



Special Event Permit Application

Bylaw and Licensing Division

604.469.4541 • www.portmoody.ca

Applicant:	
Phone:	Email:
Date:	Signature:

Business Owner's Information		
Name of Business:		
Business Licence No.:	Zoning of property:	
Unit:	Address:	Postal Code:
Business Phone:	Business Email:	

Property Owner's Information	
Owner's Signature:	<u>OR</u> <input type="checkbox"/> I have attached an Owner Authorization
Property Owner's Phone:	Property Owner's Email:

Event Details

You must attach a site plan to this application

Date of event:	Set-up time and date:	Clean up time and date:

Please describe your event:

Contact on-site during event: _____ Contact's cell phone: _____

Does your event involve the use of a City Boulevard, sidewalk or road? <input type="checkbox"/> No <input type="checkbox"/> Yes <ul style="list-style-type: none"> If yes, a Highway Use Permit will be required
Does your event impact neighbouring properties or businesses? <input type="checkbox"/> No <input type="checkbox"/> Yes <ul style="list-style-type: none"> If yes, please list the properties and describe the impacts:

Over →

Are you serving food or beverages? No Yes

- If yes, please attach a copy of the Fraser Health Permit

Are you serving alcohol? No Yes

- If yes, please attach a copy of the LCLB licence

Are you erecting any temporary structures or fencing? No Yes

- If yes, please describe:

For Office Use Only

Division	Initial
Planning	
Engineering	
Building	
Police	
Fire Rescue	
Bylaw & Licensing	

Comments: