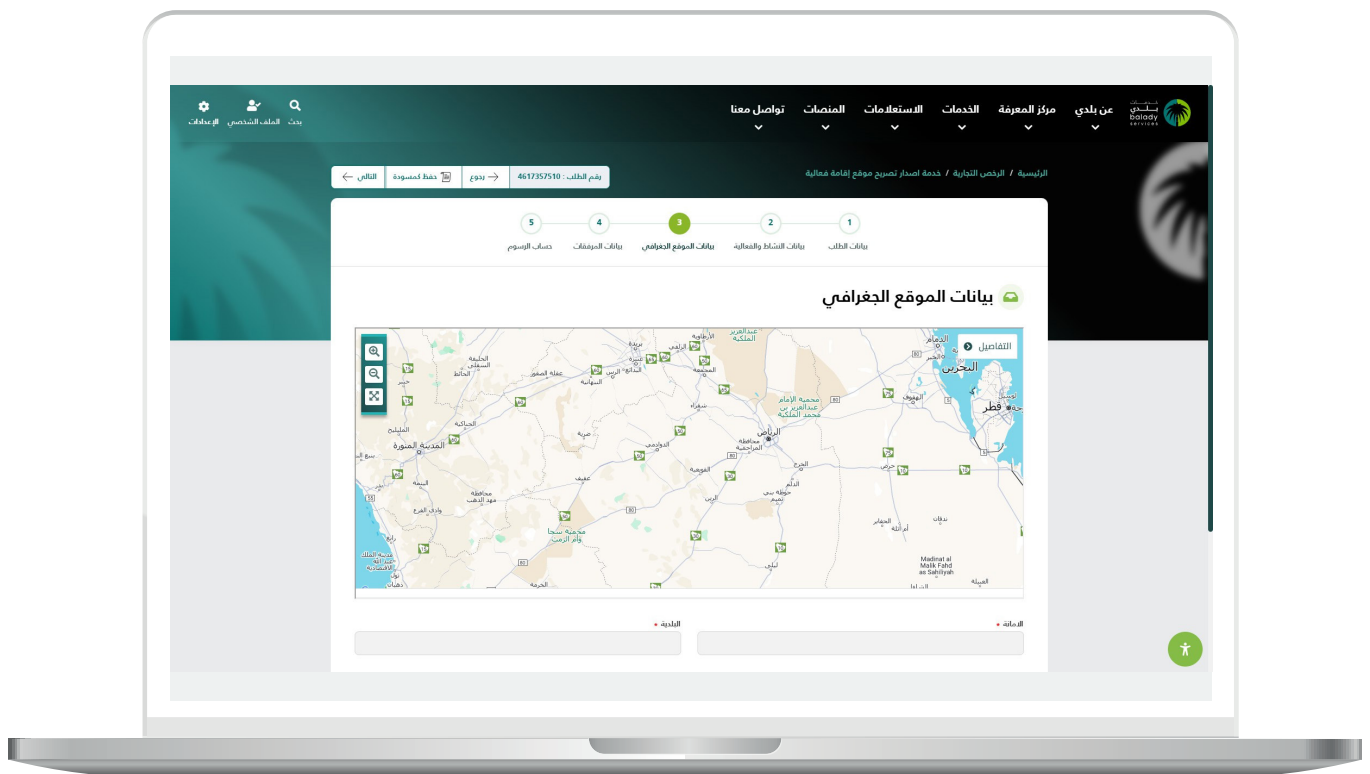
At the bottom right, there is a blue 'متابعة' (Next) button and a checkbox for 'تصريح تقديم منتجات البيع' (Sales Product Presentation License). The footer of the form indicates 'عدد الفعالية 1000 (حد)' (Maximum number of events 1000).

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**).

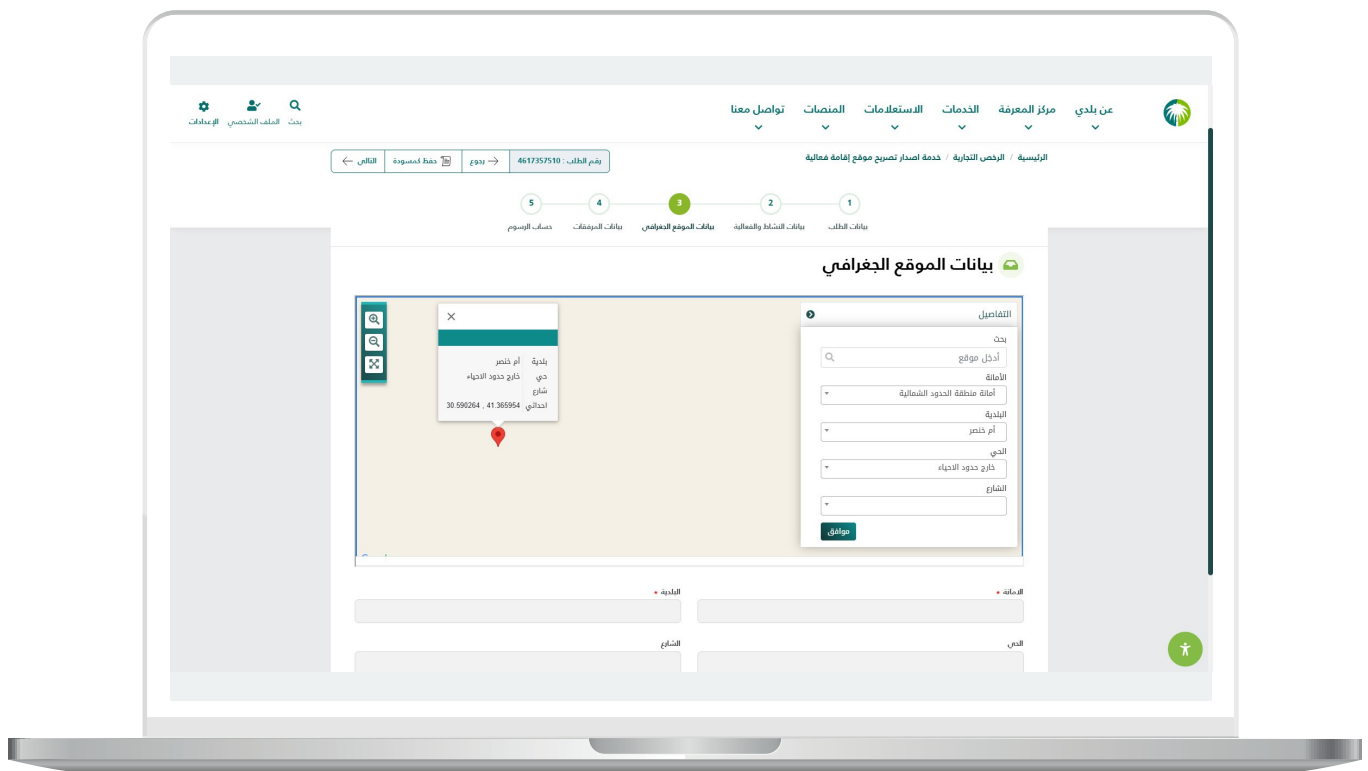


17) The third step, (Geographic Location Data), appears.



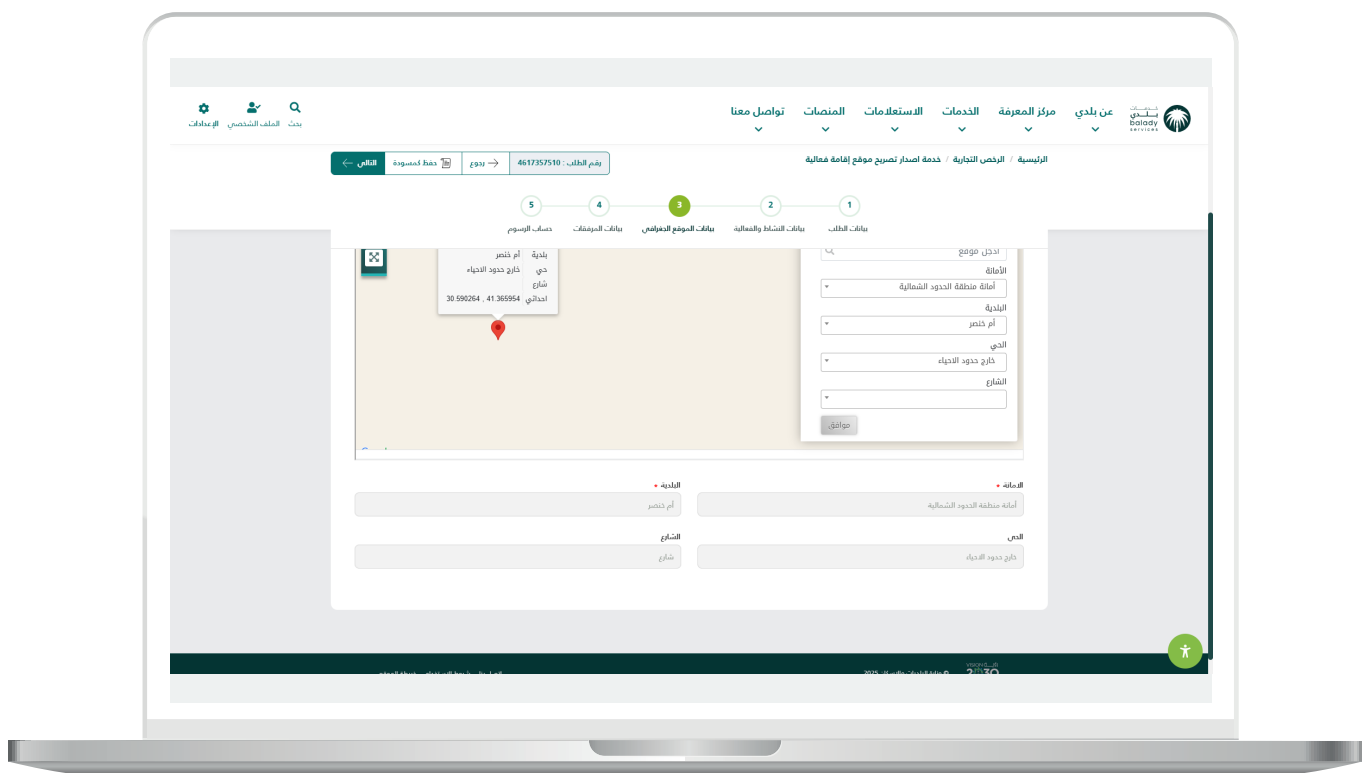
18) After clicking (**Details**), the system allows the user to select the geographic location by choosing values from the drop-down lists in the following order: (**Municipality, District, Neighborhood, Street**).

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



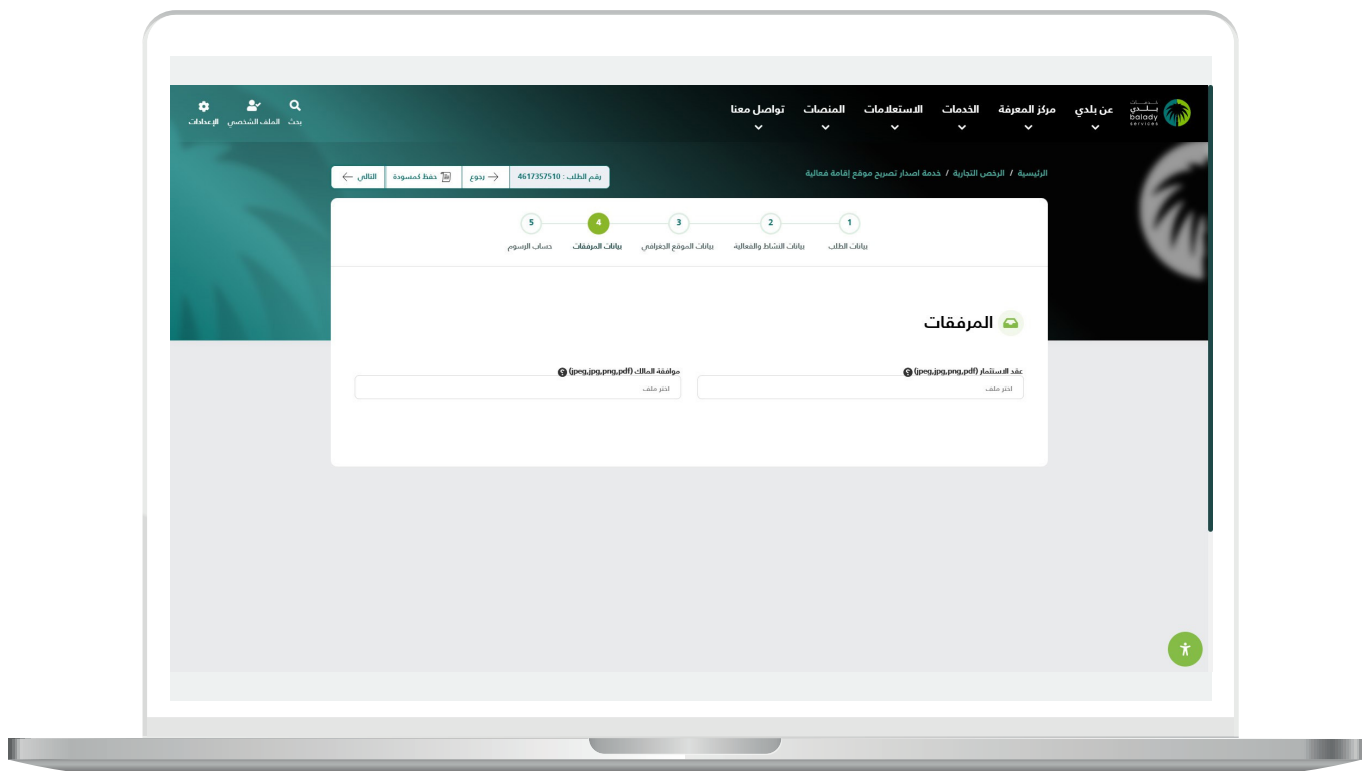
19) The system automatically fills in the fields for (**Municipality, District, Neighborhood, and Street**).

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**).

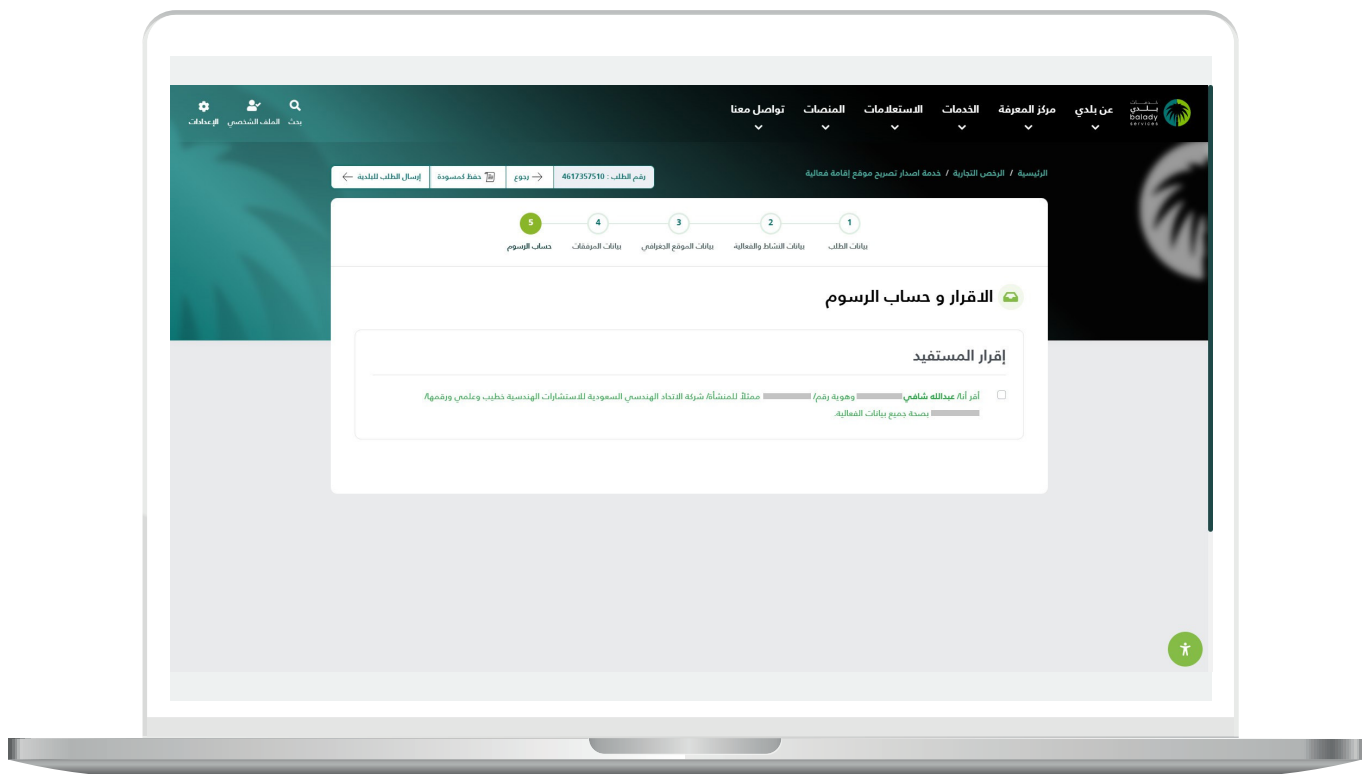


20) The fourth step, **(Attachments Data)**, appears. The user must upload at least one of the following required attachments: **(Investment Contract, Owner's Approval)**.

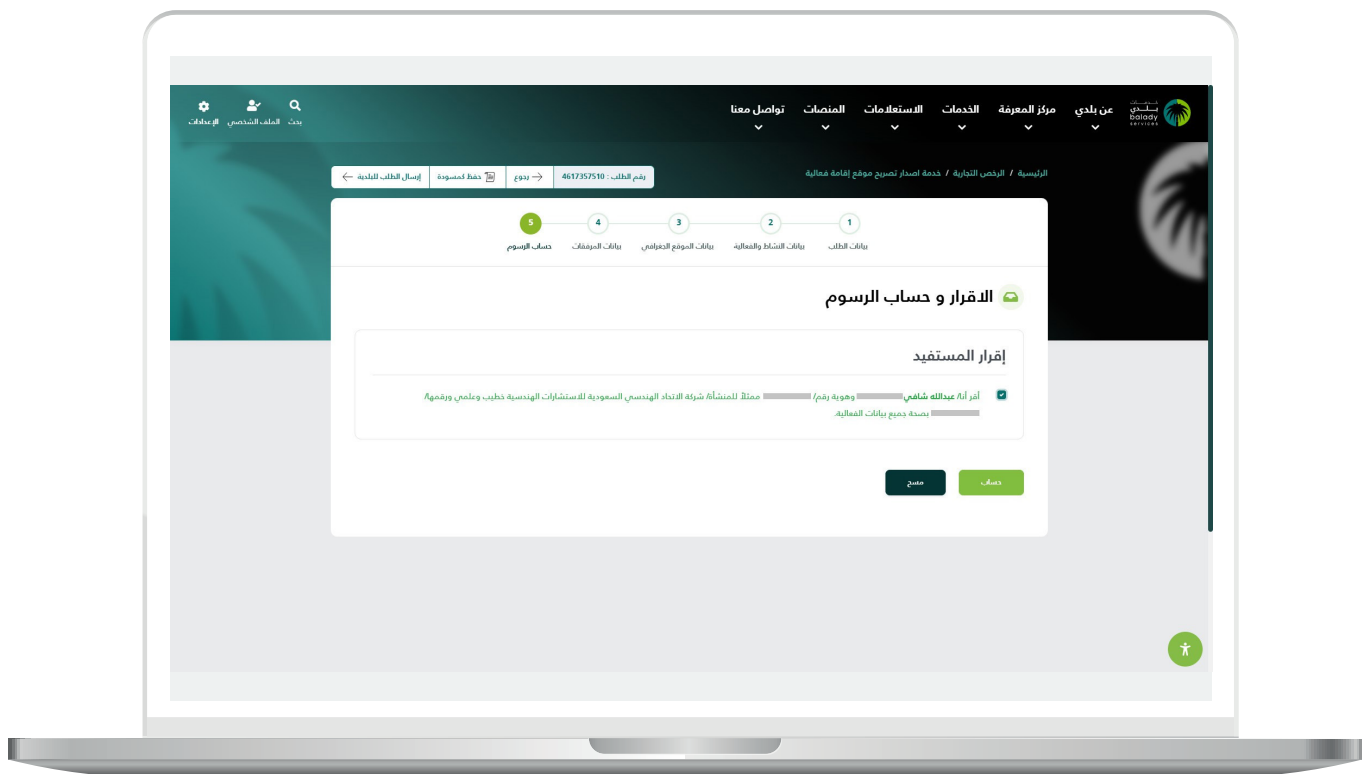
The user then clicks **(Next)** to proceed, with the option to save the request as a draft by clicking **(Save as Draft)** or return to the previous step using **(Back)**.



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

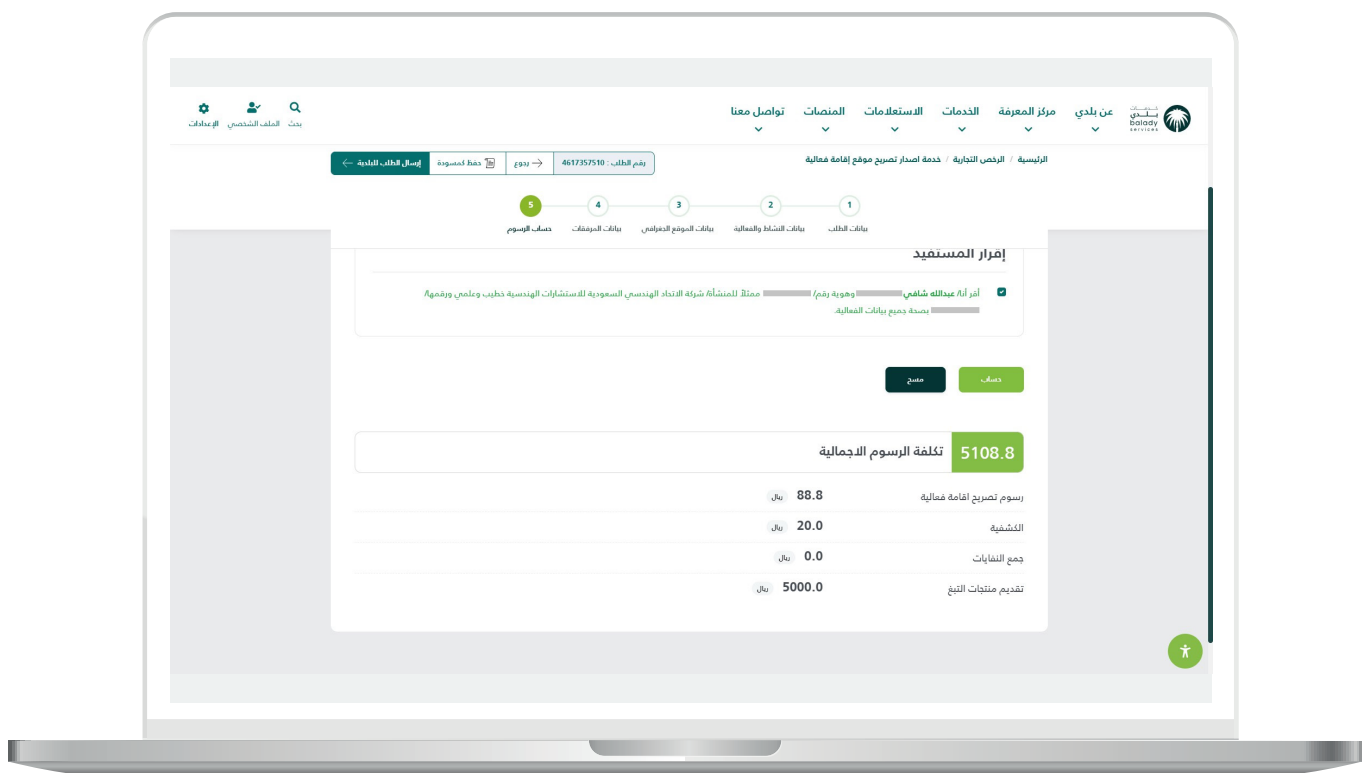


22) The system displays the buttons (**Calculate**, **Reset**) as shown on the screen. The user clicks (**Calculate**) to compute the total fees.

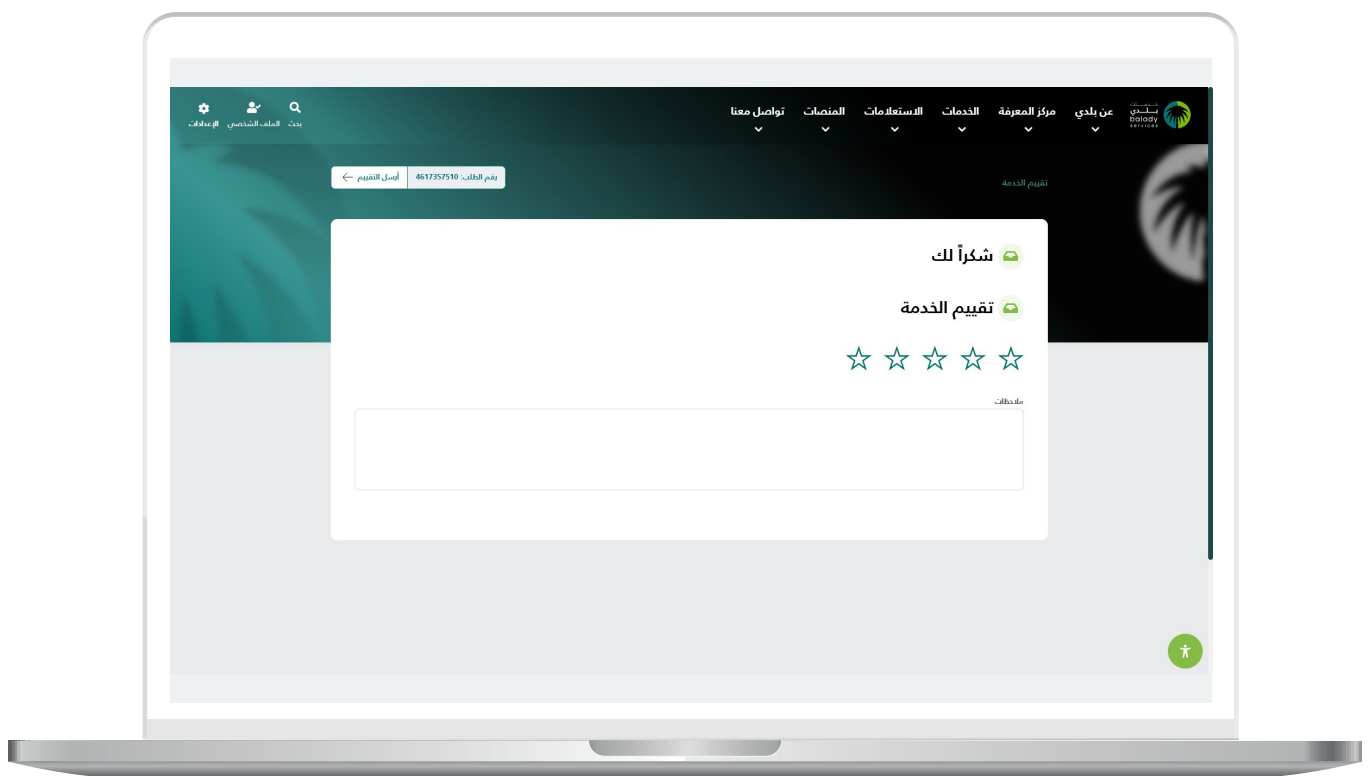


23) The Total Fees Cost is displayed to the user, as shown below.

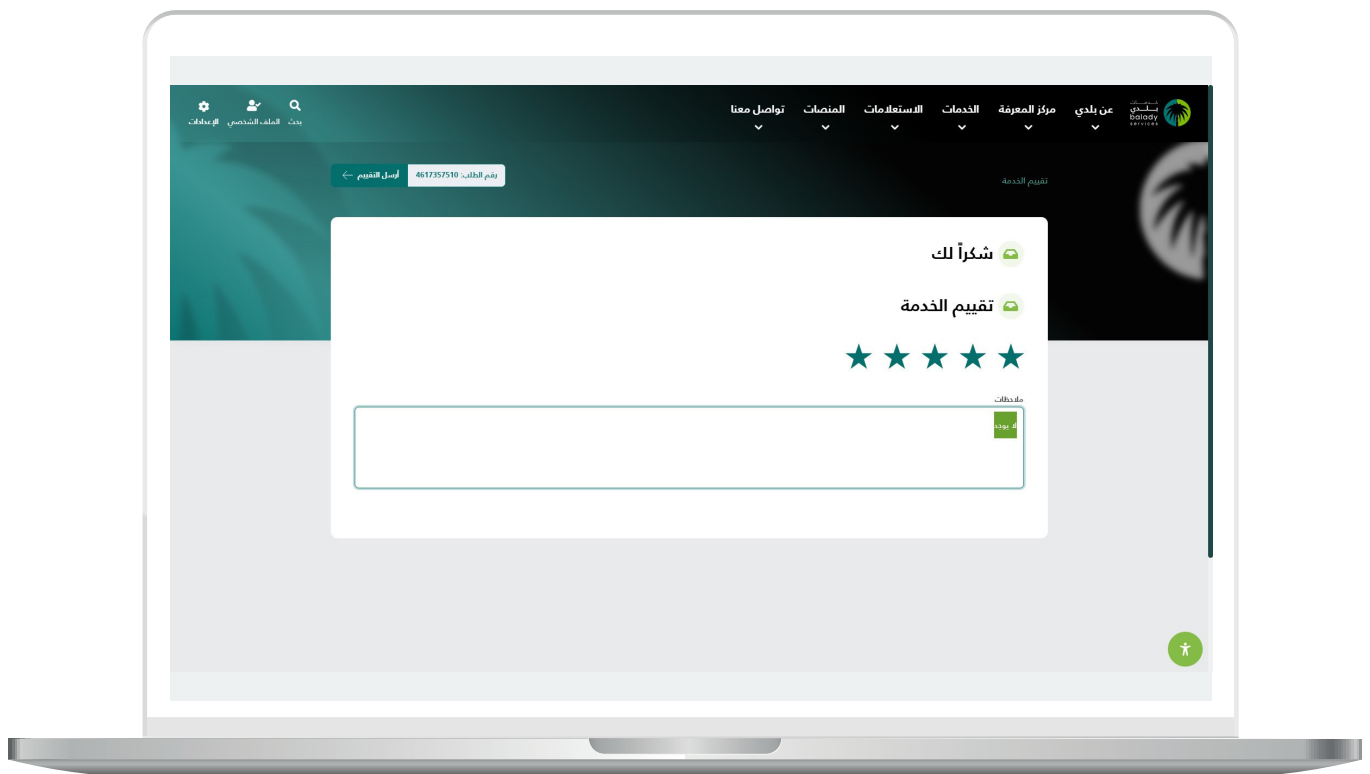
The user then clicks **(Submit Request to Municipality)**, with the option to save the request as a draft by clicking **(Save as Draft)** or return to the previous step using **(Back)**.



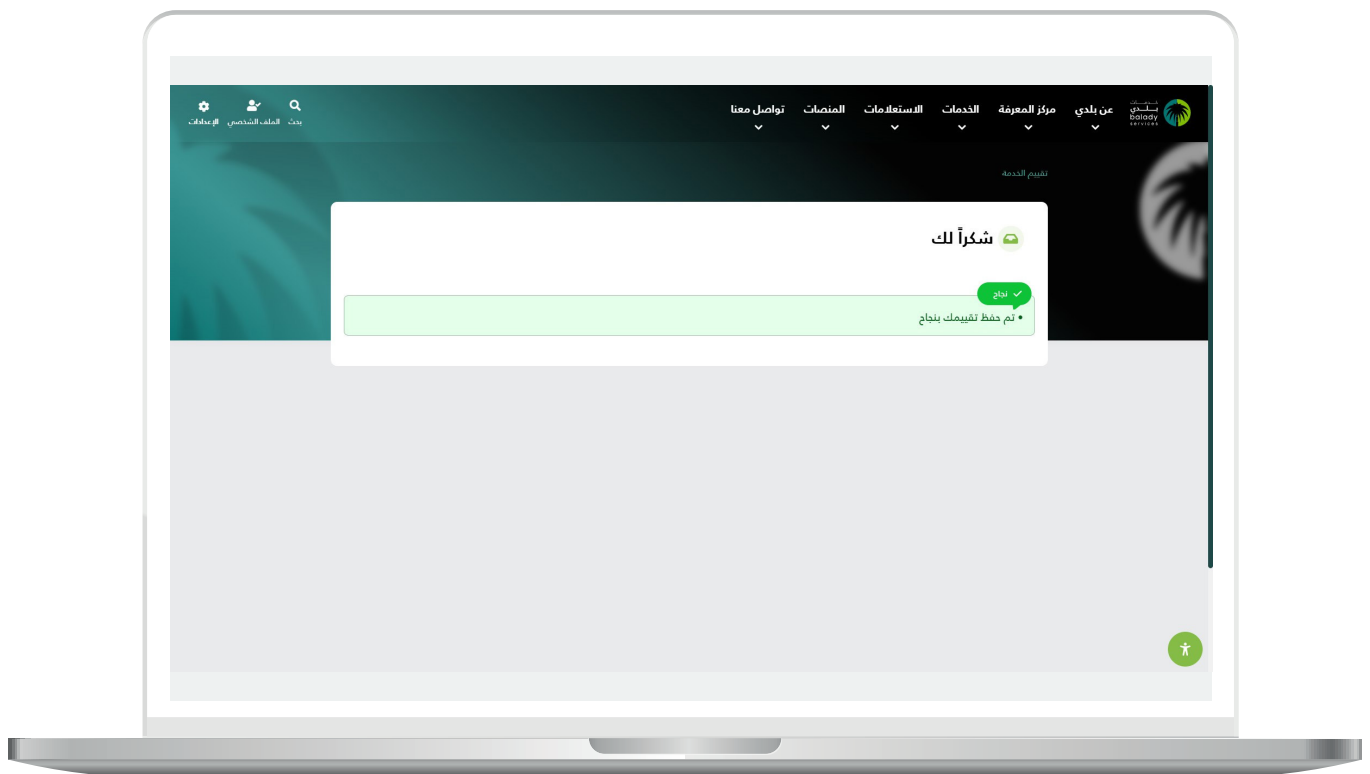
24) The system allows the user to evaluate the service by selecting a rating from the visible stars and entering a value in the (Comments) field.



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



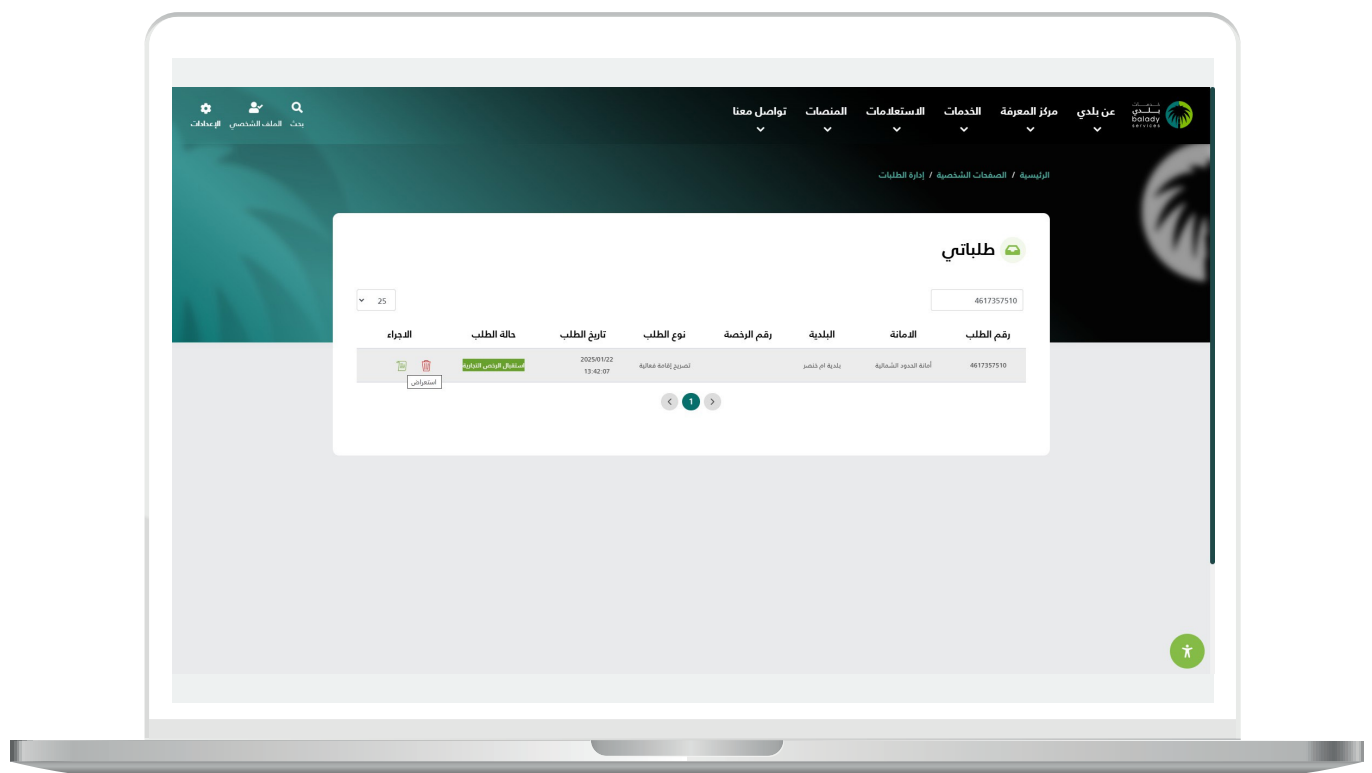
26) The evaluation is saved successfully, and a confirmation message appears as shown below.



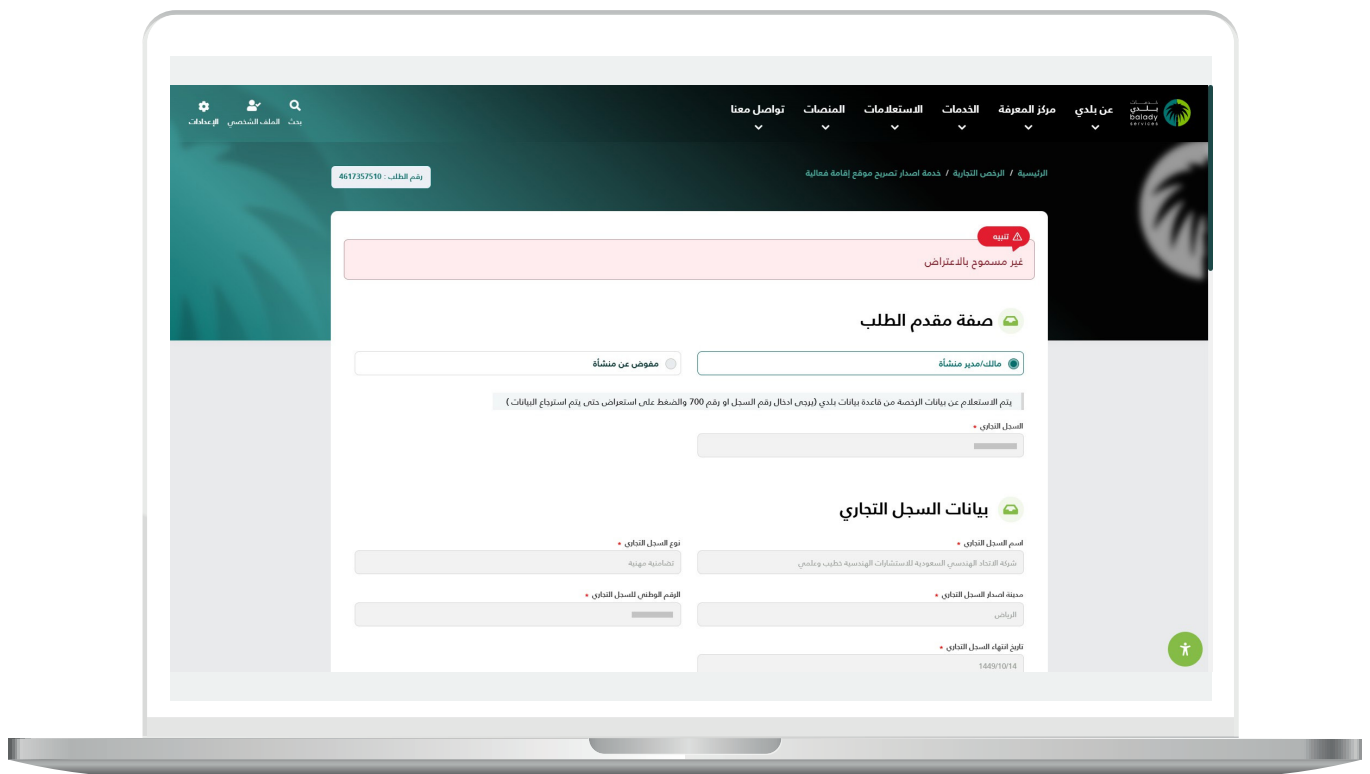
27) The user is redirected to the **(My Requests)** page to track the request status.

Note:

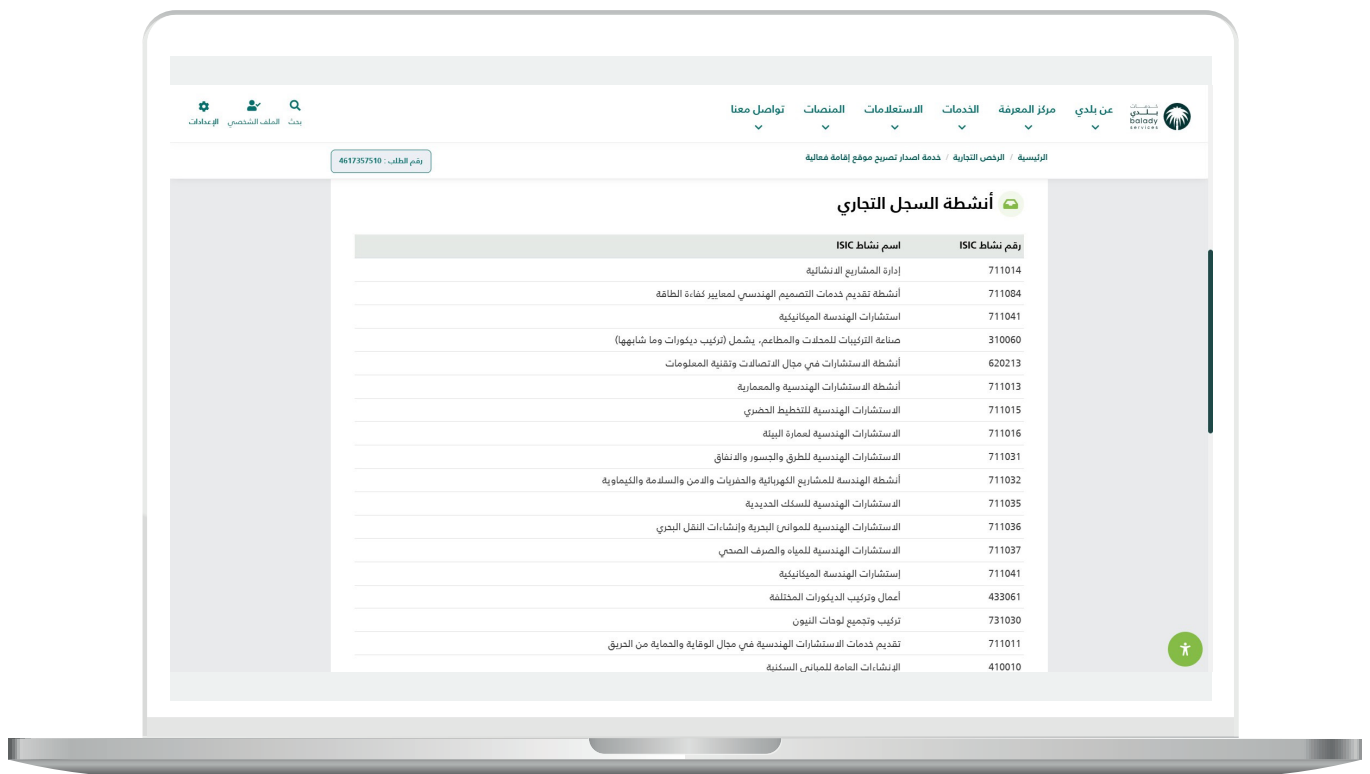
If a **(Commercial License Cancellation Request)** is approved, the **(Event Site Permit)** will be automatically canceled.



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.



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

The screenshot shows the 'بيانات الفعالية' (Event Details) form. The form is divided into two main sections: 'بيانات الفعالية' and 'بيانات الموقع الجغرافي'.

بيانات الفعالية

- اسم مسؤول الفعالية: [Field]
- رقم: [Field]
- مساحة الفعالية: 222
- تاريخ بداية الفعالية: 1446/07/22
- تاريخ نهاية الفعالية: 1446/07/30
- وصف تفصيلي للفعالية (2000 حرف): [Field]

بيانات الموقع الجغرافي

- البلدية: [Field]
- الحي: [Field]
- الشارع: [Field]
- المنطقة المحددة: [Field]
- الحي: [Field]
- خارج حدود الحي: [Field]

الجهة / الجهات الحكومية ذات العلاقة

4617357510 رقم الطلب

الرئيسية / الرخص التجارية / خدمة إصدار تصريح موقع إقامة فعالية

عن يدي مركز المعرفة الخدمات الاستعلامات المنصات تواصل معنا

بحث الملف الشخصي الإعدادات

 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

