

Highway Use Permit: Special Events

I want to hold a special event.

What do I need to know? What do I need to do?

1. Submit an application to the Engineering Division. Your application package should include:
 - A completed Highway Use Permit: Special Event application form
 - A Letter of Intent addressed to Mayor and Council explaining the nature of the event including:
 - Date and time
 - Location
 - Approximate number of participants
 - A map clearly defining the proposed event route or location
 - Proposed parking and/or assembly locations marked on the route map, along with a dispersal route (where applicable)
 - A plan detailing the proposed traffic control including evidence/commitment to fulfill the traffic control plan
 - Proof of minimum \$3,000,000 public liability insurance valid during the period of the event naming the Township of Langley as the additional or co-insured
 - An application fee for a Highway Use Permit from the Engineering Division are as follows:
 - Standard application: \$125 (note: fee subject to change)
 - Registered charity or non-profit: \$62.50 (note: fee subject to change)
 - Name of an on-site special event coordinator and the coordinator's cell phone number to contact during the event

Additional Requirements for a Cycling or Running Race:

- Identify proposed parking and/or muster locations on the route map, with a minimum of 1.25 parking spaces per participant
- Identify washroom facilities on the route map, with a minimum of one washroom per 50 participants.
- A \$1,000 refundable security deposit for cleanup after the event
- Estimated number of participants/spectators or maximum capacity for the event (within +/- 10% accuracy)

Note: Submit all documents to the Engineering Division a minimum of six weeks before your event. The Township will not review your application before receiving your entire application package.

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Additional Requirements for a Cycling or Running Race continued:

2. Depending on the nature of the event, location, traffic impact, time and number of participants, you may be required to fulfill one or more of the following conditions, or other conditions as set out by the Township's Engineer:
 - Distribute a letter to all affected residents and/or businesses notifying them of the event
 - Provide the Township with a list of all properties who received notices or letters
 - Advertise your event in three local newspapers specifying the applicable road closures and detour routes
 - Conduct a neighbourhood poll to request support for your event and any pertaining activities or disruptions
3. The Township's Transportation Technologist will review the HUP application and all supporting documents for approval. After the Transportation Technologist has reviewed the permit, the Engineering Division will notify you of the Township's decision and any restrictions or additional requirements. Township Council will then receive your Letter of Intent as notification of your Special Event. The Township will notify all applicable emergency services.

You must:

- Have an identifiable special event coordinator on-site throughout the whole event
- Comply with all traffic regulations unless explicitly exempt and noted on the Highway Use Permit
- Collect all litter and debris immediately upon completion of the event
- Provide a detailed traffic control plan, as noted above. You are responsible for providing all signs, traffic cones, certified traffic control persons, and all required equipment
- Install Road Closed signs and road blockades at the start and end of the event route if a road is completely closed. You must remove these signs and blockades immediately after the event has finished
- Obtain permission from any other Township department for use of their facilities (such as parks, trails, community centers, etc)

You must not:

- Administer any type of paint or markings, temporary or permanent, on the Township roadways or Rights-of-Way
- Allow unnecessary or unpermitted traffic delays
- Allow participants to trespass on private properties, unless you have obtained permission beforehand