



SPECIAL EVENTS PERMIT AND TEMPORARY ROAD CLOSURE – APPLICATION FORM

OFFICE OF THE CITY ENGINEER
944 James Street, Woodstock, ON N4S 0A7
Telephone: 519-539-2382 (3105)
Email: tgdanski@cityofwoodstock.ca

APPLICATION DATE: _____ PERMIT NO.: _____

CONTACT INFORMATION – PRINT CLEARLY

Applicant/Organization Name: _____

Contact Name (if different): _____

Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION – PRINT CLEARLY

Name of Event: _____

Date of Event: _____

Time of Event: *(Include set up and take down time)* Start time: _____ End Time: _____

Type of Event: Block Party Run/Walk Event Other _____

Number of Participants Expected: _____

Applicant/Organizer has advised all residents in vicinity of event: NO YES

Acknowledgement Form must be included with the application and must be legible.

Is a Road Closure Required? NO YES

If Yes: Full Road / Lane Only: List # of Lanes _____

For Lanes Description: Include westbound (WB), southbound (SB), etc. Show closures on map.

Is Police Assistance Required? NO YES - *Please see conditions on the back of the application for Police Service's contact information.*

Will there be music at this event? NO YES / If Yes: Live Band or DJ

If yes, you must still adhere to the Noise Bylaw Chapter 0827(Woodstock Municipal Codes).

Will you be selling food at this event? NO YES / If Yes: *you must contact the Clerks Department for a Refreshment Vehicle Licensing Application and provide an approved copy with your application. **No alcohol is permitted on city property.***

Describe Intended Closure/Route: *Attach additional sheet if space is not adequate for full details.*

A SITE PLAN/MAP MUST BE SUBMITTED WITH THIS APPLICATION.

Map must show all routes and exact location of road closures. Street names must be properly labeled and legible. Map must also include location of all activities such as but not limited to bouncy castles, music, BBQ, etc. Activities must all be set up on private property.

CONDITION REQUIREMENTS

Applicant/Organizer hereby agrees to all the condition requirements noted below for this special events / road closure permit.

1. The Application and the neighbourhood acknowledgement form must be submitted a minimum of **three (3) weeks** prior to the event.
2. The road closure is restricted to the roadway area specified in the map provided with this application and must follow all provisions noted in the Special Events Road Closure Bylaw, Chapter 837.
3. The Organizers agree to notify all property owners along route of the event and to advise them that vehicular access to all properties on the street will still be available and attach acknowledgement of notification form with application.
4. The Organizers agree to accept responsibility to ensure there are no violations to the City's Noise By-law, provincial laws and regulations concerning the consumption of alcohol.
5. The Organizers agree to follow all the provisions stated in the Special Events Road Closure Bylaw, Chapter 837.
6. If Police assistance is requested, please contact the Administrative Sergeant, Woodstock Police Services by email at specialevents@woodstockpolice.ca or by phone at 519-421-2800 ext. 2601.
7. It is the Organizers responsibility to **notify all emergency services 48 hours prior** to the closure with the name of the event, date, and time of the closure. Non-emergency Police/Fire/Ambulance contact phone number is 519-537-2323.
8. The Organizers will be responsible to set up and take down appropriate road closure devices as per the requirements of the Public Works Department. The Public Works Department will deliver the devices on the weekday afternoon prior to the event and collect same on weekday morning after the event. No rental charge will apply but costs for damaged or missing signage will accrue to the applicant/organizer of this event.

I/We, as Representatives/Organizers of the event agree to the above conditions and have enclosed all necessary documents for approval.

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date

OFFICE USE ONLY

THE CORPORATION OF THE CITY OF WOODSTOCK

City Engineer/Designate Signature

Date

NEIGHBOURHOOD ACKNOWLEDGEMENT FORM FOR SPECIAL EVENTS PERMIT APPLICATION

NOTE: To be approved for a Special Events Permit, a minimum of 60% of the affected neighbours must sign and complete the form below. (e.g.: If there are 11 houses on Street A between Street B and Street C, 7 houses will need to sign the form for approval to be considered.

Name of Event: _____

Date of Event: _____

Time of Event: _____

By signing and completing the form below, residents are confirming they are in favour or have no concerns with the planned event. The City of Woodstock may contact signatories to confirm the veracity of information submitted.

ADDRESS	RESIDENT NAME (PRINT)	SIGNATURE	PHONE NO. OR EMAIL

Protection

Chapter 0837 Special Event Road Closure

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Article 1 - Citation

837.1.1 Citation

This Chapter may be cited as the "Special Event Road Closure By-law."

Article 2 - Interpretation

837.2.1 City - defined

"City" means The Corporation of the City of Woodstock.

837.2.2 Closed Area - defined

"closed area" means the area of a Highway closed for the holding of an event as specified in the authorizing City by-law.

837.2.3 Emergency Access Route - defined

"emergency access route" means a pathway that is three metres on either side of the centre line of the Highway that is to be maintained obstruction free to provide emergency response vehicles access through the Closed Area.

837.2.4 Event - defined

"event" means any event of a social, recreational, sidewalk sale, community or athletic purpose.

837.2.4 Fire Hydrant Access Area - defined

"fire hydrant access area" means the area within two metres of every municipal or private hydrant located within the closed area and a two metre wide direct pathway from the edge of the Emergency access route perpendicular to a municipal or private hydrant located within the closed area.

837.2.5 Highway - defined

"highway" means a common and public highway and includes any bridge, trestle, viaduct, sidewalk or boulevard adjacent to a highway or other structure forming part of the highway and includes a portion of a highway.

837.2.6 Obstruction - defined

"obstruction" means an object that is not easily moveable, a vehicle, a stand, a booth or a structure of any kind.

Article 3 - Application

837.3.1 Application

This Chapter shall apply to every temporary closing of a Highway for the purpose of an event as authorized by City by-law.

Article 4 - Special Events

837.4.1 Emergency access route - organizer responsibility

No person in charge of organizing or operating an Event shall cause or permit any obstruction to be located within the emergency access route in the closed area other than as permitted elsewhere in this Chapter.

837.4.2 Emergency access route - obstruction - prohibited

No person shall cause or permit any obstruction to be located within the emergency access route in the closed area other than as permitted elsewhere in this chapter. (See Set Fine)

837.4.3 Hydrants - organizer - obstruction prohibited

No person in charge of organizing or operating an event shall cause or permit any obstruction to be located within the fire hydrant access area.

837.4.4 Hydrants - obstruction - prohibited

No person shall cause or permit any obstruction to be located within the fire hydrant access area. (See Set Fine)

837.4.5 Hydrants - obstruction - exemption

Sections 837.4.3 and 837.4.4 shall not apply to obstructions that are City approved permanent structures.

837.4.6 Obstruction - exemption - moveable barriers

Sections 837.4.1, 837.4.2, 837.4.3 and 837.4.4, inclusive shall not apply to easily moveable temporary barriers which are located at the entry points of an emergency access route.

837.4.7 Barriers - removal - location

No person in charge of organizing or operating an event shall fail to remove all temporary barriers from the highway at the conclusion of the event and relocated them to an area that does not impede traffic, obstruct vision on a Highway, or obstruct a hydrant.

837.4.8 Access route border line - marking- responsibility

No person in charge of organizing or operating an event shall fail to place and maintain a border line, using chalk or other such temporary material, on the surface of the highway in the closed area that indicates the emergency access routes and fire hydrant access areas that are to remain clear of obstructions. (See Set Fine)

Article 5 - Enforcement

837.5.1 Fine for - contravention

Any person who contravenes any of the provisions of this Chapter is guilty of an offence and upon conviction is liable to a fine or penalty as provided in

the *Provincial Offences Act*.

837.5.2 Separate Offence - daily

Each day a violation of this Chapter continues shall constitute a separate and distinct offence under this Chapter.

Article 6 - Enactment

837.6.1 Enforcement - duties

It shall be the duty of the Woodstock Police Service, Woodstock Fire Department Assistant to the Fire Marshal, City of Woodstock Municipal Law Enforcement Officers, or any of the above mentioned designates, to enforce the provisions of this Chapter.

837.6.2 By-law - previous

All previous by-laws, parts thereof or any amendments thereto inconsistent with this Chapter are hereby repealed

837.6.3 Effective date

The by-law upon which this Chapter is founded comes into force and takes effect on September 20, 2012 by By-law Number 8799-12. By-law 8799-12, September 20, 2012.