

## Special Event Permit Application

File number
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### Promoter information (please print)

Promoter name	Telephone
Promoter address	E-mail

### Property owner/occupier information (please print)

Owner/occupier name	Telephone
Property address	E-mail

### Event information (please print)

Event name			
Event dates	Event times	Setup dates	Takedown dates

**Total number of expected spectators and participants including volunteers**

- I have attached a statement describing the proposed arrangements per the requirements listed on reverse of this form.
- I have attached a sketch plan of the property per the requirements listed on reverse of this form.
- I have attached all supporting documents as listed on reverse of this form.
- My event will involve the serving, selling or consuming of alcohol. I have attached a copy of the completed Request for Support of a Special Occasion License form.

Applicant name	Signature		
Date of application	Telephone	E-mail	

### For Office Use

Received by	Date received	Reviewed by	Approved by
Application fee	Security deposit	Receipt number	
Special instructions			

#### Notice of collection of personal information

Personal information on this application form is collected for the administration, enforcement and processing of this application. The personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and CVRD bylaws. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to the FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 600 Comox Road, Courtenay, BC or at 250-334-6000.

## Special Event Permit Application required documentation

The following documents including written approvals and any relevant supporting documents are required to support your application as detailed in Bylaw No. 395 being “Comox Valley Regional District Special Events Bylaw No, 395, 2016”:

- Written approval of registered owner and occupier of the land(s)
- Written approval of health officer (Island Health) responsible for the area(s)
- Written approval of RCMP officer or designate in charge of the area(s)
- Written approval of fire chief responsible for the area(s)
- Where the event is multi-jurisdictional, confirmation of extra-jurisdictional approvals
- Proof of insurance in a form and with an insurer acceptable to the regional district
- Application fee in accordance with section 6 of Bylaw No. 395
- Security in accordance with section 7 of Bylaw No. 395
- Written undertaking in a form acceptable to the regional district

### Requirements for statement describing the proposed arrangements:

- a. management of access and egress to and from special events site(s);
- b. security and crowd control including harm reduction measures and strategies;
- c. fire protection, which shall include a copy of the applicant's letter and fire plan as sent to the BC Wildfire Services and local fire chief if applicable;
- d. first aid;
- e. water supply systems as defined by the *Drinking Water Protection Act*;
- f. sanitary facilities;
- g. garbage, recycling, wastewater, and organics collection and removal, and consideration of bear smart guidelines;
- h. food premises including offsite storage of food and food related equipment, cold storage and ice trucks;
- i. emergency medical facilities;
- j. source of heat for cooking facilities (if any);
- k. power to support all of the above;
- l. land disturbance, dust and sediment control; and
- m. noise control to protect the quiet, peace, rest, enjoyment, comfort and convenience of neighbouring residents and the general public.

### Requirements for sketch plan of the property for event:

- a. location and use of existing structures;
- b. location and use of any temporary structures proposed for the special event including any temporary seating arrangements which may be proposed;
- c. location and size of parking areas;
- d. location, number and arrangement of washrooms and other sanitation facilities;
- e. location, size and nature of garbage disposal, recycling, and composting containers;
- f. location, size and nature of domestic water dispensing facilities;
- g. location of cooking facilities and other food and drink preparation, if such are proposed;
- h. location of first aid sites and equipment;
- i. location of any water body within 30 metres of the proposed site;
- j. access points;
- k. emergency evacuation route; and
- l. where a special event is to occur on more than one property, a sketch plan showing (a) to (k) above is required for each property.