
Special Events Application

Applicants must apply for a permit at least 30 business days before the event or activity is to occur and understand further information may be requested.

When Is a Special Events Permit Required?

A Special Events Permit may be required when an event or activity involves circumstances that could affect public safety, municipal services, public property, traffic, neighbouring properties, or the normal use of a public space.

If you are planning an event, you should review the following situations to determine whether a permit may be required.

A Permit May Be Required If Your Event Includes:

- **Temporary structures or ancillary buildings**, such as tents, stages, bleachers, or other structures.
- **Amplified sound**, live music, entertainment, or activities that may affect surrounding properties.
- **Food or beverage service**, including food vendors, concession areas, or other temporary food operations.
- **Alcohol service**, which may require additional approvals or licensing.
- **Fireworks, open fires, or other activities** that may require additional permits or approvals.
- **Events that operate outside the normal use of a property or facility** and may affect surrounding residents, businesses, or the general public.

Plan Ahead

If your event requires a permit, applications should be submitted at least 30 business days before the event date to allow sufficient time for review and approval.

Additional information or documentation may be requested as part of the review process.

For more information or to submit your application, please contact the By-law Department at 705-732-4300 or email bylaw@seguin.ca

Applicant Information

Name of Applicant:

Mailing Address:

City/Town:

Province:

Postal Code:

Contact Number:

Email:

Event Information

Property Owner Name:

Event Location Address:

City/Town:

Province:

Postal Code:

Event Title/Description:

Event Date:

Event Start Time:

End Time:

Event Type & Description:

What Will Your Event Include?

Select all that apply. Your selections will help determine whether additional permits, approvals, documentation, or requirements apply to your event.

- ☐ **Tent or temporary structure**
- ☐ **Alcohol service or sale** (please include alcohol licence permit)
- ☐ **Food vendors or food/cooking service**
- ☐ **Live music or amplified sound** (events must follow the municipal Noise By-law 2023-030)
- ☐ **Entertainment or performances** (events must follow the municipal Noise By-law 2023-030)
- ☐ **Road closure or traffic impacts** (Public Works Department approval required)
- ☐ **Commercial Fireworks** (Fire Permit required)

Application Fee & Important Information:

A **\$100 application fee** is required and may be paid in person, electronically, or by mail. Payment is due upon submission and **does not guarantee approval**. Additional permits or licences may be required depending on the event.

Applicant Authorization & Acknowledgement

I certify that the information provided is true and complete. I understand that submitting this application and paying the applicable fee **does not guarantee approval**. I acknowledge that additional information, permits, or approvals may be required.

Applicant Name:

Applicant Signature:

Date:

Approvals (office use only)

Fire/By-law Services:

Date:

Planning Department:

Date:

Building Department:

Date:

Public Works Department:

Date: