# INTRODUCTION & INSTRUCTIONS

Carlsbad Municipal Code (CMC) Chapter 8.18 outlines the permitting requirements for an expressive activity event. Please review Chapter 8.18 before completing this application.

Unless the spontaneous demonstration exemption applies, an expressive activity event permit is required to conduct a demonstration or other event with the principal purpose of engaging in expressive activity where the activity involves a gathering of 75 or more persons and any of the following:

* Use of any public park or other public area; or
* Use of any street or sidewalk in a manner that does not comply with normal or usual traffic regulations or controls

Expressive activity includes conduct, the sole or principal object of which is the expression of opinion, views, or ideas. Expressive activity includes, but is not limited to, public oratory and distribution of literature.

A spontaneous demonstration does not require an expressive activity event permit if the event organizer provides at least four hours’ notice to the Watch Commander of their name and telephone number, the date(s), time(s), and location(s) where the event is to be conducted, and an estimate of the number of persons that will participate. A spontaneous demonstration is an expressive activity occasioned by news or affairs coming into public knowledge seven or less days prior to the activity.

For spontaneous demonstrations meeting these criteria, provide at least four hours’ notice by contacting the Watch Commander either via email (PoliceExpressiveActivity@CarlsbadCA.gov), in-person at the City of Carlsbad Police Department located at 2560 Orion Way, Carlsbad, CA 92010, or via telephone at 760-931-2197 (24 hours) and 760-931-2100 (regular business hours – 8 a.m. to 5 p.m.).

For permitted expressive activities, you must submit a complete application to the City **at least 2 days prior** to your proposed expressive activity event date. You are strongly encouraged to submit your application as early as possible so that any application errors may be corrected by this deadline. The City is not required to review incomplete applications. The City will act on complete applications no later than one day prior to the proposed expressive activity event date and the city’s review will be no longer than 72 hours. Any permit denial will be made in writing.

No permit fees are required for an expressive activity event permit.

**Submit your application in-person or via email:**

City of Carlsbad Police Department

Attention: Watch Commander

In person: 2560 Orion Way, Carlsbad, CA 92010; OR

Email:  PoliceExpressiveActivity@CarlsbadCa.gov

*If your application is submitted via email between 5 p.m. and 8 a.m., please notify Police Dispatch at 760-931-2197 as a courtesy to ensure that staff can begin immediate processing.*

**Submit questions by phone or via email** (PoliceExpressiveActivity@CarlsbadCa.gov)**:**

760-931-2197 (24 hours)

760-931-2100 (regular business hours – 8 a.m. to 5 p.m.)

# APPLICANT/ ORGANIZATION INFORMATION

**Applicant NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Applicant must be the event organizer)*

**Street Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Only complete if Applicant is a non-individual)*

**N/A**

**Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# EXPRESSIVE ACTIVITY EVENT INFORMATION

**EVENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE AND TIMES** *(Approximate times are acceptable)*

**Set-Up Starts Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Starts Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dismantle Complete Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected Attendance** **Total: \_\_\_\_\_\_\_\_\_\_**

**Type of Expressive Activity** *(check all that apply):*

* March
* Rally
* Parade/Procession
* Picket
* Distribution (Flier/Literature)
* Press/Media
* Assembly/Public Demonstration
* Petition/Signatures
* Other (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the event involve the use of vehicles? ⬜ Yes ⬜ No If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the event involve the use of animals? ⬜ Yes ⬜ No If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the event involve the use of fireworks and/or pyrotechnics? ⬜ Yes ⬜ No If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your event involve the use of a sound amplifying system? ⬜ Yes ⬜ No If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Location** *(Specify addresses, streets, intersections and/or park names*)

**MOVING EXPRESSIVE ACTIVITY** *(E.g., march, walk, etc.)*

**N/A** (skip to Stationary Expressive Activity section)

**Assembly Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dispersal Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Route** *(Provide written description of the proposed route where expressive activity will be conducted, include street names, number of lanes, lane designation, direction, etc.):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
***(A route map can be submitted in lieu of a written description of the proposed route.)***

Does the event intend to occupy the entire street and/or sidewalk? ⬜ Yes ⬜ No

**STATIONARY EXPRESSIVE ACTIVITY**

**N/A** **Street** **Sidewalk** **Park** **Other (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the event intend to occupy the entire street and/or sidewalk? ⬜ Yes ⬜ No

Does the event intend to occupy a portion of a street and/or sidewalk? ⬜ Yes ⬜ No

**FOR CITY USE ONLY:**

Permission to hold the expressive activity event identified in this application is approved pursuant to the application information, and applicable city policies and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of City Manager or Designee Date