Temporary Occupant Load Application

REQUIRED documents:

☐Copy of Liability Insurance

☐Copy of permits required under Municipal Alcohol Policy (if applicable)

☐Copy of District Noise exemption permit (if applicable)

West Vancouver Fire & Rescue

760 16th Street
West Vancouver
T: 604-925-7370
E: firedepartment@westvancouver.ca

Applicant Information	
Name	
Address	
Email Address	
Phone Number	

Event Information			
Date of Event			
Time (start/end time)			
Event Location:			
Event description			
Will this event be held in a park?	No	Is this an existing building?	No
Will alcohol be consumed?	No	Have you notified bylaws and licensing?	No
Estimated number of people attending		Estimated number of people attending under 18	

Temporary Occupancy Load	
Current Occupancy Load	
Requested Occupancy Load	

I confirm that the information I have provided on this application form is correct. I agree to pay the permit fee of $300.00 upon approval of this permit in order for the permit to be issued. I understand this permit is subject to the terms laid out in the Fire Rescue Bylaw 5163-2021, section 10.10.

Date: _____

Applicant Signature: _____

OFFICE USE ONLY:

Badge #		Reviewed By (FPO)	
Conditions of Permit Issuance (if applicable)			
REQUIRED DOCUMENTS received	☐Copy of Liability Insurance ☐Copy of permits required under Municipal Alcohol Policy (if applicable) ☐Copy of District Noise exemption permit (if applicable)		

Application APPROVED Permit Issued	YES	NO	DATE	
Application APPROVED with conditions as per above Permit Issued	YES	NO	DATE	
Application DENIED	YES	NO	DATE	

Note: If approved, permit will be issued within 5 business days.
Fire Rescue Bylaw 5163, 2021 as amended applies

***Freedom of information and Protection Act Notice**: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used to process your permit application.*

If you have any questions about the collection and use of this information please contact the Records/ Information Coordinator, Legislative Services at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.