

A Guide to Planning Events in HRM

Prepared by:

Events & Cultural Initiatives
Parks & Recreation
Halifax Regional Municipality
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PART ONE

Introduction

Every year numerous special events are held across Halifax Regional Municipality (HRM). These events, often organized by community groups and volunteers greatly enrich our cultural lives and communities. HRM recognizes special events as an important part of HRM's quality of life and that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the HRM. This manual has been produced by HRM to provide Event Organizers with information about what is required, who to talk to and where to seek further guidance or to even answer your questions before you have to ask them. Whether you are planning an arts celebration, a children's festival, a sporting event, a music festival, or a fun run, it is our hope that this guide can make your job easier.



Purpose

The purpose of the Special Events Guide is to incorporate, into one document, the guidelines used by the various departments and business units with the Halifax Regional Municipality when assisting Event Organizers plan their events. It also includes contact information from various departments within the federal and provincial government, which depending on the event, may need to be contacted. This manual is designed and intended to assist a special event coordinator effectively plan and execute a safe and successful event for all involved.

This guide is intended to ensure consistency, convenience and safety of the Event Organizer and event patrons. All efforts have been made to ensure the information contained within the guide was correct at the date of completion, however, no representations or warranties, expressed or implied, are made as to the accuracy of information contained herein. Although a number of Provincial Regulations, Municipal By-Laws, policies and procedures are addressed within this manual, the Event Organizer should be reminded that they are responsible for complying with all applicable Federal, Provincial and Municipal legislation and regulations. Also, Event Organizers may need to seek additional clarifications outside the information provided within this guide.

Special Events Task Force (SETF)

In order to assist Event Organizers to plan their events, HRM has formed the Special Events Task Force (SETF). It is comprised of representatives from various Municipal and Provincial Departments and can provide valuable information and assistance on policies, procedures, and best practices concerning events within the Halifax Regional Municipality. The SETF meets monthly to review all special event applications. Depending on the scope of the event, the Event Organizer could be asked to attend an SETF meeting and give a detailed presentation/overview on their event. This provides both the Event Organizer and the SETF an opportunity to have any questions or concerns addressed (see SETF Terms of Reference – Appendix 2)

Special Events Administrative Order

As of December 5, 2014 Regional Council has implemented Administrative Order Number 2014-010-ADM respecting Special Events Task Force Process for Events, Parades, & Street Closures (Special Events Administrative Order). This administrative order clearly outlines timelines, costs, procedures and responsibilities of the event organizer and the municipality to ensure the delivery of safe, efficient and accountable events.

Special Events Administrative Order Highlights:

- Applies to special events being held on municipal land and to municipal services provided to special events held on non-municipal land.
- Applies to parades, and moving & static events. Does not apply to block parties.
- Applications must be submitted, in writing, no less than 120 calendar days in advance of the start of the event.
- Any applications received after the 120 days will be assessed on a case-by-case basis as and if scheduling permits. Applications received 30 days or less prior to the event date are unlikely to be accepted for review.
- Event organizers will receive a detailed quote for municipal services (+/- 5%) and must approve the expenses in writing. Quotes will be provided to organizers within 30 days following presentation and/or review at the Special Events Task Force.
- Invoices for municipal services will be issued no later than ninety (90) calendar days after the final day of the event.
- Municipal Traffic Services/Right of Way must approve all street closure requests. Abutter approval is no longer required for street closures, however all successful street closure applicants must inform affected citizens of an approved closure no later than 21 days prior to the start of the event.

PART TWO – Planning an Event in HRM

Whether the event is a small, one day community event or a week long International Festival, careful planning is key to the success of any event. The information provided in this manual will assist all Event Organizers and make the planning process as easy and as straight forward as possible. The first step should be completing an HRM Special Event Application form. The information provided in this form will assist HRM staff in providing guidance to Event Organizers and ensuring that each event is run successfully.

Application for Special Events

Event Organizers as per the Special Events Admin Order are required to submit an Special Events Application Form a minimum of four (4) months or one hundred twenty (120) working days prior to the event. Failure to submit an application prior to the four (4) month deadline results in no guarantee that municipal services will be provided with accurate quotes. Applications received 30 days or less before an event will not be considered. All applications can be submitted to:

HRM Civic Events
Parks & Recreation
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-4729
Fax: (902) 490-5950

The application can also be found online at www.halifax.ca/events

The SETF will review the application and provide assistance to the Organizer in meeting all policies and requirements. The following chart is a guideline showing the approximate times it would be best for events to be presented to the SETF. It is based on anticipated attendance.

1,000 to 3,000 people	3,000 to 5,000 people	5,000 to 15,000 people	15,000+ people National/International
3 Months prior to event	5 Months prior to event	6 Months prior to event	12 Months prior to event
Type of Event – Road Race	Type of Event - Parade	Type of Event - Large Concert	Type of Event - Tall Ships

HRM-Owned Parks and Open Spaces

HRM has many parks and open spaces that are available (at a nominal rate) for special events. The most commonly used event spaces within HRM include the following:

- DeWolf Park – Bedford
- Fish Hatchery Park – Bedford
- Sullivan’s Pond – Dartmouth
- Ferry Terminal Park – Dartmouth
- World Peace Pavilion - Dartmouth
- Dartmouth Common-Leighton Dillman Park – Dartmouth
- Graham’s Grove – Dartmouth
- Shubie Park - Dartmouth
- Central Common – Halifax
- Africville Park – Halifax
- Sir Sandford Fleming Park – Halifax
- Victoria Park - Halifax
- Granville Mall - Halifax
- Grand Parade* - Halifax
- Emera Skating Oval - Halifax
- Halifax Public Gardens* - Halifax
- Point Pleasant Park* - Halifax
- Sackville Landing - Halifax Waterfront
- Chebucto Landing - Halifax Waterfront
- Nathan Green Square - Halifax Waterfront



Each one of these open spaces offers spectacular venues for special events. All reservations or bookings must be made through the HRM Outdoor Sport and Community/Special events Scheduling Office. The Event Organizer must also complete one or both of the following applications. Each of these are included in this guide as appendices but can also be found online (<http://www.halifax.ca/rec/BookingsandRentals.php>)

*Grand Parade, Halifax Public Gardens and Point Pleasant Park are unique municipal properties and have very specific guidelines and restrictions pertaining to their use.

The application form(s) can be submitted to:

HRM Facility Scheduling
PO Box 1749
Halifax, NS B3J 3A5

Phone: 3-1-1
Fax: (902) 490-4585

Once the applications are reviewed, all of the necessary information is confirmed, and the intended use is deemed appropriate by HRM staff, a Facility Rental Contract will be issued to finalize the agreement. All regulations outlined in the application forms and the permit must be adhered to.

Event Infrastructure available from HRM

The Halifax Regional Municipality has limited event infrastructure available for Event Organizers to use at their events. There is no rental fee involved, instead Event Organizers will be charged on a 'Cost Recovery' basis, usually including labour for delivery, set-up (if required) and return. Availability is on a first come, first served basis; however HRM managed events take precedence. The infrastructure that is available includes:



1. Eight (8) foot metal French Barricades (400+)
2. Twelve (12) Picnic Tables
3. 20' x 30' mobile platform stage (no roof)

To inquire about the availability of this infrastructure, please contact:

HRM Civic Events
Parks & Recreation
PO Box 1749, Halifax, NS B3J 3A5

Phone: (902) 490-6394
Fax: (902) 490-5950

Event Site Plan

One of the most important logistical tools that an Event Organizer should have is a 'drawn to scale' site plan of the event. A site plan is required for a number of different applications and permits that must be obtained before the event.

These include but, are not limited to:

- HRM Outdoor Facility Permit Application
- Tent Permit Application
- Liquor License (if selling or serving alcohol)
- Electrical Inspection Permit (NSPI)
- Fireworks – Firing Site



The following should be included on the site plan but, are not limited to:

Tents/ Trailers

Portable Toilets

General & Accessible Parking

Stage

Food Vendors

Generators/Transformers

EHS/First Aid

Buildings

Vehicles

Entry & Exit Points

Perimeter Fencing/Property Lines

Surrounding Streets

Accessible viewing area (if needed)

Waste Management requirements

Backstage Requirements

Licensed Area

Seating area/bleachers

Underground pipes/wires

VIP/Hospitality Area

Emergency Access Route(s)

Street Closures



HRM Regional Fire & Emergency – Fire Prevention Division Tent Permit and Inspection

All tents over 10' x 10' used at special events require a permit and most tents **must** be inspected by a member of the Halifax Regional Fire and Emergency Service. The need for an inspection is based on the type of event, anticipated audience/occupant load, length or duration of event and history of the event. Tent Permit Applications can be picked up and paid for at the Acadia Building, Lower Sackville and the Building Permits Store front Office, Bayers Road Shopping centre, Monday to Friday 8:30 am to 4:30 pm. Completed applications can be dropped off to the Fire Prevention Division office at 7 Mellor Ave, Suite 10, Dartmouth, or faxed to (902) 490-5228 with proof of payment.

When the application is picked up, an application fee must be paid (there are no exceptions), this will ensure that each event that has applied for a permit will be assigned an inspector. The completed application can be dropped off at 7 Mellor Ave, Suite 10. Please allow for ten (10) business days to review and approve the application. Please ensure that the following information is included with the completed application form:

- Receipt as proof of payment to HRM
- The Completed Application
- A Site Plan including: tent size(s), entry and exit points, location of property lines, distance between structures, cooking appliances, fuel storage, any stationary motor vehicles and expected occupancy load. (Official Occupancy Load will be determined by the Inspector)
- Tent plan showing tent size, exit locations and size, location of fire extinguishers , location of emergency lighting and exit signs, size and location of all other related fixtures and furniture within each tent
- Documentation of Fire Rating for all tenting material
- Certificate of Liability Insurance Coverage



When developing either the Site Plan or the Tent Plan for the permit application, here are some regulations that must be adhered to:

- Tent material shall meet the requirements of the National Fire Protection Association Standard #701 (NFPA 701), “Standard Method of Fire Tests for Flame-Resistant Textiles and Films” or CAN/ULS-S109-M, Standard for Flame Test of Flame Resistant Fabrics and Films.
- Smoking is not permitted in any tents. “No smoking” signs shall be posted
- Open Flame devices shall not be permitted in a tent while it is occupied by the public. Approved open flame cooking equipment must be located a minimum of 1.5 meters away from any tent
- Portable fire extinguishers, minimum of one (1) 5 lb multipurpose ABC type shall be mounted in a visible and accessible location at each exit. Additional fire extinguishers may be required depending on the size of the tent and type of equipment bring used.
- All exits and access to exits shall be fully maintained at all times while tents are occupied by the public.
 - One exit at 15 meters or less travel distance to exit
 - Two exits over 15 meters or more travel distance to exit
- All electrical equipment and wiring shall be in a safe condition and meet the Canadian Electrical Code. (See section on Electrical Requirements and Installation)
 - The electrical system in a tent shall be maintained and operated in a safe manner
 - Portable electrical equipment shall be inspected for fire hazards and defects shall be corrected before a tent is occupied by the public
 - The electrical system and equipment in a tent including electrical fuses and switches shall be inaccessible to the public
 - Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers
- If interior lighting is installed, emergency lighting shall be installed at each exit
- All tents on site must be a minimum of 10 feet (3 meters) in distance from each other
- No motor vehicles should be parked within 10 feet (3 meters) of a tent
- A minimum 20 foot Emergency Access Route must be maintained throughout the event. Emergency vehicles must be able to reach ALL areas of the event site
- It is the responsibility of the vendors and event organizers to ensure that all requirements of the Provincial Acts and Municipal By-Laws are maintained throughout the event.

For further assistance, or for additional information, contact HRM Fire and Emergency Services at:

HRM Regional Fire & Emergency
Fire Prevention Division
7 Mellor Ave. Suite 10
Dartmouth (Burnside), NS

Phone: (902) 490-5546
Fax: (902) 490-5228

HRM Regional Fire and Emergency Fireworks

Anytime fireworks are part of an event, a permit and approval must be obtained from the HRM Fire and Emergency Services. The applicant must indicate that a certified pyro-technician will be on site at the event and provide a valid card and number with an expiry date in conformance with the Fireworks Manual of the Explosive Division, Department Natural Resources.

The Event Organizer is responsible for obtaining all necessary permits and will provide copies to the HRM Fire Services at least two (2) weeks prior to the event.

HRM Fire Services will determine the requirements of fire equipment and personnel from the Department on site before, during and after the display, the cost of which will be the responsibility of the Event Organizer. For further assistance, or for additional information, contact HRM Fire and Emergency Services at:



HRM Regional Fire & Emergency
Fire Prevention Division
7 Mellor Ave. Suite 10
Dartmouth (Burnside), NS

Phone: (902) 490-5546
Fax: (902) 490-5228

Police Services/ Security Plan / Sound Bylaw

Specific types of security are required for certain events; be sure to check with Halifax Regional Police to confirm that your security plan is sufficient. Adequate security must be in place for the issuance of any liquor license, and could possibly affect insurance requirements. Some activities that require HRP include road closures, crowd control, protected persons, when liquor is served and to prevent theft or damage at the event site.

Each Event Organizer that applies to the Special Events Task Force (SETF) for assistance in planning their event will be assigned a liaison officer from the Halifax Regional Police Service, if necessary. Once the logistics of the event are confirmed, this officer will work with the Event

Organizer to determine if any police services are required. Each event is assessed on a case by case basis with public safety being the top priority. Whether or not police services are required depends on the following criteria:



- type of event
- location of event- indoors or outdoors
- is alcohol being served?
- size of the crowd
- demographics of the crowd
- are street closures required?
- traffic escort required?
- any known threats?

If it is determined that a particular event requires the services of the Police, the specific requirements will be reviewed with the Event Organizer and an Operation Plan will be drafted and provided to the Event Organizer. All shifts will be a minimum of a four hour call out. Included in the Operations Plan will be a breakdown of the costs associated with having the Police on site at the event.

All arrangements and costs for HRP services are the sole responsibility of the Event Organizer and must be negotiated in advance.

The Halifax Regional Police can be contacted at the non-emergency phone number: (902) 490-5020.

Private Security

If it is determined that the event requires private security for the protection of persons and/or property at your event, the security business and the security personnel contracted for hire by the event organizer must hold valid licenses in accordance with the Private Investigators and Private Guards Act.

A list of licensed security companies in the Province can be found at <http://novascotia.ca/just/> select Private Security and Special Constables from the Programs Menu (on the left)

The following lists some examples (but not limited to) of the types of security roles which are likely to require a security license under the Private Investigators and Private Guards Act during a special event if their primary role consists of:

- Controlling the access to the event being protected.
- Providing security within or at the entrances to premises licensed under the Liquor Control Act

- Protecting an area from spectators or others with the intention of preventing damage to property or persons.
- Guarding property and/or equipment during the setup and breaking down of an event.
- Escorting individuals from an event or designated area e.g. concert pit or backstage areas.
- Patrolling the perimeter of an event to prevent unauthorized entry by individuals, through the climbing or breaching of any fences or barriers, or through being let in via an access point.

To help ensure a special event is successful, the Department of Justice, Security Programs Office likes to be proactive and work with the event organizer as much as possible to ensure compliance with the Private Investigator and Private Guards Act/Regulations. For assistance, additional information or if you have questions related to Security Services, contact the Department of Justice at:

Security Programs Office
1681 Granville St, Halifax
P.O. Box 7, Halifax, NS B3J 2L6

Phone: (902) 424-0859 or 424-8987
Fax: (902) 424-0700

By-Law N-200 – Respecting Noise – Exemption Application

For more information regarding By-law N-200 Respecting Noise, please visit the following website: <http://www.halifax.ca/legislation/bylaws/hrm/documents/By-lawN-200.pdf>. To obtain more information regarding a possible exemption, please contact either Halifax Regional Police Superintendent Cliff Falkenham (902) 490-1648 or Tanya Phillips, Manager By-Law Standards, Municipal Compliance at (902) 490-4491.

Beer Gardens/ Liquor Tents

All events that are either selling or serving alcohol must apply for license(s) from the NS Provincial Alcohol and Gaming Division. The Event Organizer must adhere to the rules and regulations of the Alcohol and Gaming Division. There are a variety of licenses that depending on the event must be applied for, but the two main ones are:

1. Place of Amusement Application (if admission is charged)
2. Special Occasion Liquor License – Class I, II or III

Both of these applications can be found online at <http://gov.ns.ca/lwd/agd/forms.asp> . They are also included in this guide as appendices.

There are a number of documents that must accompany the Special Occasion Liquor License Application. These include:

- Detailed Site Plan, including the enclosed/licensed area, washrooms, etc.
- Letter of Acknowledgement from the Halifax Regional Police, recognizing the intent of having alcohol on site.
- Letter of Acknowledgement from the Halifax Regional Fire and Emergency Service, recognizing the intent of having alcohol on site.
- Letter of Acknowledgement from the owner of the venue, recognizing the intent of having alcohol on site, this includes land and venues owned by HRM.
- Application fee(s)

The complete application must be received at least ten (10) days prior to the event

Other helpful hints:

- The Licensed area must be enclosed with a minimum four foot high type of fencing or equivalent that is securely installed around the complete area. All openings in the fencing must be established to facilitate exits from the tented structure and to provide efficient evacuation of the event site.
- A Health Permit is to be secured from the Department of Agriculture: Food Safety Section. The Department also inspects the site to ensure enough washrooms are in place for the event. (See section on Department of Agriculture)
- All policies from HRM Fire and Emergency Services regarding tents apply here if a tent is being used. (See section on Tent Permit and Inspection)
- Halifax Regional police maybe required on site for the times the beer tent is open to the public. The number of officers required will be determined by the Police based on the scope of the event. All costs associated with police services are the responsibility of the Event Organizer.
- Event Organizers must follow the liquor regulations in regards to age restrictions, ie: consumers must be nineteen (19) years of age or older.
- Alcohol must be served in plastic cups and bottles kept away from the public for safety reasons

The Alcohol and Gaming Division can be contacted at:

Alcohol and Gaming Division
Service Nova Scotia Municipal Relations
780 Windmill Road, 2nd Floor
PO Box 545
Dartmouth, Nova Scotia B2Y 3Y8

Phone: (902) 424-6160
Fax: (902) 424-6313
Toll Free: 1-877-565-0556

HRM Electrical Requirements

Typically anything more than a minimal electrical installation (as explained in the NS Labour & Workforce Development section) would require a wiring permit from NSPI. This will require the services of a NS certified construction electrician to obtain the permit and install all of the power distribution equipment necessary for the event. If the event is occurring on HRM owned property, and HRM is supplying electrical power, an HRM electrician must be on site for the initial 'tie in' of wiring. The Event Organizer can then continue with the HRM electrician, or a contractor can be hired to finish the electrical installation. If an outside electrician is hired, it is the responsibility of the Event Organizer to pay the costs incurred for both electricians.

Depending on the scale of the work necessary, both the HRM and the contracted electricians could be required. For venues not owned by the HRM, it is the responsibility of the Event Organizer to hire a NS certified construction electrician and to coordinate access to electrical power.

Anytime there is a new electrical installation or there are modifications to an existing electrical installation a wiring permit and inspection by NSPI are required.

For additional electrical requirements from the Nova Scotia Department of Labour and Workforce Development see Appendix 3.

For more information, please contact:

David MacLeod, P.Eng
Provincial Chief Electrical Inspector
Labour and Advanced Education
Phone: (902) 424-8018
Fax: ((902) 424-3239
Email: macleodd@gov.ns.ca

Insurance Requirements

The Halifax Regional Municipality requires that special Event Organizers, whether all or part of the event takes place on, or passes over HRM/public property, during setup, the event, and /or breakdown, carry third party liability insurance at a level of not less than \$2,000,000, inclusive Bodily Injury and Property Damage, and in the case of the event serving or selling liquor, not less than \$5,000,000. The HRM shall be named as “Additional Insured” and again where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A copy of all required insurance coverages shall be forwarded at least seven (7) working days prior to the event. For further assistance, or additional information, please contact HRM Risk and Insurance Services at:

HRM Risk and Insurance Services
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-6439
Fax: (902) 490-7413

Water Requirements

Water Supplied from fire hydrants is usually reserved for firefighting purposes only. Whenever any person, other than HRM Fire and Emergency Service, desires to use a fire hydrant for the supply of water, written permission must be obtained from the Halifax Regional Water Commission. For further assistance or for additional information, please contact the Halifax Regional Water Commission at:

Halifax Regional Water Commission
PO Box 8388, Station A
Halifax, NS B3K 5M1

Phone: (902) 490-4820
Fax: (902) 490-4749
Email: cust_inq@hrwc.ca

Recycling, Organics & Garbage

As per HRM's Solid Waste Resource Collections and Disposal By-Law S-600, all events must provide the necessary containers to allow for the proper separation of waste generated by visitors and staff at the event.

Halifax Regional Municipality does not supply garbage, organic or recycling containers or collection services for major special events.



It is the sole responsibility and cost of the Event Organizer to secure a contractor to supply properly signed garbage, organics, recyclables, paper and corrugated cardboard containers, as well as collection services for these containers.

For useful tips on planning a “Green Event” including requirements and signage, visit: www.halifax.ca/wrms/EventGreening.html. Solid Waste Resource staff can be contacted for advice on ‘What Goes Where’ and suggestions on proper bin placement. By-Law S-600: Halifax.ca/legislation/bylaws/hrm/documents/HRMSolidBy-LawS-600.pdf

Overflowing bins is a separate violation of By-Law S-600 and is the responsibility of the event organizers to ensure a Solid Waste Hauling company is hired for waste removal.

An organizer should address the following questions when putting together the event’s waste management plan:

- Ensure a Solid Waste Hauling company is hired for waste removal.
- Is the event large enough to have a contracted waste hauler?
- How many cluster stations (recycling, organics, paper, and garbage) will be onsite?
- Do the bins have signage?
- Who is responsible for emptying multi-stream waste containers to avoid overflowing? What will be the frequency?
- Where will commercial containers be stored (recycling, organics, paper, garbage, cardboard) to empty the cluster stations into? What will be the number and size?
- When are the commercial containers scheduled to be emptied?
- Would your event like to have assistance (free of charge) from a Solid Waste Education Officer (including assistance with signage)?

Please contact the HRM Solid Waste Resources at:

HRM Solid Waste Resources
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-7175
Fax: (902) 490-6690
Email: wasteless@halifax.ca

Flyers/ Advertisements – Litter Abatement

From the Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act S.N.S. 1994-95, c. 10.I.C. 96-79 (February 6, 1996), N.S. Reg. 25/96, as amended up to O.I.C. 2007-102 (February 22, 2007), N.S. Reg. 61/2007

Part III- Litter Abatement

Flyers/advertisements 24 (1) No person, including a sponsor, organizer, or promoter of an event or thing, shall attach or cause to have attached a flyer, brochure, advertisement or other literature on a utility pole, structure, fence, or other thing;

- (a)** without the prior approval of the owner of the utility pole, structure, fence, or other thing; and
- (b)** without the prior approval of the municipality, city or town where the utility pole, structure, fence, or other thing is located.

(2) Subject to subsection (1), no person, including a sponsor, organizer or promoter of an event or thing, who attaches or causes to be attached a flyer, brochure, advertisement or other literature on a utility pole, structure, fence, or thing shall:

- (a)** fail to put the posting date on the flyer, brochure, advertisement or literature;
- (b)** fail to remove the same within 30 days after the event; or
- (c)** fail to dispose of the same as prescribed in these regulations.

(3) No person, including a sponsor, organizer or promoter of an event or thing, shall distribute or cause to have distributed a flyer, brochure, advertisement or other literature by placing the same on a parked vehicle

Parades, Marathons, Marches, Road Races, Walks, etc.

The Special Event Admin Order states that all “temporary street closure” permits will be issued by the Traffic and Right of Way Engineer for all special events held on streets pursuant to the Halifax Regional Municipality Charter. All Section 90(7) of the Motor Vehicle Act provides that “No parade, procession or walkathon shall march, occupy or proceed along any highway within the boundaries of a city or town unless a permit has been granted by the Traffic Authority of the city or town prescribing the route to be followed and the time when the parade, procession or walkathon may take place.”

Every year, HRM Traffic Services receives hundreds of requests for on-street events, and is committed to working with Event Organizers in facilitating all events. However, in order to minimize the congestion and delay caused by numerous marches, processions and parades in the Downtown Business Districts, the Traffic Authority may request that marches and processions be restricted to sidewalks and/or limited to less busy streets and off-peak times. Representatives from HRM Police, Traffic Services and Halifax Transit will work in collaboration with the Event Organizer to develop the best possible route and times for the event.

Currently, HRM Traffic Services does not charge for a parade permit, however, any costs associated with a Police escort (required for all on-street events for safety reasons) or the closing of streets for an event are the sole responsibility of the Event Organizers. Events on streets within the HRM Core Service Area must obtain a parade permit from HRM Traffic Services.



If parking restrictions are deemed necessary, HRM Traffic Services will install and remove “No Parking Special Event” signs along the permitted route, with all associated costs charged to the Event Organizer.

For further assistance, or additional information, please contact HRM Traffic & Right of Way Services at:

HRM Traffic & Right of Way Services
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-6133
Fax: (902) 490-6727

For information on Permits for Provincially controlled streets and roads, please call the District Office at (902) 424-5328.

Street Closures for Special Events

It is the responsibility of the Event Organizer once they have received permission from HRM to close a street or right of way to notify affected business and residents (abutters) within the closure. Event Organizers must provide them with the following information:

- Reason(s) for the proposed street closure and a brief explanation of the event
- Dates and times of closure(s)
- Whether or not abutters will be given vehicle passes to get through the barricades.
- Contact name and number of the Event Organizer to address any additional questions or concerns

Street Closures for Neighbourhood Block Parties

To apply for a street closure, and to receive a permit, send the request with the following information to the address below (Special Event Admin Order does not apply to Block Parties):

- The name of the proposed street where the closure is to take place. Include the starting point and ending point of the affected area. Closures are to start and stop at intersections wherever possible
- The date and time of the event and rain date if desired
- Contact name, address, email, phone, fax for the event
- Written agreement to the closure from abutting residents and property owners



Additional Information

- Street Closures must still allow for people to walk through
- Emergency vehicles must have access to the area
- All provincial and Municipal By-Laws and statutes still apply
- The closure of streets with Halifax Transit routes cannot occur without direct consultation with Halifax Transit, and is not encouraged or guaranteed

HRM requires at least two (2) weeks notice to process each request. Once the request is approved, an authorization letter will be sent providing additional details.

For further assistance or additional information please contact HRM Traffic and Right of Way Services at:

HRM Traffic & Right of Way Services
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-6240
Fax: (902) 490-6727

Street Banners

HRM does allow the placement of over-the-street banners for non-profit events. The following are locations that are acceptable for banner placement:

- Spring Garden Road between Tower Road and Summer Street (200' from Summer Street)
- South Park Street between Sackville Street and Spring Garden Road (at YMCA)
- Bell Road between Robie Street and Summer Street (50' east of the old QEH)
- Bell Road between Ahern and Sackville Street (100' east Ahern Avenue)
- Inglis Street between Tower Road and Robie Street (Mid-block)
- Cunard Street between Robie Street and North Park Street (200' east of Robie Street)
- Cogswell Street between Robie Street and North Park Street (200' east of Robie)

Conditions for the Installation of a Banner

- *HRM does not install banners.* Installation agreements and costs are the sole responsibility of the Event Organizer
- Banners must be for non-profit advertising only.
- HRM owned street lighting poles, standards or other street hardware, and poles owned by NSPI, Bell Aliant and other utilities cannot be used for suspending banners
- Trees can be utilized for suspending banners but banners are to be fastened with cord or rope; wire &/or spikes are not permitted
- Banners are to be removed by the date specified; torn or damaged banners must be removed or repaired immediately
- Banners must be suitably perforated to reduce the sail-effect; canvas is not recommended
- Banners are to be suspended **no less than 16'** from the bottom edge of the banner to the crown of the road

To receive an application or for additional information, please contact HRM Traffic Services and Right Of Way Services at:

HRM Traffic & Right of Way Services
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-6245 or 490-6240
Fax: (902) 490-6727

Street Lamp Banners

The hanging and placement of street pole banners are under the management of the formalized Business Districts throughout the HRM. For additional information, please contact each Business District directly at:

- The Downtown Halifax Business Commission at 902-423-6658 or info@downtownhalifax.ca
- The Spring Garden Area Business Association at 902-423-3751 or springgarden@ns.sympatico.ca
- Quinpool Road Mainstreet District Business Association at 902-209-2210 or Karla@QuinpoolRoad.ca
- The Downtown Dartmouth Business Commission at 902-466-2997 or info@downtowndartmouth.ca
- The Halifax Dartmouth Bridge Commission manages the hanging of banners on the Macdonald Bridge. For additional information contact the Commission at 902-463-2800 or bridges@hdbc.ca



Please note that fees will most likely apply for the installation and removal of banners.

Halifax Transit/Event Bus Service

Transporting large numbers of people to and from an event may require a bus service. Depending on the size, timing and the location of the event, Event Organizers might want to consider using Halifax Transit services to transport people. If the event location is outside the Core HRM, parking is limited at or near the event, or traffic congestion could be an issue, these are all reasons to consider having Halifax Transit on board.

In collaboration with the Event Organizer, Halifax Transit can develop a “Special Shuttle Service” which is designed specifically for event attendees to address whatever traffic/transportation issues the Organizer may have. Halifax Transit has provided this service in the past for many events in HRM, such as G7 Summit for World Leaders, Tall Ships 2000 and World Championships in a variety of sports. They are the experts when it comes to moving large groups of people. During many large events Halifax Transit has transported up to 40,000 people a day on the ferry alone.

The cost of providing additional extended services is based on a “cost recovery basis” meaning that the level of service is developed with the intent of the service paying for itself. If properly marketed, this type of service to an event can prove to be very functional and cost effective. The cost of marketing the additional transit service is the responsibility of the Event Organizer.



Any costs not recovered by the special transit service are the responsibility of the Event Organizer to cover. A Memorandum of Understanding (MOU) will be required to be signed by both parties prior to the event, with respect to cost recovery. If this type of bus service could benefit your event, please allow for a lead time of at least three (3) months for the plan to be developed and finalized.

Halifax Transit may also offer extended ferry service for large scale events. This service is also negotiated on a per event basis and is managed the same way the extra bus service is. The number of ferry trips added to the normal schedule should hopefully pay for themselves. If not, it is the responsibility of the Event Organizer to cover the extra cost.

Halifax Transit management considers all requests for extra service on an individual special event -to- event basis, based on availability of buses, ferries, Operators and Crews, in conjunction with the timing of the individual event. If an Organizer has requested additional bus or ferry or shuttle service, but it is determined by Halifax Transit that there is sufficient

conventional fixed route bus or ferry service in place to accommodate potential crowds travelling to an event; or there are potential staffing conflicts as a result of mandatory "hours of work" rules, or equipment availability conflicts, management has the right to decline to provide additional service. Please contact Halifax Transit at:

Halifax Transit Administration Office
PO Box 1749
Halifax, NS B3J 3A5

Phone: (902) 490-6603
Fax: (902) 490-6656



Vending/ Health Permits at Events

Almost all events have vending in some form or another. It is the responsibility of the Event Organizer to see that each individual vendor has the proper permits and licenses. If the event is being held on HRM owned property, all vendors must adhere to [By-Law C-500, Respecting Commerce and Vending on Municipal Lands](#). If the event is being held on private property, vending concerns should be negotiated with the landowner, the Event Organizer and maybe even the vendors. Vendors either on or off HRM owned property must also adhere to [By-Law S-600, the Solid Waste Resource Collection and Disposal](#).

It is up to the Event Organizer to determine what, if any vending fees will be charged to each vendor. Just be careful not to set the price too high that vendors can not expect to receive a reasonable rate on return on their investment in the event.

The Event Organizer should contact a Food Safety Specialist from the Dept. of Agriculture, Food Safety Division and provide them with a list of vendors and the products that are being sold for their approval. The Food Safety Division can be contacted at:

Nova Scotia Department of Agriculture
Food Safety Section
P.O. Box 890
Truro, NS B2N 5G6

Phone: (902) 424-8123
Fax: (902) 428-1014
sara.baird@novascotia.ca

Temporary Signs for a Special Event

A license is required for Sandwich Boards, Mobile Signs and banners erected temporarily on a commercially, industrially, or institutionally zoned or used property and on public property owned by HRM. They can only be used for the purpose of notifying the public of the special event or festival. The sign shall not be placed for a period longer than 30 consecutive days within a 60 day period. No license fee is required for this type of temporary sign license. Applications can also be picked up at anyone of the three (3) HRM Power Centres (customer service centers):



Bayer's Road Shopping Centre Office
7071 Bayer's Road, 2nd Floor, Halifax

Phone: (902) 490-5650
Fax: (902) 490-4645

Sackville Branch Office
636 Sackville Dr., Lower Sackville

Phone: (902) 490-4380
Fax: (902) 490-4254

Dartmouth Branch Office
40 Alderney Drive, 2nd Floor

Phone: (902) 490-4435
Fax; (902) 490-4661

For more information go online to http://www.halifax.ca/customer_service/index.html.

Diversity & Inclusion

Halifax Regional Municipality recognizes that special events should be reasonably inclusive for all citizens volunteering, attending or participating in any other form. Event organizers are encouraged to take positive actions towards this recognition.

Prohibition against Discrimination

Special events are required by the Nova Scotia Human Rights Act to be free from harassment and discrimination.

Persons with Disabilities

When at all possible all HRM Special Events should strive to be barrier free. Such inclusion should include a duty to accommodate for persons with disability.

The following are requirements of the Halifax Regional Municipality Special Events Task Force.

- Designated accessible parking, if controlled by the event organizer.
- Accessible viewing areas provided to view the event or performance.
- Seating for the attendant accompanying those that require the accessible viewing area.
- Accessible washrooms, if washrooms are offered at the event.
- Access to all event areas by service animals.

Recommended

The following, when at all possible, are recommended by the Halifax Regional Municipality Special Events Task Force.

- Sign language interpreters at event upon the request of a person who is deaf or hard of hearing.
- The inclusion of the international symbol of accessibility on print media and electronic media for the event to show that inclusion is being respected and offered.
- A civic address for the event location close to the designated accessible seating or accessible entrance to be included in the media materials so that Access a Bus has a drop off and pick up point.
- A telephone number of a person (and an email address if possible) where further information may be obtained or sign language interpretation can be requested.
- Encourage Free Admission to an attendant who accompanies a person with a disability to look after their attendant needs during the event or performance.

Please contact Halifax Transit at:

Laughie Rutt
Diversity Consultant

Phone: (902) 490-6154
Fax: (902) 490-4330

PART THREE -

Event Grant Programs

HRM financially supports events that build community, foster good community relations, develop local economy and tourism industry, and enrich the quality of life of all residents and visitors.

Further information regarding these grant programs or the application process, please go online to www.halifax.ca/events/grants or contact the Civic Events Office at:

HRM Civic Events
Parks & Recreation
40 Alderney Drive, 2nd Floor, Dartmouth

Phone: (902) 490-6979
Fax: (902) 490-5950
Email: forrestp@halifax.ca



PART FOUR

Fees and Costs – At A GLANCE

DIVISION/DEPARTMENT	FEE
Parks & Open Spaces	
Application Fee	Yes
Usage/rental/tent Fees	Yes/ per day
Traffic and Right of Way Services	
Parade Permit	No
No Parking Signs (if required)	Yes
Street Closure Signage	Yes
Removal or bagging of parking meters	Yes
Over-Street Banner Permit	No
Police Services	
On Site Policing	Yes
Fire Services	
Tent Inspection Application Fee	Yes
Fire Watch – Fireworks	Yes
Municipal Operations - Infrastructure	
Stage	Yes
French Barricades	Yes
Picnic Tables	Yes
Electrical	
Hook up, disconnect & service	Yes
Electrical Permit Application (NSPI)	Yes
Halifax Transit	
Special Shuttle Service	Yes
Extended Ferry Service	Yes
Re-routing of Normal routes	Yes
Water	
Hook up & service	Yes
Temporary Sign	
Permit/License	No
NS Dept. of Agriculture: Food Safety	
Food Establishment Permit	Yes
Temporary Event Permit	Yes
NS Alcohol and Gaming Division	
Place of Amusement License	Yes
Special Occasion Liquor License	Yes
Emergency Health Services	
On Site Support	Yes
Royal Canadian Mounted Police	
On site Policing	No

PART FIVE – AFFILIATE SPONSORS

Nova Scotia Department of Environment: Health & Food Safety Division

Anyone in Nova Scotia who wants to operate a foodservice facility such as: restaurant, food take-out, mobile canteen, temporary food establishment, or a grocery store or push carts or any facility from which foods are sold, whether on a permanent basis or only occasionally must apply for a [Food Establishment Permit](#)

A [Temporary Event Permit](#) is required for the sale of foods at Temporary events, fairs and festivals (as defined in the Nova Scotia Food Safety Regulations). It is required for a booth or other structure operated for fourteen consecutive days or less per year and also includes food booths set up by community organizations to raise funds. Note: Not for profit (recognized charity) does not require a fee.

For additional information regarding these and more permits or policies, please visit the Department's Web site at <http://novascotia.ca/nse/food-protection/>

It also falls under the mandate of the Food and Safety Division to ensure that an adequate number of washrooms are on site at an outdoor event. The chart below can serve as a guideline in determining the number of portable toilets the event should have on site. If the event is serving food and/or beverages (especially alcohol), ordering additional restrooms should be considered. The Food and Safety Division can also assist in determining the number of toilets necessary for the event.

For further assistance, contact the Food Safety Division at

Nova Scotia Department of Environment
Health & Food Safety Division

Phone: Call toll-free 855-893-5309
or 902-893-5311(Truro)
Fax: (902) 428-1014

Office Location:
Harlow Civic
176 College Rd.
Truro, NS B2N 2P3

Mailing Address:
P.O. Box 890
Truro, NS B2N 5G6

Nova Scotia Alcohol & Gaming Division

In addition to the information found under the “Beer Garden” section of this manual, there are additional policies, regulations and application forms that all Event Organizers must be aware of or adhere to. Most of this information can be found online at: <http://gov.ns.ca/lwd/agd/>

For further assistance, contact the Alcohol and Gaming Office at:

Alcohol and Gaming Division
Service Nova Scotia Municipal Relations
780 Windmill Road, 2nd Floor
PO Box 545
Dartmouth, Nova Scotia B2Y 3Y8

Phone: (902) 424-6160
Fax: (902) 424-6313
Toll Free: 1-877-565-0556

Emergency Health Services

As events grow larger and larger, just having Volunteer First Aiders or even dedicated Medical First Responders on site may no longer be sufficient to handle the number or type of emergencies that may arise. Like the Police, EHS takes many factors into consideration when they are evaluating an event. These include, but are not limited to:

- Size of anticipated audience
- Nature & type of event
- Nature & type of audience
- Location & size of the venue
- Duration of the event; hours or days
- Seasonal/weather factors
- Availability of experienced first aiders

After a review of each SETF application, Emergency Health Services may feel that a stronger presence than Medical First Responders is required and they will discuss this with the Event Organizer. This extra presence may include dedicated ambulance and paramedic coverage, to a comprehensive medical system including physicians and nurses. The presence of EHS at any event is negotiated on a case by case basis and paying the cost arising from having EHS on site is the sole responsibility of the Event Organizer. For further assistance or for additional information contact Emergency Health Services at:

Emergency Health Services
966 B Prince Street
Truro, Nova Scotia B2N 1H8

Phone: (902) 895-5591
Email: dwayne.semple@emci.ca

Royal Canadian Mounted Police (RCMP)

Some areas of the Halifax Regional Municipality are patrolled by the RCMP instead of the Halifax Regional Police; this all depends on the jurisdiction of where the event will be taking place. The RCMP will provide all of the same police services that the Regional Police would. The cost for the services of the RCMP is negotiated directly with the specific detachment on a case by case basis. It is the responsibility of the Event Organizer to contact the correct detachment. There are six (6) main RCMP detachments within the HRM. For assistance please contact the proper detachment.

Halifax Detachment
1975 Gottingen Street
Halifax, NS B3J 2H1

Phone: (902) 490-6883

Cole Harbour Detachment
1171 Cole Harbour Road
Cole Harbour, NS B2V 1E8

Phone: (902) 426-8130

Lower Sackville Detachment
711 Old Sackville Road
Sackville, NS B4C 3H6

Phone: (902) 864-6000

Musquodoboit Harbour Detachment
PO Box 280
Musquodoboit Harbour, NS B0J 2L0

Phone: (902) 889-3300

Sheet Harbour Detachment
PO Box 241
Sheet Harbour, NS B0J 3B0

Phone: (902) 885-2510

Tantallon Detachment
1 Eleanor Lane
Upper Tantallon, NS B3Z 1H3

Phone: (902) 826-3100
(902) 426-3611



SOCAN

If the event includes live or recorded music of any kind, there is a requirement to pay a license fee to the Society of Composers, Authors and Music Publishers of Canada (SOCAN). SOCAN collects license fees for the public performance of music in Canada. These fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada.

Visit the SOCAN Tariffs page at <http://www.socan.ca/jsp/en/resources/tariffs.jsp> to determine the applicable license and fee for the event that is being planned.

For further assistance, contact SOCANS at:

SOCAN Dartmouth
45 Alderney Drive, Ste. 802, Queen Square
Dartmouth, NS B2Y 2N6

Phone: (902) 464-7000
Toll-free: 1-800-707-6226
Fax: (902) 464-9696

Parks Canada: Halifax Citadel National Historic Site of Canada

For information on holding events either inside the Fort on the Parade Square or outside the Hill on the Garrison Grounds, please contact:

Parks Canada
Halifax Defence Complex
Halifax Citadel National Historic Site of Canada
PO Box 9080, Station A
Halifax, NS B3K 5M7

Phone: (902) 426-1995
Fax: (902) 426-4228
Email: halifax.citadel@pc.gc.ca

Waterfront Development Corporation Limited

For events along the Halifax Waterfront, with the exception of Nathan Green Square, Chebucto Landing and Sackville Landing, please contact the Waterfront Development Corporation Limited at:

Waterfront Development Corporation Limited
1751 Lower Water Street
2nd Floor
Halifax, Nova Scotia
B3J 1S5

Phone: (902) 422-6591
Fax: (902) 422-7582
Email: info@wdcl.ca

Appendices

1. SETF Terms of Reference
2. NS Electrical Up-date 12/14/09

APPENDIX 1

Halifax Regional Municipality

Special Events Task Force

Terms of Reference

(Approved first by HRM Council on July 16, 1996)

NAME: HRM Special Events Task Force

MEMBERSHIP: Parks & Recreation
Regional Police Services
Fire & Emergency Services
Real Property
Traffic Services
Parks & Open Spaces
Halifax Transit
Electrical Services
Procurement & Liability
Solid Waste Resources
Mayor's Office
RCMP

CHAIRPERSON: Co-chaired by the Civic Events Co-ordinators

TERM: Indefinite

PURPOSE:

- 1) To review potential special events based on a set of accepted criteria, assess the risk for the corporation and make recommendations to staff and council on the feasibility and potential success of new special events.
- 2) To act as an advisory body to existing and new special event organizers in the areas of municipal services, property and regulations.
- 3) To provide special event organizers with a mechanism for acquiring financial information concerning municipal services.
- 4) To act as an expert forum on the development of long term planning and policy as it pertains to special events within the Halifax Regional Municipality.

REPORTING: Manager – Events & Cultural Initiatives

APPENDIX 2

Labour and Workforce Development

PO Box 697
Halifax, Nova Scotia
B3J 2T8

ELECTRICAL BULLETIN 2009-03

From: David MacLeod, C.E.I.,P.Eng.
Provincial Chief Electrical Inspector
Date: December 14, 2009
Subject: Electrical requirements for outdoor concerts, special events and events of a similar or temporary nature

This bulletin is intended to clarify when electrical permits and inspections are required for outdoor concerts, special events and events of a similar or temporary nature and to provide the general requirements to ensure a safe electrical installation.

All installations are to comply with the applicable sections of the Canadian Electrical Code Part 1 (CEC) and as indicated in this bulletin. The following is not all inclusive in direction and where any subject is unclear it is the responsibility of the person performing the electrical installation to clarify with the electrical inspection department what is required.

Permits and Inspections

Unless the electrical installation is exempt, as indicated below, all electrical installations for concerts, stage shows, special events and events of a similar or temporary nature **require a wiring permit** prior to any electrical work being performed.

A wiring permit shall only be issued to a person holding a Nova Scotia certificate of qualification as a construction electrician.

Permits and inspections are to be obtained from the local electrical inspection department.

Some of the events, activities or items, but not limited to, that are intended to be covered under this bulletin are outdoor concerts, stage events, tent events, exhibits ,bazaars, food and beverage concessions, food trucks , office trailers involved in the event, or any other similar outdoor activity of a temporary nature that requires electrical power in order to operate.

Where more than one event or activity is occurring on the site a single permit may be issued to cover all the electrical installations on the site otherwise individual permits shall be obtained for each specific electrical installation or activity.

Any event or activity that does not obtain a wiring permit, where a permit is required, may have its power disconnected or the equipment ordered disconnected by an electrical inspector.

The following electrical work is exempt from requiring a wiring permit:

- a) the connection of six (6) pieces of certified cord connected electrical equipment or less for an entire site, to receptacles rated not more than 240 V, 30 A. The receptacles can be either part of or supplied from one portable generator that has a rating not more than 10 KW or those supplied by utility power (**see note 7**) ; **or**
- b) where all of the wiring for the event is contained within the stage area and the power is obtained Nfrom existing power supplies (ie receptacles or camlock connectors) located within the stage area.

For clarity the following is **not exempt** from requiring a wiring permit:

- a) where any combination of utility power and generator power is used or where more than one portable generator is used even where six (6) or less pieces of certified cord connected equipment is used; **or**
- b) any portion of the electrical wiring that extends beyond the stage area; **or**
- c) where the general public general will be using any of the electrical equipment on the stage on a regular basis. (ie open talent event where those involved do not have any input or general knowledge of the setting up of the electrical equipment being used). The general public is defined as any individual who is **not** part of the event set up or the organizing event staff, a guest or person invited briefly onto to the stage or performers that provide and set up their own equipment.

General Electrical Requirements

Where an electrical inspector considers any electrical installation to be unsafe, the inspector may require corrective action be taken to ensure compliance to the CEC.

Metal structures (staging, towers, bleachers, metal barriers and possibly fencing etc.) that may become energized shall be bonded to ground and inspected.

When new, additional wiring or modifications are made to an existing electrical system after an inspection has already been performed, the installer is required to apply for a re-inspection by the electrical inspection department.

Any wiring or electrical equipment outside of the stage area will be inspected inclusive of generator installations, distribution equipment and associated cables and the bonding of remote installations.

Any time a portable generator is used to supply power it should be of the neutral grounded type or arrangements made to ensure it is properly grounded per the manufacturers recommendations.

Where more than one power supply is used on the site they may be required to all be bonded together.

All electrical equipment must be properly certified for its use and application and be in good operating condition.

Where cables are run on the ground, they shall be protected from pedestrian and vehicular traffic and any other possible damage by use of mechanical protection, barrier or location.

Access to electrical equipment such as, but not limited to, generators, transformers, lighting, disconnects and panels shall be restricted to the public either by barrier or location and such equipment shall be protected from the weather unless approved for outdoor use.

Where practicable, 15 A or 20 A, 120 V cord connected equipment that is readily accessible to the general public shall be protected by a **GFCI** of the class A type under the following conditions:

- a) where electrical equipment or the associated power supply cords are located in a possible wet area ,environment or in direct contact with the earth; **or**
- b) where anyone operating the electrical equipment can be exposed to a wet area or environment while in contact with the equipment; **or**
- c) the person while operating the electrical equipment can come in contact with a grounded structure or metal item which is in direct contact with the earth.

The above requirements for GFCI protection do not apply for stage equipment unless the stage is being used by the general public and applies even when the electrical equipment is installed in a tent or a similar type structure where the cords or equipment are in direct contact with the earth or the receptacles that supply power are located outside of the sheltered area.

Equipment and cords located outside of any sheltered area are considered to be in a wet environment.

Acceptable GFCI protection could be of any of the following, GFCI receptacles, GFCI breakers or in line GFCI cord sets or any combination of these.

A wet area or environment is typically where significant water or moisture can occur, pool, flow or accumulate and it cannot be controlled by staff and is not typically accidental in nature.

Lighting for areas where the general public can gather shall be protected from damage by use of a suitable shade on the lights or by location.

Larger events may require more than one inspection and require more interaction with the electrical inspection department.

Electrical equipment that has been modified from its original condition may not be accepted. It should be noted that the inspection required by any Fire Inspector for a tent event does not preclude the requirement for a separate wiring permit to be obtained, unless exempt, and an electrical inspection to be performed by the electrical inspection department.

Notes:

- 1) NS construction electricians applying for permits within NSPI's jurisdiction should be previously registered with NSPI to obtain permits, this will facilitate a more efficient process for obtaining inspections of the event.
- 2) Those applying for a permit should make it very clear to the inspection department the work for which the permit is to cover and if there are requirements to inspect after normal hours, weekends or holidays. Permit cost are determined by the inspection departments.
- 3) Event organizers should coordinate to ensure that a single or individual permit has been obtained for all electrical work associated with each event where multiple activities are occurring at the site.
- 4) It is the responsibility of the person performing any electrical work to ensure a permit has been obtained, unless exempt, prior to starting.
- 5) Electrical safety to the general public is a priority responsibility of the event organizer and all those involved in the installation of any electrical system. All electrical wiring and electrical equipment shall be kept inaccessible to the general public by barriers or location.
- 6) All of the above requirements apply even where portable generators are used.
- 7) The total of 6 pieces of certified cord connected electrical equipment does not include any connections of equipment that may occur **on** a stage unless the stage is being used by the general public.

In many instances the production services provider or the host of the event take responsibility for the installation for all or most of the electrical systems for the stage show.

The electrical systems on stage may include portable stage and studio lighting, sound, audio and visual effects equipment, power distribution equipment and all the associated cabling.

The installation of such systems shall be installed in a manner so as to ensure safety and minimize the risk of fire or electric shock.

Any questions regarding this bulletin contact:

David MacLeod, P.Eng.-Provincial Chief Electrical Inspector at Ph. No. 424-8018 or by email at macleodd@gov.ns.ca.