



**Schedule "A" of Bylaw No. 1194**

**Regional District of Bulkley-Nechako  
Special Events Licence**

**Application for Approval of Special Event**

(Must be submitted no less than 60 days prior to the event)

1. Name of Event: \_\_\_\_\_

2. Applicant: \_\_\_\_\_

3. Address: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Date(s) of proposed Event: \_\_\_\_\_

5. Legal Description of property/properties to be used for Special Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Expected daily attendance: \_\_\_\_\_/day

If the event has been held previously, actual attendance on the most recent occasion was \_\_\_\_\_/day (Supply evidence in support of attendance figures.)

7. Description of the proposed event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Will liquor be distributed at the event? YES / NO

**PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION FOR PRELIMINARY APPROVAL:**

- Proof of Ownership (a copy of either a certificate of indefeasible title, a state of title certificate or a tax/assessment notice)
- Letter of authorization from all owners of the property in which the event is to take place
- Site plan of property showing and identifying all existing and proposed facilities
- Application fee (\$200) (If paying by cheque please make cheque payable to the Regional District of Bulkley-Nechako)
- Written undertaking to Indemnify the Regional District of Bulkley – Nechako
- Written proof of insurance
- Written confirmation of first aid details to be provided
- Hours of operation of music and liquor sales
- Emergency Response Plan

The Regional District will be referring this application to the following list of agencies. Any concerns raised by these agencies need to be resolved before the issuance of a Special Event Licence:

- Northern Health Authority
- Ministry of Transportation
- RCMP
- Ministry of Forest (if applicable)
- Local Fire Department (if applicable)
- Applicable Municipality (when event is held adjacent to or adjoining municipal boundaries)
- Regional District Building Inspection

The Environmental Health Officer of the Northern Health Authority responsible for the area in which the Special Event is to be held, may require information on the arrangements made for:

- toilet facilities and sewage disposal systems;
- grey water disposal from concessions;
- sani-dumps, showers, and any other proposal that require approval for sewage disposal;
- food and drink preparation, serving, and storage;
- potable water supply; and,
- garbage collection and removal.

The Royal Canadian Mounted Police in the area in which the Special Event is to be held, may require information on the arrangements made for:

- internal security at the site of the Special Event;
- the sale of liquor on-site;
- a police command post on-site, if necessary;

- security off-site relating to the Special Event; and
- the prevention of excessive or disturbing noises and nuisances

The Ministry of Transportation responsible for the area in which the Special Event is to be held, or where access is gained from a Forest Service Road, the Ministry of Forests may require information on the arrangements made for:

- on-site parking of vehicles;
- traffic control at the site; and,
- traffic control on other routes and accesses which will be affected by the Special Event.

The Fire Department Chief, where applicable, may require information on the arrangements made for fire protection.

Note: Applicants should be aware that they have to abide by the Forest Practices Code of BC and the Forest Fire Prevention and Suppression Regulation.

I hereby make application for Approval of a Special Events Licence pursuant to the Regional District of Bulkley-Nechako Special Events Bylaw, and declare the information contained herein is, to the best of my knowledge, factual and correct. It is understood that the information collected above will be used for the processing of this application.

I acknowledge that I am aware that toilet facilities, sewage disposal systems, and building and structures that require approval must be in place and approved 72 hours prior to the event. I am aware that failure to meet this deadline may result in the Special Event Licence being revoked.

I acknowledge that I am also aware that any installation of toilet facilities, sewage disposal systems, and buildings and structures that require approval, but have not been approved, in the 72 hours prior to the event may result in the loss of my performance bond (if required under section 9.2(d) of RDBN Bylaw No. 1194, 2002).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_