乐昌市住房和城乡建设管理局

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附件1

乐昌市住管局2021年度行政许可

实施和监督管理情况报告

市政务服务数据管理局：

根据《乐昌市人民政府办公室关于开展2021年度行政许可实施和监督管理情况检查工作的通知》要求，现将我单位2021年度行政许可实施和监督管理情况报告如下：

一、基本情况

（一）现有事项及办理情况。本单位现有行政许可事项28项,分别为（韶关市）拆除人民防空工程审批；特殊建设工程消防验收；特殊建设工程消防设计审查；拆迁人民防空警报设施的许可；燃气经营许可证核发；建设工程项目使用袋装水泥和现场搅拌混凝土许可；拆除城市环卫设施许可；关闭、闲置或者拆除生活垃圾处置的设施、场所核准；停止供水审批；商品房预售许可；建筑业企业资质核准；市政设施建设类审批；城市建筑垃圾处置核准；工程监理企业资质核准；房地产开发企业资质核准；建筑工程施工许可证核发；污水排入排水管网许可证核发；建设工程勘察设计企业资质核准；工程建设涉及城市绿地、树木审批；燃气经营者改动市政燃气设施审批；改变绿化规划、绿化用地的使用性质审批；应建或易地修建防空地下室的民用建筑项目许可；临时性建筑物、构筑物等其他设施搭建、堆放物料审批；特殊车辆在城市道路上行驶（包括经过城市桥梁）审批；从事城市生活垃圾经营性清扫、收集、运输、处理服务审批；设置大型户外广告及在城市建筑物、设施上悬挂、张贴宣传品审批；因工程建设需要拆除、改动、迁移供水、排水与污水处理设施审核；广东省划拨土地使用权和地上建筑物及附着物所有权转让、出租、抵押审批。

全年行政许可的申请308件；受理307件；办结307件；未受理1件，为工程建设涉及城市绿地、树木审批中的占用城市绿地审批事项，申请人为加装电梯占用绿地，属于永久占用，电梯安装需由规划部门审批，我局要求申请人提供规划部门同意电梯安装批复等相关材料，申请人超过受理期限仍无法提供，遂我局不予受理；未按时办结事项0件。

（二）依法实施情况。我局结合机构改革情况，以方便群众办事、规范审批行为为主旨、通过多轮梳理，不断对各行政许可审批事项的依据、条件、程序、时限等进行全面规范和优化。一是已根据各项行政许可所需提供材料类型进行精简，均制定规范审批程序、更新完善办事指南、规范行政许可申请材料，做到线上线下相一致；二是落实行政审批改革，及时取消当取消的行政许可事项、及时对新增许可事项的纳入实施，涉及多个部门的关联性审批与相关部门联合建立相应协调配合机制；三是对各项行政申报材料进行严格审核，全面、及时地录入工程建设审批系统。四是规范行政审批申请材料，严格按照标准依法开展行政审批，不存在擅自调整审批层级，擅自设立变相实施行政许可及擅自增设审批条件、增加审批材料和增加审批流程的情况。

（三）公开公示情况。一是通过动态梳理调整，确保本单位行政许可事项的实施主体、依据、程序、条件、期限、裁量标准、申请材料及办法、收费标准、申请书格式文本、咨询投诉方式等信息均在广东政务服务网（广东省网上办事大厅）群众及时、准确公开公示。二是积极推进行网上公开透明运行，切实提高办件数量和质量，竭诚为群众和企业服务。所有许可业务都可以通过广东政务服务网受理，严格按照“受理”、审核”“审批”、“办结”程序在承诺时限内及时办结。三是行政许可结果信息在决定作出之日起7个工作日内录入广东省行政执法信息公示平台数据采集系统，并在7个工作日内及时在乐昌市人民政府公众信息网（http://www.lechang.gov.cn/）开设的“政务公开”专栏进行许可决定公开，向社会公开行政许可实施和结果的情况。

（四）监督管理情况。一直以来，我局致力于不断完善行政许可行为监督机制，畅通民主监督渠道。一是落实行政审批监督管理制度及责任追究制度。实行窗口受理，各事项审查股室提意见，然后由分管领导把关签名，最后归档备查，一案一档，层层负责，以此实行监管。二是畅通投诉渠道。设立专门投诉电话，受理涉及行政审批的有关投诉，建立投诉制度，及时处理信访投诉，一经发现政风行风问题，将予以严肃处理。在监督自查工作中2021年未发现有任何行政审批违法违规行为及投诉。

（五）实施效果情况。我局现有行政许可事项均达到设立行政许可时预期效果的情况;通过优化和规范审批流程，在规定的时限内，提高办事效率，缩短办事时间，企业和群众对我局工作的认可度和满意度有了较大提高。

二、存在问题和困难

一是审批、监管队伍人员配备不足;二是上级部门对下放的行政许可事项业务指导不够，部分行政审批事项规范化标准化有待加强。

三、下一步工作措施及有关建议

 下一步，我局将继续贯彻落实国务院、省、韶、市有关部署和要求，做好行政许可审批和监督管理各项工作。一是进驻网上办事大厅事项实行动态管理，及时更新网上办事信息确保各项信息准确无误，方便企业办事。二是加强办事人员的业务培训和指导，切实提高服务意识，优化服务方式，提高服务水平和质量。三是加大监督管理力度，继续公开咨询和投诉渠道，听取社会公众对本单位改进工作作风、提高办事效率、加强依法行政方面的意见和建议。

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乐昌市住房和城乡建设管理局

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