



# PUBLIC EVENT PERMIT APPLICATION

10-1408 Twp. Rd. 320, Postal Bag 100, Didsbury, AB Canada T0M 0W0  
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[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

Application Date:

PLEV

## Submission Requirements

Application form

Event Permit fees

Certificate of Title dated within 30 days of  
the date of your application submission

Proof of Insurance

Site Plan that includes parking, entrances, exits,  
location of structures, etc.

Applicants signature

Registered Landowner's signature(s) (if required)

Community Consultation Details

## Applicant/Responsible Party Information

### Name of Applicant(s):

Organization Name/Event Host

Address:

Town/City:

Postal Code:

Phone #:

Alternate Phone #:

E-mail:

Phone contact for the Responsible Party during the Event:

### Name of Landowner(s):

Address:

Town/City:

Postal Code:

Phone #:

Alternate Phone #:

E-mail:

## Location Information

RURAL ADDRESS:

LEGAL:              Section:              Township:              Range:              West of              Meridian

Plan:                              Block:              Lot:              Parcel Size:

Buildings/Structures Used For Event:

Do you plan to erect tent(s) or any other canopies?

If yes, give details of number and size:

## Public Event Details

Description of Event:

Date(s) of the proposed Event:

to

Time of Event: Begin

End

Expected number of participants  
(workers, volunteers, etc.):

Expected number of attendees:

Where will tickets be available for sale?

Name and address(s) of all ticket agents:

How will higher than expected  
attendance be handled?

Will alcohol be sold at the Event?

If yes, issuance of a Liquor License is required prior to the Event.

Provide details on what food and/or beverages will be available?

*\*\*Applicant must consult with the local Health Authority to ensure all required permits are obtained*

How will the disposal of garbage be handled?

Will water and sanitation facilities be provided for the Public Event?

Water and Sanitation Details

*\*\*Applicant must consult with the local Health Authority to ensure all required permits are obtained*

**Security:**

Is Security required for the event:

If yes, what security measures have been planned? (ie. how many security personnel will be required, qualifications of security personnel, how will the event be monitored, communication methods, etc.)

**Emergency Response/First Aid**

Outline the Emergency Response Plan including first aid services and responses/evacuation in case of an incident (ie. volunteers with first aid, 911, contracted first aid services, communication methods, etc.):

How will emergency medical concerns be addressed, including how many medical personnel and equipment will be in attendance and the qualifications of the medical personnel:

Does the site have access to a developed Municipal Road?

Provincial Highway?

Detailed traffic plan including entry, exits and parking:

Noise plan - how will noise disturbances outside the Public Event location be minimized and what is being done to ensure noise is controlled within the Public Event:

I hereby grant approval for Mountain View County personnel to access the property for an inspection:

## Authorization Form

I/we hereby make application for a Public Event under the provisions of the Public Events Bylaw No. 09/16 in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of Applicant:

Date:

Signature of Applicant:

Date:

Signature of Landowner:

Date:

Signature of Landowner:

Date:

## Additional Information

Community Consultation shall occur within one (1) mile of the subject property where the event is being held. Confirmation of adjacent landowner consultation shall be submitted with the Public Event application form and written consent from the majority of the adjacent landowners within a one (1) mile of the subject property shall be provided at the time of application.

If food is being served, Alberta Health Services, Environmental Public Health, has requirements for all event gatherings: <https://www.albertahealthservices.ca/eph/Page13999.aspx>

Liquor Licence (if applicable). Contact Alberta Gaming and Liquor Commission (AGLC) for more information on licence requirements: <https://aglc.ca/liquor/liquor-licences>

Building Permit - if you are proposing a temporary building, structure, or tent, a Building Permit may be required. Contact Permitting at Mountain View County for additional details at 403-335-3311.

The personal information on this application is being collected under the authority of Section 4(c) of the Alberta Protection of Privacy Act (POPA) for the purpose of processing and evaluating the application. By providing the above personal information, the applicant consents to the information being made available to the public and Approving Authority in its entirety. Any inquiries relative to the collection or use of this information may be directed towards to: Mountain View County Head of POPA/ATIA, [legislative@mvcounty.com](mailto:legislative@mvcounty.com), 403-335-3311.

## Site Plan of Proposed Public Event

The Site Plan shall include:

- ☐ Location and labels of **all** structures such as dwellings, shops, etc as well as all proposed structures such as tents, washroom facilities, etc
- ☐ Identify roadways and indicate existing and/or proposed access to the site
- ☐ Indicate the location of parking

This square represents the subject parcel where the Public Event is to be take place.

	Name of ROAD (if applicable)	
Name of ROAD (if applicable)		Name of ROAD (if applicable)
	Name of ROAD (if applicable )	

