COMMUNITY-LED
Street Event Guidelines

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Toronto
Every effort has been made to make this resource guide as complete as possible. The guidelines are not, however, to be a definitive statement of existing laws at the municipal, provincial or federal level as they might apply to temporary street closings.

The legislation governing closing of streets for Community-Led Events is contained in City of Toronto Municipal Code, Chapter 743 Streets and Sidewalks § 34 [www.toronto.ca/legdocs/municode/1184_743.pdf](http://www.toronto.ca/legdocs/municode/1184_743.pdf) which provides for the framework and guidance of permits for Street Events and Block Parties within the City of Toronto.

You can also access information regarding City services and facilities 24 hours a day, 7 days a week by simply dialing 311 within the City of Toronto’s calling area.

For ease of reference, the document has been divided into two parts, the first covering “Community-Led Street Event Resource Guidelines” and the “Community-Led Street Events Package”. The guidelines explain the event organizer’s responsibilities when submitting an application to temporarily close a street or portion of a street and identifies a number of departments/agencies that may be affected as a result of the closing and their requirements. The events package provides a checklist to ensure that the applicant has made all the necessary contacts and completed all the necessary information pertaining to the application. In addition, the events package provides a number of forms and applications that the applicant will find useful to complete their application.

All fee’s as outlined in the document are subject to change.
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Community-Led Street Events
Resource Guidelines

Introduction

Community-Led Street Events enhance the quality of life for residents of the City of Toronto and are part of Toronto’s Walking Strategy (see http://www.toronto.ca/transportation/walking/index.htm)

If you are planning to temporarily close a street, or portion thereof, in order to hold a social, recreational, community, street fair or other similar event, you must apply for a street closure permit. The most common events of this nature are block parties organized by residents on a given street block, community/cultural festivals and car-free days.

Block parties are confined to local roads whereas larger community festivals occur on collector or arterial roads (minor and major) within the City of Toronto.

Local roads serve primarily to provide access to properties and serve a relatively minor role in the wider City context for carrying traffic. Consequently, traffic volumes and speeds on these roads should be low. Conversely, expressways carry high volumes of motor vehicle traffic at relatively high speeds. Collector streets serve to collect and distribute traffic between local streets and arterial roads. Arterial roads (with the expressways) provide the major corridors for traffic movement. Depending on the street that you want to close, some applications will require more in-depth analysis.

To determine the classification of the road that you are thinking about closing, please go to http://www.toronto.ca/transportation/road_class/

The street closure permit gives you permission to have the street closed to vehicular traffic for up to four (4) days as long as local access for residents and emergency vehicles is maintained while you hold your event. If the road is to be closed for more than four (4) days, a report is required to be submitted to the appropriate Community Council for their consideration. Of note, an application to close an expressway will require City Council approval.

As the event organizer, you are responsible for the planning and operation of your special event or festival, including any costs relating to the event.

Whatever type of event or festival you or your community association is planning, getting organized will lessen your stress, avoid last minute surprises and make the whole experience more manageable for you.
Criteria Considered For All Street Closures

The following factors are carefully considered prior to recommending approval of proposed street closures (whether lane closures, local streets, collector streets or minor/major arterial streets and expressways).

1. Impact of the proposed closure on residents, occupants or business persons of the block. (Refer to Permit Process Section C – “Public Notification” for more details).
2. Impact of the proposed closure on the accessibility of emergency vehicles into the closure areas.
3. Impact of the proposed closure on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.
4. Potential interference with commercial and business activities in the immediate vicinity.
5. Conditions existing within the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the general public or persons residing in the area.
6. Where a prior street event permit has been applied for or issued for a full road closure on the same local, collector or arterial road within the same ward and in the same calendar month.
7. All permit requirements have been met.

General Event Information

1. No fee may be charged for admission to the public right of way in connection to any special event.
2. Timing - You must complete and submit an application for a "Temporary Street Closure"
   a) at least eight (8) weeks prior to a proposed closure on any local road;
   b) at least twelve (12) weeks prior to a proposed closure on a collector road;
   c) at least sixteen (16) weeks prior to the proposed date on an arterial road.
   d) With respect to a road closure on an expressway, the application must be submitted at least fifty-two (52) weeks prior to the closure. In addition, the application to close an expressway will require City Council approval.
3. All applications must be completed in their entirety. Any changes to the application after it has been received begin a new timeline.

If you are planning a major event, we strongly recommend that you apply well in advance of the timeframes noted above. This ensures sufficient time to work out details ensuring the safety of everyone who will be participating in the event, community notification, and City Council approval, if required.
Block Parties – Local Streets

Block Parties are community-led social events that are organized and held by owners, residents or tenants of a local street. No attendance or participation fees are charged. However, food, goods and services are often donated to support the event. If the block party attracts people beyond the street or neighbourhood, or if you are selling food or other items, then the event is not considered to be a block party but rather a street festival. Block parties are mainly confined to local streets.

Why Have a Block Party?

For countless years, block parties have served as a way for neighbours to meet each other. Some block parties are organized around holidays such as July 1st or Labor Day. Others may start because of an issue affecting the neighbourhood or gather neighbours.

You don’t have to live in an area of single family homes to be involved in a block party. Block parties can happen outside townhouse complexes, apartment dwellings, and condominium complexes or even in a park.

Block Parties: Throw your own!

It’s easy to host a block party. Talk to neighbours and get their support. Block Parties are as individual as the people who pull them together. Some have dancing and music, some have street hockey, some have children’s activities and much more. All of them offer a chance to relax with your neighbours.

This guide is organized so that all necessary information forms and “do’s and don’ts” are included. So don’t hesitate! Gather a couple of neighbours, pick a date, follow the instructions in the guide and invite everyone to join in!

Reasons to Have a Block Party

- To have fun – no excuse or reason needed to celebrate.
- To meet your neighbours – reconnect with old neighbours and welcome the new ones.
• To increase the sense of belonging to the community.
• To organize around neighbourhood issues and security.
• To make connections within the community, for example, exchanging skills/babysitting/carpooling/housesitting/dogwalking.
• To roller blade, play hockey or dance.
• To use the street as your extended front yard.

Good Ideas for Block Parties
• Some block parties invite Seniors Centres or local businesses, as well as the police to attend or support services such as Fire & Emergency Services.
• Make sure you have a record of everyone who attends and everyone you contacted for future reference and subsequent event organizing.
• Invite a City Councillor or School Trustee who lives in the neighbourhood.
• Plan lots of activities for children.
• Identify special talents your neighbours might have – you may be living next to juggler, magician, singer, dancer, artist, etc.
• Have an environmentally friendly party: ask everyone to bring their own plates and cutlery to the party (it limits paper garbage).
• Make sure that people with disabilities can participate in the activities and include their attendants (those with seeing eye dogs or in wheelchairs).

Suggestions on How to Start Organizing
1. Gather a few neighbours and form a ‘Block Party Committee’ to hold an organizational meeting. Divide up the tasks. One member should become the main contact person. Decide on a possible theme, activities, etc.
2. Decide what to do about food. Will the committee plan a menu and recipes assigned to each household? Will you ask everyone to bring a main course and beverage for their own family, and a side dish to share with others?
3. Start knocking on doors to find out if there is enough interest and, if so, which day would be best for most people?
4. Pick a date and time. Respect neighbourhood noise bylaws and need for quiet after 11 p.m. Think of an alternate plan in case of poor weather.
5. Go door to door.
   • Hand out invitations – sample provided in Permit Package, or create your own
   • Recruit volunteers to help with planning. Assign one person to handle permits, insurance and other City of Toronto requirements. Put another person in charge of organizing food and refreshments. Don’t forget to put someone in charge of the clean-up committee.
6. Decide if this will be a block party restricted to those on the street/block or will people be able to invite friends relatives (if yes, how many).
If you plan to temporarily close off a street or any portion thereof, you need to do the following.

**Application**
You must obtain and complete an application for a temporary street closing at least eight (8) weeks prior to a proposed closure on any local road available on-line at [http://www.toronto.ca/transportation/events.htm](http://www.toronto.ca/transportation/events.htm) or by contacting one of the Transportation Services offices (see page 8 Section A – Application Form). Once the application is completed forward it to the applicable Transportation Services office nearest you.

**Payment of a Fee**
If your application is approved the cost of the permit fee is $71.97 + HST a day for a total fee of $81.33. **NOTE:** These rates shall automatically increase every year by the percent increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada.

**Site Plan**
You will also need to provide a site plan with the details of the road closure (see pages 9 and 10 Section F - Site Plan for plan requirements). For your information and use, there is an example of a sketch for a local road closure in the Community Street Event Permit Package.

In addition, you will need to provide an event schedule outlining what will be happening within the road closure area.

**General Liability Insurance Requirement**
All applicants for street closures are required to obtain insurance coverage to protect the event sponsor and the City of Toronto from third party liability for any personal injury or property damage sustained or alleged to have occurred as a result of the issuance of the street closure permit. (Please refer to page 9 Section B – General Liability Insurance Requirement.)

**Public Notification**
The applicant must submit a declaration indicating that the residents, property owners and business owners within the closure area have been notified of the date, time, location and the purpose of the closure, and demonstrating that they have no objections to, and support, the closure.

**Councillor Notification**
In addition, to advising the residents, businesses and owners of properties within the proposed closure area, we recommend that the applicant notify the applicable Ward Councillor of the proposed street event and provide a copy of such notice to Transportation Services.

**Helpful Reminders – Do’s and Don’ts**
- Alcohol is not permitted on the public right-of-way.
- No fee may be charged for admission to the public right of way in connection with any special event.
- Loud amplification of music is prohibited.
- Activities must end no later than 11 p.m.
- No fireworks permitted.
- In the interest of public safety and to prevent motor vehicles entering the areas designated for pedestrians and equipment (e.g. tables, tents, chairs, etc.), event organizers must protect the roadways with barriers capable of stopping an on-coming vehicle. The event organizer is fully responsible for the renting, insuring,
transportation, installation, and removal of the barriers.

- Ensure that, in the event of an emergency, all streets are accessible to emergency vehicles and equipment at all times via a minimum three (3) metre dedicated and unobstructed emergency lane.
- When setting up your event, make sure to keep tables, chairs and equipment to one side of the street and assign individuals to monitor the traffic barricades for emergency vehicle access.
- Ensure that you or your designate are continuously available to Police and City of Toronto officials, and present during the event.
- Observe safety precautions for all activities, for example keep barbecues away from activities for children.
- In hot weather, food spoils quickly, all perishables such as mayonnaise, salads, or meats should be stored in coolers and be kept at the proper temperature.
- Remove all debris and trash immediately after the conclusion of the event.
- Post signs the day before reminding everyone to remove cars and that the street will be closed.
- The permit holder is responsible for restricting the use of the closed public street to the specific purpose for which the closure is approved and for complying with all terms and conditions of the permit.

Fun Family Activities for Block Parties

- Invite a clown, balloon artist or magician
- Rent an inflatable play structure (e.g. jump house)
- Face painting (remember to use non-toxic paint)
- Sidewalk chalk (make it a game for the kids and give out prizes)
- “Name that baby” (have everyone bring a childhood photo and see who can guess who’s who)
- Play musical chairs
- Rent a popcorn or snow cone machine
- Bobbing for apples
- Street hockey
- Potato sack races
- Water balloon toss
- Play musical chairs
- Water sprinklers
- Hide and Seek
Block Party sample invitation

You’re Invited
To A Block Party

Date: ____________________________

Time: __________________________

Place: __________________________

Theme / Event: __________________________

Do you have a barbecue, table(s), cooler(s) to share?

________________________________________________________________________

Do you have a talent that you would like to share with us?

________________________________________________________________________

Suggestions for activities you could organize?

________________________________________________________________________

To RSVP or to help out, please phone: __________________________________________

Come Meet Your Neighbours!
Documents Required To Be Submitted:

Willful submissions of inaccurate, false or fraudulent information regarding any aspect of this permit or petition process shall automatically revoke the permit.

Obtaining/Submitting Applications

You can obtain an application for a Temporary Street Closure [click here](link to Permit Package– application for a temporary street closing) or by contacting one of the Transportation offices below:

- **Toronto and East York District**
  - Street Events
  - 17th Floor, Metro Hall,
  - 55 John Street
  - Toronto, Ontario, M5V 3C6
  - Phone: 416-392-7877
  - Fax: 416-696-4149

- **Scarborough District**
  - Scarborough Civic Centre
  - 2nd Floor,
  - 150 Borough Drive
  - Toronto, Ontario, M1P 4N7
  - Phone: 416-396-7505
  - Fax: 416-396-5641

- **Etobicoke York District**
  - Etobicoke Civic Centre
  - 3rd Floor,
  - 399 The West Mall
  - Toronto, Ontario, M9C 2Y2
  - Phone: 416-394-8428
  - Fax: 416-394-8942

- **North York District**
  - North York Civic Centre
  - 4th Floor,
  - 5100 Yonge Street
  - Toronto, Ontario, M2N 5V7
  - Phone: 416-395-6313
  - Fax: 416-395-7482

Transportation Services is responsible for distributing, receiving and processing all applications for Community-Led Street Events and for coordinating review of applications by appropriate City divisions and agencies. City divisions and agencies include, but are not limited to Council members, Toronto Police Service (Police), Emergency Medical Services (EMS), Fire Service (Fire), Toronto Transit Commission (TTC), Toronto Building, Public Health (Health), Solid Waste Management (Solid Waste) and Municipal Licensing and Standards (ML&S). During the review process you will be notified if your event requires additional information, permits or licenses. You will be allowed time to provide the requested information. Delays in providing these items often delay our ability to finish our review, and issue a Temporary Street Event Permit for your event.

Depending on the impact, size and type of event, you are planning, Transportation Services may schedule a meeting with all necessary City divisions and agencies to clarify questions and concerns. The affected divisions/agencies may also contact you individually.

Upon final approval and review, a permit is issued providing all applicable fees and charges have been paid which includes certain conditions and/or restrictions for which you will be responsible to meet.
B. General Liability Insurance Requirement

City of Toronto Municipal Code Chapter 743, Streets and Sidewalks § 743-34 subsection C(11) requires all applicants for street closures to obtain insurance coverage to protect the event sponsor and the City of Toronto from third party liability for any personal injury or property damage sustained or alleged to as a result from the issuance of the street closure permit. If you or your organization has Comprehensive Liability Insurance, the certificate is available from your insurance company or broker. Generally, this insurance will include:

- Liability coverage - $2,000,000 coverage limit is generally required but that may be revised based on the format and content of your event;
- The City of Toronto named as an additional insured;
- A cross liability/severability of interest clause;
- Provision for thirty (30) days prior written notice to the City of Toronto if the policy expires or is cancelled or is changed.

*The approximate cost of insurance for a small event is anywhere from $50 to $200 and for a larger event anywhere from $200 and upwards depending on the number of persons expected to attend the event.

C. Public Notification

A declaration must be submitted indicating the surrounding residents, businesses and property owners within the event closure area have been notified and demonstrating that they have no objections to, and support, the closure.

It is understood that some residents, businesses or property owners may remain opposed to the closure. If a written notice of opposition is received to an application for a street event and the matter cannot be resolved, the permit for the street event may be refused. The applicant has the right to appeal refusal of the application (Refer to page 10 Section H- “Appeals” for more details).

D. Councillor Notification

In addition, to advising the residents, businesses and owners of the properties within the closure area, we recommend that the applicant notify the Ward Councillor of the proposed street event and provide a copy of the notice to Transportation Services. (Click here for a list of Ward Councillors).

E. Fees

There is no application fee. However, if your application is approved the below permit fees are applicable.

1) Temporary Street Closure Permit Fee: $71.97 + HST a day for a total fee of $81.33
2) Sidewalk Sale Permit Fee: $255.37 + HST for up to three days for a total fee of $288.57

**NOTE:** These rates shall automatically increase every year by the percent increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada.

You can pay the permit fee by cash, cheque or money order payable to the City of Toronto. We also accept debit, Visa, MasterCard or American Express.

F. Site Plan

The applicant must attach an accurate drawing to scale showing dimensions of the street(s) and sidewalk(s); planned placement of tents, equipment and any other objects placed, and also indicate the following:

- Location of the road closure - indicate the name of the street and any intersecting streets affected;
- Length and width of street(s);
- If this is a partial or full road closure;
- Fire hydrant locations – clearance from fire hydrants must be a minimum of two (2) metres, if hydrant at curb, clearance must be three (3) metres;
• North directional arrow;
• What will be placed on the road within the area of the closure (i.e. tents, tables, equipment, barbeques, etc.);
• Depending on the width of the street to be closed indicate at least a three (3) to six (6) metre wide portion of the street to be kept clear at all times for emergency access (see Fire Services requirements);
• Existing transit passenger shelters and TTC stops;
• Location(s) of any vendor(s) i.e. hot dog carts;
• Current obstructions or traffic calming devices.

In addition, the applicant will need to provide a proposed schedule of events outlining what will be happening within the road closure area.

**IMPORTANT** – You will require a Site Plan drawn to scale not less than 1:500 (1 metre = 500 metre) or 1:40 (1 inch = 40 feet). Here’s a sample:

![Site Plan Diagram]

**G. Traffic Management Plan**

The applicant is responsible to provide a Traffic Management Plan diagram showing the following: (a sample is in the attached package see page 8).

• All streets (including cross streets) which will be closed or otherwise impacted;
• Location of traffic routing and control devices (barricades, cones, road closed signs, etc.);
• Directional arrows showing the detour route around the event;
• Location of signs directing the detoured traffic;
• North directional arrow;
• Depending on the width of the street to be closed indicate at least a three (3) to six (6) metre portion of the street to be kept clear at all times for emergency access (see Fire Services requirements).

**H. Appeals**

Any applicant whose application for a permit has been refused may appeal the decision and request to be heard by Community Council or, where the proposed Community-led Street Event is held within more than one Community Council to be heard by Public Works and Infrastructure Committee, by filing with Transportation Services, within seven (7) days of the written decision, a notice of appeal requesting the right to be heard and including your contact information, grounds for appeal, any related submissions and appeal fee.

Upon receipt of an appeal, staff of Transportation Services shall prepare and forward a report that shall include the information regarding:

(a) the application;
(b) Transportation’s decision and reasons for the refusal to issue the permit; and
(c) a letter from the applicant or agent requesting an appeal.
A. Toronto Police Service

The Paid Duty Officer Policy is currently under review and could be subject to change.

You may be required to provide police officers for security, crowd control and traffic control at the special event. The total number of police officers working at the special event is determined by Transportation Services and Police, using planning variables, including:

1. The estimated number of participants and spectators;
2. The availability of alcoholic beverages;
3. Topography and size of the event location;
4. The time of day the special event is conducted;
5. The need for street closures or rerouting of vehicular and pedestrian traffic; and
6. The history of the particular special event. If there is a requirement for Police assistance you will be contacted.

Note: Toronto Police do not provide signs or barricades for events, traffic control etc.

Important: We do suggest if you are doing a large event, to check with local police if police or EMS is required. There is a minimum three (3) hour charge for each paid duty officer. Depending on the total number of hours and the number of officers required, the cost can be significant. For an estimate of the cost or for more information, telephone the Police Paid Duty Office, 416-808-7880.

2011 Paid Duty Officer Rates

<table>
<thead>
<tr>
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<th>Hourly Rate</th>
<th>Minimum 3 hours Charge</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Constables</td>
<td>$65</td>
<td>$195</td>
<td></td>
</tr>
<tr>
<td>Sergeants</td>
<td>$73.50</td>
<td>$220.50</td>
<td>When in charge of 4 or more officers</td>
</tr>
<tr>
<td>Staff Sergeants</td>
<td>$82</td>
<td>$246</td>
<td>When in charge of 10 or more officers</td>
</tr>
<tr>
<td>Staff Sergeants</td>
<td>$84</td>
<td>$252</td>
<td>When in charge of 15 or more officers</td>
</tr>
</tbody>
</table>

B. Pay & Display Machines/ Parking Meters

If there are paid parking spaces or parking meters and your event does not allow for these spaces to be used, you may have to pay the Toronto Parking Authority for the lost revenue. You will be advised.

*The cost per day per space ranges from $35.00 (Downtown Toronto) to $10.00 (outside Downtown Toronto).

C. Posting of “No Parking” Signs & Relocation of Vehicles

If no parking is requested within the area of the street event, you are responsible to arrange to post “No Parking Signs” to inform motorists of the event and to bag pay and display machines or parking meters. The signs must be removed after the event each day if applicable.

In addition, you must coordinate with Toronto Police Services (Parking Enforcement Unit) for the relocation of parked motor vehicles located within the road closure and/or event area, if required.
D. Noise By-law Exemption
Because of the number of people attending, almost every event makes noise and you may require an approved Noise By-law Exemption for all public areas. An approved Noise By-law Exemption is mandatory if a loud speaker, amplifier, or entertainment is at the Event or if the Event runs past 11 p.m. The noise exemption also covers the time for set up and breakdown for the event i.e. loading and unloading of barriers for road closures and/ or stage set up and breakdown.

Timing - Apply for a Noise By-law Exemption at least two (2) weeks before your event. Payment will be required; contact the City’s Municipal Licensing & Standards District Office in your area for details.

To get an application for a Noise Exemption Permit (click here) or contact a City Municipal Licensing & Standards District Office by area and request a Noise Exemption Application –

**Toronto and East York District**
45 Strachan Avenue
Toronto, ON M6K 1W7
Phone: 416-392-7733

**Scarborough District**
Scarborough Civic Centre
150 Borough Drive
Phone: 416-396-7071

**Etobicoke York District**
2 Civic Centre Court
Phone: 416-394-2535

**North York District**
North York Civic Centre
5100 Yonge Street
Phone: 416-395-7011

*The cost for the application for a Noise Exemption Permit is $100.00 and if it is determined that your event requires monitoring by a Municipal Licensing & Standards by-law officer, the cost will be $60.00 per hour. Payment must be made in advance of the event.

E. Toronto Transit Commission (TTC) Requirements
If your event requires a change in a route or a transit stop or if buses have to be used in place of street cars etc., additional costs will be charged to the event.

Timing - You must apply at least four (4) to six (6) weeks before your event. Before applying to the TTC for an application form, it may be prudent to contact the TTC Special Events Superintendent at 416-393-3302 to discuss your event’s requirements.

*A suggested cost of diverting of buses for a small event is estimated at $500.00 and the cost of diverting of street cars and scheduling of replacement buses for a larger event in excess of $10,000.00.

F. Temporary Selling Activities (Sidewalk Sales)
Transportation Services may issue permits authorizing temporary selling activities (sidewalk sales) on sidewalks abutting ground floor businesses for the display and sale of merchandise that is sold within the main premises. A Sidewalk Sale Permit Application needs to be approved. The application is for the use of the sidewalk only. It does not allow for the use of the street. To get a Sidewalk Sale form (click here) or contact the appropriate office on the next page.
**G. Fire Service Requirements**

Operators of emergency vehicles (fire trucks, ambulances, police cars, etc.) are concerned about public safety, both inside and surrounding an event. In case of an emergency, these operators and their vehicles require a clear traffic lane be left open and they have room to work.

A road can be closed to regular traffic during an event, but an unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least three (3) – six (6) metres:

<table>
<thead>
<tr>
<th>Road Width</th>
<th>6 m or less</th>
<th>6 m &amp; &lt; 6.5 m</th>
<th>6.5 m &amp; &lt; 7 m</th>
<th>7 m &amp; &lt; 7.5 m</th>
<th>7.5 m &amp; &lt; 8 m</th>
<th>8 m &amp; &lt; 8.5 m</th>
<th>8.5 m +</th>
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<tbody>
<tr>
<td>Fire Lane Width</td>
<td>3 m</td>
<td>3.5 m</td>
<td>4 m</td>
<td>4.5 m</td>
<td>5 m</td>
<td>5.5 m</td>
<td>6 m</td>
</tr>
</tbody>
</table>

In addition, at least:

- Two (2) metres must be left clear in all directions around any fire hydrant, sprinkler or standpipe fire department connection;
- Three (3) metres must be left clear on either side of a hydrant at the curb;
- Five (5) metres must be clear overhead; and
- Ten (10) metres must be left clear measured from the intersection or curb of the roadway.

On the application, you will need to include:

- The name or names of the road or roads you want to be closed;
- The date and times of the event;
- A scale drawing of the event area including the width of the fire lane;
- Your name, address, a telephone number where you can be reached during the day, etc.

Full requirements for Fire Services’ requirements are available at [http://www.toronto.ca/special_events/pdf/fireservices_requirementsforstreclose.pdf](http://www.toronto.ca/special_events/pdf/fireservices_requirementsforstreclose.pdf)

To be approved with the application, you will need to pay a non-refundable application fee good for a sale of up to three (3) days *(Refer to Permit Process, Section E – “Fees” page 9 for more details)*.
**H. Waste Management Plan**

If your proposed event will produce trash and recyclables, you must submit a Waste Management Plan describing your actions for the clean up and removal of garbage and recyclables during and after your event. Your plan should identify the person responsible for recycling and waste management during and after the event. As the event organizer you are responsible for the cleanup and removal of garbage and debris and to restore the area to its original condition. By following a Waste Management Plan, you avoid being billed if City crews are called at the last minute to deal with any cleaning.

A street closure permit will not be issued until a Waste Management Plan is submitted and approved by Solid Waste Management.

You can get a copy of a Waste Management Plan form on line (click through to Permit Package – “Waste Management Plan”) or by calling 416-392-7171 or faxing your request to 416-392-0882 (Monday – Friday, 8 am to 4 pm).

Timing - The review of your Waste Management Plan will take approximately four (4) to six (6) weeks to approve.

**I. Alcoholic Beverages**

Under the regulations of the Liquor License Act, the Alcohol and Gaming Commission of Ontario (AGCO) can issue a Special Occasion Permit (SOP) to allow liquor to be sold or served during a special occasion.

City public right-of-ways may be locations for SOP permits. If there are existing licensed outdoor cafes within the street closure area or event area, the café operators may apply to extend their licensed café areas further onto the sidewalk area to the curb line. Similarly, if there are restaurant operators within the street closure area who have a liquor license for inside the restaurant and do not operate an outdoor café, these operators may also be interested in obtaining a SOP to allow liquor to be sold or served on the outside of their premises where the date and times of the request are the same as the street event application.

Of note, if your event receives assistance or sponsorship from the City, the installation of a Beer Garden/Tent within the public right of way is not permitted.

To sell or serve alcoholic beverages at an Event, you will need a Special Occasion Permit (SOP).

Timing - It will take four (4) to eight (8) weeks for an SOP application to be reviewed, and a non refundable licensing fee will be required.

To apply for a Special Occasion Permit and Licensing Fees, go online to [http://www.lcbo.com/products/permits.shtml](http://www.lcbo.com/products/permits.shtml) or contact your local LCBO store.

In addition, it will be necessary to get a letter from the local Community Council declaring that the Event is an Event of Municipal Significance. A copy of the Event of Municipal Significance letter must be included with the application for the Special Occasion Permit application. For more details regarding the serving of alcoholic beverages within the City’s public right of way, please visit [http://www.toronto.ca/special_events/pdf/event_support_planning_guide.pdf](http://www.toronto.ca/special_events/pdf/event_support_planning_guide.pdf)

**IMPORTANT:** send in your written request for the Event of Municipal Significance letter as early as possible as your request must be approved at a meeting of your Community Council and their recommendation will be forwarded to City Council for adoption. Depending on Community Council and City Council’s schedule, that can add weeks onto the four (4) to eight (8) weeks required for the Special Occasion Permit.

Your written request should include the following:

- Your request is for an event of municipal significance;
- The name of the event;
- The exact address or location of the event;
- The purpose of the event;
- The date of the event;
- The times the event begins and ends;
- Your name, address and a telephone number where you can be reached during the day.
Each of the four Community Councils covers specific wards within the City. If you are not sure which ward the event is in, you can:

- Call 311 within the City of Toronto’s calling area;
- Look at maps at http://app.toronto.ca/wards/jsp/wards/ijsp
- Contact any of the Community Council offices below for more information.

**ETOBICOKE YORK**

Etobicoke York Community Council – Wards 1, 2, 3, 4, 5, 6, 7, 11, 12, 13 and 17

Address your written request to:
Chair & Members, Etobicoke York Community Council
Etobicoke York Community Council
Etobicoke Civic Centre, Main Floor
399 The West Mall
Toronto ON M9C 2Y2

By email: etcc@toronto.ca
By fax: 416-394-5600

More information? Call 416-394-8101 or email etcc@toronto.ca

**NORTH YORK**

North York Community Council – Wards 8, 9, 10, 15, 16, 23, 24, 25, 26, 33 and 34

Address your written request to:
Administrator, North York Community Council
5100 Yonge Street, Main Floor
Toronto, ON  M2N 5V7

By email: nycc@toronto.ca
By fax: 416-395-7337

More information? Call 416-395-0480 or email nycc@toronto.ca

**TORONTO & EAST YORK**

Toronto & East York Community Council – Wards 14, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31 and 32

Address your written request to:
Administrator, Toronto & East York Community Council
100 Queen Street West, 2nd Floor
Toronto, ON  M5H 2N2

By email: teycc@toronto.ca
By fax: 416-392-0111

More information? Call 416-392-7033 or email teycc@toronto.ca

**SCARBOROUGH**

Scarborough Community Council – Wards 35, 36, 37, 38, 39, 40, 41, 42, 43, 44

Address your written request to:
City Clerk, Scarborough Community Council
Scarborough Civic Centre
150 Borough Drive, 3rd Floor
Toronto, ON  M1P 4N7

By email: scc@toronto.ca
By fax: 416-396-4301

More information? Call 416-396-7088 or email scc@toronto.ca

**J. Toronto Emergency Medical Services (EMS)**

Participants attending your function are entitled to the highest safety standards possible. Toronto EMS Planners have experience planning medical coverage for a wide variety of events including festivals, parades, concerts, etc. and are available to work with you.

Timing - Since your event may require off-duty staff and vehicles, a **MINIMUM of 60 days notice** is required when requesting special event coverage from Toronto EMS. To contact Toronto EMS regarding your event please send an email to emsplanning@toronto.ca or call an EMS Planner at 416-392-3735 or 416-392-4930.

It is recommended that your event planning include an emergency lane for emergency vehicles and staff. This will help minimize any response delays to potential medical emergencies at your event.

More information from EMS about planning the medical services for your event? See [http://www.toronto.ca/special_events/pdf/emsbrochure.pdf](http://www.toronto.ca/special_events/pdf/emsbrochure.pdf)
K. Public Health
If food and/or non-alcoholic beverages are to be served or sold for consumption during the proposed event, you must complete a Special Event Temporary Food Establishment Application (for Organizer). The application is available [click here](#) or at one of the Toronto Public Health offices. For the office closest to your event, please call 416-338-7600.

It will also be necessary for you to arrange to have all vendors complete Part 1 and 2 of the “Special Event Temporary Food Establishment Vendor Package”, and then forward them to Toronto Public Health before the event. The Vendor Package is available [click here](#) or at one of the Toronto Public Health offices as above.

In addition, you will have to provide an Event Site Plan indicating food vendors, garbage/waste water disposal sites and sanitary facilities. For more details regarding Toronto Health Public requirements, please visit [http://www.toronto.ca/special_events/pdf/event_support_planning_guide.pdf](http://www.toronto.ca/special_events/pdf/event_support_planning_guide.pdf)

L. Use of Barbecues
The use of barbecues is permitted within the Event area provided that a suitable barrier is placed around the outdoor cooking areas and a suitable fire extinguisher is placed a minimum of two (2) metres from the barbecue but not more than four (4) metres from the barbecue. The barbecue and barrier must be placed in such a manner to allow for at least 2.1 metres wide clearance on the sidewalk/boulevard for pedestrian movement and must not obstruct any entrance/exits to buildings, fire connections or street furnishings such as news vending boxes, litter containers, etc.

M. Traffic Control
- **Barricades**
  The event organizer is responsible to arrange with a commercial supplier to install and maintain traffic barricades and signs for the event as determined by Transportation Services and in accordance with the specifications outlined in “Temporary Conditions” of the Ontario Traffic Manual Book No. 7. Metal interlocking barricades must be placed at all road closure locations and must extend completely across a roadway and its shoulders or from curb to curb.
- **Conversion of One-Way Streets**
  In order to maintain access to a property, laneway system, etc., you maybe required to pay the City to convert the direction of a roadway (i.e. from one-way to two-way).

  *The cost of this work is estimated at $500 plus HST per road.*
- **Advance Notification Signs**
  You may be responsible to pay the City to manufacture and install advance notification signs a minimum of fourteen (14) days prior to a street event held on a major arterial roadway, where the closure affects not only local traffic but commuter traffic.

  *The cost of this work is estimated at $500 plus HST for each sign.*
- **Event Marshals**
  Where access is provided through the interlocking barricades, responsibility should be assigned to an event marshal to ensure proper closure. Event marshals should be stationed at the barricades at all times to assist with crowd control and the passage of emergency vehicles. Of note, event marshals cannot direct vehicular traffic and must be easily identifiable. If marshals are stationed on the roadway, they must wear a safety vest.

N. Tents
If you are planning on installing a tent on the road that is erected more than three (3) metres from other structures and occupies a total area of not more than ten (10) square metres (108 square feet), a building permit is not required. If the size of the tent exceeds an area of ten (10) square metres (108 square feet), you must obtain a building permit from the Permit Services Section of Toronto Buildings.
If heating generators are to be used in connection with the tent, please ensure detailed information is provided along with the type of fuel used to operate the generator. If generators are to be used during the event, please ensure they are silenced generators.

To apply for a permit, you must go in person to Toronto Buildings.

For Toronto and East York District, go in person to:
Toronto Buildings
Toronto City Hall, Main Floor
100 Queen Street West
Toronto, Ontario, M5H 2N2

For Scarborough District, go in person to:
Scarborough Civic Centre, 2nd Floor
150 Borough Drive
Toronto, Ontario, M1P 4N7

For Etobicoke York District, go in person to:
Toronto Buildings
Etobicoke Civic Centre, 3rd Floor
399 The West Mall
Toronto, Ontario, M9C 2Y2

For North York District, go in person to:
North York Civic Centre, Ground Floor,
5100 Yonge Street
Toronto, Ontario, M2N 5V7

Of note, tents must be secured with concrete or water ballasts and not anchored into the road allowance. You may want to consult with your rental company.

O. Street Performers & Buskers

Street Performers and Buskers are welcome to participate in your event subject to approval from the event organizer. Please note, depending on the type of performer i.e. those that work with fire, may significantly increase event insurance costs. Check with performers to ensure they are covered.
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Before you submit your Community-Led Street Event Application, please make sure that the following steps have been completed.

**Instructions for completing the Temporary Street Event Closure Application**

Careful completion of the form will help avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents with the application. Please consult the Community-Led Event Resource Guidelines for more detailed information.

When you fill out the form:

- do not use whiteout on application or attachments
- type or use pen with **BLACK INK** and print clearly

**Collector Street, Arterial Road (minor or major), Expressway**

For Applications for permission to temporarily close a collector street, arterial road (minor or major) or an expressway or any portion thereof:

**Have you?**

- Completed all the necessary general information?
- Signed and dated your application?
- Attached completed insurance verification?
- Attached a declaration indicating that the residents/businesses/property owners are in favour of the closure?
- Advised the area Councillor?
- Attached a site plan?
- Attached a Traffic Management Plan?
- Attached a list of events proposed within the closure area?

**Noise By-law Exemption**

**Have you?**

- Completed a noise by-law exemption application?

**Temporary Selling Activities**

**Have you?**

- Completed an application for a permit to sell on the sidewalk?

**Waste Management**

**Have you?**

- Completed a waste management plan?

**Alcoholic Beverages**

**Have you?**

- Applied to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit?
- Contacted the local Community Council for an Event of Municipal Significance?

**Public Health**

**Have you?**

- Completed the Special Event Temporary Food Establishment Application (for Organizer)?
- Arranged for the vendors to complete Part 1 and 2 of the Special Event Temporary Food Establishment Vendor Package?

**Tents**

**Have you?**

- Applied for tent permit? (Note: Construction permits are not required for tents measuring ten (10) square metres or tent groupings less than sixty (60) square metres)
**Local Road Closure**

For Applications for permission to temporarily close a local road or any portion thereof: **Have you?**

- ✔ Completed all the necessary general information?
- ✔ Signed and dated your application?
- ✔ Attached a site plan?
- ✔ Attached a completed insurance verification?
- ✔ Attached a declaration indicating that the residents/businesses/property owners are in favour of the closure?
- ✔ Advised the area Councillor?
Q. For which type of events are streets allowed to be temporarily closed?
A. Social, recreational and community events. These would include religious festivals, neighbourhood block parties, car free days, etc.

Q. How long can a street be closed for the purpose of holding an event?
A. The street closure permit gives you permission to have the street closed to vehicular traffic for up to four (4) days as long as local access for residents and emergency vehicles are maintained. If the road is to be closed for more than four days, a report is required to be submitted to the appropriate Community Council for their consideration. Of note, an application to close an Expressway will require City Council approval.

Q. How do I make application for a temporary street closing?
A. Complete the application form on-line or available in the Community-Led Street Event Package and forward it to the appropriate Transportation Services District office as noted below:

Toronto and East York District,
Street Events
17th Floor, Metro Hall,
55 John Street
Toronto, Ontario, M5V 3C6
Phone: 416-392-7877
Fax: 416-696-4149

Scarborough District
Scarborough Civic Centre
2nd Floor,
150 Borough Drive
Toronto, Ontario, M1P 4N7
Phone: 416-396-7505
Fax: 416-396-5641

Q. How much notice must be provided prior to the date of the event?
A. The completed application form for a temporary street closure must be received by Transportation Services:
   • at least eight (8) weeks prior to a proposed closure on any local road;
   • at least twelve (12) weeks prior to a proposed closure on a collector road;
   • at least sixteen (16) weeks prior to the proposed date on an arterial road; and
   • at least fifty-two (52) weeks prior to a road closure on an expressway.
In addition, the application to close an expressway will require City Council approval.

Q. What is the cost of the application?
A. Currently, there is no application fee. There is a permit fee if your application is approved which is $71.97 + HST a day for a total fee of $81.33.

Q. How can payment be made?
A. Payment may be made by cash, cheque, debit, Visa, MasterCard or American Express.
Q. What is the purpose of the detailed information required on the application form?
A. The information provided in the form assists the City to process the application in a timely manner and ensure that the appropriate division is notified of the event. The following is a brief explanation of the uses to which the information provided with the application is put:

(a) Sponsoring Organization, Address, Applicant’s Name, Position Held in Organization, Address, Telephone Number – This information is required for general information and indemnification purposes.

(b) Name of Official in Charge on Day of Event and Alternate Appointee – Various City officials including members of Toronto Police Services, are required to contact the appointed person(s) in charge on the day of the event.

(c) Name of Street to be Closed, Limits of Street (from-to), Date(s) and Times of Closing, Purpose of Closing – This information is required to process the application.

(d) Estimated Number in Attendance – This information is used by Transportation Services and EMS to determine the number of specialized staff required to be present for crowd control and by the Medical Officer of Health to determine the sanitary facilities required.

(e) Event Organizer to Liaise with Medical Officer of Health – An official of the event should be appointed to liaise with the Medical Officer of Health on such aspects of the event as hand washing, food preparation and service, washroom facilities, garbage receptacles and disposal facilities. In the interest of safeguarding the health of the public, stringent regulations are imposed.

(f) Will amplification systems or loudspeakers be used? – The volume of music and other activities associated with noise during an event must meet the requirements of the City’s Noise By-law, Municipal Code Chapter 591, Noise. Because of the number of people attending, almost every event makes noise and you will require an approved Noise By-law Exemption for all public areas. An approved Noise By-law Exemption is mandatory if a loud speaker, amplifier, or entertainment is at the event or the event runs past 11 p.m..

Q. What happens after I have submitted my application?
A. Details of the application are circulated by Transportation Services to various City divisions and agencies which may be affected by the temporary street closing. You may be contacted by some of these officials for additional information or inspection purposes. Depending on the impact, size and type of event, a meeting between you and affected divisions/agencies may be scheduled to clarify questions and concerns.

Q. Is a site meeting required?
A. If you are planning a major event, a site meeting may be scheduled to clarify any questions or concerns.

Q. Do I need a site plan for my event?
A. As the organizer of an event or festival, you will need to provide a site plan that shows where everything will be located together with the dimensions allowed for each part or area. This will not only assist the City staff in its impact analysis; but, will also help you plan the event in advance and be a valuable tool during the event.

The site plan should include:
- The north direction;
- An unobstructed fire lane (depending on the width of the street to be closed);
- indicate at least three (3) to six (6) metre wide portion of the street to be
kept clear at all times for emergency access);
• Length and width of street(s);
• Fire hydrant locations – clearance from fire hydrants must be a minimum of two (2) metres; if hydrant is at the curb; clearance must be three (3) metres;
• Current obstructions or traffic calming devices;
• Location(s) of any City licensed vendors;
• Location(s) of fire extinguisher(s);
• Fixed or movable objects used in the event;
• Existing transit passenger shelters and TTC stops.

In addition to the site plan, you will be required to provide a Traffic Management Plan diagram showing the following:
• All streets (including cross streets) which will be closed or otherwise affected;
• Location of traffic routing and control devices (barricades, cones, road closed signs, etc.);
• Directional arrows showing the detour route around the event;
• Location of signs directing the detoured traffic;
• North directional arrow;
• Depending on the width of the street to be closed indicate at least a three (3) to six (6) metre portion of the street to be kept clear at all times for emergency access (for more details, see Community-Led Street Event Resource Guidelines, -Additional Conditions and Requirements Fire Services Requirements, Section G).

Q. Do you know anyone who can assist me with the Traffic Management Plan?
A. You will have to contact a traffic control company through the internet or the telephone directory. You may also want to contact a commercial supplier of traffic barricades who may be able to assist you. Examples of other Traffic Management Plans can be reviewed on Page 8 of the Forms and Applications as part of this package.

Q. Can I charge a fee to come to my event?
A. No fee may be charged for admission to the public right of way in connection to any special event.

Q. What vehicles are permitted to enter the street which has been temporarily closed to vehicular traffic?
A. The vehicles of persons who are residents of the street that has been closed and emergency vehicles including fire trucks, ambulances, police vehicles and utility vehicles must have access. Local pedestrian access must be maintained at all times.

You are required to notify all residents, in writing, of the proposed closing in order that no objections, misunderstandings or difficulties arise during the period the street is closed. Each applicant is required to certify that the majority of the owners or occupants of residential and commercial properties abutting the portion of street to be closed have no objections to the closure. Sample letters can be found on Page 8 of the Forms and Applications (see Typical Road Closure Notice).

Necessary arrangements should be made to have all deliveries required in connection with the event arrive prior to the closure of the street.

Q. How are the streets physically blocked to vehicular traffic?
A. You are responsible for arranging with a commercial supplier to install and maintain traffic barricades and signs for the event as determined by Transportation Services. Metal interlocking barricades must be placed at all road closure locations and must extend completely across a roadway and its shoulders or from curb to curb.
Q. **May other forms of barriers be used?**
A. Definitely not. Only metal interlocking barriers may be used. Metal interlocking barriers cannot be easily undone and pushed aside to allow entry of unauthorized vehicles thereby creating a potential safety concern. Similarly, individuals attending the event especially small children cannot easily access areas which may be potentially dangerous for them.

Q. **Why do I need event marshalls to wear safety vests?**
A. Event marshals need to be easily identifiable. If event marshals are stationed on the roadway, they must wear an approved safety vest in keeping with the requirements of the Occupational Health and Safety Act. Safety vests can be purchased at any safety supply company.

Q. **How much is the insurance?**
A. The approximate cost of insurance for a small event is anywhere from $50 to $200 and for a larger event anywhere from $200 upwards depending on the size of the event and on the number of persons expected to attend the event.

Q. **Which insurance company covers this type of commercial insurance?**
A. If you or your organization has Comprehensive Liability Insurance, the certificate is available from your insurance company or broker or an insurance broker can be sourced online.

Q. **Who is responsible for removing unwanted vendors?**
A. The City’s Municipal Licensing & Standards group are responsible for enforcing vending by-laws. If you require a Municipal Licensing & Standards By-law officer to monitor your event, the cost will be $60 per hour. Payment must be made in advance of the event.

Q. **Can I anchor things to the sidewalk or road?**
A. Definitely not. Such things as tents must be secured with concrete or water ballasts and not anchored into the road allowance as this may cause damage to the sidewalk, roadway or underground utilities. You may want to consult with your rental company.

Q. **Where can I obtain additional information regarding Community-Led temporary street closings?**
A. You can consult the Community-Led Street Event Resource Guidelines (click through or refer to the table on the next page which lists a number of sources that may be contacted regarding the various aspects of temporary street closings.)
## Temporary Street Closings Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Call 311 (24/7)</td>
<td>311</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Toronto &amp; East York District</td>
<td>416-392-7877</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Scarborough District</td>
<td>416-396-7505</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Etobicoke York District</td>
<td>416-394-8428</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>North York District</td>
<td>416-395-6313</td>
</tr>
<tr>
<td>Crowd &amp; Traffic Control</td>
<td>Toronto Police Service</td>
<td>416-808-5050</td>
</tr>
<tr>
<td>Paid Duty Officers</td>
<td></td>
<td>416-808-7880</td>
</tr>
<tr>
<td>Food Preparation Services, Washroom Facilities, Garbage &amp; Waste Receptacles, Disposal Facilities &amp; Hand Washing</td>
<td>Public Health</td>
<td>416-338-7600</td>
</tr>
<tr>
<td>Amplification Systems &amp; Loudspeakers</td>
<td>Municipal Licensing &amp; Standards Department Toronto &amp; East York District</td>
<td>416-392-7733</td>
</tr>
<tr>
<td></td>
<td>Scarborough District</td>
<td>416-396-7071</td>
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<td></td>
<td>North York District</td>
<td>416-395-7011</td>
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<td></td>
<td>Etobicoke York District</td>
<td>416-394-2532</td>
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<tr>
<td>Emergency Access Route</td>
<td>Toronto Fire</td>
<td>416-338-9513</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Service</td>
<td>416-392-4930</td>
</tr>
<tr>
<td>Change in a route or transit stop or if buses have to be used in place of streetcars</td>
<td>Toronto Transit Commission</td>
<td>416-393-3302</td>
</tr>
</tbody>
</table>
**Please note if you are seeking to temporarily close a **local road**, the items marked** are not applicable to your application**