

# Columbus Police Department

## Media release

Date: August 17, 2017  
Subject: **Special Event Permit and Notification Process**

In light of recent events and increased requests for event permits in Columbus, the Columbus Police Department is issuing an update on the rules and procedures for filing applications and notices for the various events that, by ordinance require notice and permits to be issued.

Applications or Notices must be filed with the Columbus Police Department in advance of any event occurring on the streets, sidewalks, parks and grounds of any public property or building. Any activity on private property does not require permits from the city but does need permission or approval of the property owner.

Timely notice of an event is useful and required by the City so that Police and other City Services can properly prepare for the events. Below, is a schedule of typical events and the notification times required by ordinances and resolutions:

- Picketing, Demonstrations, Vigils, Memorials, shows, ceremonies, Parades, motorcades, Marches, Runs, Walks and Bike Rides involving **Sixteen (16) or more people**.  
-Application for Permit – Minimum of **Ten (10) Days** prior to the event. (Section 17B -11)
- Temporary Street Closure  
-Application for Permit -**Thirty (30) days** prior to event. (Resolution No. 234-11)
- Amplified Sound on **Public Property**.  
-Application for Permit -**Five (5) Days** prior to the event. (Section 14 – 205)
- Picketing or Demonstrating - **Fifteen (15) people or less**.  
-Written Notice - Minimum of **Five (5) hours** prior to the event. (Section 17B – 8)

These time limits will be strictly adhered to and enforced by the Police Department to ensure that safety issues are properly addressed.

For ease and planning, detailed instructions and application forms may be picked up at the Columbus Police Department at 510 10<sup>th</sup> Street, Columbus Georgia.

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