

City of Burlington
Department of Public Affairs
522 Wood Street
Burlington, NJ 08016

APPLICATION FOR PARADE PERMIT

Instructions: Applications for parade permits must be filed with the Public Affairs Office no less than sixty (60) days before the date on which is it proposed to conduct the parade. Please attach a copy of any flyer or advertisement for the event.

At the time of the filing of the application, a fee in the amount of ten dollars (\$10.00) shall accompany the application. Check or money order for this fee shall be made payable to "The City of Burlington".

All information requested on this application must be supplied by the applicant unless not applicable. Failure to submit the required information may result in rejection of the application.

SECTION I - RESPONSIBLE PARTIES

Name of Parade Chairman: _____

Address: _____

City & State: _____

Telephone Number: _____

SECTION II - RESPONSIBLE ORGANIZATION (If applicable)

Name of Organization: _____

Address: _____

City & State: _____

Telephone Number: _____

Name of Principle Officer: _____

Address: _____

City & State: _____

Telephone Number: _____

SECTION III – PARADE DETAILS

Date of Parade: _____

Formation Point: _____

Termination Point: _____

Hours of Parade: From _____ AM/PM To _____ AM/PM

SECTION IV – PARADE ROUTE INFORMATION

Assembly Area Streets: _____

Actual Route & _____

Direction of Travel _____

SECTION V – OTHER INFORMATION

Approximate Number of Participants: _____

Approximate Number of Vehicles: _____

Description of Vehicles: _____

Animals: Yes or No

Description of Animals: _____

Other Unusual Information: _____

SECTION VI – ACTION BY COMMON COUNCIL

The Common Council of the City of Burlington shall act upon the application for a Parade Permit at the first regularly schedule meeting of the Common Council after the filing thereof.

1. Notice of Rejection

If the Common Council disapproves the application, a notice of the action stating the reason for the denial of the Permit shall be mailed to the applicant within three (3) days of the meeting of Common Council wherein the application was considered.

2. Alternative Permit

The Common Council in denying an application for a Parade Permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within one (1) day after notice of the action of the Common Council, file a written notice of acceptance with the Public Affairs Office.

SECTION VII – DUTIES OF PERMITTEE

A Permittee shall comply with all Permit directions and conditions and with all applicable laws and ordinances. The Parade Chairman or other person heading or leading such activity shall carry the Parade Permit upon his person during the conduct of the parade.

1. Notification to Public

Upon written notice of the approval of the Parade Permit, the Parade Chairman or other person heading or leading the parade shall be responsible within five (5) days of the date the parade is to be conducted, to cause to be printed in the daily newspaper with primary circulation in the City of Burlington, a proper notification to the general public specifying the time, date, assembly point, route and duration of the parade for which the permit is granted.

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SECTION VIII – CERTIFICATION

I have read the preceding application and have caused the necessary information to be included wherever applicable. I hereby request that this application be forwarded to Common Council of the City of Burlington for consideration and action.

Signature of Applicant

Date of Application

(DO NOT WRITE BELOW THIS LINE)

APPROVED _____ DATE OF APPROVAL _____

NONAPPROVED _____ DATE OF NONAPPROVAL _____

REASON: _____

(Revised August 2008)