



## Planning an event on the road or sidewalk?

Thinking of hosting a block party or sidewalk event in front of your business? Moving and might need a moving container? Organizing a special event such as a group ride or an athletic event? When a special event impacts the way traffic or pedestrians move, you may require a permit under the Traffic Bylaw. Once you have all the details of your event planned, review these tips then proceed to the specific application to obtain your permit.

### General Information

- To allow time to process your application, permit applications must be sent in a minimum of 2 weeks prior to the event, or it will not be approved.
- Ensure maps and plans provided can be read easily and are current representations of the area.
- Some events will require a Traffic Accommodation Plan to be created to manage the way pedestrians or traffic will move safely around your event. You will be required to submit this with your permit application for review.
- If your event includes inflatables, ball pits, or other amusements on Town property, you must provide a certificate of insurance naming the Town as an additional insured with **\$2,000,000** in General Liability coverage for the event period. For public events, the amusement provider must also carry \$2 million liability insurance and be inspected by **AEDARSA**. Petting zoos must carry their own licensing insurance. Some homeowner policies may allow these activities to be added, but insurance from the rental company is **not sufficient**. All devices must be securely anchored to prevent movement in high winds.
- If you intend to have barricades, outline it on the permit application with information of where you intend to put them. Please provide where you intend to place signs and barricades on the map you provide as well on any Traffic Accommodation Plans you submit.
- You will need to request barricades from Public Works. They can be reached at 780-963-2469.
- Please be aware that Town Bylaws and Provincial Acts, such as the Gaming, Liquor and Cannabis Act, and components of the Community Standards Bylaw, such as the Noise portion, will still be applicable during your event, unless other permits and licenses are in place.
- If your event will have food trucks, the trucks require a Town of Stony Plain Business License. [2026 Mobile Vendor Business License Application - Stony Plain](#)

## **Moving Containers and Landscape Materials**

- If the container or material fits on your property, you will not receive permission to place it on the road.
- Consider your proposed location and size of the container. Too close to an intersection or to your neighbour's driveway will impact the safety of the road. A moving container takes up much more room than a car and it is much harder to see around.
- Landscape materials and moving bins often limit the available parking in your neighbourhood, especially in cul-de-sacs.
- Street sweeping and snow removal schedules are considered for these applications.
- Landscape materials can sometimes run into storm drains when left on the road, creating additional issues.

## **Neighbourhood Event and Block Parties**

- Block parties are a great way to connect neighbours! If you are planning one, drop off a note to all the houses in the impacted area. This is a requirement for your application.
- If you wish to have a fire pit, it must be on a non-combustible surface on private property, such as a driveway, and must be a propane fire pit or fire table. Anything else would require you to obtain a permit and inspection from the Stony Plain Fire Department.
- Alcohol cannot be on public property; it must stay on private property.
- You will not be able to restrict people from accessing their homes. If a resident in the cul-de-sac wants to access their driveway, or leave from their driveway, you will have to ensure your set up and attendees are able to temporarily let them pass safely.

## **Major Roadway Events**

- If your event is occurring on a Provincial Highway, such as Highway 16A, 779 etc. you will need to apply to Alberta Transportation. <https://open.alberta.ca/publications/special-events-guide>
- If your event requires RCMP assistance, you will have to contact the Parkland RCMP detachment at [KParklandDetachment@rcmp-grc.gc.ca](mailto:KParklandDetachment@rcmp-grc.gc.ca)
- Some large events are planned in cooperation with the Town of Stony Plain. If your event is being supported by the Town of Stony Plain, please include the names of the Town of Stony Plain staff you are working with on your permit application.
- Businesses and residents in the closure area will need to be notified. Please include those notified in your permit application.
- If you are requesting traffic control assistance from Stony Plain Peace Officers, please be aware we are a small service, and officers also actively respond to complaints during their shifts. You may need to consider alternative options for traffic control assistance.