Pursuant to Art. 8а, para. 3 and Art. 201, para. 5, comma 3), 14) and 19) of the Law on Planning and Construction (RS Official Gazette No 72/09, 81/09 – correction, 24/11, 121/12, 42/13 – Constitutional Court (CC), 50/13 – CC, 98/13 – CC, 132/14 and 145/14),

the Minister of Construction, Traffic and Infrastructure hereby passes this

**RULEBOOK**

**on the process of electronic implementation of the integrated procedure**

**1. Introductory provisions**

***Subject matter***

**Article 1**

This Rulebook shall prescribe in detail the process of implementing the integrated procedure through the Central Information System for the electronic handling of the integrated procedure in the process of issuing acts to facilitate the exercise of rights related to the construction and use of facilities (hereinafter: CIS), specifically, the procedure for the electronic exchange of documents and submissions made in the integrated procedure, as well as the form in which submissions and documents are delivered and/or exchanged, including technical documentation and acts that are issued by the competent authorities and public authorities in relation to the integrated procedure, the content of the construction and occupancy permits and the manner in which these are issued, the administration and content of the register of integrated procedures and central register, as well as the powers and responsibilities of the registrar and the extent of public availability of data and documents kept in the register.

***Definition of terms***

**Article 2**

The terms used in this Rulebook shall have the following meaning:

1) “competent authority” is the Ministry responsible for construction affairs (hereinafter: the Ministry), the authority of the autonomous province responsible for construction affairs, or the competent authority of a local government unit, within the limits of its statutory authority to issue siting requirements, construction and occupancy permits;

2) “competent office” is special organizational unit of the competent authority (department, office, section administration and similar), by means of which the competent authority implements the integrated procedure;

3) “competent office manager” is the person appointed by the competent authority, i.e. the person assigned to the position of manager of the competent office, who is responsible for the efficient implementation of the integrated procedure;

4) “integrated procedure” is a set of procedures and activities implemented by the competent authority in connection with the construction, extension or reconstruction of buildings, and the carrying out of works, including the issuing of siting requirements, the issuing of construction permits, the issuing of decisions under Article 145 of the Law on Planning and Construction, the notification of commencement of works, the notification of completion of the foundation works, the notification of the completion of the construction of the building, the issuing of an occupancy permit, connection to the infrastructural network, registration of ownership of the completed building, amendments to all of the aforementioned acts, the issuing of requirements for the design, and/or connection of the building to the infrastructural network, obtaining approval of the technical documents and obtaining other instruments and documents issued by the public authority, which are a requirement for the construction of buildings, and for the issuing of siting requirements, construction and occupancy permits;

5) “register of integrated procedures” (hereinafter: the Register) is an electronic database administered by the competent authority through the Central Information System (hereinafter: CIS), in which data is kept on the progress of each individual case, acts issued by the competent authority in the integrated procedure, as well as documents filed with or obtained in the integrated procedure that are in the public domain pursuant to the law and this Rulebook;

6) “CIS” is the information system used for the implementation of the integrated procedure.

7) “Central Register of Integrated Procedures” (hereinafter: the Central Register) is an integrated, centralized, public, electronic database administered by the Serbian Business Registers Agency that incorporates data, acts and documents of all registers of integrated procedures in the territory of the Republic of Serbia and which is in the public domain pursuant to the law and this Rulebook;

8) “Registrar of the Register of Integrated Procedures” (hereinafter: the Registrar) is the person appointed to manage the Register of Integrated Procedures, or the manager of the competent office, if no Registrar was appointed within the competent authority;

9) “Registrar of the Central Register of Integrated Procedures” (hereinafter: Registrar of the Central Register) is the person responsible for managing the Central Register, appointed pursuant to the Law;

10) “application” is an act whereby the applicant initiates the integrated procedure, or the individual phases of this procedure;

11) “applicant” is the person at whose request the integrated procedure or the individual phases of the integrated procedure are initiated.

***The form in which acts and documents are to be submitted***

**Article 3**

The integrated procedure, and the individual phases of the integrated procedure, shall be initiated before the competent authority by completing the appropriate request or application form in the CIS, and signing it with a qualified electronic signature.

All acts passed and exchanged within the integrated procedure by the competent authority and public authority, and/or for use in this procedure, as well as other documents that the applicant, competent authority and public authority deliver within the integrated procedure, shall be submitted in the form of electronic documents, in pdf format, signed with a qualified electronic signature.

Notwithstanding paragraph 2 herein, the technical documentation may also be delivered in dwg or dwf format, in which case no digital signature shall be required.

When the authentication of technical documentation or parts thereof is required from the construction design organization and the responsible person, i.e. chief designer, and/or the personal license, in addition to the qualified electronic signature of the responsible person of the construction design organization, and the responsible chief designer, the electronic document referred to in paragraph 2 herein shall also contain the digitalized stamp of the construction design organization, and personal license.

If the original document has been drawn up in paper format, for the purposes of the integrated procedure the original document shall be digitalized and delivered in pdf format, and to confirm that the electronic document is true to the original document, it shall bear the qualified electronic signature of:

1) the authorized person of the authority designated by law for the certification of transcripts; or

2) the authority that performed digitalization in exercising their jurisdiction and powers, or the legal entity or entrepreneur who digitalized the document in carrying on their activity, pursuant to the law governing the handling of electronic documents in business transactions, administrative, court and other proceedings.

If the competent authority has any doubts as to the authenticity of an electronic document signed with an electronic signature by a legal entity or sole proprietor, it can request that the original document be delivered for inspection subsequently.

Notwithstanding para. 5 herein, if the application is submitted through an agent, a scanned (digitalized copy) of the power of attorney shall be submitted along with the application that does not need to be notarized by the notarization authority designated by law, provided that the competent authority may subsequently request that a notarized power of attorney be delivered to it, in case of doubt as to its authenticity.

The issuer of the act issued in the integrated procedure shall issue an irreversibility clause for that act in the form of a signed certificate drawn up in accordance with para. 2 herein.

The competent authority and public authority shall issue a paper version of the document issued in electronic format within the integrated procedure to the interested party, at the latter’s request and expense, but such a document cannot be used further in the integrated procedure.

Corrections of any errors in siting requirements and other acts passed by the competent authority, and in the design and connection requirements, shall be effected by means of a conclusion drawn up in accordance with para. 2 of this Article, adopted either *ex officio*, or at the request of a client, in application of the relevant provisions of the law governing the general administrative procedure, and in particular the correction of errors in a decision.

***Time of delivery and filing in the integrated procedure***

**Article 4**

The exchange of submissions, acts and documentation in the integrated procedure between the applicant and the competent authority and between the competent authority and public authority, shall be performed electronically through the CIS.

The action referred to in paragraph 1 herein shall be deemed taken when it is logged through the CIS, while at the same notifying the party initiating the action and the recipient of the action through that system.

The exchange referred to in para. 1 herein shall be deemed finalized on the date when the transfer of the submission and the possibility of the recipient to download the act has been recorded through the CIS.

The CIS automatically shall assign a number to each new procedure, and all actions that are taken or acts passed within this phase of the integrated procedure shall be filed under that number.

Apart from the number automatically assigned through the CIS, the competent authority and public authority may assign other internal numbers or codes to the processes implemented within integrated procedure through the CIS.

***Obtaining information ex officio***

**Article 5**

When the competent authority or public authority issue an act within their jurisdiction based on data held by other state authorities or public authority, then the competent authority or public authority shall obtain these data by virtue of their office, except in cases stipulated by the Law, the regulation governing the issuing of siting requirements and this Rulebook.

**2. The issuing of siting requirements**

***Applying for siting requirements***

**Article 6**

The procedure for obtaining siting requirements shall be initiated by submitting an application to the competent authority through the CIS.

The application referred to in paragraph 1 herein shall be supported by:

1) the preliminary design, prepared in accordance with the rulebook governing the content of technical documentation;

2) proof that the administrative fee for filing the application and the Central Register’s fee has been settled.

Along with the application for the issuing of siting requirements for the construction of utility infrastructure and regulation of the existing road, the applicant shall also submit a geodetic preconstruction condition survey on a cadastral base, made by a licensed professional registered with the appropriate register in accordance with the Law.

The payment of other fees in the integrated procedure shall be carried out in accordance with the regulation stipulating in detail the procedure for the issuing of siting requirements.

***The verification of compliance of formal requirements for further action on the filed application***

**Article 7**

Upon receipt of an application for the issuing of siting requirements, the competent authority shall check compliance of formal requirements for further action on that application, specifically, it shall check:

1) whether the competent authority has the authority to act on the application;

2) whether the request has been submitted in the prescribed form and whether it contains all of the prescribed data;

3) whether the preliminary design has been submitted along with the request;

4) whether the application is supported by proof of payment of the required charges and fees.

***Rejection of an application, right of appeal and right to submit a conforming application***

**Article 8**

If any of the formal requirements for further action on the application, listed under Art. 7 herein, are not met, or if the construction or execution of works is not conditional upon acquiring siting requirements, the competent authority shall reject the application in a decision stating the shortcomings, i.e. the reasons for rejecting the application.

The application for the issuing of the siting requirements shall also be rejected if the preliminary design is missing data required for the issuing of siting requirements, by decision of the competent authority, in which the latter will state all shortcomings, i.e. reasons for rejection, without engaging into an assessment of the technical documentation pursuant to Art. 8dj of the Law.

Notwithstanding paragraph 1 herein, the competent authority shall not reject an application for siting requirements if the applicant has entered the wrong class and intended use of the facility/building, instead, it shall correct these data through the CIS, based on the preliminary design submitted with the application.

The applicant may appeal the decision referred to in paragraphs 1 and 2 herein to the municipal or city council of jurisdiction, through the competent authority, within three days of receipt thereof.

If the decision referred to in para. 1 and 2 herein was adopted by the ministry responsible for urban planning and construction, then, it shall be appealed to the Government, or the executive body of the autonomous province.

If the applicant submits a conforming application and rectifies all of the identified shortcomings within ten days from the date of receipt of the decision referred to in para. 1 and 2 herein, and no later than 30 days from the date of its publication on the website of the competent authority, the applicant shall not be required to submit the documents already filed in support of the application that was rejected, nor shall he be required to pay the administrative tax and fee.

The right to file a conforming application without having to file the supporting documents filed with the application that was rejected and without having to pay the administrative charge and fee once again may be exercised by the applicant only once.

If the applicant submits a different document with the conforming application referred to in para. 6 herein, relative to the document filed in support of the rejected application, the competent authority shall act upon this changed document.

If the changed document is the cause of another formal shortcoming constituting grounds for rejecting the application, the applicant may not exercise the right referred to in para. 6 herein once again.

***Obtaining data from the state survey and cadaster authority***

**Article 9**

If the formal requirements for further action on the application, stipulated in Art. 7 herein, are met, the competent authority shall, by virtue of its office, except in the cases stipulated in Art. 10, para. 3 herein, immediately forward a request to the state survey and cadaster authority for the issuing of:

1) a copy of the map for the cadastral parcel(s) indicated in the application, or for a part of the cadastral lot(s), if so indicated in the application;

2) copy of entry in the utility cadaster, with the exception of works related to building onto existing structures.

Upon examining the official electronic database of the real estate cadaster, the competent authority shall acquire data on the surface of the land lot(s), except in the case of linear infrastructure facilities and antenna pillars.

The state survey and cadaster authority shall deliver the documents referred to in para. 1 herein to the competent authority without delay, in other words it shall enable the latter access to these pursuant to para. 2 herein.

The competent authority, upon receipt of the documents referred to in para. 1, item 1) and 2) herein, shall enable the applicant to download the documents through the CIS and continue the procedure.

***The issuing of siting requirements on the basis of the planning document and offprint***

**Article 10**

If the siting requirements can be established on the basis of the planning document, i.e. offprint, the competent authority shall be required to issue these within five working days from the date of receipt of the application referred to in Art. 6 herein, pursuant to the regulation governing the issuing of siting requirements, and inform the applicant thereof.

The siting requirements can also be issued based on the planning document and approved urban development project within the term stipulated in Art. 1 herein.

Notwithstanding Art. 9 of this Rulebook, if the competent authority establishes, on inspecting the planning document and offprint, that the application is not in line with this plan, it shall not obtain documentation from the state survey and cadaster authority, and shall instead issue siting requirements in which it shall state that the construction project applied for in the application cannot be permitted, stating the specific restrictions and constraints contained in the planning document and offprint.

If the execution of the construction project and the execution of works in accordance with the planning document require the reparcelling of land for allotment to the construction of public buildings or public areas, the competent authority shall issue the siting requirements with the obligation to reparcel the land in accordance with the Law before the application for issuing a construction permit is filed, and a decision approving the execution of works is issued.

***The issuing of siting requirements upon obtaining the requirements for design and utility connections from the public authority***

**Article 11**

If the siting requirements cannot be issued on the basis of the planning document and “offprint”, the competent authority shall be required to obtain the requirements for the design and utility connections from the public authority, in accordance with the regulation governing the issuing of siting requirements.

In the case referred to in para. 1 herein, the competent authority shall inform the applicant about the real costs of obtaining the siting requirements for the project design and utility connections from the public authority, with instructions for payment of these costs prior to the issuing of siting requirements.

If the real costs referred to in para. 2 herein cannot be established based on data published by the public authority, they shall be established on the basis of a notification obtained by the public authority.

If the applicant stated in his application for the issuing of siting requirements that he previously wishes to approve the costs for issuing the design and connection requirements, of which he is to be notified pursuant to para. 2 herein, the competent authority will put the procedure on hold upon until such notification is sent and the resume the same when the applicant has stated that he accepts the costs for the issuing of siting requirements.

In the case referred to in para. 4 herein, the competent authority shall notify the public authority not to act upon the application for the issuing of the design and connection requirements until receiving notification that the applicant has declared that he accepts to pay the costs for the issuing of the aforesaid requirements.

If the applicant fails to declare that he accepts to pay the costs within the specified deadline, the competent authority shall put the procedure on hold as requested.

While the procedure is on hold pursuant to paragraph 4 herein, the deadlines for issuing siting requirements shall cease to lapse.

When so prescribed, the competent authority shall issue the siting information, *ex officio*, on behalf of and for the account of the investor, and forward it to the public authority, along with a request for issuing the design and connection requirements.

***The issuing of siting requirements upon obtaining the design and connection requirements from the public authority***

**Article 12**

The competent authority shall issue siting requirements pursuant to the regulation governing the issuing of siting requirements, latest within five working days from the date of issuing of the design and connection requirements, issued according to the application referred to in Art. 11, para. 1 herein.

If the public authority notifies the competent authority that it cannot issue design and connection requirements because of missing information in the preliminary design submitted along with the application for issuing siting requirements, then the competent authority shall immediately reject the application for the issuing of siting requirements, pursuant to Art. 8, para. 2 herein.

***The right to object to siting requirements***

**Article 13**

The applicant shall be entitled to file a complaint against the siting requirements issued pursuant to Art. 10, paragraph 1 and Art. 12, paragraph 1 herein, to the competent municipal, or city council, through the competent authority, within 3 days from the date of its delivery.

If the siting requirements were issued by the line ministry for city planning and construction, or the competent authority of the autonomous province, the complaint shall be filed with the Government or the executive body of the autonomous province, respectively.

***Course of action of the competent authority if the public authority fails to comply with the deadline for the delivery of design and connection requirements***

**Article 14**

If the public authority fails to deliver the requested design and connection requirements to the competent authority within 15 days from the date of receipt of the application referred to in Art. 11, paragraph 1 herein, or within 30 days in the case of buildings referred to in Art. 133 of the Law:

1) the competent authority shall suspend the procedure initiated on the application for the issuing of siting requirements and notify the applicant and public authority thereof, and shall concurrently request the immediate delivery of the requested requirements and shall notify the public authority that charges will be pressed for economic offence under Art. 204, paragraphs 1 and 2;

2) the Registrar shall, within an additional period of three days, file misdemeanor charges against the responsible person within the public authority under Art. 211а, paragraph 1 of the Law.

Upon receipt of the design and connection requirements, the competent authority shall proceed to issue the siting requirements pursuant to Art. 12, paragraph 1 herein.

***Amendment of siting requirements***

**Article 15**

The procedure for amending siting requirements shall be implemented within the integrated procedure and shall be instigated by filing an application to the competent authority, pursuant to the Law.

Verification of compliance with requirements for acting upon a request for amendment of siting requirements and issuing amended siting requirements, shall be subject to the provisions of this Rulebook that apply to the issuing of siting requirements.

Until the issuance of a construction permit, a request for the amendment of siting requirements may only be submitted by the person at whose request the siting requirements were issued in the first place, or his legal successor.

**3. Issuing a construction permit**

***Applying for a* construction *permit***

**Art. 16**

The process of applying for a construction permit shall be initiated by filing an application with the competent authority through the CIS.

The following documents shall be submitted in support of the application referred to in paragraph 1 herein:

1) excerpt from the design for the construction permit, developed in compliance with the rulebook governing the content of technical documentation;

2) design for the construction permit, made in line with the rulebook governing the content of technical documentation;

3) proof of payment of the administrative tax for the submission of the application and the issuing of a decision with regard to the construction permit and the Central Register’s fee.

The application referred to in paragraph 1 herein shall also be supported by:

1) adequate proof of entitlement to the land or facility within the meaning of the Law, unless such an entitlement is registered with a public register or established by law, or unless the Law stipulates that such proof is not required;

2) contract between the investor and financier, if it has been stipulated;

3) contract between the investor and the public authority, or other proof that the missing infrastructure will be provided for, if this is a requirement for obtaining a construction permit envisaged in the siting requirements;

4) review committee report, for facilities for which a construction permit is issued by the Ministry, or the competent authority of the autonomous province;

5) energy permit, issued pursuant to a special law, for the construction of energy facilities that require an energy permit;

6) approval of the co-owner(s), notarized in accordance with the law, if the development land or building are owned by several people;

7) proof that mutual relations with the owner(s) of the building or owners of separate parts of the building have been regulated pursuant to the law governing the maintenance of residential buildings, or projects involving the construction of an addition onto an existing building or the conversion of common premises to a different residential or commercial use, when such works are carried out;

8) requirements for the design and connection to the grid for the distribution, i.e. transmission of energy and for the distribution, i.e. transport of natural gas, obtained in line with the law regulating the energy sector, that are not listed in the siting requirements;

9) proof that the fee for the conversion of land use from agricultural, or forest land to development land, in the case of land subject to the payment of such a fee before the issuing of a construction permit.

Along with the application for a construction permit for the construction of utility infrastructure, the applicant shall submit a geodetic preconstruction condition survey on a cadastral base, made by a licensed professional registered with the appropriate register, pursuant to the law.

For facilities subject to payment of development charges, a statement of the applicant concerning the modality of payment of the development charges or collateral in case of payment in installments shall be an integral part of the application referred to in paragraph 1 of this Article, for buildings with a total gross developed construction area exceeding 200 m² and more than two residential units.

***Checking compliance with formal requirements for further action on the application***

**Article 17**

Upon receipt of an application for a construction permit, the competent authority checks compliance with formal requirements for further action on that application, specifically, it checks:

1) whether it has the authority to act on the application;

2) whether the applicant is an entity that qualifies as an investor of that type of works, according to the Law;

3) whether the request was submitted in the prescribed form and whether it contains all of the prescribed data;

4) whether the application is accompanied by all of the documents prescribed by the Law and by-laws adopted pursuant to the Law;

5) whether the application is accompanied by proof that the prescribed fees and charges were paid;

At this stage of the procedure, the competent authority also checks whether the data listed in the excerpt from the design project, which is an integral part of the application for issuing the construction permit, is in line with the siting requirements that were issued.

***Rejection of the application, right of appeal and right to submit a new application without paying the administrative fee***

**Article 18**

If formal requirements for further action on the application, stipulated under Art. 17 herein, are not met, the competent authority issues a decision rejecting the application, within five working days from the date of submission of the application, stating all of its shortcomings.

The decision referred to in paragraph 1 herein can be appealed by the applicant to the competent municipal or city council, through the competent authority, within three days from the date of delivery.

If the decision referred to in paragraph 1 herein was adopted by the ministry responsible for city planning and construction or the competent authority of the autonomous province, the decision shall be appealed to the Government or the executive body of the autonomous province, respectively.

If the applicant files a new, conforming application, and rectifies all shortcomings, within ten days from the date of receipt of the decision referred to under paragraph 1 herein or within 30 days from the date of its publication on the competent authority’s website, he shall not be required to submit the documents that he already submitted with the application that was rejected, nor shall he be required to pay the administrative fee referred to in Art. 16, paragraph 2, item 3) herein.

The right to file a conforming application without having to file the supporting documents filed with the application that was rejected and without having to pay the administrative charge and fee of the Central Register once again may be exercised by the applicant only once.

If the applicant submits a changed document relative to the one previously submitted in support of the application that was rejected, the competent authority shall act on that changed document.

If the changed document should lead to an additional formal shortcoming that constitutes grounds for rejecting the application, the applicant may not exercise the right referred to in paragraph 4 herein again.

***Obtaining the real estate folio***

**Article 19**

If the formal requirements for further action on the application are met, the competent authority shall, by virtue of its office, immediately obtain an excerpt from the real estate folio from the state survey and cadaster authority for the real estate that is the subject of the application.

The competent authority shall not be required to obtain an excerpt from the real estate folio for a cadastral parcel:

1) below which underground sections of linear infrastructure facilities and/or underground sections of the utility infrastructure are being built;

2) over which high voltage power lines are being built and/or over which the propellers of wind turbines that are being built will be located;

3) on which urban infrastructure is being built to regulate existing roads;

4) in other cases where the right to build is established by law and that do not require the prior settlement of property relations with the owner of the parcel.

***Determining the appropriate entitlement required for further action on the application***

**Article 20**

The competent authority shall determine any entitlements to the land and/or facility, pursuant to the Law.

***Deadline for adopting a decision concerning the construction permit and the serving of the decision***

**Article 21**

The competent authority shall adopt a decision on the construction permit within five working days from the date of submission of the application.

Should the competent authority establish that the applicant does not have the appropriate entitlement referred to in Art. 19 herein, the application for the construction permit shall be rejected in the form of a decision.

The competent authority shall serve the decision referred to in paragraphs 1 and 2 to the applicant without delay, and at the latest within three days from the date of its adoption and the decision referred to in paragraph 1 herein shall also be served within the same term to:

1) the inspectorate overseeing the construction of the facility;

2) the local government unit on the territory of which the facility is to be built, if the decision was issued by the Ministry or autonomous province, for their information;

3) the public bodies responsible for determining the requirements for designing and connecting the facilities to the infrastructural network, for their information.

***Content of the construction permit***

**Article 22**

The decision on the construction permit shall contain data on:

1) the investor;

2) the facility the construction of which is being approved, with key data and the estimated value of the facility;

3) the cadastral parcel on which the facility is being built (number of parcels and name of the cadastral municipality and the local government unit in which they are located as well as the surface area of the cadastral parcel, unless the construction permit is issued for linear facilities and antenna towers);

4) the existing facility which is being demolished or reconstructed;

5) the date of validity of the construction permit;

6) the documentation on the basis of which it is issued;

7) the financier, if an agreement between the investor and financier is attached with the application for issuing a construction permit;

8) the amount and payment modality of development charges, including the right to a reduction of the charge, on the basis of a contract with a public authority, and on the collateral in case of payment in installments (irrevocable bank guarantee or mortgage on the facility);

9) the rights and liabilities of the investor and public authority, if the application is supported by a contract between the investor and public authority, or by other proof that the missing infrastructure shall be provided for, if that is a condition for the issuing of a construction permit envisaged by the siting requirements;

10) other data prescribed by law.

The siting requirements, the excerpt from the design project for the construction permit and the design project for the construction permit shall be an integral part of the decision referred to in paragraph 1 herein.

***Right of appeal***

**Article 23**

The decision referred to in Art. 21, paragraphs 1 and 2 herein may be appealed within eight days from the date of delivery.

The decision referred to in Art. 21, paragraphs 1 and 2 herein, adopted by the competent ministry or competent authority of the autonomous province, cannot be appealed, but an administrative proceeding may be instigated within 30 days from the date of delivery of the decision.

**4. Amending the decision on the construction permit**

***Applying for amendments to the decision on the construction permit***

**Article 24**

The procedure for amending the decision on the construction permit shall be carried out within the integrated procedure and is initiated by submitting an application to the competent authority through the CIS.

The application for amendments to the decision on the construction permit shall be supported by:

1) a new construction permit design, with an excerpt from the design for the construction permit, developed in accordance with the rulebook governing the content of technical documentation, if the amendment is sought because of changes in the design for the construction permit;

2) proof that the entitlement to the land or facility has been acquired or lost, in the meaning of this Law, unless such an entitlement is registered with a public register or established by law or unless the Law stipulates that such proof is not required, if the amendment is sought because of the change of investor;

3) the contract between the investor and financier, if the amendment is sought to incorporate the financier in the decision, or the consent of the financier to be deleted from the decision on the construction permit, if the amendment is sought for the purpose of striking off the financier from that decision;

4) investor’s statement concerning the payment modality of development charges, if the amendment is sought for the purpose of changing the payment modality of the charges.

***Checking compliance with requirements for further action on the application for the amendment of the construction permit decision***

**Article 25**

The verification of compliance with requirements for further action on the application for the amendment of a decision on a construction permit shall accordingly be subject to the provisions of this Rulebook on issuing construction permits.

If, upon examining the planning document and offprint, the competent authority establishes that the data in the excerpt of the design for the construction permit, which are an indelible part of the application for amendments to the design for the construction permit, are not in line with this planning document, the competent authority shall reject the application for amendments to the construction permit decision, stating all restrictions and constraints contained in the planning document and offprint.

***The issuing of new siting requirements in the process of amending the construction permit decision instigated upon request***

**Article 26**

If amendments to the construction permit are sought because of divergence with the construction permit that was issued, and the data stated in the excerpt from the construction permit project that are an integral part of the application for the amendment of the construction permit decision are not aligned with the valid siting requirements, the competent authority shall reject the application for amendments to the construction permit decision and instruct the applicant to obtain new siting requirements, i.e. to request amendments to existing siting requirements.

The issuing of siting requirements referred to in paragraph 1 herein shall accordingly be subject to the provisions of this rulebook governing the issuing of siting requirements.

In the case referred to in paragraph 1 herein, no amendment to the preliminary design will be sought, but the offprint of the amendments to the design project for the construction permit that is being amended shall be used instead of the preliminary design or the new design project for the construction permit, if the investor prepared one.

In the case referred to in paragraph 1 herein, the competent authority shall obtain only those design and connection requirements that in the valid siting requirements are not aligned with the requested amendments.

***Amendments to the construction permit decision***

**Article 27**

If requirements are met for further action on the application for amendments to the construction permit decision, the competent authority shall adopt a decision on amendments to the construction permit decision within the statutory terms.

The decision referred to in paragraph 1 herein may be appealed within eight days from the date of delivery, and if the decision was issued by the Ministry or the competent authority of the autonomous province, the complainant may instigate administrative proceedings against this decision.

**5. Issuing a decision under Art. 145 of the Law**

***Filing an application for the issuing of a decision under Art. 145 of the Law***

**Article 28**

The procedure for issuing a decision approving the execution of works under Art. 145, paragraph 1 of the Law shall be initiated by submitting an application to the competent authority through the CIS.

The application referred to in paragraph 1 herein shall be supported by:

1) a preliminary design developed in accordance with the rulebook governing the content of technical documentation and the technical description and inventory of works on investment maintenance and on removing obstacles to the mobility of persons with disabilities;

2) proof of payment of the administrative tax for filing an application and the issuing of a decision and a Central Register fee.

The application referred to in paragraph 1 herein shall be supported by:

1) proof of the appropriate entitlement to the land or facility in the sense of the Law, unless such entitlement is registered with a public register or established by law or unless the Law stipulates that such proof is not required;

2) contract between the investor and financier, if it was stipulated;

3) contract between the investor and public authority or other proof that the missing infrastructure will be provided for, if this is a condition envisaged by the siting requirements;

4) the consent of the co-owner(s), notarized pursuant to the law, if construction works are carried out on land or facilities owned by more than one person;

5) proof that mutual relations with the owner of the facility or owners of the separate sections of a facility have been regulated pursuant to the law governing the maintenance of residential buildings when common premises are converted into or attached to residential or commercial premises;

6) requirements for the design and connection to the grid for the distribution, i.e. transmission of energy and for the distribution, i.e. transport of natural gas, that have been obtained in line with the law regulating the energy sector, and that are not listed in the siting requirements.

In the case of works that require payment of development charges, the application referred to in paragraph 1 shall be accompanied by a statement of the applicant on the modality of payment of development charges and on collateral in case of payment in installments.

In the case of works referred to in paragraph 1 herein, that are subject to obtaining design and connection requirements from the public authority, prior to applying for a decision approving the execution of works, the investor shall submit a request for the issuing of siting requirements to the competent authority.

Notwithstanding paragraph 5 herein, if the siting requirements issued for the connection of a facility to infrastructure contain requirements for the design of that connection, the decision approving the execution of that connection may be issued to the investor for the construction of the connection without having to obtain new siting requirements.

***Course of action on applications for the issuing of a decision pursuant to Art. 145 of the Law***

**Article 29**

Upon receipt of the application for the issuing of a decision pursuant to Art. 145 of the Law, the competent authority shall check compliance with the formal requirements for further action on that application, specifically, it shall check:

1) whether it has the authority to issue the decision that is the subject of the application;

2) whether the applicant is an entity that qualifies as an investor for that type of work according to the Law;

3) whether the application was submitted in the prescribed form and whether the preliminary design submitted in support of the application contains all of the prescribed data;

4) whether siting requirement should be obtained for carrying out the works and if so whether the investor previously obtained siting requirements;

5) whether the application is accompanied by all of the documents prescribed by the Law and by-laws adopted pursuant to the Law;

6) proof of payment of the prescribed fee, i.e. charge attached to the application.

The competent authority also checks:

1) compliance of the application with the planning document and offprint;

2) compliance of the application with siting requirements, in the case of works for which it is necessary to obtain design and connection requirements from the public authority.

If so stipulated by the law, the competent authority shall verify whether the applicant possesses the appropriate entitlements to the land or facility, by accordingly applying provisions on the delivery of a real estate folio in the procedure of issuing a construction permit referred to in Art. 19 herein.

If it establishes that the requirements referred to in paragraphs 1–3 herein are met, the competent authority shall adopt a decision pursuant to Art. 145 of the Law, within five working days from the date of submission of the application.

If it establishes that the requirements referred to in paragraphs 1 and 2 herein are not met, the competent authority shall issue a decision rejecting the application within five working days from the date of submission of the application, stating all of its shortcomings.

If the competent authority establishes, upon examining the documents submitted, that the requirements stipulated in paragraph 3 herein are not met, in other words that a construction permit must be obtained for the works stated in the application, it shall issue a decision rejecting the application within eight days from the date of submission of the application.

For the execution of works referred to in Art. 145 of the Law, which stipulates the obligation to pay a development charge, the amount and payment modality of the development charge and the collateral in case of payment in installments, as well as the obligation of the investor to either pay the full development charge before the start of works, or to provide a collateral in the case of payment in installments, shall be stipulated in the decision on the approval of works.

Decisions referred to in paras 4 and 6 of this Article may be appealed within eight days of receipt thereof, and if the issuer of the decision is the Ministry or the competent authority of the autonomous province, an administrative dispute may be instigated by filing a lawsuit against that decision.

The applicant may appeal the decision referred to in para. 5 herein to the municipal or city council of jurisdiction, through the competent authority, within three days of receipt thereof.

If the decision referred to in para. 5 herein was adopted by the ministry responsible for urban planning and construction, or the competent authority of the autonomous province, then, it shall be appealed to the Government, or the executive body of the autonomous province.

If the applicant submits a new, conforming application and rectifies all of the identified shortcomings within ten days from the date of receipt of the decision referred to in para. 4 herein, or no later than 30 days from the date of its publication on the website of the competent authority, the applicant shall not be required to submit the documents previously filed in support of the application that was rejected, nor shall he be required to pay the administrative tax referred to in Article 28, para. 2, item 2) of this Rulebook.

The right to file a conforming application without having to file the supporting documents filed with the application that was rejected and without having to pay the administrative charge and Central Register fee once again may be exercised by the applicant only once.

If the applicant submits a different document with the conforming application referred to in para.11 herein, relative to the document previously filed in support of the rejected application, the competent authority shall act upon this changed document. If the changed document is the cause of another formal shortcoming constituting grounds for rejecting the application, the applicant may not avail himself of the right referred to in para. 11 herein again.

In case of restoration, adaptation or reconstruction of facilities referred to in Article 133, para. 2, point 9) of the Law prescribing measures for protecting cultural property in accordance with the Law governing protection of immovable cultural property, the competent authority shall, without delay, deliver the preliminary design and the decision issued in accordance with Article 4 herein through CIS to the body, i.e., organization responsible for the protection of immovable cultural property.

**6. Issuance of a temporary construction permit**

***Mutatis mutandis application***

**Article 30**

Provisions of Art. 28 and 29 of this Rulebook shall apply accordingly to the issuance of a temporary construction permit.

**7. Mandatory notification of commencement of works**

***Notification of commencement of works***

**Article 31**

The notification of commencement of woks in line with the issued construction permit, the decision issued in accordance with Article 145 of the Law, and a temporary construction permit shall be delivered to the competent authority through the CIS, within eight days at the latest, prior to commencement of the works.

The application referred to in para. 1 herein shall be supported by proof that the administrative tax for filing the application and the fee for the Central Register have been settled, as well as by:

1) proof that development charges have been settled, if the decision on construction permit foresees a one-off payment of such charges, or a collateral securing payment of development charges in accordance with the law along with proof of payment of the first installment, if the decision on construction permit foresees the payment of such charges in installments;

2) approval of the environmental impact assessment, if the obligation of preparing such an assessment is foreseen by the regulation governing the assessment of environmental impact, or a decision that such an assessment is not required;

3) act issued by the line ministry for financial affairs on entering into possession of the immovable property, pursuant to a special law, or an easement agreement concluded in accordance with the Law on Planning and Construction, if the decision on the construction permit for linear infrastructural facilities was issued based on the final decision on expropriation.

***Procedure following the notification of commencement of works***

**Article 32**

The competent authority shall, without delay, verify the notification of commencement of works if:

1) it is competent for acting upon such notifications;

2) the applicant is the person authorized for issuing a notification for such works, pursuant to the Law;

3) the notification of commencement of works was delivered in the prescribed form and if it contains all the required data;

4) the application was filed based on the issued construction permit, i.e., decisions issued in accordance with Article 145 of the Law or based on the temporary construction permit;

5) the application is supported by documentation required by Art. 31 of this Rulebook;

6) the application is supported by proof of payment of prescribed fees and charges.

If the formal requirements listed in para. 1 herein have not been met, the competent authority shall, without delay, notify the applicant accordingly.

The competent authority shall, without delay, notify the building inspectorate on the delivered notification of commencement of works.

If the notification of commencement of works refers to works for which it is necessary to obtain consent for technical documentation with respect to fire protection measures, the competent authority shall, within three days of the receipt of such notification, notify the authority responsible for fire protection about the accepted notification of commencement of works.

If the investor, pursuant to Article 145, para.7 of the Law opts not to apply for the right of occupancy for a facility, and/or works which are to be executed in accordance with Article 145 of the Law, and for which it is necessary to obtain consent to technical documentation with respect to fire protection measures, the assessment of suitability of the facility for use with respect to implementation of fire protection measures shall be carried out outside the integrated procedure, in accordance with the law governing fire protection.

In the case referred to in para. 5 herein, the assessment of suitability of a facility for use with respect to implementation of fire protection measures shall be carried out by a person authorized, based on the law governing fire protection, to be a member of the commission for technical inspection, responsible for assessing suitability of the subject type of facility for use with respect to implemented fire protection measures.

***Checking collaterals, if development charges are to be paid in installments***

**Article 33**

Following the notification of commencement of works, the competent authority shall check whether an adequate collateral securing payment of development charges and proof of payment of the first installment, if the payment of development charges in installments is permitted, have been submitted in support of the application and it shall verify the notification of commencement of works within five working days of the receipt of such notification.

If the applicant has failed to submit an adequate collateral securing payment of development charges and proof of payment of the first installment, the competent authority shall notify the applicant that the requirements for verification of the notification of commencement, i.e., execution of works are not met.

**8. Notification of completion of the foundation works and notification of completion of the construction of the building**

***Statement on completion of the foundation works***

**Article 34**

The contractor shall submit to the competent authority a statement on completion of the foundation works through the CIS, immediately upon the completion thereof.

Along with the statement referred to in para. 1 of this Article, the applicant shall also submit a geodetic survey of the built foundations, made in accordance with regulations governing the execution of geodetic works.

***Course of action of the competent authority and inspection upon receipt of the statement on completion of the foundation works***

**Article 35**

The competent authority shall, without delay, confirm the receipt of the statement referred to in Article 34, para. 1 of this Rulebook, except in the case when the applicant in his application listed data which are inconsistent with the data contained in the construction permit, or in the decision referred to in Article 145 of the Law based on which the construction works are being executed, and when he failed to submit the proof referred to in Article 34, para. 2 of this Rulebook, in which case the competent authority shall order the investor to submit, without delay, a rectified statement on completion of the foundation works, i.e., the proof referred to in Article 34, para. 2 of this Rulebook, thereby also informing him that in case of failure to comply with the order, the notification of completion of the foundation works shall be deemed to be improperly submitted.

The competent authority shall, within three days from the date of receipt of the statement referred to in Article 34, para. 1 of this Rulebook, notify the building inspection of jurisdiction about the receipt thereof, regardless of whether the statement is proper and complete.

If the competent authority, based on the geodetic survey, establishes the existence of any departures of the constructed foundations from the issued construction permit, it shall, without delay notify the building inspector accordingly.

The building inspection of jurisdiction shall, within three days of the receipt of the notification referred to in para. 2 herein, inspect the constructed foundations and inform the competent authority about the inspection results.

***Statement on completion of the construction of the building and further action on that statement***

**Article 36**

The contractor shall submit to the competent authority a statement on completion of the construction of the building through the CIS, immediately upon the completion of that phase of the works.

The competent authority shall, within three days from the date of the receipt of the statement referred to in para. 1 herein, notify the building inspection of jurisdiction about the receipt of the statement.

The building inspection of jurisdiction shall, within three days of receipt of the notification referred to in para. 2 herein, perform the inspection of the constructed building in compliance with the Law, and inform the competent authority about the inspection results.

**9. Submission of technical documentation**

***Filing the application for obtaining consent for technical documentation with respect to fire protection measures***

**Article 37**

In cases where the law governing fire protection requires obtaining consent to technical documentation with respect to implemented fire protection measures, the investor shall submit to the competent authority the main fire protection design, made in compliance with the law governing fire protection along with the detailed design, made in compliance with the rulebook regulating the contents of technical documentation.

Following the receipt of the fire protection main and detailed design, the competent authority shall, without delay and on the behalf of the investor, submit the request for the approval of the detailed design to the authority responsible for fire protection affairs.

***Deciding upon the application for the approval of technical documentation***

**Article 38**

Within 15 days from the date of submission of the investor’s application to the competent authority, or within 30 days in case such an approval is requested for the facilities referred to in Article 133 of the Law, the fire protection authority shall decide on the request for the approval of technical documentation and deliver a written copy of the decision to the competent authority, along with the notice of the amount of fee for the issuance of the approval.

The competent authority shall forward the act referred to in para. 1 herein to the investor, without delay.

In case a decision rejecting the application for approval is rendered, the applicant shall be entitled to submit a new, conforming application within ten days from the date of receipt of the decision referred to in para. 1 herein, and no later than 30 days from the date of its publication on the website of the competent authority, without the obligation to submit the documents already filed in support of the application that was rejected, nor shall he be required to pay the administrative charge and fee once again, in which case provisions of this Rulebook on submission of the conforming application for issuance of the decision on the construction permit shall apply accordingly.

***Obligation to submit the main (detailed) design***

**Article 39**

For a facility referred to in Article 133, para. 2, item 9) of the Law governing measures for the protection of cultural property, in accordance with the Law governing the protection of immovable cultural property, the investor shall, submit the main (detailed) design to the competent authority, through the CIS, before the commencement of the works at the latest, which shall be forwarded, without delay, to the organization responsible for the protection of immovable cultural property.

**10. Connecting facilities to existing infrastructure**

**Article 40**

The procedure of connecting a facility to the utility and other infrastructure shall be initiated by filing the appropriate application with the competent authority, through the CIS.

The offprint from the as-built drawings of the constructed facility, i.e., from the main (detailed) design, if no departures from the main designs were made during the construction works, along with the technical description and graphic enclosures showing the subject-matter connection and the utility plan for all connections shall be submitted in support of the application referred to in para 1 herein.

The application referred to in para. 1 herein shall be supported by proof that the fee for connecting the facility to the corresponding infrastructure has been settled, if the fee was paid in the amount stated in the siting requirements, except when the investor wishes to pay that fee only upon the receipt of the final account, in accordance with the offprint from the as-built drawings of the facility, which must be stated in the application.

The competent authority shall, within three days of the date of receipt of the application referred to in para. 1 herein, deliver the request to the public authority to effect connection in accordance with the request.

***Course of action of the public authority***

**Article 41**

If the facility was constructed in compliance with the construction permit and the main (detailed) design, the public authority shall effect the connection of the facility to the utility and other infrastructure and notify the competent authority accordingly, within 15 days of the date of receipt of the request for connection, at the same time delivering to it the invoice made in accordance with the final calculation of the fee for connecting the facility to the corresponding infrastructure. If the siting requirements foresee the fulfillment of additional requirements for connecting the facility to the infrastructure, the connection shall be effected if these requirements have been met.

If the amount of the fee for connecting the facility to the infrastructure is not stated in the requirements for the design and connection thereof, the public authority shall connect the facility to the infrastructure referred to in para. 1 herein, regardless of whether the final account of the fee for connecting the facility has been delivered to the investor in the meantime and whether the payment against such an account has been made.

By way of exception to para. 1 herein, if the investor has stated in his application that he shall pay the fee only when he receives the final account of the fee for the connection of the facility to the corresponding infrastructure, the 15-day time period referred to in para. 1 herein shall start to run on the first day following the date of receipt of the proof of payment of the fee through the CIP.

**11. Issuance of the occupancy permit**

***Filing the application for the issuance of the occupancy permit***

**Article 42**

The procedure for the issuance of the occupancy permit shall be initiated by filing the application with the competent authority through the CIS.

The application referred to in paragraph 1 herein shall be supported by:

1) the main design along with the confirmation and verification by the investor, the person in charge of performing the expert oversight and the contractor that the as-built state is identical to the designed one, provided that there have been no departures from the main design during construction works and that the as-built drawings of the facility were produced in accordance with the rulebook governing the contents of the technical documentation;

2) report by the commission for technical inspection establishing that the facility is suitable for use, along with a proposal for the issuance of the occupancy permit;

3) proof of payment of the prescribed fees, i.e. charges, as well as of the Central Register’s fee, including the fee payable for submitting the notification of completion of the foundation works and completion of the construction of the building, provided the applications are submitted for the facility requiring the occupancy permit;

4) energy performance certificate for the facility, if the obtaining of the energy performance certificate is required for that particular facility;

5) geodetic survey for the entire constructed facility and separate parts thereof;

6) geodetic survey for the underground installations.

The investor may apply for the issuance of the occupancy permit also for the works executed pursuant to the decision referred to in Article 145 of the Law, as well as pursuant to the decision on the temporary construction permit.

***Checking compliance with formal requirements for further action on the application***

**Article 43**

Upon receipt of an application for the issuance of the occupancy permit, the competent authority checks compliance with formal requirements for further action on that application, specifically, it checks:

1) whether it has the authority to act on the application;

2) whether the applicant is an entity that qualifies as an applicant for the issuance of the occupancy permit, according to the Law;

3) whether the application was submitted in the prescribed form and whether it contains all of the prescribed data;

4) whether the application is accompanied by all of the documents prescribed by the Law and by-laws adopted pursuant to the Law;

5) whether the application is accompanied by proof that the prescribed fees and charges were paid.

If the construction permit was issued for two or more cadastral parcels, i.e., parts of cadastral parcels, conditioned by the obligation on the part of the investor to merge these parcels prior to the issuance of the occupancy permit in accordance with the law, the competent authority shall, prior to the issuance of the occupancy permit, check with the state survey and cadaster authority, *ex officio,* whether the said cadastral parcels have been merged.

***Rejection of the application, right of appeal and right to submit a new application without paying the administrative tax***

**Article 44**

If formal requirements for further action on the application, stipulated under Art. 43 herein, are not met, the competent authority shall issue a decision rejecting the application, within five working days from the date of submission of the application, stating all of its shortcomings.

The decision referred to in paragraph 1 herein can be appealed by the applicant to the competent municipal or city council, through the competent authority, within three days from the date of delivery thereof.

If the decision referred to in paragraph 1 herein was adopted by the line ministry for city planning and construction or the competent authority of the autonomous province, the decision shall be appealed to the Government or the executive body of the autonomous province, respectively.

If the applicant files a conforming application, eliminating all shortcomings, within ten days from the date of receipt of the decision, and latest within 30 days from the date of its publication on the competent authority’s website, then he shall not be required to submit the documents that he already submitted with the application that was rejected, nor shall he be required to pay the administrative tax and fee once again.

The applicant may avail himself of the right to file the conforming application without the obligation to file the documents submitted with the application that was rejected and without having to pay again the administrative tax, i.e. fee, only once.

If, along with the conforming application referred to in para. 4 herein, the applicant submits a document which has changed with respect to the one previously submitted with the rejected application, the competent authority shall act on that changed document. If the changed document should lead to an additional formal shortcoming that constitutes grounds for rejecting the application, the applicant may not exercise the right referred to in paragraph 4 herein again.

***Deadline for adopting a decision concerning the occupancy permit and the serving of the decision***

**Article 45**

If the formal requirements listed under Article 43 herein are met, the competent authority shall adopt a decision on the occupancy permit within five working days from the date of submission of the application, in accordance with the Law.

The competent authority shall deliver the decision on the occupancy permit, within three days from the date of the issuance thereof, to the applicant and, within the same time limit, for information purposes only, also to:

1) the financier, if the construction permit was issued in his name;

2) the competent building inspection;

3) the public authorities.

***Content of the occupancy permit***

**Article 46**

The decision on the occupancy permit shall contain, specifically:

1) data on the investor and owner of the facility;

2) key data on the facility for which the occupancy permit is being approved, as well as on the connections of the facility to existing infrastructure;

3) data on the specification of separate parts of the facility, if any (their designation, position within the facility and floor area);

4) data on the cadastral parcel, i.e., cadastral parcels on which the facility has been built, number(s) of parcel(s), name of the cadastral municipality and the local government unit in which they are located as well as the surface area of the cadastral parcel(s), unless the occupancy permit is issued for linear facilities and antenna towers);

5) data on the documentation on the basis of which the occupancy permit is issued;

6) the prescribed warranty period for the facility as well as warranty periods for individual types of works as foreseen by a special regulation;

7) the final account of charges;

8) other data prescribed by the law.

The data listed in para. 1, points 2) ad 3) herein are incorporated in the decision on the occupancy permit pursuant to the geodetic survey for the built facility and separate parts thereof, the geodetic survey for the underground installations and the report by the commission for technical inspection, attached to the application.

***Right of appeal***

**Article 47**

The decision on the occupancy permit may be appealed within eight days from the date of delivery.

The decision on the occupancy permit, adopted by the competent ministry or competent authority of the autonomous province, cannot be appealed, but an administrative proceeding may be instigated within 30 days from the date of delivery of the decision.

**12. Registering the right of ownership over a built facility or separate parts thereof, and issuance of the decision on the street number within the scope of the integrated procedure**

***Delivery of the occupancy permit to the state survey and cadaster authority***

**Article 48**

The competent authority shall deliver, *ex officio,* the followingdocumentsto the state survey and cadaster authority within five days from the date of effectiveness of the occupancy permit:

1) the occupancy permit;

2) the geodetic survey for the built facility and separate parts thereof;

3) the geodetic survey for underground installations.

***Course of action of the state survey and cadaster authority***

**Article 49**

Within seven days from the date of receipt the occupancy permit, the state survey and cadaster authority shall:

1) adopt a decision on the street number, if the occupancy permit is submitted for a newly built facility;

2) adopt a decision to register the right of ownership over the facility or separate parts thereof, in accordance with the issued occupancy permit.

The state survey and cadaster authority shall, without delay, deliver the decision referred to in para. 1 herein to the investor and, within the same time limit, forward a copy thereof to the competent authority for information purposes.

The state survey and cadaster authority shall, within 30 days from the delivery of the occupancy permit, make the corresponding entry in the utility cadaster.

Decisions referred to in para. 1 herein may be appealed by the investor in accordance with the law governing state survey and cadaster.

**13. Administration and content of the Register of Integrated Procedures and Central Register**

***Content of the Register***

**Article 50**

The register shall contain data on the status of each individual case, specifically:

1) name, surname, place and address of residence and unique personal identity number of the applicant if he is a natural person, or business name, registered seat, registration and tax identification number if the applicant is a legal entity;

2) name, surname, place and address of residence and unique personal identity number of the investor or financier if he is a natural person, or business name, registered seat, registration and tax identification number if it is a legal entity;

3) number(s) of cadastral parcel(s) with respect to which the integrated procedure is being carried out as well as the name of the cadastral municipality and the municipality in which the parcel is located;

4) designation of the class and the intended use of the facility the construction of which is the subject of the integrated procedure;

5) date of filing the application with the competent authority and dates of filing corresponding requests to public authorities for obtaining the design and connection requirements, i.e., for obtaining other data necessary for the issuance of design and connection requirements;

6) date of the receipt of the design and connection requirements, i.e., other data provided by the public authorities and applicants;

7) date of conducting other actions related to the integrated procedure.

Acts of the competent authority and public authorities issued within the scope of the integrated procedure as well as any other documents submitted and obtained in the integrated procedure form an integral part of the Register.

***Content of the Central Register***

**Article 51**

The Central Register integrates data, acts and documents from all the registers in the territory of the Republic of Serbia.

***Exchanging and downloading registered data and documents***

**Article 52**

Entry of data, legal acts and documents as well as exchange of documents among competent and public authorities and applicants shall be conducted in accordance with the instructions for the application of the Central Information System, which is available to the users on the website of the Serbian Business Registers Agency.

***Registrar’s responsibilities and powers***

**Article 53**

The Registrar of the Register of Integrated Procedures shall:

1) ensure legal, systematic and updated administration of the Register;

2) ensure public availability of data on the current status of each individual case as well as publishing of site requirements, construction and occupancy permits and decisions specified in Articles 145 of the Law through the Central Information System, within three working days from the date of issuance thereof;

3) press economic offence or misdemeanor charges against public authorities and responsible persons within the public authorities, within the time limits and in the manner prescribed by the Law and this Rulebook, if the requirements prescribed by Law for pressing such charges are met;

4) take other actions necessary for the unobstructed and proper functioning of the Register.

***Responsibilities and powers of the Registrar of the Central Register***

**Article 54**

The Registrar of the Central Register shall:

1) ensure public access to the data and documents specified in Article 53, item 2 herein, through the website of the Serbian Business Registers Agency;

2) submit to the Government quarterly reports on the implementation of the integrated procedure and, upon request of the Government and the line ministry for construction, other reports and analyses related to the implementation of the integrated procedure;

3) press, without delay, misdemeanor charges against a registrar, under Article 211b, para. 1 of the Law, if the latter fails to submit the application in compliance with Article 8v, para. 5 of the Law.

***Public availability of data***

**Article 55**

Data on the current status of each individual case as well as acts of the competent authorities the publication of which on the competent authority's website is foreseen by law, shall be publicly available in electronic form, on the websites of the competent authority and the Serbian Public Registers Agency to any and all interested parties for viewing and downloading, to the extent ensuring the protection of copyrights, business secrets and personal data.

The competent authority shall enable interested parties to gain insight into other data, acts and documents submitted, i.e., obtained through the implementation of the integrated procedure, in compliance with the law governing protection of copyrights, business secrets and personal data.

***Safeguarding documents and proofs***

**Article 56**

The construction permit and the design submitted for obtaining the construction permit shall be kept permanently, that is until the issuance of the occupancy permit, whereupon the occupancy permit, the main design and as-built drawings shall be retained for permanent keeping.

All other documents and data contained in the Central Information System, including data on actions taken within the scope of the integrated procedure, on persons taking such actions and time when the actions were taken shall be kept for a period of ten years.

Data, acts and documents contained in the Central Register shall be kept in the manner prescribed by the decree governing electronic office management in the implementation of the integrated procedure.

**14. Transitional and final provisions**

***Transitional provisions***

**Article 57**

A siting permit applied for before 17 December 2014, and which was issued in accordance with the previously applicable Law on Planning and Construction, shall constitute the grounds for the issuance of a construction permit.

In all procedures stipulated in this Rulebook, the siting permit referred to in para. 1 herein may be used in lieu of siting requirements.

Procedures conducted within the scope of a concrete phase of the integrated procedure, which were instigated before the entry into force of this Rulebook, shall be concluded by applying provisions of the Rulebook on the implementation of the integrated procedure (RS Official Gazette No 22/15 and 89/15).

By way of exception to Article 3, para. 3 herein, if the technical documentation was produced before the entry into force of this Rulebook, and the applicant is unable to submit that documentation in dwg or dwf format as well, the applicant shall be allowed to submit such documentation in paper form until 1 January 2018.

***Cessation of validity of regulations***

**Article 58**

The Rulebook on the implementation of the integrated procedure (RS Official Gazette No 22/15 and 89/15) shall cease to be valid with the date of entry into force of this Rulebook.

***Entry into force***

**Article 59**

This Rulebook shall enter into force on 1 January 2016.