



# STREET/SIDEWALK CLOSURE (EVENT) PERMIT Application

## APPLICANT INFORMATION

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

## CLOSURE INFORMATION

Event Name/Purpose of Closure: \_\_\_\_\_

Date of Closure: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Location of Street/Sidewalk: \_\_\_\_\_

Requesting to Close:  Street  Sidewalk  Both Non-Profit Society:  No  Yes

Name of person responsible for closure: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Traffic Control Company: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Has the RCMP been notified:  Yes  No

Officer's Name: \_\_\_\_\_

### Please include the following with your application

Map of Closure & Detailed Event Description: ATTACHED (*Mandatory*)  Yes

Liability Insurance (\$2,000,000): ATTACHED (*Mandatory*)  Yes

\$300 Damage Deposit (MS-DAMDEP) ATTACHED (*Mandatory*)  Yes

\$10/spot Parking Fee (MS-PRKPCON) ATTACHED (*Unless Non-Profit*)  Yes

\$25 Permit Fee (MS-OPERM) ATTACHED (*Unless Non-Profit*)  Yes

PAID STAMP

## RULES GOVERNING THE USE OF CITY STREETS

I/We hereby make application in accordance within City of Duncan Streets and Parking Regulations Bylaw, for a permit for temporary street/sidewalk closure as defined in the said Bylaw.

1. The applicant may not sublet any portion of the space contracted for without the written permission of the City of Duncan.
2. The applicant will be responsible for all lost or damaged articles.
3. The applicant will notify the City of Duncan of cancellation at least seventy-two (72) hours prior to the event. Otherwise, the applicant will be required to pay the full amount of the applicable rental fee, if any.
4. The City of Duncan reserves the right to cancel or alter street usage should conditions arise that necessitate scheduling changes.
5. The applicant will not permit liquor on the premises, unless prior approval has been granted by the City of Duncan and a valid liquor licence is in effect, and a copy of the liquor license has been presented to the City.
6. The applicant agrees that in the event of any strike or lockout, the City of Duncan will not be held responsible or liable for providing said streets.
7. The applicant is responsible for pick-up of litter and debris during and after the event. If the applicant does not clean the parade route to a standard acceptable to City staff, the applicant will be charged the costs incurred by the City to clean the streets.
8. The applicant (including friends and spectators) using the streets is expected to act in a considerate and sportsmanlike manner. Abusive language or inconsiderate behaviour, which is found to be objectionable may result in the cancellation of your parade permit.
9. It is the responsibility of the applicant to ensure the streets are in good condition (free from glass, obstructions, etc.). If a hazard does exist, please notify Public Works at 250-746-5321.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# STREET/SIDEWALK CLOSURE (EVENT) PERMIT

## Application

### WAIVER AND INDEMNITY CLAUSE

The applicant accepts and will use the premises at its own risk and agrees that the City of Duncan has made no warranties or representations respecting the suitability or condition of the premises. The applicant further agrees that it will indemnify and save harmless the City of Duncan and its officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this Street / Sidewalk Closure Permit.

The applicant agrees to conform to all bylaws and policies of the City of Duncan presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director of Public Works and Development Services**. The applicant must provide proof of liability insurance naming the City of Duncan as an additional insured party in the amount of \$2 million per occurrence. The applicant further agrees to save harmless the City of Duncan against all manner of actions, claims, debts, judgments, costs and expenses of any kind whatsoever which may be made against the City in consequence of and incidental to the granting of a Street / Sidewalk Closure Permit.

### OFFICE USE ONLY

File No.: 4520-20

When this section is complete in its entirety, by all officials, the attached application is approved subject to the event being carried out in conformity with all Statutes, Bylaws, and Council Policies in force in the City of Duncan, British Columbia and the following special conditions:

- Arrange with a local rental company for barricades and signs for the street / sidewalk closure.
- Arrange to obtain from City Public Works barricades and signs for street / sidewalk closure.
- Erect sufficient barricades and signs to control and safely direct pedestrians and/or traffic around the closure.
- Provide certified traffic control personnel to direct traffic.

### ADDITIONAL SPECIAL CONDITIONS

### NOTIFICATION

DDBIA     Transit     RCMP     Ambulance     Fire Departments     Press     Taxi Companies

Notification Provided On: \_\_\_\_\_

Notification Provided By: \_\_\_\_\_

**PUBLIC WORKS INITIAL REVIEW** – Please complete the Notification section

\_\_\_\_\_  
**OPERATIONS MANAGER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PUBLIC WORKS APPROVAL**

\_\_\_\_\_  
**DIRECTOR OF PUBLIC WORKS SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**RISK MANAGEMENT APPROVAL / WAIVEMENT**

\_\_\_\_\_  
**DIRECTOR OF FINANCE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FINAL APPROVAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

\_\_\_\_\_  
**DATE**