



SPECIAL EVENTS PERMIT APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for a **Special Events** permit in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing as per the Special Events By-law posted in the [By-law Library](#). For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

- Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
- Mail** to the By-law and Compliance, Licensing and Permit Services Department.
- Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
- By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an "authorized agent" may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant	Persons who may:
	<ol style="list-style-type: none"> submit the application; and who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

THE APPLICATION
Section 1 – Event Information

Please indicate the type of event you are intending to hold. Note that application fees, including deposits, are listed at www.vaughan.ca/businesslicensing.

- Special event permit – up to 250 people
- Special event permit – up to 500 people
- Special event permit – up to 1,000 people
- Special event permit – more than 1,000 people

Start and end dates and times

Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm

Alternate start and end dates and times

Ex.: 14/2/2021 12 pm to 16/2/2021 12 pm

Event name
Description of event

Please provide an overview and include any factors that may require additional measures to mitigate potential health, safety, nuisance and consumer protection concerns, such as imitation guns or weapons, bombs, or fire.

If this is an event, please indicate all of the proposed event activities

- | | |
|---|--|
| <input type="checkbox"/> Amusement devices | <input type="checkbox"/> Motorcycle ride |
| <input type="checkbox"/> Athletic events | <input type="checkbox"/> Outdoor exhibition |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Procession |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Refreshment vehicle event |
| <input type="checkbox"/> Food vendors | <input type="checkbox"/> Social events |
| <input type="checkbox"/> Inflatable devices | <input type="checkbox"/> Street party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Other: |

Venue name (if applicable)
Venue address of event (street no, street name) in Vaughan
Venue unit

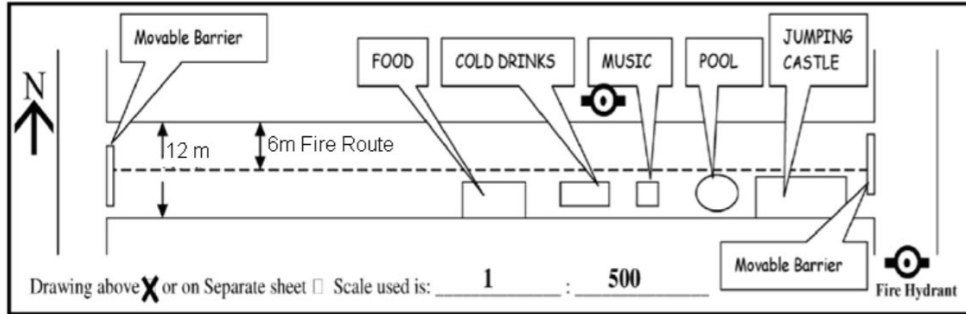


Venue's business telephone number		Venue's email address
Is your event at a City of Vaughan facility? <input type="checkbox"/> No <input type="checkbox"/> Yes, with City of Vaughan contract number: _____		
What is the capacity of the venue (if applicable)?	What is the maximum number of people who will be attending the event at any one time?	What is the expected number of attendees over the course of event?
Section 2 – Applicant Information		
The applicant is the entity seeking to obtain the permit.		
Registered business name (as per Articles of Incorporation or Master Business License)		Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Operating business name (if different than registered business name)		
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)		
Address (street no, street name)		Unit
Municipality		Province
Country		Postal code/ zip code
Email address	Telephone Number	
Mailing address (if different from above)		
Address (street no, street name)		Unit



Municipality		Province
Country		Postal code/ zip code
Section 3 – Authorized Agent This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).		
Name of authorized agent (first name, last name)		
Business telephone number	Business email	
What will the Authorized Agent do on behalf of the applicant? Select all activities that apply.		
<input type="checkbox"/> Apply for a business licence or permit, including payment <input type="checkbox"/> Renew a business licence or permit, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application <input type="checkbox"/> Update information with respect to the licence, permit or application <input type="checkbox"/> Cancel the licence, permit or application <input type="checkbox"/> Other, as described here:		
Section 4 – Road Closures and Venue Layout If an event is intended to be held on a public road or boulevard, then a deposit must be paid at the time of application, as per the Special Events by-law at www.vaughan.ca/businesslicensing .		
Will there a partial or intermittent road closure? <input type="checkbox"/> No <input type="checkbox"/> Yes, as described below:		
Is your event intended to be held on a public road or boulevard? <input type="checkbox"/> No <input type="checkbox"/> Yes, at the following location:		
Proposed road closure start and end dates and times Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm	Alternate road closure start and end dates and times Ex.: 31/12/2020 12 pm to 2/1/2021 12 pm	

Please upload or sketch your venue's layout, any road closures, and all permanent and temporary structures, including any tents and stages. This example illustrates the minimum required components for your site plan.



Section 5 – Other Event Information

Will there be a tent or stage at the event? If yes, review this [Building Standards](#) webpage to confirm if a permit is required. If you have any questions, contact Building Standards at buildingstandards@vaughan.ca or 905-832-8510.

- Yes
- No

Would you like to serve alcohol at your event?

If yes, the City Clerk's Office will review your request and if approved, provide an Alcohol Support Letter for your submission to the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#).

- Yes
- No

Event of Municipal Significances

Unless you are a charitable or not-profit organization, in order to profit off of the sale of alcohol, the event must be an “Event of Municipal Significance”, one which has local, regional, national or international historical or cultural significance; builds awareness of diverse cultures; and/or benefits the community at large.

Are you seeking to hold an Event of Municipal Significance?

- Yes
- No

Section 6 – Food vendors (if applicable)

If you would like to have refreshment vehicles at the event, such as food trucks or carts,

- Provide a list below.
- If the refreshment vehicles are **not** licensed in the City of Vaughan, provide them with this [invitation](#). Once your Special Event permit is approved, the refreshment vehicles can use this invitation to apply for a [Refreshment Vehicle Event](#) permit, which is needed to operate at your event.

Food vendor name	Ontario licence plate	Vaughan refreshment vehicle licence number (if applicable)

Section 7 – York Region’s Form – Food Vendors, Personal Services And Petting Zoos

If you intend to have a special event that includes food vendors, personal services (such as tattooing), or petting zoos, the Regional Municipality of York (York Region) requires organizers to submit a form(s) to them. Visit <https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners> to complete the forms online or download the Region’s forms.

Please select one of the following:

- I have submitted the required Organizer form to York Region and advised all food vendors and petting zoos that York Region requires that they submit Vendor and Petting Zoos forms to the Region as well.
- My event does **not** involve food vendors, personal services and/or petting zoos.

Section 8 – Community Service Organization and Charitable Organizations

A Charitable Event and events held by a “Community Service Organization” shall be exempt from the permit application fee. A “Community Service Organization” or “CSO” means a City-approved, Vaughan-based, not-for-profit community organization run by an elected and volunteer board of directors whose prime purpose is to provide recreation, cultural, leisure or community services to the residents of Vaughan. Groups must be comprised of a minimum

<p>of 75% residents except in the case of minor sports groups (aged 19 and under) that must be comprised of a minimum of 90% house-league residents. After reviewing the application, staff will confirm if the application fee will be waived.</p>	
<p>Is the applicant a Charitable Organization?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Charity Registration Number</p>
<p>Is the applicant a Community Service Organization?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p>Section 9 – Required documents</p> <p>The following documentation must be submitted with your application.</p>	
<p>Item</p> <p>Check the box below to indicate you have included the item.</p>	<p>Description</p>
<p><input type="checkbox"/> Canadian Government-Issued Identification</p>	<p>Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.</p>
<p><input type="checkbox"/> Business Registration Documents</p>	<p>Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)</p>
<p><input type="checkbox"/> Letter to residents and businesses, to be distributed at least 48 hours in advance.</p>	<p>A letter which will be sent to nearby resident and businesses notifying them of the event details, including, but not limited to, event details, road closures, expected noise, impact on parking and on-site location manager information for the duration of the event.</p>
<p><input type="checkbox"/> Proof of Insurance</p>	<p>Proof of insurance of at on the City's standard Certificate of Insurance, linked to vaughan.ca/BusinessLicensing.</p> <p>Minimum insurance requirements:</p> <ul style="list-style-type: none"> • outdoor exhibits - \$5,000,000 • other special events - \$2,000,000 • if inflatable devices are present, an additional \$2,000,000
<p><input type="checkbox"/> Traffic Control Plan</p>	<p>This should include location, route maps, parking layouts, road closures, signs, barricades, security, and any paid duty officer locations (required for events within 30 m of an intersection with signals).</p>

<input type="checkbox"/> Crowd Control Plan	<p>This should identify any security concerns, written approval of York Regional Police (YRP) for how best to address them, and proof that the required number of YRP Officers have been arranged and secured for the proposed event. More information about paid duty officers is available at https://www.yrp.ca/en/services/Book-a-Paid-Duty-Officer.asp.</p>
<input type="checkbox"/> Emergency Response Plan	<p>This should include plans to protect the public, organizing staff and participants from any identifiable hazards and threats that may occur at the event. This should include approvals from Vaughan Fire and Rescue Services, York Regional Paramedic Services, YRP and details of any paid duty officers, firefighters and paramedics, and their access routes.</p>
<input type="checkbox"/> Athletic Event Release, Waiver and Indemnity form	<p>If the event is an athletic event, the applicant must include a copy of the Release, Waiver and Indemnity form that will be given to participants.</p>
<input type="checkbox"/> Noise Attenuation Plan	<p>This should include any noise mitigation plans and any Noise Exemption approvals if needed. See www.vaughan.ca/bylaw for more information.</p>
<input type="checkbox"/> Venue Layout	<p>If not included as a sketch or image earlier, it must be included as attachment.</p>
<input type="checkbox"/> Tent or Stage Site Plan	<p>If not included as a sketch or image earlier, it must be included as attachment.</p>
<input type="checkbox"/> Road Closure Site Plan (if applicable)	<p>If not included as a sketch or image earlier, it must be included as an attachment.</p>
<input type="checkbox"/> Erecting structure approvals for large tents and stages	<p>Approvals from the Building Standards department; contact (905)832-8510 for more information.</p>
<input type="checkbox"/> Technical Standards & Safety Authority (TSSA) documentation for Amusement Devices	<p>This includes a TSSA licence and permits for each ride. Visit https://www.tssa.org/en/amusement-devices/amusement-devices.aspx for more information.</p>
<input type="checkbox"/> Alcohol and Gaming Commission of Ontario (AGCO)	<p>If alcohol is being served, provide the AGCO Special Occasion Permit, Catering Licence/ Outdoor Extension , visit https://www.agco.ca/alcohol/special-occasion-permits-private-event for more information.</p>

<p>Special Occasion Events permit/ Catering Licence/ Outdoor Extension</p>	
<p><input type="checkbox"/> Electrical Safety Authority (ESA) approvals for any electrical equipment</p>	<p>Visit https://esasafe.com/ for more information.</p>
<p><input type="checkbox"/> Lottery licence for any raffles</p>	<p>Visit www.vaughan.ca/businesslicensing for more information.</p>
<p><input type="checkbox"/> Letter from owner</p>	<p>If the venue is on private property, letter from the owner giving permission to have the special event.</p>
<p><input type="checkbox"/> York Region's event form(s) (if you intend to have food vendors, personal services, or petting zoos)</p>	<p>The Regional Municipality of York (York Region) requires special event organizers who would like to have certain types of events to complete York Region's forms and submit them to the Region at least 30 days in advance of the event. The City also requires you to submit either the form(s) or approval emails from York Region with this application. Visit https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners to download the form.</p>
<p><input type="checkbox"/> Authorized Agent Identification (if applicable)</p>	<p>If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.</p>
<p>Section 10 – Declarations</p>	
<p>By signing below, the applicant (or the applicant through the authorized agent) certifies that:</p> <ol style="list-style-type: none"> 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge. 2) The person submitting this application has the authority to bind the applicant. 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281. 	

- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.
- 5) I understand that, if the Special Events permit is approved, it will be the applicant's responsibility to be compliant with all applicable by-laws and regulations, such as from the City of Vaughan, the Regional Municipality of York, and the Alcohol and Gaming Commission of Ontario.

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)

Signature of the authorized agent (if applicable)

Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)
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For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)
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