



GUIDE TO UNDERSTANDING UXBRIDGE'S SPECIAL EVENT BY-LAW

WHAT IS A SPECIAL EVENT?

A special event includes public or private events such as:

- Concerts, festivals, parades, races, or shows.
- Charity fundraisers, car rallies, or fairs.
- Events with 1,000+ attendees or amusement devices.
- Any gathering that may impact traffic, noise, or public property.

If your event includes vendors, alcohol, amplified sound, large crowds, or road/park use – you likely need a **Special Event Permit**.

WHEN IS A PERMIT REQUIRED?

A permit is required if your event:

- Takes place on Township property or affects public infrastructures (e.g., roads, sidewalks, parks).
- May impact noise, traffic, health, safety, or sanitation.
- Expects large attendance or uses amusement rides, vendors, or temporary structures.



WHEN DO I APPLY?

Submit a complete application at least 60 days before the event.

Applications missing required documents or submitted late may be denied.



HOW TO APPLY?

Complete the Special Event Permit Application

Available from the Township Clerk's Office or Website.

Include with your application:

- Application Fee: \$500.00,
- Proof of \$5 Million Liability Insurance (naming the Township and Region as additional insured),
- Criminal reference check with vulnerable sector screening (dated within 1 year),
- Site plan showing event layout,
- Letters of approval from agencies such as:
 - Durham Regional Police,
 - Fire Department,
 - Durham Region Health Department,
 - Ambulances Services,
 - Conservation Authority (if applicable),
- Special Occasion Permit (if alcohol will be served),
- Washroom & waste management plan.

FEES

Description	Fee
Application Fee (non-refundable)	\$500.00
Permit Replacement Fee	\$25.00
Amendment Fee	\$50.00
Hearing Fee (appeals)	\$125.00
Security Deposit (minimum)	\$2,500.00

Refunds: Deposits may be refunded after the event, less any Township service costs.

EXEMPTIONS

You may NOT need a permit if:

- You've entered into a written agreement with the Township or Region.
- The event is held in a theatre, community centre, or indoor facility with a facility rental permit.
- You're a charitable organization using Township property under a valid agreement (application still required).

IMPORTANT NOTES

- Permits cannot be transferred or sold.
- You must display your permit during the event.
- You are responsible for ensuring all by-laws, zoning rules, and safety standards are followed.
- Enforcement may occur for non-compliance, and fines may apply under the Municipal Act.

SUBMIT YOUR APPLICATION TO:

Clerk's Department

Township of Uxbridge
51 Toronto Street South, Uxbridge ON

✉ clerks@uxbridge.ca | ☎ 905-852-9181

NEED HELP?

Not sure if your event requires a permit?

Need guidance with the application?

We're here to help. Contact the Clerk's Office early in your planning process – we'll guide you every step of the way.

☎ 905-852-9181

✉ clerks@uxbridge.ca

🌐 uxbridge.ca

Township of Uxbridge

By-law 2014-020: A By-law to Regulate and Govern the Holding of Special Events in the Township of Uxbridge.

Enforced by Municipal Law Enforcement Officers and subject to penalties under the Municipal Act.