



SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Fee Submitted: _____

Date of Receipt: _____

Permit #: _____

Roll #: _____

I / We hereby make application under the current Brazeau County Special Events Bylaw for a Special Event Permit. The plans and information submitted herewith are for this application.

1. Pre application checklist – please use the table below as a pre-application checklist.

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| a. Have you reviewed the attached 'Special Events Bylaw' (Bylaw 1005-18)? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Have you drawn up a plan of the event based on the requirements of the Bylaw? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. Have you had a pre-application meeting with County Staff regarding the event? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If you have answered 'No' to any of the above questions, please contact the Planning and Development department as soon as possible to discuss your application. *****Note: As per the Bylaw all applications must be received 60 days prior to the proposed date of the event*****

2. Application Requirements

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| a. Completed application form | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Certificate of title (for the lands where the event is being held) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. Site plan of event | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

3. Contact and personal information – if there is more than one applicant the information can be provided on a separate page. See subsections 7.1 and 7.2 of Special Events Bylaw.

a. Name and Mailing Address of the landowner(s)

P/C

Email: _____

Phone: _____

Cell: _____

Fax: _____

b. Name and mailing address of the applicant(s)

P/C

Email: _____

Phone: _____

Cell: _____

Fax: _____

c. Please indicate the age of the applicant(s)? _____

d. Please indicate the rural address of the applicant(s) residence? _____

e. Name and mailing address of the applicant(s)

P/C

Email: _____

Phone: _____

Cell: _____

Fax: _____

4. Particulars of the property where the event will be held

- a. All/part of the _____ W5M
 $\frac{1}{4}$ Section Section Township Range
- b. All/part of _____
 Lot Block Plan
- c. Rural Address: _____
- d. Area of Parcel: _____
 Acres Hectares
- e. How is the land designated/zoned under the current Land Use Bylaw? (e.g. Agricultural, Hamlet Residential) _____
- f. Describe the existing use(s) of the property (e.g. bare land, residential, haying/grazing): _____
- g. Are there any buildings on the property? Yes No
 If 'yes', will they be used for any part of the event? _____
- h.. Is the proposed development within 1.6 km (1 mile) of a provincial highway? Yes No
 If 'yes', the highway is: _____
- i. Is the land situated within 100 m (328 ft.) of a sour gas facility? Unknown Yes No
- j. Is the proposed development site within 100 m (328 ft.) of a gas or oil well? Yes No

5. Proposed event details

- a. A site plan is required. Please ensure that you complete section 8 of this application.
- b. Event name: _____
- c. Hours of operation: _____
- d. Start date including set up: _____ End date including take down: _____
- e. How many customers, participants and other persons are expected to attend the event? _____
- f. What is the maximum number of participants permitted on the grounds or premise at any one time? _____
- g. What provisions are being made if the number of participants is greater than expected? _____
- h. Please provide a written statement of the kind, character or type of concert or special event being applied for: _____

Please note if the information required for the above section(s) cannot fit in the space provided, please provide it on a separate page(s) when submitting your application.

- i. Please attach a detailed breakdown of your event as outlined in s. 7 and s. 9 of the Special Events Bylaw, please read these sections of the Bylaw carefully. The checklist below will help you to ensure that you have addressed the appropriate requirements. The information is to be provided on a separate sheet(s) and must be approved before the permit will be issued. **Locations of the items below, must be shown on the Site Plan (section 8).**
- Policing, security and protection (subsection 9.1 of Bylaw 1005-18)
 - Ambulance and first aid services/facilities (subsection 9.2 of Bylaw 1005-18)
 - Parking areas (subsection 9.3 of Bylaw 1005-18)
 - Access and parking control (subsection 9.4 of Bylaw 1005-18)
 - Road use (subsection 9.5 of Bylaw 1005-18)
 - Hours of operation (subsection 9.6 of Bylaw 1005-18)
 - Communications (subsection 9.7 of Bylaw 1005-18)
 - Fire protection (subsection 9.8 of Bylaw 1005-18)
 - Food concessions (subsection 9.9 of Bylaw 1005-18)
 - Water and sanitation facilities (subsection 9.10 of Bylaw 1005-18, please note there are various sections)

5.

- Solid Waste (subsection 9.11 of Bylaw 1005-18)
- Liquor sales (subsection 9.12 of Bylaw 1005-18)
- Overnight accommodation, illumination of the premises (subsection 9.13 of Bylaw 1005-18)
- Public liability insurance (subsection 9.14 of Bylaw 1005-18)
- Animal control if required (subsection 7.7 of Bylaw 1005-18)
- Miscellaneous requirements (subsection 9.15 of Bylaw 1005-18), any miscellaneous requirements may be specific to your individual event. These would be determined through meetings with staff.

6. **Right of entry authorization – to be signed by the registered owner(s) of the lands.**

I/We, _____ give my/our consent for Right of Entry to my/our lands which
print name
are subject of this application for the purpose of a site inspection.

Date	Signature
Date	Signature

7. **Landowner(s) signatures**

I/We, _____ hereby certify that I/we am/are the registered owner(s)
print name
of the lands and that the information given on this form and site plan is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Date	Signature
Date	Signature

Applicant(s) signatures (if other than the registered landowner)

I/We, _____ hereby certify that I/we am/are the agent authorized
print name
to act on behalf of the registered owner(s) and that the information given on this form and site plan is full and complete and is, to the best of my/our knowledge, a true statement of the facts relating to this application.

Date	Signature
Date	Signature

****The information on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of this application. If you have questions about this collection or require further information please contact Planning and Development, Brazeau County, Box 77, Drayton Valley, Alberta, T7A 1R1, telephone 780.542.7777 or email planning@brazeau.ab.ca ****

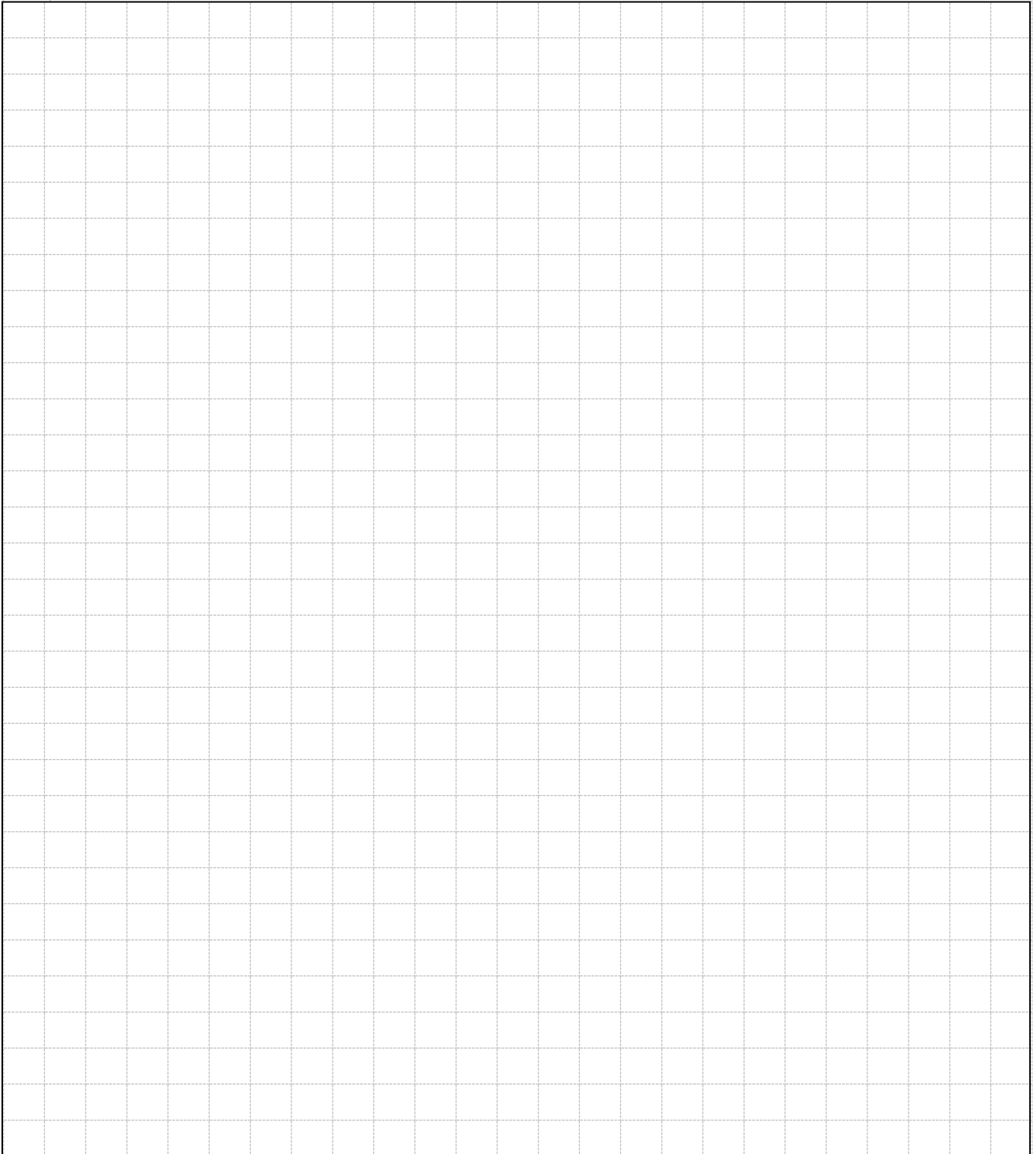
8. **Site plan.** The site plan may be provided on this page or attached as a separate page. Please review the checklist in section 6 above to ensure that all required information is shown.

SCHEDULE A

This section is for office use only:

Date Approved:

Approved By:



Scale: _____