

SPECIAL EVENT PERMIT GUIDELINES

The information requirement guidelines listed are intended ONLY as a useful tool for applicants of a Village of Pemberton Special Events Permit Application. Reliance on this information alone may not ensure agency or Village approval. Depending on the nature of event, the requirements listed below may vary or may not be applicable.

Please contact individual agencies, via the attached contact list, and submit as much information as possible to assist both the Village and the outside agencies with the review of your application so it may be processed in a timely manner.

VILLAGE OF PEMBERTON

Submit a Site Plan and Building Plan (for indoor and outdoor events) clearly addressing the following:

- Site Access/Ingress/Egress
- Event Layout and Locations that include:
 - Staging (including change rooms and catering facilities)
 - Vendor Booths
 - First Aid Care and Facilities
 - Port-a-Potties
 - Size and number of portable fire extinguishers
 - Other fire protection equipment
 - Security personnel location
 - Hazardous Activities/Locations
 - Camping sites
 - Ticket Booths
 - Provision of barricade and signage equipment
 - Bike Storage/Lock up area

Emergency Management Plan

Noise Management Plans (please refer to Village of Pemberton Noise Regulation Bylaw No. 699,2012)

Solid and Liquid Waste Management Plans

- Disposal of grey and black water
- Provision of drinking water (provision agreement with the Village of Pemberton as required)

Signage Plan – On and Off site

Parking, Traffic and Transportation Plans

- Shuttle, Bus, and Transportation infrastructure such as bus stops/hubs
- Off-street parking of motor vehicles as defined in the *Motor Vehicle Act*
- Traffic control on and around the site, including access routes for emergency vehicles
- Parade (if relevant) information requirements:
 - Number & Type of vehicles participating
 - Route (attach map)
 - Start/End Time
 - Music? Entertainment?

Vendor Listing Information

- Attach a list of businesses & current business licenses – including owner information, address, contact numbers etc, for businesses attending in the following categories:
 - Food and beverage products to be sold for profit or gain
 - Products to be sold for profit or gain, other than food and beverage

Village of Pemberton applications required:

Business Licence

Sign Permit

Gateway Banner

SPECIAL EVENT PERMIT GUIDELINES

VANCOUVER COASTAL HEALTH

https://www.vch.ca/your_environment/food_safety/permits/

Drinkable Potable Water Supply

Washrooms & Other Sanitation Facilities

- Numbers of Facilities
- Locations
- Maintenance Plan
- Sewerage Pump and Hauler Details

Solid Waste Collection & Removal and Recycling Facilities

Food & Drink Storage, Dispensing, Preparation & Use

Other Public Health Act Requirements/best practice guidelines

Emergency Medical Facilities

RCMP

Policing and other necessary Security on & around the site

Traffic Control on and around the site including barricades

Access Routes for Emergency Vehicles

Provision of Police & Security Command Post

Prevention of Excessive Noise & Dust

Hours of Operations

Other requirements deemed advisable by the RCMP

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

If access is from or near an arterial Highway a site plan that includes the following (as required):

- Access Routes on and off the highway to the Ministry's standards
- Off-street parking of motor vehicles as defined in the *Motor Vehicle Act*
- Traffic control on and around the site, including access routes for emergency vehicles
- Provision of barricade and signage equipment
- Parade information as listed under the Village of Pemberton requirements
- Shuttle, Bus, and transportation options including schedules

BC LIQUOR CONTROL & LICENSING

<http://www.bcliquorstores.com/special-occasion-licence>

Complete the BCLC forms/applications and submit for their approval