



Application for Designation as a Municipally Significant Event

Background

Completion of the Application for Municipally Significant Designation is required if you are requesting a designation for an event in the Township of Norwich for the purpose of obtaining a Special Occasion Permit (SOP).

Once the application is submitted, together with the supporting documents and required fee, the request will be presented to Council for their consideration.

***Please see attached Policy which outlines the Eligibility Criteria for designation.**

Applicant Information

Organization:

Address:

City:

Province:

Postal Code:

Telephone:

Email Address:

Event Details

Event Title:

Location (address):

Date of Event:

Estimated Number of Attendees:

Event Start Time:

Event Finish Time:

Please include a map of the event which includes:

- Area of the entire event
- Location of the area to be licensed for the sale/service of alcohol
- All entry and exits to the event and licensed area
- Washroom locations
- Location of fire routes

Municipal Significance

Please provide an overview of the event and describe how it meets the eligibility criteria contained within the policy.

Declaration

I acknowledge that I will, independent of this application for Designation as a Municipally Significant Event conduct this event in a manner that is safe, legal and in compliance with all legislation, policies and other obligations that may apply, including, but not limited to: AGCO permit/licensing requirements, Township of Norwich Noise By-law, Municipal Alcohol Policy and the Liquor License and Control Act, 2019.

NOTE: Completion of this form does not satisfy any obligations the applicant may have to give notice of the event to the Township of Norwich or any specific departments or other agencies.

Signature

Date

Please print name:

Please submit the completed application together with corresponding documentation and fee of \$100 to the Clerk's Department at 265767 Airport Road, Norwich, ON.



Township of Norwich POLICY

Policy No.: Administration Policy

No.: CL 2025-01

**Subject: Designation of Municipally Significant Event with Respect to
Public Event Special Occasion Permit**

Approval Date: May 13, 2025

Resolution # 31

Revision Date:

Resolution #

1. PURPOSE

Municipalities may designate events as being of Municipal Significance in order for organizations and groups to apply for a Public Event Special Occasion Permit under the Liquor License Act, R.S.O. 1990, Cl.19 as amended.

2. POLICY PRINCIPLES

This policy provides guidance on criteria that must be met to ensure a benefit for the community at large. Applicants remain solely responsible for the events, including compliance with any other requirements of the Township or other agencies and stakeholders that may apply.

3. DEFINITION

3.1 **AGCO** – means the Alcohol and Gaming Commission of Ontario

3.2 **Municipally Significant Event:**

- A one time, annual or infrequently occurring event that is open to the public and that has a predetermined opening and closing date and time;
- Has local, regional, national or international historical or cultural significance;
- Builds awareness of diverse cultures; or
- Benefits the community at large.

3.3 **Public Event** means an event that is open to the general public

4. DESIGNATING EVENTS OF MUNICIPAL SIGNIFICANCE

4.1 Eligibility Criteria

4.1.1 The event must meet the definition of a Municipally Significant Event

- 4.1.2 The event must fall into one of the following categories or demonstrate support for a group or event that does fall into one of the following categories:
- Agriculture / Rural Affairs
 - Local Arts / Culture / Community Heritage
 - Community / Special Events
 - Community Beautification / Environmental Awareness
 - Supporting Youth or Seniors
 - Tourism
 - Economic Development
- 4.1.3 The event must advance a positive image of the Township of Norwich and its local communities.
- 4.1.4 Events that exist for the sole purpose of raising funds for an individual, that has no perceived benefit to the greater community, is not eligible to receive this designation.
- 4.1.5 For-profit commercial event organizers are encouraged to partner with a non-profit charitable organization to obtain a Public Event Special Occasion Permit

5. CONDITIONS

- 5.1 If an event is designated as being of municipal significance the operator/organizer shall indemnify the municipality should any claims arise as a result of the event;
- 5.2 The event must be advertised to the general public;
- 5.3 The Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit (SOP) for a public event. Even if the municipality deems the event to be municipally significant, the Registrar may decide not to issue a Public Event SOP.

6. FEE

- 6.1 The Fee shall be as outlined in the Township of Norwich Rates and Fees By-law

7. PROCESS

- 7.1 Applicants must complete an application form and submit it together with any supporting documentation.
- 7.2 Applicants must pay the fee.
- 7.3 The application will then be presented to Council for their consideration.