

# Township of Uxbridge



## Special Event Permit Application

### By-law No. 2014-020 – Regulating and Governing the Holding of Special Events

#### Application Instructions

- Please complete all applicable sections.
- All required documents and fees must be submitted for the application to be processed.
- A checklist is provided on the next page to assist you.

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#### ◆ Applicant Information

**Special Event Permit Holder (Legal Name):**

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**Event Operating Name (if different):**

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**Name of Applicant:**

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*(If different from Permit Holder)*

**Municipal Address of Event:**

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**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:**

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Does the proposed event comply with Zoning By-law No. 1981-019, as amended?

☐ Yes      ☐ No

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### ◆ Event Details

#### Brief Description of Event:

*(Include type of event, estimated attendance, date(s), and activities)*

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### ◆ Acknowledgement

By signing below, I certify that the information provided is complete and accurate, and I agree to comply with all provisions of Township of Uxbridge By-law No. 2014-020 and any applicable conditions of approval.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## Application Checklist

The following supporting documents must be attached to this application:  
(Please check the boxes to confirm inclusion)

Required Document	Attached
Criminal Reference Check (Permit Holder)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Original Insurance Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner's Written Approval (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed Site Plan (including parking, washrooms, water source, garbage, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Department Approval (Durham Region Medical Officer of Health)	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Required Document



Police Approval (Durham Regional Police Services – crowd & traffic control)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Department Approval (Fire Chief – fire protection plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Confirmation (e.g., St. John Ambulance)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building Department Approval (permits, washroom facilities – per OBC)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signage Review (By-law and Building Departments)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
AGCO Special Occasion Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Durham Food Safety Inspection Reports (if food vendors are present)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amusement Device List & Inspection Certificates (under Technical Standards and Safety Act, 2000)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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### ◆ Final Department Approvals (Internal Use Only)

(These must be signed prior to permit issuance)

Department	Signature
Director of Public Works and Operations	_____
Chief Building Official	_____
Director of Municipal Law Enforcement	_____
Fire Chief	_____

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### 📌 Submission Instructions

**Submit the completed application and fee to:**

**Clerk's Department**

Township of Uxbridge  
51 Toronto Street South, Box 190  
Uxbridge, ON L9P 1T1  
Clerks@uxbridge.ca



**! Note:** No permit will be issued until all fees are paid, all approvals obtained, and any outstanding Township business taxes are cleared.

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## **Fee Schedule**

Description	Fee
Special Event Permit	\$500.00
Permit Replacement Fee	\$25.00
Permit Amendment Fee	\$50.00
Hearing Fee (if required)	\$125.00
Security Deposit (minimum)	\$2,500.00

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## **Accessibility**

Township documents are available in alternate formats upon request.  
Submit the Accessibility Request for Alternate Formats Form or contact the Accessibility Coordinator at:

 905-852-9181 ext. 209 |  [Clerks@uxbridge.ca](mailto:Clerks@uxbridge.ca)

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## **Privacy Notice**

Personal information on this form is collected under the authority of the *Municipal Act, 2001* and *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, s. 39(2). It will be used to administer and enforce the Township's Special Event Permit Program. Questions may be directed to the Clerk's Department at the address listed above.

### **For Office Use Only**

GL Code for Processing: **1-13-132-0164-9317**

Description: **By-Law Special Event Application**