

OFFICE OF THE TOWN CLERK
TOWN OF OYSTER BAY
54 Audrey Avenue
Oyster Bay, New York 11771
Telephone: (516) 624-6339
Fax: (516) 624-6331

APPLICATION FOR _____ APPROVAL

REQUIREMENTS:

- Please state the reason for this event.
- If your proposed event/route falls under the jurisdiction of the State and/or any incorporated villages within the Town of Oyster Bay, it is your responsibility to contact said municipality(s) for approval.
- If your proposed event requires approval regarding the use of any Town of Oyster Bay Public Works parking lot, please call (516) 677-5766.
- If your proposed event requires approval regarding the use of any Town of Oyster Bay Parks Department facility or showmobile, please call (516) 797-4120.
- Notification to the surrounding community(s) of the proposed event concerning any road closures/traffic rerouting is your responsibility.
- RETURN THIS COMPLETED APPLICATION TO THE TOWN CLERK'S OFFICE IN ORDER THAT WE MAY CLEAR YOUR REQUEST THROUGH THE NASSAU COUNTY POLICE DEPARTMENT. YOU MUST FORWARD A COPIES OF THE ABOVE REQUESTED APPROVAL(S) AND NOTIFICATION TO SURROUNDING COMMUNITY PRIOR TO YOUR EVENT TO THE TOWN OF OYSTER BAY'S TOWN CLERK PRIOR TO THE ISSUANCE OF THIS PERMIT.

Please print clearly and answer all questions. Application must be filed at least 30 days before date of event.

1. Name of Applicant	Address	Email Address	Telephone Number
2. Name of Organization	Address	Telephone Number	
3. Name of person in charge	Address	Telephone Number	
4. Date of Event	5. Starting Time	6. Approximate Termination Time	
7. No. of Persons	8. No. of Vehicles (if any)	9. Type of Vehicles	
10. No. and type of Animal(s) (if any)	11. Max. Intervals between Units	12. Max. Length	
13. Minimum Speed	14. Maximum Speed	15. Time of Assembly	
16. Assembly Area	16a. Street	16b. Hamlet	
17. Route of Street(s) to be travelled			

SIGNATURE OF APPLICANT _____

FOR OFFICE USE

Having filed an application which has been referred to and cleared by the Nassau County Police Department and being that there is no objection by the Town Board, the foregoing organization is granted permission to conduct an event under conditions stated above.

Copies to:	N.C.P.D. _____	Town of Oyster Bay:
	Fire Dept(s) _____	Town Board _____
		Public Information _____
		Highway Dept. _____
		Public Safety _____

RICHARD LaMARCA, Town Clerk _____