

Inspectors:

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TOWN OF LOCKPORT

6200 Robinson Rd.
Lockport, New York 14094-9544

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Application for Special Events

Date: _____

Section 1- Sponsor Information

Name of Proposed Activity: _____

Purpose of Activity (in detail): _____

Dates and Hours of Event (including set up and clean up): _____

Location of Property: _____ SBL#: _____

Property Owner: _____ Address: _____

Business Phone: _____ Home Phone/Cell Phone: _____

Sponsor of Event: _____

Event Organizer Name: _____ Phone: _____

Address: _____

Section 2- Supporting Information

Please supply the following detailed information for your event. A Building Inspector will check and initial the items that pertain to your event. **An incomplete application will not be processed.**

Yes	No	Detail	Initials
		a. Expected number of persons expected to use the property at one time and collectively, including organizers, employees, vendors, exhibitors and/or spectators	
		b. Expected number of vehicles expected to use the property at one time and collectively	
		c. The name and address of the security company, if any, that will work on the premises and a description of the duties to be performed	
		d. Description of the communications plan to be utilized by the event organizer to facilitate command and control of all routine and emergency activities related to the event	
		e. The name, address, telephone number of the persons who will be engaged in the preparation and sale of food, beer or alcohol and a copy of their state and/or county licenses and permits for said activity	

Yes	No	Detail	Initials
		<p>f. A sketch plan showing the size of the property and the streets or highways abutting the property. Attach a drawing to the application and label as “Special Events Exhibit #1- Property and Traffic”</p>	
		<p>g. A sketch plan that depicts the location of any temporary structure, tents, concessions, outdoor activities; including stages, booths, canopies, awnings, risers, bleachers, fences, partitions, stands or similar constructions. Plans should indicate setbacks from property lines, traffic flow plans as well as pedestrian flow plans. Attach a drawing to the application and label as “Special Events Exhibit #2- Structures”</p>	
		<p>h. Show the layout of any parking area for automobiles and other vehicles and the means of ingress and egress for such parking area. Such parking area shall provide one parking space for every four (4) persons in attendance. Attach a drawing to the application and label as “Special Events Exhibit #3- Parking”</p>	
		<p>i. A description for fire protection and a map specifying the location of fire lanes and water supply for fire control, subject to the approval of the appropriate fire chief. Attach a drawing to this application and label as “Special Events Exhibit #4- Fire Protection”</p>	
		<p>j. Describe in detail provisions to dispose of any garbage, trash, rubbish or other refuse. Attach a plan and drawing showing the method to be used for the disposal of sanitary waste and sewage, subject to the approval of the Niagara County Health Department. Attach to this application and label as “Special Events Exhibit #5- Waste Disposal”</p>	
		<p>k. Provide a plan and drawing showing the method to be used for the supply, storage and distribution of water, subject to the approval of the Niagara County Health Department. Attach to this application and label as “Special Events Exhibit #6- Water Supply”</p>	
		<p>l. Describe the use of amusement devices, including any exhibition involving amusement attractions or rides, spectacles, animals, sideshows, games, inflatables in excess of four (4) feet in diameter, including hot air balloons, bounce houses, or other inflatable objects and the like, addressing safety, security and health issues</p>	
		<p>m. Describe any anticipated noise and/or chemical, smoke or other disturbances, including live music, loudspeakers, horns or other sounds, which will be used, and the type and location of speakers and other audio equipment. Example: A burnout competition that generates copious amounts of smoke, which can be an irritant in large amounts, loud noises from vehicles and loudspeakers</p>	
		<p>n. Describe the use of powered equipment requiring connection to public power supplies or separate generator or power supply equipment, including heating, cooling, refrigerating or cooking devices; including sound amplification, public address systems, loudspeakers, audio or television systems</p>	
		<p>o. Describe any racing or athletic competitions and uses, including motor vehicle racing or running marathons, bicycle, moped, skateboards, or any other contest or exhibition that is competitively timed or speed related</p>	
		<p>p. Describe sales of alcoholic beverages, including any activity requiring a special designated permit or other permit under the New York State Liquor Authority</p>	

		q. Describe any sales of goods and merchandise, including food, concessions, candy, clothing, jewelry, supplies, equipment, souvenirs, balloons, or any other similar items	
		r. Please include any other important details that may not have been addressed above	

Section 3- Assistance

If you should require any assistance, please contact the Building Department 6200 Robinson Road, Lockport, NY 14094. Monday through Friday from 8 AM to 4:30 PM. (716) 439-9527

Section 4- Other Comments/Requirements

- Save a copy of all information for your own records
- This request will only be accepted if all information is completed and all of the supporting documentation is included

Section 5- Signatures

Signature of person completing the form

Date

Printed Name

Signature of Building Department Representative

Date

Printed Name

Section 6- Building Department Use Only

Date Permit Issued: _____

Date Permit Expires: _____