

Special Event — Highway Use Application SCHEDULE B TRAFFIC BYLAW NO 33

Shaded Area Office Use Only

APPLICANT INFORMATION

Organization _____ E-Mail _____

Address _____ Postal Code _____

Event Contact _____ Phone _____

Secondary Contact (If Applicable) _____ Phone _____

This proposed event are subject to the general conditions or noted special conditions as listed on this permit. It is understood that the completion of this form constitutes an application only, and the work applied for will not commence until this permit has been approved.

Date of Application _____ Signed _____

EVENT DETAILS

Event Name _____ Number of Participants (Approx) _____

Start Date _____ Start Time _____ End Date _____ End Time _____

Description _____

Detailed Event Route (including road closure requests): _____

Map Attached Y _____ N _____ Permission to post event details on City of Langford website? Y _____ N _____

(a) A permit fee in the amount of \$ _____ shall be paid to the City of Langford (Minimum \$35 required)

(b) A cash deposit in the amount \$ _____ shall be deposited with the Engineering Department to ensure no damage to municipal infrastructure.

Total \$ _____

(c) Proof of insurance in accordance with Bylaw Nos. 33 and 1000 provided? Y _____ N _____

(d) Park Use Permit Required? Y _____ N _____

City of Langford Approval

Date

Any of the attached conditions apply to this permit approval. In addition, events are to be in compliance with Provincial or Federal Regulations.

City of Langford Final Approval

Date

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Special Event - Highway Use Applications within the City of Langford. Please contact the Manager of Engineering Construction at 250-478-7882 or engineering@langford.ca if you have any questions about the collection, use, or disclosure of this information.

PERMIT GENERAL CONDITIONS

NOTIFICATION / ROAD CLOSURES

1. Road closures are not permitted without 72-hour notice given to the Engineering Department and Fire Department and approval of detour signing is received. Scheduling may be restricted with respect to summer traffic, bus routes, or other project coordination.
2. City of Langford reserves the right to request the following items:
 - a. Traffic Management Plan for any road closures or traffic interruption due to an event.
 - b. Proposed Parking Plan to ensure there will be sufficient parking for event attendees.

SPECIAL EQUIPMENT AND REQUESTS

1. If the applicant requires special equipment (i.e. computerized message boards, Langford Trolley, washrooms, etc.) please notify the City of Langford at least 2-months prior to the event start date. City of Langford will work to accommodate all requests, however if the equipment is not available the applicant will be required to supply their own.
2. Please be aware that the City of Langford reserves the right to charge payment for use of the Langford Trolley.
3. If the applicant wishes to have the RCMP or City of Langford Bylaw Enforcement on site for the event, then the applicant is required to notify the City of Langford a minimum of 2-months prior to the event start date.
4. No equipment related to the event is allowable within the Municipal road right-of-way unless the approved permit states otherwise.

INSPECTION AND ACCEPTANCE

1. Clean-up may require mechanical sweeping of all paved streets following the event.
2. The Municipal road right-of-way (including the boulevard, sidewalk, etc.) is required to be clear of all event-related or event-caused debris following the event.
3. All event signage is to be taken down within 48-hours of the event end date.