# Public Event Permit Application

*This application is required for organizing public events in parks, streets, or other community spaces. Approval from local municipal authorities is mandatory prior to event execution.*

## Applicant Information

**Applicant Full Name:** {applicantName}  
**Organization Name (if applicable):** {organization}  
**Phone Number:** {contactNumber}  
**Email Address:** {email}  
**Address:** {address}

## Event Details

**Event Title:** {eventTitle}  
**Event Type:** {eventType}  
**Date:** {eventDate}  
**Start Time:** {startTime}  
**End Time:** {endTime}  
**Expected Attendance:** {expectedAttendance}  
**Location:** {eventLocation}  
**Description:**

{eventDescription}

## Event Features

{#features}

* {feature}

{/features}

## Equipment and Setup Requirements

{#equipment}

* **{itemName}:** {quantity}

{/equipment}

## Road Closure or Traffic Disruptions

{#roadClosure}

**Will your event require road closures?** Yes

**Details of affected roads and times:**  
{roadDetails}

{/roadClosure}

{^roadClosure}

**Will your event require road closures?** No

{/roadClosure}

## Insurance Coverage

{#hasInsurance}

**Insurance Provider:** {insuranceProvider}  
**Policy Number:** {policyNumber}  
**Coverage Details:**  
{coverageDetails}

{/hasInsurance}

{^hasInsurance}

**Insurance:** This event does not have insurance coverage.

{/hasInsurance}

## Security and Emergency Services

{#securityPlan}

**Security Provider:** {securityProvider}  
**Number of Personnel:** {numberOfGuards}  
**Emergency Services Coordination Plan:**  
{emergencyPlan}

{/securityPlan}

{^securityPlan}

**Security/Emergency Services:** No security or emergency plan provided.

{/securityPlan}

## Event Personnel List

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Role** | **Contact Number** |
| {#personnel}{fullName} | {role} | {phone}{/personnel} |

## Attachments

{#attachments}

* {fileName}

{/attachments}

## Applicant Declaration

I, **{applicantName}**, declare that the information provided in this application is accurate and complete. I understand that submission of this application does not constitute approval, and I agree to comply with all applicable laws, regulations, and safety requirements for hosting public events.

Date of Submission: {submissionDate}

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_