

## **Permit to Release Application for Festival and Events**

EPCOR Water Services Inc.

EPCOR Drainage Services and Wastewater Treatment Bylaw 19627, as amended

### **RETURN TO:**

Drainage Operations

9504 - 49 Street NW

Edmonton, AB T6B 2M9

Tel: (780) 509-8067

[drainagepermits@epcor.com](mailto:drainagepermits@epcor.com)

**GENERAL INSTRUCTION:**

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

Please refer to Schedule 2, Article 1 of EPCOR Drainage Services and Wastewater Treatment Bylaw 19627 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 19627, no wastewater shall be released before a permit is issued.

Should you require assistance in completing this application, please contact Drainage Services 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.

---

---

(use additional pages as necessary)

**Disposal of Wastes Generated at Event**

**Grease Trap Wastes:**

List disposal method and/or company contracted.

---

---

---

---

**Deep Fryer Wastes:**

List disposal method and/or company contracted.

---

---

---

---

**Portable Toilet Wastes:**

List disposal method and company contracted.

---

---

---



**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

\_\_\_\_\_