



Application Criteria

The Online Event Application and Approval System is intended for use by community event organizers including non-profit groups and agencies, our partner community associations, visual and performing artists, and artisans and others whose events make a positive contribution to our community.

All applications are subject to the approval of the designated Administrators. The City of Richmond reserves the right to refuse any applications at the administrators' discretion.

The Online Event Application and Approval System will facilitate a one-stop shop system for event organizers and provide faster approvals for applications. The goal is to support events that contribute to the vibrancy and enjoyment of the community while having a positive impact on the following:

- recreational, cultural and social opportunities
- preservation and development of our arts, culture and heritage
- community wellness
- public safety
- tolerance and intercultural harmony
- community livability
- quality of life for all who live, work, or visit in our community

Disclaimer

The City will not knowingly approve event applications for events that support the activities of any groups or agencies that it deems, in its absolute discretion, may intentionally, or unintentionally, serve to undermine any of the above.

The Online Event Application and Approval System is provided as a public service. The content of any applications submitted is the responsibility of the submitter. The City of Richmond accepts no responsibility for the information contained in any applications submitted, or any damages caused by the submission of incorrect or inappropriate information.

We reserve the right to edit applications for grammar and clarity, and the right to refuse any information in our absolute discretion.

Applications will be forwarded to the following agencies for either their approval or for information depending on the events unique requirements: Richmond Fire Rescue, City of Richmond Bylaws Department, City of Richmond Traffic Operations, City of Richmond Building Permits, Richmond RCMP, Vancouver Coastal Health, Coast Mountain Bus Company, Canadian Coast Guard, Insurance Corporation of British Columbia and British Columbia Ambulance Service.

The City of Richmond is not responsible for incomplete event application forms.

Privacy Notice

Any personal information that is collected on this website will be managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns regarding the collection, use, disclosure or safe-guarding of personal information associated with this website, please call the City Clerk's Office at 604-276-4007, and ask to speak to the FOI Coordinator.