

## ACTIVITIES THAT REQUIRE PERMITS

In the interest of ensuring the public's safety and freedom of travel, the Newark Municipal Code regulates certain public gatherings and activities that involve large numbers of people. These may include, but are not necessarily limited to, public assemblies, parades, foot races, bicycle races, walking events, demonstrations, block parties, fairs, festivals, and concerts.

Depending upon the nature of the event, it may or may not require a permit. Several factors may affect this requirement, such as the number of people involved, the location, the impact on traffic, and whether any fee or donation is charged.

This brochure was developed to assist citizens in determining if they need to obtain a permit for their desired event. It is not intended to replace the Newark Municipal Code.

If you have any questions regarding the permit process, please feel free to contact the Newark Police Department Special Enforcement Division Commander at (302) 366-7100, option 7, then option 2. Questions can also be sent to [policeforms@newark.de.us](mailto:policeforms@newark.de.us).



## PARADES & DEMONSTRATIONS

### *Events That Require Permits*

All parades, processions, and demonstrations require a permit issued by the Chief of Police.

### *Required notice and information*

At least **24 hours** before the event, the person or persons who are organizing the event must provide the Chief of Police with the following information:

- The nature or character of the event (e.g. a parade, a protest).
- The time and place of the event. In the case of a parade or procession, this includes the route.
- The names of the participating organization(s).
- The names of the officer(s) of the participating organization(s).
- Statement of any support required by the City of Newark.

### *Times When Parades Are Prohibited*

Section 23-5 of the Newark Municipal Code prohibits all parades during the following times:

- 7:00 a.m. and 9:30 a.m., Monday-Friday.
- 4:00 p.m. and 6:30 p.m., Monday-Saturday.
- 9:00 a.m. and 1:00 p.m., Sunday.

### *Restrictions that may be placed on parades and demonstrations*

Permits may restrict:

- The permitted routes and the extent to which streets may be occupied by the activity.
- The permitted time, place and duration of the activity.

## BLOCK PARTIES

### *Events that require permits*

Any organized gathering of neighborhood residents utilizing the public right-of-way abutting their property for recreational purposes of a non-profit or non-commercial nature that requires the temporary closing of public streets requires a permit issued by the Chief of Police.

### *Required notice and information*

At least **5 working days** before the event, the person or persons who are organizing the event must provide the Chief of Police with the following information:

- The date, hours, and location of the event.
- A petition with the names, addresses and signatures of at least 60% of the heads of household or their responsible adult representative abutting the street(s) to be closed.
- A sketch showing the location of any fire hydrants and any temporary structures or equipment, and the locations, names and addresses of abutting residents.
- Statement of any support required by the City of Newark.
- The name, address, telephone number, and signature of the person(s) responsible for the block party.
- The property owner signing the petition as the responsible person shall insure that no trash or refuse is left from the party and that all barricades are placed and taken down and that the gathering remains orderly.
- Residents living along any section of a street to be closed shall be allowed access to their property.

## SPECIAL EVENTS

### *Events that require permits*

Any gathering of people for social, charitable, entertainment, sporting, religious, or commercial purposes that will affect the ordinary use of public streets, rights-of-way, and/or sidewalks, regardless of whether the event will occur on private property or in public arenas requires a permit issued by the Chief of Police. This definition includes, but is not limited to, fairs, festivals, concerts, foot races, bicycle races, and walking events.

University-sponsored events and private social gatherings are *not* included.

*"Private social gatherings"* are those events which:

- are exclusively contained on private property
- make no use of city streets
- do not charge any fee or donation
- involve 150 persons or less

### *Required notice and information*

At least **30 days** before the event, the person or persons who are organizing the event must provide the Chief of Police with the following information:

- The nature or character of the event (e.g. a foot race, a festival).
- The time and place of the event. In the case of a foot race, bicycle race, or walking event, this includes the route.
- The name, address, telephone number, and signature of the responsible person(s)
- The names of the participating organization(s).
- The names of the officer(s) of the participating organization(s).
- Support required by the City of Newark.
- Proof of insurance in the amount of \$1,000,000 with the City of Newark named as co-insured.

## GENERAL PROVISIONS REGARDING PERMITS

Application forms are available in the Permit Requests section of the Police Department website at <http://newarkde.gov/police>.

In order to ensure the public safety, the Chief of Police may limit the duration, times, and date(s) of an event and may require liability insurance naming the City of Newark as an insured party if there are any unusual hazards that are apparent.

The Chief may waive liability insurance upon a showing that such insurance is unreasonable or impractical. In such circumstances, the person(s) responsible for the event shall sign a save harmless agreement in which the responsible party agrees to defend, pay, and save harmless the City of Newark, its officers, and employees from any and all claims or lawsuits arising from or in any way connected to the event for which the permit was issued.

### *Standards for denial*

The reasons for which the Chief of Police may deny a permit include, but are not limited to:

- The event would disrupt traffic beyond practical solution.
- The event would interfere with access to fire stations or fire hydrants.
- The event would require the diversion of so many public employees or resources that it would deny or substantially impair service to the remainder of the City.
- The permit applicant(s) supplied false or incomplete information.
- The permit applicant(s) failed to comply with the terms and conditions of the permit.

# NEWARK POLICE DEPARTMENT

## PERMIT INFORMATION

FOR

**SPECIAL EVENTS, RACES,  
PARADES, DEMONSTRATIONS,  
BLOCK PARTIES & PUBLIC ASSEMBLIES**



Newark Police Department  
220 South Main Street  
Newark, DE 19711