

Submission Instructions:

Your completed application form, fee, and all necessary supporting documentation shall be submitted to the Municipal Law Enforcement Division, 2611 Trulls Road, Courtice ON L1E 2N3. For more information regarding this application process contact the Legislative Services Department at 905-623-3379 ext. 2105.

Part 1 – Applicant/Contact Information

Name	Telephone (Home)	Telephone (Cell)
Address	City, Province	Postal Code
Email	Fax	
Business Name	Phone	

Part 2 – Address of Location for On-Farm Special Events

Address/Location of Premises

City, Province

Part 3 – Application Supporting Documentation

The applicant must submit the following documents. **All documents must be current within the last 30 days where noted**

Item	Needed	Date Received
Liability Insurance – Listing the Municipality of Clarington as third party insured for at least \$5,000,000.		
Ownership of Property – Written proof, satisfactory to the Director, that applicant is owner of property		
Articles of Incorporation – Proof of valid Ontario business registration number		
Site Map – Detailed diagram of the property approved by the Municipality		
Licence Fee – A licence fee of \$250		

Part 4 – Acknowledgement of Conditions

The undersigned applicant agrees to the following:

1. No person shall conduct an On-Farm Special Event without a Licence.
2. The Owner or designate must be on scene during the On-Farm Special Event.
3. No Person shall contravene any condition of site plan approval, or any provision within a site plan agreement made pursuant to section 41 of the Planning Act, R.S.O. 1990, c. P.13, that is applicable to land that is subject to this By-law.
4. No Owner shall permit any activity on their property within the Municipality that is prohibited by this By-law.
5. Nothing in this By-law exempts an Owner of a farm property from any requirement in any Zoning By-law, or in any way changes the land uses permitted for a farm property pursuant to any Zoning By-law.
6. No person conducting an On-Farm Special Event shall permit more than the maximum number of attendees as stated in the zoning permission to attend the event, including persons participating in or working at the event.
7. Every Licence shall be posted in a conspicuous location on the premises of the On-Farm Special Event.
8. A Licensee shall comply with all conditions of a Licence.

Signature of Applicant	Date
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Part 7 – Office Approval

Municipal Law Enforcement Office Approved by:	Date:
Zoning Verified By	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Building Division Approved by	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Services Approval By	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No

Personal information provided with this application is collected under the authority of the *Municipal Act* and will be used for the purpose of making a determination on the application and maintaining a business record upon acceptance. Questions concerning this collection may be addressed to the Municipal Clerk at 905-623-3379 ext. 2109, 40 Temperance Street, Bowmanville, ON L1C 3A6.