



Town of Leesburg

Town Manager's Office

25 W. Market Street • Leesburg, VA 20176

(p) 703-771-2700 • (f) 703-771-2727

Sound Amplification Standard Operating Procedures

1. The interested party must complete the Sound Amplifying Equipment Application. The application may be found on-line by visiting our website at <http://www.leesburgva.gov/how-do-i/apply-for/permits>, or contacting the Town Manager's Office at 703-771-2700.
2. Once the application is complete, submit to the Town Manager's Office.
3. The Town Manager's Office will approve or deny upon reviewing the application.
4. The approved registration allows for outdoor music between the hour of 10:30am and 8:00pm.
5. One (1) copy of the approved application will be returned to the applicant and shall be in the possession of the person operating the sound amplifying equipment, be promptly displayed, and shown to any police officer of the Town of Leesburg upon request.
6. A second copy will be sent electronically to the Leesburg Police Department and filed with the Town Manager's Office.



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SOUND AMPLIFYING EQUIPMENT – APPLICATION/REGISTRATION

The Leesburg Town Code Section 24-182 - Declaration of Policy states:

*At certain levels, noise can be detrimental to the health, welfare, safety and quality of life of inhabitants of the Town, and in the public interest noise should be restricted. Mass outdoor social gatherings, using amplified sound, in this Town, unless subjected to coordination and planning efforts with the Town, create excessive noise and related adverse effects for the citizen of this Town. It is, therefore, the policy of the Town to reduce, and eliminate where possible, excessive noise and related adverse conditions in the community, and to prohibit unnecessary, excessive, harmful and annoying noises from all sources subject to its police power. **It further states that no person shall use or cause to be used sound amplifying equipment* in or over the Town, unless such equipment is first registered with the Town. Application for such registration must be filed with the Town Manager at least 48 hours in advance of the use, and shall state the following, unless the element would not be applicable:***

*Note: * Sound Amplifying Equipment means any machine or device for the amplification of the human voice, music or any other sound. This term shall not include warning devices on authorized emergency vehicles, or horns or other warning devices on other vehicles used only for traffic safety purposes.*

APPLICANT CONTACT INFORMATION

Name:	Phone Number:
Email Address:	
Address:	
Business Address:	

CONTACT INFORMATION OF PERSON WHO OWNS THE SOUND AMPLIFYING EQUIPMENT

Name:	Phone Number:
Address:	
Email Address:	

CONTACT INFORMATION OF PERSON ON SITE HAVING DIRECT RESPONSIBILITY FOR THE SOUND AMPLIFYING EQUIPMENT ON DAY OF THE EVENT

Name:	Phone Number:
Address:	
Email Address:	

LICENSE NUMBER OF ANY SOUND TRUCK TO BE USED BY APPLICANT

PLEASE LIST THE TYPE OF SOUND AMPLIFYING EQUIPMENT BEING USED (BE SPECIFIC)

LOCATION IN THE TOWN WHERE SOUND AMPLIFYING EQUIPMENT WILL BE USED

NAME AND DESCRIPTION OF EVENT WHERE SOUND AMPLIFYING EQUIPMENT WILL BE USED

PROPOSED HOURS OF OPERATION, WHICH SHALL NOT BEGIN BEFORE 10:30AM OR EXTEND PAST 8PM OF ANY DAY

Start Time:

End Time:

PROPOSED DATES OF OPERATION

One (1) copy of this Application/Registration will be returned to the applicant and shall be in the possession of the person operating the sound amplifying equipment, be promptly displayed, and shown to any police officer of the Town of Leesburg upon request. A second copy will be filed with the Town Manager's Office.

Approved: Office of the Town Manager

Date
