



Requesting a Noise Control By-law Exemption

The City of Stratford's Noise Control By-law 113-19 is available on the City's website [here](#).

Step 1: Submit Official Request

Outdoor events taking place on **municipal property** may request an exemption to the Noise Control By-law through the [Special Event Application](#). Events taking place on **private property** are to submit a Letter of Request outlining the date, time, and address of the exemption request as well as the noise is being produced by the event and what provision of the By-law requires an exemption.

Step 2: Circulate Public Notices

You will be provided with a **list of addresses** of businesses and residences located within 120m of the event location that must be notified in writing via **Public Notice** that the event is taking place and indicating an exemption has been applied for. Letters must contain information on the event including date, time, and address as well as organizer contact information and a deadline for recipients to respond to the letter with any concerns they may have. Recipients must be given an opportunity to put forth any comments. The deadline for comments shall be set for a minimum of 2 weeks after the letters have been delivered. ***Failure to contact every address on the list directly may result in future requests being denied.***

The City will simultaneously issue a request notice to the Town Crier for a 1 week period.

Step 3: Confirm and Address Responses

Following the deadline for comments from the delivered letters, all responses must be collected by the organizers and provided to the City. All responses must be addressed accordingly.

Step 4: Approval

Depending on the nature of the event, the City will advise whether approval is required from Council:

- A) If the event is new or there have been major changes and/or previous violations since prior approval from Council, the request will proceed to Infrastructure, Transportation and Safety (ITS) Sub-Committee, followed by ITS Committee, and then Council. The City will advise on all meeting dates. Once available, the City will forward the Council Resolution Letter.
- B) By-law 135-2017 permits the Director of Corporate Services and the Director of Community Services to provide approval on exemption requests for recurring events that have received prior approval from Council and are in good standing.

The City will issue a notice of the verdict to the Town Crier for a 1 week period.