

PRIVATE SPECIAL EVENT  
**NOISE EXEMPTION APPLICATION**

**APPLICANT CONTACT INFORMATION:**

name: \_\_\_\_\_  
phone number: \_\_\_\_\_  
email: \_\_\_\_\_

**EVENT DETAILS:**

address of event: \_\_\_\_\_  
date of event: \_\_\_\_\_ start time: \_\_\_\_\_ end time: \_\_\_\_\_  
number of guests: \_\_\_\_\_  
event description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT IS THE PARKING PLAN FOR ATTENDEES OF THE EVENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIRD-PARTY OPERATORS:**

Are any third-party operators working at the event?  yes  no  
Do the operators have a valid Business Licence to operate in the District of West Vancouver?  yes  no  
*If not, we will help the business in obtaining one.*

list of all third-party operators: \_\_\_\_\_ business licence numbers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_  
**Freedom of Information and Protection of Privacy notification:** By submitting this application, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the Privacy Officer at foippa@westvancouver.ca or 604-921-3497.



**INCLUDE ANY RELEVANT ADDITIONAL INFORMATION HERE IF NEEDED**



## NOISE EXEMPTION APPLICATION PROCESS

### Private Special Events

1. Persons requesting non-enforcement of sections 5 and 6 of the Noise Bylaw for special events or private parties must follow Section 4.3 of the Policy:
  - Submit a written request to the District's Bylaw and Licensing Services Department at least forty (40) days prior to the event.
  - Provide a written description of the proposed event, including date, time and duration, and purpose of the event. (*This should be done using the form on the first page.*)
  - Provide a parking plan.
  - Identify any third-party operators who may be attending for the purpose of the special event or private party and provide their valid Business Licence to operate in the District; and
  - Obtain all necessary permits from the British Columbia Liquor and Cannabis Regulation.
2. Once we have received your official written request, we will send you a non-refundable invoice for the application fee in the amount of \$153.
3. Once payment is received, a template letter will be provided for you to complete and provide to residents in the properties within a 100-metre radius surrounding your event.

NOTE: The draft template letter must be approved by staff before canvassing to the residents.

4. You will then need to obtain written consent for the Noise Exemption from 80% of the letter's recipients. To do so, please have the recipient sign the letter and then return the signed copies to the Bylaw and Licensing Department. If after a minimum of three attempts, you are unable to obtain a signature from a property, return the letter with the dates and times you have attempted to reach them; reasonable efforts made by the applicant may be considered sufficient to meet the 80% threshold.
5. Incomplete applications will not be processed.

### Important:

- 4.6. Applicants for private special events of 80 guests or less may be approved by Bylaw and Licensing staff. Staff may approve the application, request modifications to the application in order for approval to be granted, reject the application, or refer the application to Council.
- 4.7. Applications for private special events greater than 80 guests or between the hours of 12 a.m. and 7 a.m. may not be approved by staff and require Council exemption.
- 4.8. Applications that require Council exemption must be received by the Bylaw and Licensing Services Department, as per section 4.3 of this policy, at least twenty-eight (28) days in advance of the proposed Council date of consideration.

### Applicants that require Council exemption:

Once all the above steps have been completed and met, District staff will discuss the booking time with applicant, for the upcoming council meeting (held on Mondays).

Once the meeting time is booked in, applicant will be made aware and may be requested to attend, either virtually or in-person, to advocate for this application on Private Special Event Noise Exemption.