

Permit to Release Application for Festival and Events

EPCOR Water Services

EPCOR Wastewater Services 20865, as amended

RETURN TO:

drainagepermits@epcor.com



GENERAL INSTRUCTION:

This application is not completed until all the required information has been received by Wastewater System Operations.

Please refer to Schedule 2, Article 1 of EPCOR Wastewater Services Bylaw 20865 for definitions.

If you do not have an answer for the requested information, indicate so and explain why.

It may take one week or longer before a permit can be issued. Submit the application in a timely manner to prevent a possible delay for your event.

Submission of an application does not guarantee a permit. Where a permit is required as per Bylaw 20865, no wastewater shall be released before a permit is issued.

Should you require assistance in completing this application, please contact Wastewater System Operations at 780-509-8067.

For Office Use Only:

Application No.: _____

Date Received: _____

Application Completed: _____

Reviewed by: _____

Draft Permit Completed: _____

Feedback Received: _____

Final Permit Completed: _____



Section A: Administration Information

Company/Organization Name:

Address:

City/Province/Postal Code:

Owner/Representative:

Telephone:

Email Address:

Billing Information

Method of invoice delivery:

☐ Mail

☐ Email

P.O. Number or Cost Centre to be invoiced if applicable:

Company/Organization/Person Name: ☐ **Same as above**

Address:

City/Province/Postal Code:

Telephone:

Email Address:



Section B: Festival/Event and Site Information

Festival/Event Name:

Site Address:

Onsite Contact Person Name and Title:

Telephone:

Email Address:

Alternative Contact and Information:

Description of Festival/Event being held:

Inclusive Dates of Festival/Event:

Estimate of Attendance:

Approx. Number of Staff/Volunteers:

Number of Food Vendors/Trucks:

Setup and Teardown dates:

Other Pertinent Information:

(use additional pages as necessary)



Site Plan Attachment (Mandatory)

Attachment diagram must identify:

- Festival/event layout; including roads, north orientation
- Location and types of buildings;
- Location of wash up and bathroom areas;
- Wastewater sources (portable toilets, wastewater collection tanks, vendors);
- Wastewater piping and pre-treatment systems (interceptors, grease or sediment/solids traps, settling tanks, dechlorination location);
- Requested discharge sites of wastewater (manholes, catch basins, drains)
- Chemical/oil/waste containment areas

Section C: Wastewater Sources and Pretreatment Information

Wastewater Sources:

☐ Food Vendors | ☐ Sinks | ☐ Portable Toilets | ☐ Potable water | ☐ Other

Explain:

Maximum flow rate in m³/hr:

Plumbing Contractor – name and phone:

Pretreatment Facilities

(explain setup, include equipment sizing, capacity, direction of flow etc):

☐ Interceptors | ☐ Tanks | ☐ Pumps | ☐ Dechlorination Equipment | ☐ Other

Explain:

(use additional pages as necessary)



Section D: Disposal, Best Management Practices, and Other

Required Permit Period:

As indicated on the attached Site Plan, the requested disposal for acceptable wastewater is:

Choose: ☐ Sanitary | ☐ Combined | ☐ Storm

Choose: ☐ Manhole | ☐ Catch Basin | ☐ Drain | ☐ Ditch | ☐ Pond or SWMF |
☐ Other - specify

Indicate a 3-hr window to allow for inspection of setup prior to commencing any activities:

Related Best Management Practices (BMPs) Procedures:

Attach a copy of all BMPs related to wastewater pre-treatment (screening, separation, dry wiping, dechlorination etc.) and list the procedures here.

(use additional pages as necessary)

Spill Prevention and Containment:

Summarize the measures taken to prevent spills from entering the sewer system and watercourse

(use additional pages as necessary)



Hazardous Wastes/Materials On-site Storage Information:

List locations and storage methods of all hazardous materials and wastes stored on site.

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(use additional pages as necessary)

Disposal of Wastes Generated at Event

Grease Trap Wastes:

List disposal method and/or company contracted.

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Deep Fryer Wastes:

List disposal method and/or company contracted.

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Portable Toilet Wastes:

List disposal method and/or company contracted.

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Section E: Declaration

The top section must be signed by the owner/his representative or a duly authorized agent. If you elect to appoint an agent, the bottom section must be filled out by the owner.

I declare that the information given on this form is correct and accurate to the best of my knowledge.

Name (please print)

Title

Company

Signature

Date

I hereby authorize the above representative to deal with all respects of the subject application.

Name (please print)

Title

Company

Signature

Date