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## 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](mailto: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](mailto: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](http://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](mailto: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](mailto: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 10m<sup>2</sup> – Building permit
- Tents**    larger than 30m<sup>2</sup> – Emergency & Fire Services approval  
                  larger than 60m<sup>2</sup> – Building permit

### 3. Municipal Assistance Request

(Contact [communityservices@clarington.net](mailto:communityservices@clarington.net) or [operations@clarington.net](mailto: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 \_\_\_\_\_

# Special Events Road Occupancy Permit Application

Permit No.

## 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 \_\_\_\_\_

## Special Events Road Occupancy Permit Application

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**This page for review use only**

**Clarington Operations**

[operations@clarington.net](mailto:operations@clarington.net)

905-263-2291

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments

**Clarington Emergency & Fire Services**

[gweir@clarington.net](mailto:gweir@clarington.net)

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments

**Durham Regional Police Service**

[3208@drps.ca](mailto:3208@drps.ca)

905-579-1520 x.1639

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments

**Durham Region Traffic**

[carolyne.kift@durham.ca](mailto:carolyne.kift@durham.ca)

1-866-786-8116

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments

**GO Transit**

[brian.reveiro@metrolinx.com](mailto:brian.reveiro@metrolinx.com)

416-202-6979

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments

Application approved by \_\_\_\_\_

Date \_\_\_\_\_

Traffic notice circulated \_\_\_\_\_

Date \_\_\_\_\_

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