

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131.



Special Event Road Occupancy Permit Application

Submission Requirements

Certain special events held on roads can have minimal impact on the surrounding area, while other ones require major involvement of various organizations. In order to help you obtain a permit for your event, a summary of steps and requirements was prepared to better help you get ready for your activities.

The attached application can be completed in several ways for your convenience:

- Complete electronically, save to your computer and email to spotrykus@clarington.net
- Print, complete and submit in person at the address listed at the bottom of the page
- Print, complete, scan and submit to spotrykus@clarington.net

It is highly recommended that an electronic version is submitted, as it will help coordinate your event with all other agencies involved and speed up the review process.

Requirements:

1. You must be at least 18 years old (or an authorized representative of a corporation) to apply.
2. If you apply on behalf of a registered charity or registered not-for-profit organization, you must provide us with the registration number.
3. Please indicate if your event is using any of the following regional highways:
 - Regional Highway 2, except:
 - i. King Street in Bowmanville - from Regional Road 57 to Haines Street
 - ii. King Avenue in Newcastle, from Baldwin Street to the Midblock Pedestrian Signal at the Public Library
 - Regional Road 3 (Concession Road 8 west of Regional Road 57)
 - Regional Road 4 (Taunton Road)
 - Regional Road 9 (Ganaraska Road, east of Highway 35/115)
 - Regional Road 14 (Liberty Street, south of Taunton Road)
 - Regional Road 17 (Main Street in Orono and Mill Street in Newcastle)
 - Regional Road 18 (Newtonville Road north of Highway 401)
 - Regional Road 20 (between Regional Road 57 and Highway 35)
 - Regional Road 22 (Bloor Street, west of Courtice Road)

Corporation of the Municipality of Clarington

40 Temperance Street, Bowmanville, ON L1C 3A6 T. 905-623-3379 F. 905-623-9282 www.clarington.net



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- Regional Road 34, north of Regional Road 4 (Enfield Road)
- Regional Road 34, south of Regional Road 4 (Courtice Road)
- Regional Road 42 (Darlington-Clarke Townline south of Taunton Road)
- Regional Road 55 (Clarington/Oshawa Townline Road, between Taunton Road and Bloor Street)
- Regional Road 57 (north of Highway 401)

These roads are under The Region of Durham jurisdiction and a separate permit must be obtained directly from the Region.

4. Please use the following links to verify and indicate if your event will affect any of the [GO Transit](#) and [Durham Region Transit](#) routes.
5. Durham Regional Police Service requires that a separate Community Event Description form be completed to better assist in determining their assistance, which will be supplied to you with this application, as necessary.
6. If you need to book any of the municipal recreational facilities (municipal swimming pools, arenas, banquet halls, etc.), they must be booked separately through the Community Services Department at communityservices@clarington.net or by calling the specific facility.

If you need to book a sports field or park, or to rent available materials for the event, it must also be done separately through our Operations Department at 905-263-2291 or operations@clarington.net

7. If you plan on posting temporary signage promoting your event, please follow this [Special Event Signage Policy](#).
8. Please be mindful of residents whose schedules coincide with your event. Ensure that all affected properties are directly notified of the closure at least 10 days before the event.
9. Have a safe and enjoyable event - always plan for emergency situations.

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Permit No.

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An application review fee of \$500.00 is due at time of submission and is non-refundable (except exempt applicants as per By-law 2014-021).

Application must be received by the Municipality of Clarington no later than 60 days prior to the event in order to safely and efficiently coordinate the event with other agencies/organizations. Short notice applications may not be able to receive all necessary approvals or support.

Event Information

1. Location

Event name _____

Event date _____ Event time from _____ to _____

Event type Walk/run Race Parade Other _____

Start location _____

Event description (route, area, etc., attach additional pages if required)

End location (if applicable) _____

Important:

A route map or plan of activities including all proposed closure locations must be attached to the application.

Expected number of participants _____ Volunteers _____

Road closure required Sidewalk closure required

Regional road affected (If yes, contact Region of Durham, 1-866-786-8116)

Transit route affected (GO Transit and Durham Region Transit routes)

Permit No.

2. Additional Event Information (separate permits may be required)

- Promotional signage** (Engineering Services special event signage permit)
- Fireworks** (Emergency & Fire Services approval)
- Amusement devices** (Municipal Law Enforcement, TSSA clearance)
- Food sales or service** (Municipal Law Enforcement, Regional Health Dept. permit)
- Sound equipment** (Municipal Law Enforcement permit)
- Combustible fuel powered equipment** (Emergency & Fire Services approval)
- Vendors** (Municipal Law Enforcement permit)
- Vehicles** (including floats or displays) Anticipated # of vehicles _____
- Exotic pets** (Animal Services permit)
- Temporary structures** larger than 10m² – Building permit
- Tents** larger than 30m² – Emergency & Fire Services approval
 larger than 60m² – Building permit

3. Municipal Assistance Request

(Contact communityservices@clarington.net or operations@clarington.net for more info on requesting municipal assistance or facility rental)

Quantity of materials required

Picnic tables _____ Garbage cans _____ Safety vests _____

Traffic cones _____ Traffic barrels _____

Other _____

Insurance Information

A certificate of insurance in the amount of \$2,000,000 with the **Municipality of Clarington** as an additional named insured **MUST** be included with this application. Additionally, if the event includes the use of regional highways and roads, the **Region of Durham** must be named as additional insured.

Insurance policy # _____

Certificate attached

Insurance company _____

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Applicant Information

Charity/Not-For-Profit Organization Name _____

Charity/Not-For-Profit Registration # _____

Contact person _____ Phone _____

Email address _____ Alt phone _____

Address _____ Postal code _____

Alt contact person _____ Phone _____

Email address _____ Alt phone _____

Address _____ Postal code _____

The permit holder is responsible for notifying all residents, property owners, Churches and other places of gathering whose sole route of accessing their properties is affected by the road/sidewalk closures associated with the event. Notices must be delivered either in person or through the use of such services as Canada Post.

The permit may be revoked/withdrawn or the event stopped if any federal, provincial or local laws or regulations are violated.

Applicants must adhere to any requirements, if such are given by the Municipality or other agencies/organizations involved.

By submitting this form, I hereby agree to the conditions set out by the Municipality of Clarington and agree to assume all costs for damage, lost property and any other agreed charges which may be incurred as a result of this event. I hereby agree to waive, release, discharge, indemnify and hold harmless The Municipality of Clarington, its officers, agents and employees from any and all liabilities or claims made as a result of this event. I hereby certify that I have read this document, understand its contents and am authorized to sign this document on behalf of all members of the group I represent.

Applicant's name _____

Date _____

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This page for review use only

Clarington Operations

operations@clarington.net

905-263-2291

Reviewed by _____

Date _____

Comments

Clarington Emergency & Fire Services

gweir@clarington.net

Reviewed by _____

Date _____

Comments

Durham Regional Police Service

3208@drps.ca

905-579-1520 x.1639

Reviewed by _____

Date _____

Comments

Durham Region Traffic

carolyne.kift@durham.ca

1-866-786-8116

Reviewed by _____

Date _____

Comments

GO Transit

brian.reveiro@metrolinx.com

416-202-6979

Reviewed by _____

Date _____

Comments

Application approved by _____

Date _____

Traffic notice circulated _____

Date _____

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