



# Concert and special events application

## Concert and Special Event Bylaw No. 7-13

Planning and Development  
101-1101 5 St., Nisku, AB T9E 2X3  
p: 780-979-2113  
development@leduc-county.com

License number \_\_\_\_\_

Date \_\_\_\_\_

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Number of ac/ha					
Civic address						Subdivision/hamlet					

### Personal information

Landowner name					Phone	
Contact (if company)					Phone	
Owner address					Fax	
Town/city		Postal code		Email		

Applicant name					Phone	
Applicant address					Fax	
Town/city		Postal code		Email		

Land use district					
Existing buildings/land use					
Proposed special event					
Description of proposed development					

Proposed start date and time	Proposed end date and time
Proposed start time of event (each day)	Proposed end hours of event (each day)
Minimum number of expected attendees	Maximum number of expected attendees

I/we hereby make an application for a concert or special event under the provisions of the Concert & Special Events Bylaw in accordance with the plans and supporting information submitted herewith and which form part of this application.

\_\_\_\_\_  
Authorized applicant printed name

\_\_\_\_\_  
Authorized applicant signature

\_\_\_\_\_  
Registered owner printed name

\_\_\_\_\_  
Registered owner signature

\_\_\_\_\_  
Authorized event company director printed name

\_\_\_\_\_  
Authorized event company director signature

### For office use

Is the development within Leduc County municipal services area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rural addressing	Yes <input type="checkbox"/> No <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/>
Land use district	
Proposed development	

Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered and contact you if necessary. Should you require further information about the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or [foip@leduc-county.com](mailto:foip@leduc-county.com).

Please provide a description and the location of proposed event.

The following checklist must be completed ahead of and submitted along with the submission of any proposed concert or special event within Leduc County. Failure to present *all* required information may result in the refusal to process an application for a License to hold a concert or special event within Leduc County.

Please provide an explanation if any of the following are not included:	✓ - X - na
Completed and signed application form.	
Application made greater than 90 days before proposed event.	
Licensing fee of \$334 submitted.	
Current land title certificate. (\$12.60 per title search)	
Written statement outlining the specific nature, kind, and character of proposed event.	
Proof of ownership or consent from landowner to operate event from subject lands.	
The proposed dates and operational hours of the proposed event.	
Proposed number of participants, spectators, or customers for the event.	
Proof of adequate financial means to undertake the event.	
Site plan clearly indicating the arrangement of all facilities and development associated with the proposed event. (Including parking and emergency access)	
Elevation plans/drawings of any proposed development associated with the event. (Stages, tents, structures etc.)	
Details of any licensing request to Alberta Liquor and Gaming Commission.	
Proof of liability Insurance for proposed event.	

Written plan(s) for the provision of:	✓ - X - na
Security	
Fire protection	
Potable water supplies and facilities	
Food supplies & facilities	
Sanitation facilities.	
First aid / medical services.	
Vehicle parking, access & traffic control.	
Overnight Illumination. (For camping/night events etc.)	
Plan for excessive attendees. (Over expected number)	
Provisions for clean-up of property after event.	
Emergencies and emergency contingency plan.	
Required safety codes and building permits. (if applicable)	
<b>Provide explanation or additional details below:</b>	
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