

Smart and easy way to get permission for public event in Tallinn

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About me

- I have worked at the City Office since July 1998.
- Head of Citizens' Services and Document Administration
- Creating an information system AKIS



AKIS – what is it?

- AKIS is an abbreviation for the **public events information system**.
- We receive e-applications from citizens, process them in the information system and **issue digitally signed permits**.
- Information system deals with **3 types of permit**:
 - Public event (concert, exhibition, show etc. on the street or in the park)
 - Sporting event (football, hockey, basketball)
 - Fireworks
- **Three different views**: public, event organizer`s and official`s view.

AKIS - purpose of creation (1)

- **To simplify**, speed up and improve the process.
- The process is altogether **in one place** - from filling in an application to issuing permit.
- There is **a calendar and a map** for the event details and place.
- There is the **X-Road** with other city and state databases.
- You can make **statistics**.
- You can enter summaries of the **inspections** made during the event.

AKIS - purpose of creation (2)

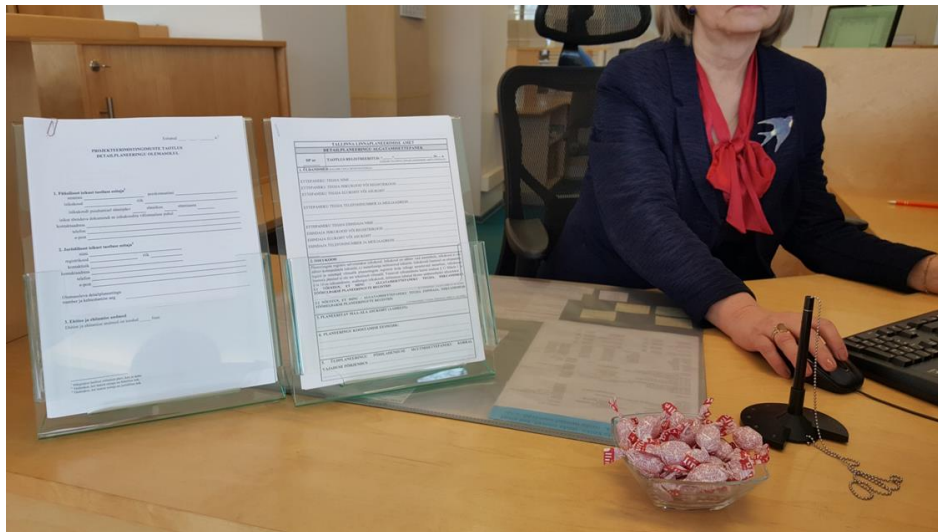
- The approval of all institutions is **collected by the AKIS**, not by the applicant.
- It is possible to verify that **the deadlines** of the process are followed.
- Different institutions **can coordinate in parallel** (at the same time).
- The coordinator from one institution **sees the approvals** of the other institutions.
- You can **send e-mails** to applicants and coordinators during the process.

Quick and easy to apply (1)

<https://akis.tallinn.ee/>

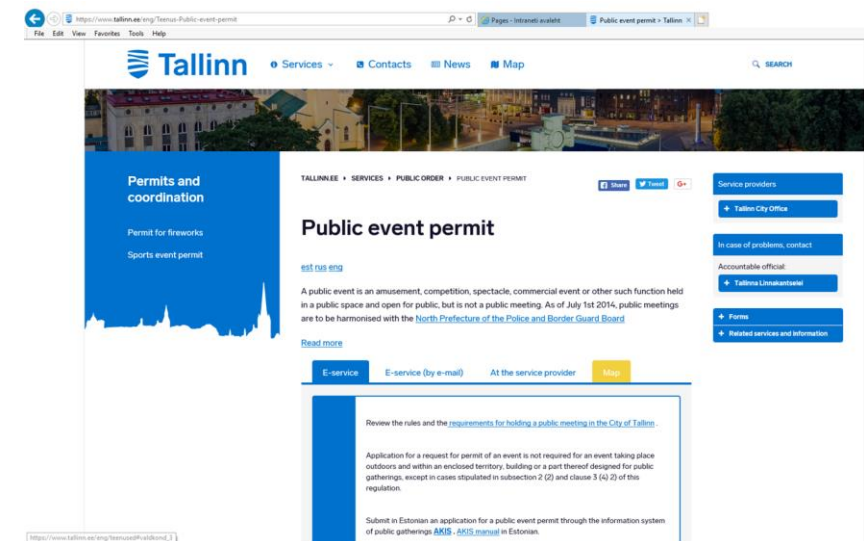
BEFORE

1. **Had to come** to the City Office to submit an application.
2. **Had to wait** for opening hours.



AFTER

1. You can send a request from your **smart device**.
2. The information system is open **24/7**.



Quick and easy to apply (2)

BEFORE

4. Missing application manual.

Standard format for a permit for organisation of a public events

Application for a permit for organisation of public events

1. Name and form of event
2. Details of content of event (use a separate sheet, if appropriate)
3. Expected number of participants/visitors
4. Place of event and Route (if appropriate)
5. Date and time of beginning and end
6. Name of organiser address/seat in Estonia personal ID code or D.O.B./registry code
7. telephone and fax number or some other means of communication (cell phone number recommended) for contacting the organiser of the event concerned during the whole event;
8. use of audio technology and/or pyrotechnics
9. name of a security undertaking, securing the event address Registry code
10. name of a legal or natural entity, controlling traffic during the event
11. need for a registration in the register of economic activities
12. whether alcohol is sold or offered during the event
13. the need to exhibit advertising billboards
14. the need for mounting additional equipment

Annexes
(security scheme, traffic scheme, location scheme, more specific description of the event, etc)

as the
(name of organiser of public event)

organiser of the public event, specified in the notice, am aware of the terms and conditions, laid down with the Property Maintenance Rules of the City of Tallinn and Rules of Public Order, laid down with Regulation No. 43 of the Tallinn City Council of 25 August 2005

(date, signature)

Required approvals and consents:

1. Northern Estonian Rescue Centre Raua 2
2. Northern Police Prefecture Pärnu mnt. 139
3. City District Government
4. Town Hall Raekoja plats 1
5. Environment Department of Tallinn Hajju 13
6. Municipal Engineering Department of Tallinn Müüdi 2
7. Cultural Heritage Department of Tallinn Müüdi 2
8. Sports and Youth Department of Tallinn Vabaduse väljak 10
9. Transport Department of Tallinn Hajju 13
10. Other authority, granting approval

Permit for holding the event has been granted

A permit for organisation of a public event may be revoked with a motivated decisions of the authority, having granted the permit, if organiser of a public event has submitted falsified information, regarding the public event, in the permit for organisation of a public event; if organiser of a public event fails to comply with the obligations of an organiser of a public event, provided by the legal acts of the Republic of Estonia or the City of Tallinn or precepts of the authorities, having approved the application for permit for organisation of a public event; or revocation of permit is due to circumstances, which were not predictable, when the permit was granted.

Holding a public event can be suspended or stopped to avoid danger; in case of a risk or incurrence of irrecoverable or material danger or damages; to ensure the safety of participant of public events; on grounds, set out in § 13 and if the requirements, set out in § 15, are not met; non-compliance with conditional approval requirements, if this is accompanied by a threat to the safety of participants of a public event.

Name and position of the individual, granting the consent, signature and date

AFTER

4. Each field has a description of which data to insert.

Taotluse üldandmed

Ürituse nimetus	Broneering - Autovaba päev
Ürituse laad	sisestamata
Korraldaja	Nimi: Tallinna Keskkonnaamet Registrikood: sisestamata Aadress: sisestamata Korraldaja esindaja nimi: Monika Jasson Telefoninumber: 6164077, 51943799 E-posti aadress: sisestamata
Üritusel osalejate eeldatav arv	sisestamata
Toimumise koht Ürituse alguse ja lõpu kuupäev ja kellaaeg	Vabaduse väljak 22.09.2018 Kell 09:00 - 20:00 Ettevalmistusaeg: 05:00 - 09:00 Koristusaeg: 20:00 - 23:00
Lisa toimumiskohat Vaata kaardil Vaata kalendris Naita tänava sulgemisi ja muid toid	
Liikumistekond (selle olemasolu korral)	Lisa liikumistekond
Heli-, pürotehnika ja/või lahtise tule kasutamine	sisestamata
Turvalisust tagav turvaettevõtja	puudub
Liikluskorraldust tagav füüsiline või juuridiline isik	sisestamata
Alkohoolsete jookide pakkumine või jaemüügi korraldamine	sisestamata
Reklaami või teabe eksponeerimine ürituse toimumise kohas	sisestamata
Inventari (kauplemisinventar, tribüün, lava, telk vm) paigaldamise vajadus koos inventari loeteluga	sisestamata

Quick and easy to apply (3)

BEFORE

5. The applicant had to collect the approvals themselves.



AFTER

5. AKIS itself collects approvals from the authorities.

Menetlustegevused

Kõik menetlustegevused		Ainult kooskõlastused							
Kooskõlastuse liik	Lisamise aeg	Kooskõlastaja	Kirjeldus	Tähtaeg	Otsus	Kooskõlastamise aeg	Kooskõlastuse sisestaja		
Kooskõlastus	03.04.2018	Päästeameti Põhja päästekeskus (70000585)		9.04.2018	kooskõlastatud	3.04.2018	Ergo Manninen	@	
Kooskõlastus	03.04.2018	Politsei- ja Piirivalveameti Põhja prefektuur (70008747)		9.04.2018	kooskõlastatud	3.04.2018	Urmas Tuisik	@	
Kooskõlastus	03.04.2018	Keskkonnaamet (70008658)		9.04.2018		tegemata		@	
Kooskõlastus	03.04.2018	Tallinna Keskkonnaamet (75032325)		5.04.2018		tegemata		@	
Kooskõlastus	03.04.2018	Tallinna Kommunaalamet (75014913)		5.04.2018		tegemata		@	
Kooskõlastus	03.04.2018	Tallinna Sotsiaal- ja Tervishoiuamet (75014965)		5.04.2018	kooskõlastatud	3.04.2018	Ene Tomberg	@	
Kooskõlastus	03.04.2018	Tallinna Spordi- ja Noorsooamet (75015195)		5.04.2018	kooskõlastatud	3.04.2018	Kaili Kukumägi	@	
Kooskõlastus	03.04.2018	Tallinna Transpordiamet (75028252)		5.04.2018	kooskõlastatud	3.04.2018	Mari-Liis Sepp	@	
Kooskõlastus	03.04.2018	Põhja-Tallinna Valitsus (75017745)		5.04.2018		tegemata		@	
Kooskõlastus	03.04.2018	Tallinna Kesklinna Valitsus (75014221)		5.04.2018		tegemata		@	
Kooskõlastus	03.04.2018	Kadrioru Park (75008953)		9.04.2018		tegemata		@	

Quick and easy to apply (4)

BEFORE

6. The applicant **had no overview** of what stage the application was at.



AFTER

6. Both the applicant and the officials have **full overview** of the process.

Avaloht

Menetlused

Taotluse esitamine

Altkirjastamine

Kalender

Isikute haldus

Süsteemi haldus

Tuuperitingimused

Logid

Juhend

Juhendi kirjutamine

Statistika

Tere tulemast, Elle Veltmann!

✓ Ühtki allkirjastatavat dokumenti ei ole.

✓ Hetkel ei ole ühtegi dokumenti kooskõlastada.

Uued taotlused

Ühtki uut taotlust ei ole lisatud.

Vaata kõiki menetlusi

Minu poolel olevad menetlused

Andmete täiendamisel

Number	Kogunemise liik	Nimetus	Toimumiskoha aadress	Kuupäev / ajavahemik Algus	Lõpp	Kellaaeg Algus	Lõpp	Taotleja	Staat	Viimati muudetud
ATT-1/97	Avalik üritus	Tallinna tervisetetisipäevak	• Haabersti linnaosa	24.04.2018	24.04.2018	16:30	20:30	Orienteerumiskübi Nõmme	Andmete täiendamisel	4.04.2018

Kooskõlastamisel

Number	Kogunemise liik	Nimetus	Toimumiskoha aadress	Kuupäev / ajavahemik Algus	Lõpp	Kellaaeg Algus	Lõpp	Taotleja	Staat	Viimati muudetud
ATT-1/100	Avalik üritus	Junioo jook 2018	• Öismäe tee 130	10.04.2018	19.04.2018	14:00	15:00	Haabersti Vaba Aja Keskus	Kooskõlastamisel (5/7)	4.04.2018

Otsuse vormistamiseks

Number	Kogunemise liik	Nimetus	Toimumiskoha aadress	Kuupäev / ajavahemik Algus	Lõpp	Kellaaeg Algus	Lõpp	Taotleja	Staat	Viimati muudetud
ATT-1/74	Avalik üritus	Alusharidus 100 Tallinna lasteadeade laulupidu SadaSäraSilma	• Vabaduse väljak	01.06.2018	01.06.2018	10:00	13:00	Tallinna Haridusamet	Otsuse vormistamiseks (11/11)	4.04.2018

Quick and easy to apply (5)

BEFORE

7. **Had to come again** to the City Office to collect the final permit.



AFTER

7. The information system **automatically sends** the digitized permit to an e-mail address.

Muudatused	
Andmeväli	Uus väärtus
Saaja	akis.politsei@list.politsei.ee, akis.munitsipaalpolitseiamet@tallinnlv.ee
Pealkiri	Teadmiseks - väljastati luba: Avalik üritus nr ATT-1/18 Tere! Tallinna Linnakantselei väljastas loa: Avalik üritus nr. ATT-1/18. Nimetus: Laat. Toimumiskoht ja aeg: - Kivila tn 26 Kivila tn 28a 09. - 11.02.2018, 06. - 08.03.2018, 10. - 12.04.2018 kell: 09:00 - 19:00
Sisu	Korraldaja: MTÜ AKTAVA, telefon: 5550 8907 Menetluse andmetega saate tutvuda aadressil: https://akis.tallinn.ee/menetlus/3580 Lugupidamisega Tallinna Linnakantselei avalike kogunemiste lubade büroo avalikudytitused@tallinnlv.ee 6404299

Quick and easy to apply (6)

BEFORE

8. To complete a new application, the entire application **had to be filled in again.**

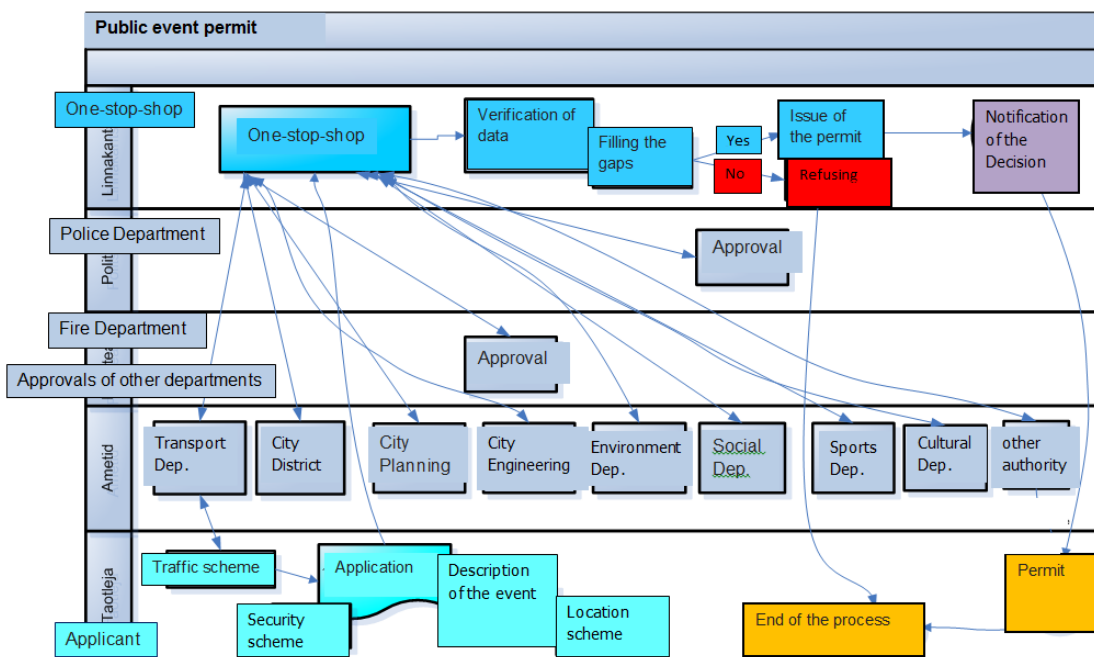
AFTER

8. When submitting an application with the same data, the information system will fill out a **new application automatically.**

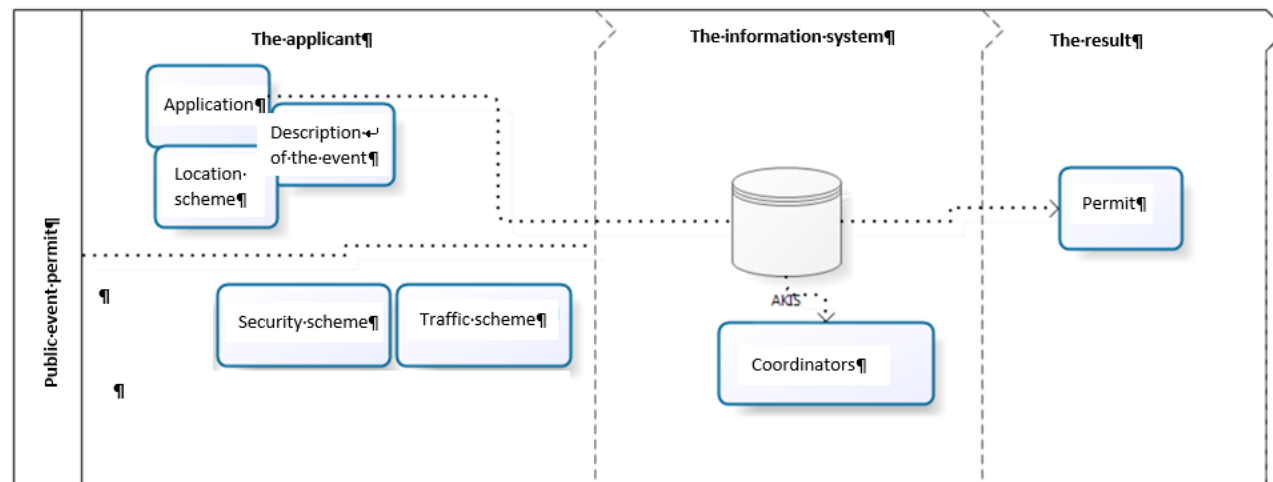
If necessary, you can change the date or location.

Process flow and the impact of rearranging

BEFORE



AFTER



X-Road with other registers <https://akis.tallinn.ee/menetlus>

- The information system **automatically fills** some of the fields through the X-Road (for example: company, name, address).
- It also lets you **check** where the street repairs and street closures are. **It is not recommended to organize an event there.**
- Once a permit has been issued, the information system sends **automatic notifications** if a street is closed due to operative work near the event area.

Reply Reply All Forward

akis@tallinn.ee Avalikudirited; sander.saarm@gmail.com

AKIS - Avalik üritus kattub tänava sulgemisega

If there are problems with how this message is displayed, click here to view it in a web browser.

Tere!

Juhime Teie tähelepanu asjaolule, et Teie poolt korraldatava üritusega nr. ATT-1/574 "Paarisorienteerumine vanalinnas" toimub samal ajal ja kohas ka tänava sulgemine.

Liik	Nimetus	Staat	Vaata täpsemalt
Tänava ajutine sulgemine	Tellingute rajamine krundi piirile, jalakäijate/sõidukite ohutuse tagamiseks.	Kehtiv	https://opinfo.tallinn.ee/menetlus/30258

Lugupidamisega

Tallinna Linnakantslei
avalike kogunemiste lubade büroo
avalikudirited@tallinnlv.ee
640 4299

Events at a glance – interacting map and calendar

<https://akis.tallinn.ee/menetlus>

Avaleht

Menetlused

Taotluse esitamine

Allkirjastamine

Kalender

Isikute haldus

Süsteemi haldus

Tüüperitingimused

Logid

Juhend

Juhendi kirjutamine

Statistika


Menetlused

▲

Otsing

Kaart

Taisekraan



Kiirotsing

Kasutatud filtreid:

- Kiirotsing: Load, v.a lõppenud üritused

Tühista otsing X

Loa/taotluse number	Kogunemise liik	Nimetus	Toimumiskoha aadress	Kuupäev Algus	Lõpp	Kellaeg Algus	Lõpp	Taotleja	Esitamise aeg	Staat	Menetleja	Viimati muudetud	
ATT-1/18	Avalik üritus	Laat	• Kivila tn 26	09.02.2018	12.04.2018	09:00	19:00	MTÜ AKTAVA	19.01.2018 19:18	Luba väljastatud	• Maire Karmo	26.01.2018 20:52	
ATT-2/2	Spordiüritus	FC Flora Eesti Jalgpalli Premium Liiga kodumängud 2018 Sportland Arena	• Sportland Arena	28.02.2018	07.04.2018	19:30	19:00	JALGPALLIKLUBI FCF	14.02.2018 10:49	Luba väljastatud	• Siiri Maandi • Tiit Tütt	22.02.2018 12:22	
ATT-2/1	Spordiüritus	FCI Levadia kodumängud 2018	• Sportland Arena • Kadrioru staadion	03.03.2018 28.04.2018	14.04.2018 10.11.2018	15:00 15:00	18:00 15:00	Spordiklubi FC Levadia	15.02.2018 16:54	Luba väljastatud	• Siiri Maandi • Tiit Tütt	23.02.2018 14:42	
ATT-2/3	Spordiüritus	Nõmme Kalju FC kodumängud 2018 Hiiu staadion	• Hiiu staadion	14.03.2018	10.11.2018	19:30	15:00	MTÜ Nõmme Kalju FC	13.03.2018 16:49	Luba väljastatud	• Siiri Maandi • Tiit Tütt	14.03.2018 14:22	
ATT-2/4	Spordiüritus	U18 MM-i II divisiooni A-grupi turniir (jäähoki)	• Varraku tn 14	01.04.2018	07.04.2018	13:00	23:00	MTÜ Eesti Jäähokiliit	23.03.2018 12:10	Luba väljastatud	• Siiri Maandi • Tiit Tütt	27.03.2018 11:39	
ATT-1/64	Avalik üritus	Kaubamaja Osturalli kampaania laadamüük	• Kaubamaja tn 1	02.04.2018	08.04.2018	09:00	19:00	Kaubamaja AS	16.03.2018 11:29	Luba väljastatud	• Tiit Tütt • Siiri Maandi	20.03.2018 15:55	

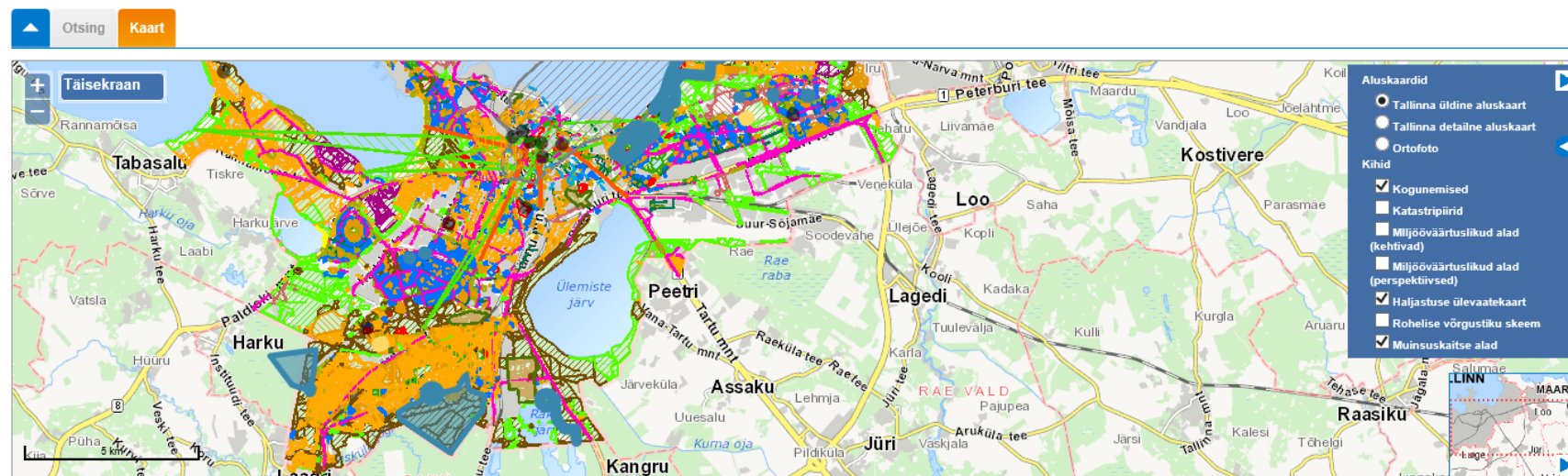
Events at a glance - public view

- The up-to-date map and a calendar have made **the biggest change** in the public view.
- **Anyone can see** the place, the name and time of the event, and can be linked with the permission.
- **Anyone can make an inquiry**, for example, when and what events take place around my home.
After the signing of the permit, an e-mail will be sent to the inquirer.

Events at a glance – for the applicant/organizer

<https://akis.tallinn.ee/menetlus>

- Different events **can't overlap** - the system **will not allow** more than one request for events at the same time in the same place.
- Different **map layers** are visible (for example: heritage conservation area, landscaping, cadastral borders).



The dramatic change in the official work(1)

- **Comfortability** - AKIS sends a message by e-mail when a new application arrives, which needs to be coordinated.
- **Automatic reminders** - if authorities fail to approve an application at the agreed time, an automatic reminder will be sent.
- **Time save** - the procedural time is saved - different authorities can coordinate in parallel.
- **Improved overview** - the coordinator sees the approvals of the other authorities
- he/she can compare his/her views with others.

The dramatic change in the official work(2)

<https://akis.tallinn.ee/menetlus>

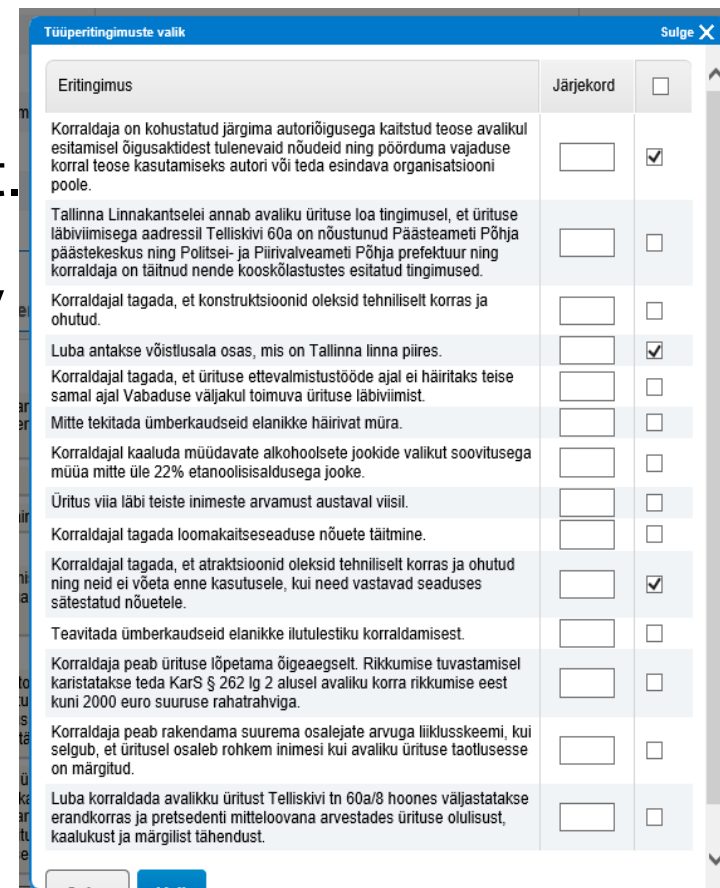
- **Simplicity** - questions and notifications good be sent to the applicant and other authorities.

An exchange of correspondence takes place within the system and it is saved with the current event.

- **Automated support** - you do not need to re-write any additional conditions.

All versions are stored in the AKIS, only click on them.

- **Just one click** - and approval is given.
- **Only a few seconds** - the permit is signed.



Control and statistics

<https://akis.tallinn.ee/statistika?m=36>

- The information system allows to add pictures, documents and fines made during the **inspection**.
- The applicants can send their opinion regarding the inspection.
- **All documents** are saved with the current event.
- **Statistics** can be done with one single click.

Statistika

▲ Otsing

Esitamise aeg 01.01.2017 kuni 31.12.2017
Täna Viimased 3 päeva Jooksev kuu Eelmine kuu Jooksev aasta Eelmine aasta Kõik

Koosta aruanne Koosta aruanne (CSV) Tühista

Aruanne - esitatud taotluste arv

Kogunemise liik	Taotluste arv	Neist iseteenindusest
Avalik üritus	580	494
Ilutulestik	36	36
Spordiüritus	19	19
Kokku	635	549

Thank you!



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