

Introduction:

Public Spaces Special Event Application and Guidelines

The Town of Yarmouth is a vibrant town which hosts a range of events, from world-class competitions and festivals to street parties. We are located at the intersection of Provincial Highways 101 and 103 and considered the regional service hub for Southwestern Nova Scotia.

Events and festivals are what make our communities exciting, vibrant, and enjoyable places to live and visit. They encourage citizens to get to know the streets, parks, businesses, and people of an area. They are an opportunity to disrupt the everyday routine and experience our built and natural environments in new ways.

These guidelines and permit applications apply to events held on Town streets, sidewalks or in any public location that affects the use of the space for other users.

Public Space Event	Permit Required	Public Space Event	Permit Required
Street/Sidewalk/Trail Walkathon	Yes	Parks/Marina Wedding (limited area)	No Permit, Registrar at 902-742-9423
Street/Trail Bikeathon	Yes	Buskering public spaces (limited area)	No Permit, Registrar at 902-742-1505 By Law Enforcement
Street Parade	Yes	Family Picnics/Reunions (limited area)	No Permit, Registrar at 902-742-9423
Street Festival/Event	Yes	Business Sidewalk Sale	Contact Bylaw Enforcement 902-742-1505
Parks/Marina Event (complete site)	Yes	Recreation Programs (limited area)	No Permit, Registrar at 902-742-9423

Benefits of hosting an event in the Town of Yarmouth

- ✓ A variety of venues and outdoor facilities.
- ✓ A downtown core with many amenities including restaurants, cafes, shops, drugstores, parks, recreation infrastructure, and cultural facilities.
- ✓ Ample public parking.
- ✓ Safe, lighted, walkable sidewalks.
- ✓ Hotels, motels, Bed & Breakfasts, and Airbnb options for all accommodation, within walking distance and in short driving distance.
- ✓ A concentrated population.
- ✓ In town concert, banquet, and conference facilities.
- ✓ Transit Bus Service Monday to Saturday.
- ✓ Supportive town staff and tourism marketing organization.

If you would like to stage your event in the Town of Yarmouth, the following **Public Spaces Special Event Permit Application Form – Schedule A** is required to be completed in full prior to permit review.

Information to assist you in completing the Public Spaces Special Event Permit Application Form is located in **Public Spaces Special Event Guidelines - Schedule B** of this document. Please make sure to read **the Public Spaces Special Event Guidelines – Schedule B** prior to completing a Public Spaces Special Event Permit Application.

Application forms must be signed and submitted by email, mail or in person. The person signing the application form is responsible for ensuring that all conditions are met.

You should plan to submit your application form at least six weeks in advance of your event to ensure timely review and approval.

If you have any questions or concerns, please do not hesitate to contact planningadmin@townofyarmouth.ca or 902-742-1505 during business hours.

Important: [Events Nova Scotia](#) has created a toolkit with resources to assist organizers in developing high quality Events and Festivals.

If your organization has already cancelled, changed, or re-scheduled your event, please email planningadmin@townofyarmouth.ca so that your file can be updated.

Schedule A – Public Spaces Special Event Permit Application Form

This application form must be completed for any event held on Town streets, sidewalks or in any public space. Applicants are required to carefully follow the Application Guidelines and sign the statement on the bottom of the application form.

APPLICATION FOR SPECIAL EVENT PERMIT

Completed application forms must be submitted by email, mail or in person to the address above. The permit holder will be responsible for ensuring that all conditions are met, and there is a designated on-site person for the duration of the event.

*** denotes mandatory information fields to process application.*

1. EVENT INFORMATION * all fields (refer to section 1 in Guidelines)

Event Name: _____

Event Description: _____

Event Location(s): _____

Event Date(s): _____

Is this an annual event? Yes No If yes, describe changes from previous year(s):

2. APPLICANT INFORMATION (refer to section 2 in Guidelines)

*Organization Name: _____

*Address: _____ *City: _____ *Postal Code: _____

Facebook, Website, etc:

*Registered Non-Profit *Commercial/Business *Other(specify): _____

*Primary Contact Applicant Name: _____

*Work/Home phone: _____ *Cell: _____ *Email: _____

*Public Liaison Person Name: _____

*Work/Home phone: _____ *Cell: _____ *Email: _____

*On-Site Person Name: _____

*Work/Home phone: _____ *Cell: _____ *Email: _____

*Insurance Company Name: _____ (Insurance coverage can be attached on a separate sheet). (Refer to Section 11 in Guideline)

3. **SITE PLAN OR EXACT ROUTE*** (can be attached in separate document) (refer to section 3 in Guidelines)

Must be clear, to scale and contain all details as set out in this Application.

4. **EVENT SCHEDULE*** all fields (refer to section 4 in Guidelines)

Venue request: *insert civic address*

Set-up date/time	
Event start date/time	
Event end date/time	
Tear down finish date/time	
Rain date(s):	
Rain date(s) time:	

*Will your event involve performances? Yes No

*Will your event be held over multiple days? Yes No

If yes to either question above, please also attach a separate schedule or program outlining these times.

5. **EVENT DETAILS** (refer to section 5 in Guidelines)

a) *Total number of people expected in attendance, including staff, volunteers, and performers: _____

b) * Temporary Structures: Will any temporary structures be set up (e.g., tents, canopies, stage, generators, portable washrooms, etc.) Yes No

If yes, describe:

c) For Walkathon/Bikeathon/Parade” as applicable.

Length of Route:	
Number of Walkers/Cyclists/Floats:	
Age of Youngest Walker/Cyclists:	
Number of Supervisors:	
Number of Check Points:	

Are you walking on the **STREET** or **SIDEWALK**? (Circle one)

d) *Food and Beverage Yes No

Please note, all food vendors must have valid Food Safety Permits. Please submit a list of Food Permit food vendors. Vendors are required to provide their own power requirements.

If yes, describe:

e) *Alcohol Yes No

Special Occasions License required for sales of alcohol.

If yes, describe:

f) *Amplified Sound (e.g., announcements, music) Yes No

Noise Bylaw Exemption required if outside of By-law requirement.

If yes, describe:

g) *Use of an Unmanned Aerial Vehicle (UAV) Drone Yes No

If yes, describe:

h) Signage or banners Yes No

If yes, types: _____ number: _____

locations: _____

i) *Notification: How and when will notification of affected businesses/residents take place?

Describe:

6. PERSONNEL*(refer to section 6 in Guidelines)

Describe number, roles and responsibilities for volunteers or coordinators

Number	Role	Responsibilities

7. WASTE MANAGEMENT AND ENVIRONMENTAL PLANS*(refer to section 7 in Guidelines)

Describe waste management plan for garbage, recycling, compost, and washrooms (if applicable).

Waste Type	Management Plan
Garbage	
Recycling	
Compost	
Grey Water	
Washrooms	

8. TRAFFIC MANAGEMENT* (refer to section 8 in Guidelines)

a) Describe anticipated traffic effect and planned mitigation:

Roads:

Event Site:

b) What provisions have been made for parking of participants, vendors, organizers, or performers?

Describe:

c) How will you encourage alternate transportation (e.g., transit, taxi, bicycle)?

Describe:

9. SAFETY AND SECURITY* (refer to section 9 in Guidelines)

a) Have you identified the Emergency Access Points on the Site Plan? Yes No

b) What first aid requirements have you identified and how will you address them?

Describe:

c) What safety risks have you identified and how will you address them?

Describe:

d) What provisions have been made for persons with disabilities (e.g., access, parking, pathways, washrooms, viewing areas)?

Describe:

Schedule B – Special Event Guidelines:

Section 1: Event Information

This information is to give a brief overview of the event, and changes for this year if the event held in the past, to identify any changes that will affect the planning of the event.

Section 2: Applicant Information

Primary Contact Person: This is the person who is considered the event's one primary contact during the planning process. The contact person will be contacted directly to discuss and resolve all issues relating to the event. This person must ensure that the most current information relating to the event is communicated to and from the Town and those involved in the event.

Public Liaison Person: This is the person whose name and contact information may be provided to the public and media. It can be the same person identified as the primary contact.

On-Site Liaison Person: An on-site liaison person must be identified and must be present and available via cell phone at all times during set-up, tear down and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified individuals or organizations.

Section 3: Site Plan and/or Exact Route

A site plan is required for each location used for your event. This plan should be **clearly presented**, drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of your event as described in your application. This includes clearly indicating the locations of stages, tents, cables, hoses, sound systems, portable toilets, litter bins, recycling bins and water holding tanks. All fencing, gates, entrances, and exits, including emergency exits obstructed and their location should be shown.

Note that modifications of the submitted site plan and/or route map may be recommended by Town staff and other members of the **Special Event Technical Committee** prior to approval of the event.

Section 4: Event Schedule

Start and finish times for each day of the event must be provided, including any additional days and times required for setup and tear-down (including clean up). If applicable, performance schedules and any other important times should also be provided. All contractors, suppliers and other people involved in any way with the event should be aware of these critical times and are required to schedule work accordingly.

Setup and clean-up times should only be as long as is necessary and should be restricted only to required areas of the site.

Section 5: Event Details

(a) Number of Participant and Spectators

The number of participants and spectators should be estimated as accurately as possible as they will

be used to determine the requirements of the safety plan.

The number and type of vehicles and participants is required for parades, walks, runs, bikes, or other processions.

(b) Temporary Structures

The location of larger structures such as tents, stages and portable toilets must be included in your site plan.

A tent is defined as: a portable structure of skins, canvas, plastic, or the like, supported by one or more poles or a frame and often secured by ropes fastened to pegs in the ground or other weighted items.

Tents must meet NFPA (National Fire Protection Association) standard. All tents must also meet the CAN/ULC-S109 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce the documentation from the manufacturer that the tent meets this standard prior to its acceptance.

Equipment such as tents must be secured using cement blocks (i.e., not pegs, spikes, or ropes to trees) unless specifically approved. The organizer will be charged for any damage resulting from unauthorized setup methods.

(c) For Walkathon/Bikeathon/Parade as applicable.

For parades, walkathons, bikeathons, and runs associated with the event additional information will be required with your application:

- the exact route.
- identification of checkpoints.
- number of supervisors.
- number of walkers/cyclists/floats.
- age of youngest walker/cyclist.
- assembly and dispersal areas must be identified on the map, and
- indicate whether the event will take place on the sidewalk or in the street.

Road Race

Permits are required under Section 90(8) of the Motor Vehicle Act which states that:

No Parade, Procession or Walkathon shall march, occupy, or proceed along any highway not included within the boundaries of a city or town unless a permit has been granted by the Local Traffic Authority describing the route to be followed at all times when the parade, procession or walkathon may take place.

Permits will only be issued under the following conditions:

- 5.1** No part of the event may take place on a 100 series highway without authority granted by

District Traffic Authority unless specifically noted.

- 5.2** No entrant may push, pull, or ride upon any item or object upon the roadway while actually participating in the event with the exception of wheelchairs, motorized scooters, etc.
- 5.3** The highway will be kept open for normal traffic at all times, and vehicular traffic will not be obstructed in any manner.
- 5.4** The entrants must obey all applicable provisions of the Motor Vehicle Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Act.
- 5.5** It shall be the responsibility of the applicant to ensure that all necessary safety precautions are taken to ensure the safety of the entrants and all other road users.
- 5.6** Children under the ages of eight (8) walking or cycling in the parade shall be accompanied by an adult.

Additional Conditions

- 5.7** The portion of the highway on which the runners are actually running is to be a moving closure enforced by a member of the R.C.M.P.
- 5.8** A marked R.C.M.P. vehicle will lead to the event and a marked R.C.M.P., Fire Department, Town Police, or Ambulance will follow the last runner.
- 5.9** Runners will run on the right-hand side of the road.
- 5.10** All checkpoints and stations etc., will be on the right-hand side of the road so that runners do not have to cross the highway.
- 5.11** Start/Finish area is to be off the highway.
- 5.12** R.C.M.P. shall provide an escort for the procession subject to availability.
- 5.13** The applicant is required to arrange for an escort directly with the R.C.M.P.
- 5.14** Procession to take place during daylight hours.

(d) Food and Beverage

Food, beverage, and merchandise sales require approval in advance from the Town of Yarmouth and must be described in the application (vendor name, products, location). Only event-related products can be sold on site. Sponsored products must not be sold during the event (e.g., running shoes at a marathon). Sale of products which would significantly compete with comparable products sold by adjacent merchants is not permitted.

All sale or handout of food and beverages require health approval from the [Nova Scotia Food Protection Agency](#) Food Safety Specialist.

(e) Alcohol

If there will be liquor served at your event, you will require a liquor license through Access Nova Scotia. All forms and permits can be found here: <https://novascotia.ca/sns/access/alcohol-gaming/forms-permits.asp>

For events held in public (municipal) space, written approval from both the Town and Police will be required, as specified in the *Special Occasion License conditions*. The Town may recommend approval based on past experience with the event and confidence that the sales will be well-managed. All cleaning within a beer garden is the responsibility of the organizer.

(f) Amplified Sound

Sound levels for entertainment, music and speeches at special events should not unreasonably impact neighbouring residents or businesses. Often, where sound is amplified, the allowable noise levels specified in the Noise Bylaw will be exceeded and an exemption to the bylaw will be necessary. All such events are required to have a plan for controlling the type and volume of sound produced by the event. The times, duration and level of sound must not result in unreasonable impact to the surrounding neighbourhood.

A Noise Bylaw Exemption Request may be required if your events fall outside of the Noise Bylaw prohibited noise exemption. A request from the Town requires at least thirty (30) days prior to contemplated activity commencing.

(g) Use of an Unmanned Aerial Vehicle (UAV) Drone

Flying drones is quickly becoming a fun exciting hobby. More information on the rules, legal requirements, safety tips and no-fly zones can be found at <https://www.yarmouthairport.ca/copy-of-flight-information-1>

(h) Signage or Banners

The size and number of banners and signs are limited only to what is necessary. The primary and most visible information must be event related.

(i) Notification

It is critical that all residents and businesses not participating in your event are aware of your event and are minimally impacted by it. For larger events, it may be recommended that you consult with neighbouring residents and businesses prior to submitting your final application.

Written notification must be provided to all businesses and residents likely to be affected by sound, parking, or street closures. Notification must include phone number for contacts before, during and following the event. The Town may require approval of the content of the letter and written proof of its delivery.

For some events, signage and notification in local media may also be required. You may also have to notify and consult with tourism providers and ferry operators. Consultation with any of these groups may occur after initial discussions with Special Events office but should be done in the preliminary stages of planning your event (at least 2 months prior to the event with a reminder closer to the event date if necessary).

Section 6: Personnel

It is extremely important that your event has an adequate number of trained staff and/or volunteers. Consider identifying staff or higher-level volunteers as coordinator during your early planning. A designated “waste management coordinator,” for example, can thoroughly organize and supervise one portion of an event thus leaving you, the primary organizer, to higher level planning and management.

Volunteer marshals are essential for supporting barricades and assisting participants and pedestrians along the route of an event. It is the responsibility of the marshals to assist motorists and pedestrians in following the direction set by signage and barricades, not to control traffic or enter into conflict situations. They must be of a minimum age of 16 years, wear appropriate safety equipment and have a full understanding of what they are expected to do.

Communication protocol and direction to volunteers during the event should be in place to prevent confusion and misdirection. The organizer is responsible for ensuring an adequate number of marshals are in position at all agreed times.

Section 7: Waste Management and Environmental Plans

The Town will pick up litter and empty public garbage bins in the normal course of its duties. It is the responsibility of the event organizer to provide for waste removal and the pickup and haul away of any additional litter and refuse that is due specifically to their event and those attending it.

The Town would like to make its events as environmentally friendly as possible. Applicants are required to describe how waste products will be minimized or substituted. Provisions for gathering and recycling returnable and compostable materials should be identified. Where there are food and merchandise vendors, measures to ensure separation and collection of cardboard, glass, metal, and organics should be described. Any risk to the environment (e.g., spills) should be identified and addressed. Grey water collection systems may be necessary, and details required.

Section 8: Traffic Management

The impact of your event on traffic must be identified. Town staff and Police may assist with developing a traffic plan which minimizes disruptions to businesses and residential traffic flows. Plan the times and locations of your events to avoid primary access routes to neighbourhoods and businesses. Consider public transit in the area to minimize disruption to bus routes.

The event organizer is responsible for all traffic control in accordance with the Nova Scotia Department of Transportation’s Temporary Workplace Traffic Control Manual, Latest Edition.

The organizer shall arrange for all barricades, road closed signs, detour signs, etc. for the event.

Parking

Your event may require consideration of parking locations for organizers, performers, vendors, spectators, and participants. Town parking may be available to accommodate some or all of your needs. You should **limit your requests to the minimal number required** for no more than the needed periods of time in order to minimize the impacts on public users.

For runs, parades, and removal of access to public parking along the route requires notification five (5) days in advance of the event. Windshield reminder notices are distributed by the organizer the evening before the event and any remaining vehicles are towed at the time of the event. Towing may be either “ticket and tow” to an impound lot at the owners’ expense for those ignoring the event “no parking” signage, or by a “courtesy” tow to a nearby location if the vehicle was parked prior to sign posting and notification which the driver may not have seen. The organizer may choose to pay for a courtesy tow in cases where the Town would normally ticket and tow if you are concerned about neighbour relations.

Vehicles, including media vehicles, are not permitted on sidewalks, paths, or grass areas unless they are a functional part of the event and have been approved in advance.

Alternative Transportation

The plan must include your consideration of how participants and spectators will travel to your event. State specifically how you will encourage and facilitate alternative transportation methods such as cycling (e.g., bike lockups), carpooling and public transit.

A schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided.

Vehicle movement on site may not be permitted during times when the event is open to the public.

Section 9: Safety and Security

First Aid Requirements

For some events, first aid services will be required, and locations of these services must be indicated on the map. Yarmouth’s Emergency Ambulance Service may require onsite contact and unimpeded access to the site.

Safety

The site layout and installation should reflect considerations for safety hazards for your event. For example, electrical cords should be taped down, and tripping hazards marked. Fire hazards should be identified, and where there is a hazard, management provisions will be approved by the Fire Department.

A minimum access corridor of twenty (20 ft.) feet in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials which cannot be quickly removed or displaced (e.g., barricades) can be situated in this corridor. Access to fire hydrants should also be unobstructed.

Disabled Access

Your plan should include provisions for access for persons with disabilities. This is important both for the disabled and the increasing number of elderlies which may have an interest in attending your event. The Province of Nova Scotia has created an [Accessible Events Guide](#), which will provide you with some direction in terms of factors to consider.

Security

The applicant has a large degree of responsibility for the behaviour of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid the risk of unintended police callouts. Specific costs of such callouts may be assessed to the organizer if risk has been identified and inadequately addressed.

Security personnel should be experienced and capable of managing the situations which they may face. They should be in a position at all scheduled times and have emergency protocol and communications in place. Site design and event management (e.g., ticket sales) should also minimize the risk of security problems.

Town Police may assist with developing a security plan for your event and in some cases Police approval will be required.

Section 10: Town Services

10.1 Most events that are not-for-profit and that bring economic and social benefits to the community are provided with a basic level of town services (e.g., police support, some litter cleanup, parking signage and traffic control equipment).

A detailed list of requested services should be provided. Availability of any required Town services and whether any costs will be waived will be determined before the event is approved.

10.2 Community Grants

Additional financial assistance may be available to assist outdoor festivals, celebrations and events held in the Town of Yarmouth. However, this is dependent on the annual Town's Community Grant funding levels and must be approved for each event each year by Town Council.

The Community Grant Application process can be found on the Town's website under Community Organization Grants.

[Yarmouth and Acadian Shores Tourism](#) and the [Marketing and Promotions Levy Advisory Committee](#) (MPLAC) have created an event planning and funding website to assist organizers with planning their event and support them in applying for MPLAC funding.

10.3 Police

The Town may require the presence of police to ensure public safety. A safety and/or security plan will be prepared for all large events and for all events requesting closure of streets in the downtown area. The safety and/or security plan must include a commitment on the part of the organizer to provide or fund sufficient resources to compliment those provided by the Town and successfully implement the plan.

Only police and others designated by the Police have authority to undertake traffic control duties in the Town of Yarmouth. Police or designate must be in a location where there are road closures. Any event using streets may not begin until the senior police officer on site ensures that the route is secured, and all required resources are in place.

10.4 Fire

The Town may require fire personnel to ensure public safety. Most requirements for the Fire Department will be undertaken during the approval process and through any required inspections of the site setup. In some cases, Fire Department services may be requested, for example, to provide hydrant hookups or fire boat presence.

10.5 Use of Town Parks and Greenspaces

A Special Events Permit applies to events that are entirely or mostly located outside of a Town Park. The Town prohibits certain activities in parks and greenspaces. Where only part of an event is situated in a park, a site meeting with the Parks Department may be necessary and will be arranged by the Special Events Office. Expected requirements such as access to washrooms and additional garbage can be discussed at the meeting.

10.6 Street Occupancy

This should support your specific requirements for supporting traffic, transportation, and parking from the previous sections (e.g., lanes and length of streets involved).

10.7 Access to Water or Power

The Town of Yarmouth may be able to provide access to water and/or power at some sites. Describe how much power is required and how you intend to distribute it. All safety precautions should be outlined as part of this Special Event Permit approval process.

Section 11: Insurance

Managing the risk of damage to property and injury to persons is an important part of planning your event. You should identify any elements of risk associated with your event and ensure they are addressed before the event begins.

Permission will NOT be granted to hold your event until proof of satisfactory liability insurance of \$2,000,000.00 naming the town as additional insured has been received. All information required in the Proof of Insurance Coverage form must be completed and returned before a permit is issued.

In signing the Special Event Permit application form, the organizer agrees to indemnify and save harmless the Town of Yarmouth in respect to any and all claims, demands, suits, and costs arising out of any act or omission of the organizer or any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

Waivers signed by event participants are recommended as a means of letting them know that there is some risk involved in participating in the event. This may reduce your liability should a mishap occur. For marathons and other high-risk events, the Town requires that both spectators and participants are covered by your insurance policy.

For events such as parades, you should also ensure that participants (e.g., marching bands) carry insurance that covers their liability.

The insurance must cover Host Liquor Liability for all events where alcohol will be served, and this coverage must be shown on proof of insurance.

Section 12: General Conditions

- 12.1 The organizer shall not use the site or route for any other purpose than that stated in the permit.
- 12.2 The organizer shall be responsible for returning the site, route and/or any Town equipment to its original clean condition following the event.
- 12.3 The organizer shall be liable for any damage done to the site or route or Town equipment during the event.
- 12.4 Nothing can be fastened to, hung from, or placed in boulevard trees, planters, or other Town property without specific permission.
- 12.5 No posters advertising the event are to be located on any public property, such as lamp posts, park benches and building walls. Posters may be taped only to poster cylinders provided on designated lamp poles in the downtown or placed on private property with the owner's permission.
- 12.6 Distribution of any pamphlet, handbill, circular, flyer or other printed, typed, or written matter is prohibited at the event or at any time prior to the event except as approved on the permit for notification purposes.

ADDITIONAL CONDITIONS AND COMMENTS WILL BE INCLUDED IN THE APPROVED PERMIT.

Section 13: Cancellation

The Town retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to this or any other related permit conditions (e.g., Noise Bylaw Exemption). Organizers must designate a named on-site person with authority to ensure compliance with permit conditions or stop the event, if necessary, at any time during the event.

Section 14: Special Event Permit Resources:

The following resources, forms and links may assist you in completing a Special Event Permit Application:

Related [Town of Yarmouth Bylaws, Guidelines and Policies](#):

- Noise Control Bylaw
- Streets and Sidewalk Bylaw
- Street Vendor Bylaw
- Smoking Bylaw

Forms:

- Noise Bylaw Exemption Application (Form A Noise Control Bylaw)
- Street Disturbance Permit Application
- Proof of Insurance Coverage for Special Events

Helpful links:

- [Nova Scotia Public Health](#)
- [NS Department of Environment \(Food Protection Forms\)](#)
- [National Fire Protection Association \(re: tent standards\)](#)
- [Nova Scotia Liquor Boards](#)
- [Events Nova Scotia \(Hosting Event Toolkit & Resources\)](#)
- [Yarmouth and Acadian Shores Tourism](#)
- [NS Department of Communities, Culture and Heritage](#)

10. TOWN SERVICES (refer to section 10 in Guidelines)

Describe any of the following supports you expect to require and/or request.

- a) Police: _____
- b) Fire: _____
- c) Street Occupancy (e.g., road closure, parking spaces): _____

- d) Access to Town Water: _____
- e) Access to Town Power: _____

Please return the completed application form to:

Town of Yarmouth
Planning and Economic Development
Office Location: 400 Main Street, Yarmouth, NS (Nova Scotia) B5A 1G2
Phone: 902-742-1505 or visit www.townofyarmouth.ca

This applicant agrees to the conditions that have been specified in this application, to the conditions of any required supporting permits and to changes made by the Town of Yarmouth necessary to approve the final Public Spaces Special Event Permit. If the applicant does not agree with the terms specified in the permit, they will notify the Planning Office within 48 hours after receiving the permit. (Refer to section 12 in Guidelines)

On behalf of the applicant/organization, I/we acknowledge that I/we have read and understood the conditions in the Public Spaces Special Event Application & Guidelines and agree to comply with them.

Authorized Signatory of Applicant Printed Full Name Date

Please note that the Town of Yarmouth is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided be held in confidence.

ATTACHMENTS: Have you attached the following?

Required Attachments:

- Insurance
- Site Plan
- Notification Letter

If Applicable:

- Technical stage plot
- Event Schedule
- UAV Use Permit (from NAV Canada/Transport Canada)
- Noise Bylaw Exemption Application
- Special Occasions License/Permit from NSLC