

**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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Application for Parade Permit

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.

Reviewed by Police Dept: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature Chief of Police /Representative

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Application

(DO NOT WRITE BELOW THIS LINE)

\_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE OF APPROVAL \_\_\_\_\_

NONAPPROVED \_\_\_\_\_ DATE OF NONAPPROVAL \_\_\_\_\_

REASON: \_\_\_\_\_

(Revised August 2008)