

SPECIAL EVENT PERMIT

Application to host an event in a Public Street.

Refer to the Streets and Traffic Bylaw No. 2233, 2025. The conditions in Bylaw No. 2233 shall apply for the permit below.

APPLICANT INFORMATION		
Event Contact: _____		
Organization Name or Business Name: _____		
Address: _____	City: _____	Postal: _____
Email(s): _____	Phone: _____	

EVENT DETAILS	
Event Name: _____	Number of Participants: _____
Event Description: _____ _____	
Start Date: _____	End Date: _____

EVENT CATEGORY	<input type="checkbox"/> Run/Walk/Cycle	<input type="checkbox"/> Market	<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Charity/Non-Profit
	<input type="checkbox"/> Exhibit/Trade Show	<input type="checkbox"/> Parade	<input type="checkbox"/> Private Event	

AFFECTED INFRASTRUCTURE	<input type="checkbox"/> Traffic Signs	<input type="checkbox"/> Streetlights	<input type="checkbox"/> Sidewalk
	<input type="checkbox"/> Boulevard	<input type="checkbox"/> Bike Lane	<input type="checkbox"/> Travel Lane

ATTACHED DOCUMENTS	<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Traffic Management Plan	<input type="checkbox"/> Parking Management Plan
	<input type="checkbox"/> Site Map	<input type="checkbox"/> Parks Permit	

APPLICANT SIGNATURE		
_____	_____	_____
Applicant Name	Applicant Signature	Date

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act ("FOIPPA") and will be used to administer permit applications within the City of Langford. The information provided on the form may also be shared in accordance with FOIPPA. Please contact the Legislative Services at 250-478-7882 or foi@langford.ca if you have any questions about the collection, use, storage or disclosure of this information.

PERMIT GENERAL CONDITIONS
SPECIAL EVENT PERMIT

INDEMNITY CLAUSE

The applicant, developer, contractor, or owner (the "Permit Holder") assumes all risks and liabilities incidental to the issuance and exercise of this permit, and agrees to indemnify, defend and hold harmless the City, and its elected and appointed officials, officers, employees, contractors and agents, from and against all claims, actions, damages, liabilities, costs (including legal costs), and expenses arising out of or in connection with any occurrence on or within the permit area, or caused by or contributed to by the negligence or other default of the Permit Holder in respect of anything done pursuant to or ostensibly pursuant to this permit. This indemnity shall survive the expiry or earlier termination of this permit.

NOTIFICATION / ROAD CLOSURES

Prior to hosting an event in a street, a minimum of three (3) business days' notice by email must be given to the Engineering Department.

Any permit holder is responsible for maintaining pedestrian walking area to be delineated during the duration of works and must be easily recognizable by the public and contain no obstructions and no hazardous conditions. The public using these walking areas must be adequately protected from traffic. If, in the opinion of the City Engineer, this is impractical then there must be signs either side of the area of works set back at suitable pedestrian crossing places informing pedestrians that they must cross the road as there is no walking area ahead.

SPECIAL EQUIPMENT AND REQUESTS

If the applicant requires special equipment (i.e. computerized message boards, 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.

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 start date, however if the requested equipment is not available the applicant will be required to supply their own traffic control personnel.

No equipment related to the event is allowable within the street unless the approved permit states otherwise.

SURFACE AND UTILITY REPAIRS

Any damage to work or utilities, including trees and boulevards, shall be reported immediately to the Engineering Department who may undertake repairs at the applicant's expense or direct that the applicant make the necessary repairs, with restoration equal to existing or to the satisfaction of the Engineering Department.

INSPECTION

Clean-up may require mechanical sweeping of all paved streets prior to and/or following the event. 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. All event signage is to be taken down within 24-hours of the event end date.

ACKNOWLEDGEMENT AND ACCEPTANCE

I hereby acknowledge that I have read these general permit conditions in full; I understand and accept these terms herein this document and recognize that I must abide by the conditions in order to receive an approved permit application.

Applicant Name

Applicant Signature

Date

INTERNAL USE ONLY
SPECIAL EVENT PERMIT

FEES AND DEPOSITS

Application Fee: \$50.00

Security Deposit: \$ _____

APPROVED DOCUMENTS

Proof of Insurance

Traffic Management Plan

Site Map

Parks Permit

Parking Management Plan

APPROVER NOTES:

PERMIT APPROVAL: Yes No

City of Langford Signature _____

Date: _____

FINAL APPROVAL: Yes No

City of Langford Signature _____

Date: _____