



# Highway Use Permit Application Special Event

## Checklist

### When planning an event, use this checklist as a guide to Highway Use Permit requirements.

In addition to the items below, include any other pertinent event information that may be helpful when reviewing the event application. You may be asked to submit additional information depending on the location, date, number of participants, and event impact.

### Submit with Application

Submit all documents as a package to the Engineering Division at least six weeks prior to the event.

- Completed Highway Use Permit Special Event application form
  - Certificate of Insurance (Township of Langley must be named as an additional insured on policy for minimum \$3,000,000 liability)
- Letter of Intent
  - letter addressed to Mayor and Council explaining the nature of the event, including date, time, and projected number of participants
- Application fee\*
- \$1,000\* security deposit (races only)
- Event map and/or traffic management plan (TMP); clearly indicate applicable items:
  - event route(s) to be used by participants, or location and layout
  - start/finish line
  - muster/assembly area
  - lane or road closure details
  - traffic control device details, e.g. signage, barricades, cones, or delineators and their placement
  - locations of Traffic Control Persons (TCPs) and/or marshals or volunteers (marshals/volunteers not permitted to control traffic)
  - detour route details
  - dispersal route details
  - parking areas for participants, staff, and volunteers
  - washroom locations and quantity
  - first aid station(s) locations
  - shuttle route(s) and stopping/parking areas
- Traffic Control Certification
  - proof of certification for all individuals performing traffic control duties or proof of contract with a certified traffic control company where TCPs are required (email confirmation from company is sufficient)  
  
Note: TCPs must carry proof of certification on their person at all times during the event. This permit will be rendered null and void where TCPs are not certified and/or cannot provide proof of certification.
- Private Property Consent
  - attach written permission from private property owner(s) where private properties are being used for parking, washrooms, or other event usage  
  
Note: Letter/email must include the property owner's name(s), address, and contact information and must specify the event date.
- Facility Booking Confirmation
  - attach copy of facility booking confirmation if other Township of Langley facilities are used for the event (e.g. parks, trails, recreation centres)
- Resident/Business Notification
  - attach copies of notices to be delivered to neighbourhood residents surrounding event location
  - newspaper (as applicable)
- Route Inspection
  - it is the responsibility of the event organizer(s) to inspect the route or location prior to the event to ensure it meets the needs of the organizing group for the purposes of the event
  - it is the responsibility of the event organizer(s) to inspect the route or location on the day of the event to ensure that no changes have occurred that will affect the suitability of the event
  - if the route or location is no longer suitable for use for the purpose of the event, it is the responsibility of the organizer to cancel or reschedule the event

\*make cheques payable to: Township of Langley

To expedite this application, provide as much detailed information specific to the event as possible.





# Highway Use Permit Application Special Event

Application date (mm/dd/yyyy)	Customer ID	Permit
Requested dates (mm/dd/yyyy) _____ to _____		Revised dates (mm/dd/yyyy) _____ to _____

**Note:** Should a permit extension be required, contact the Engineering Division prior to permit expiry to prevent additional fees.

## 1 Applicant Information

Company name				
Company address			City	Postal code
Phone	Fax	Email		
Contact name				Phone

## 2 Insurance

Permit not valid without insurance. The Township of Langley must be named as additional insured on policy for minimum \$3,000,000 liability.

Insurance received

## 3 Event Details

Request to make use of a highway right-of-way under the jurisdiction of the Township of Langley as it relates to the:

Cyclathon  Highway closure or obstruction  Parade  Race  Walkathon  Other

Event description
Estimated total number of event participants, spectators, and staff

## 4 Location

Indicate all roads you wish to use. List at or on, as per sample below.

Road <i>On 200 Street</i>	From <i>84 Avenue</i>	To <i>26 Avenue</i>

## 5 Closure or Obstruction Details

During permit period, the highway/roadway(s) noted in item 4 above includes:

### Partial Obstruction

Alternating traffic (provide traffic control plan)  Yes  No  
 Maintaining two-way traffic flow  Yes  No

### Road Closure

Local traffic only  Yes  No  
 Complete closure (requires Township Council notification)  Yes  No  
 Traffic signal in work zone  Yes\*  No  
\*Additional fees apply

Event start time	Event end time	Setup time	Cleanup completion time
------------------	----------------	------------	-------------------------

Other conditions

Security deposit required \$ \_\_\_\_\_  Route inspection required (fees apply)  Bylaw/RCMP required (fees apply)

Permit holder to provide:

Detour route signs  Yes  No Traffic management plan  Yes  No Private property consent  Yes  No  
 Letter to property owners  Yes  No Newspaper ad (local)  Yes  No Facility building consent  Yes  No  
 Traffic control person(s)  Yes  No

**Note:** The Township of Langley and all emergency services reserve the right to access and/or service roads as required.

## 6 Terms

1. Traffic control plan remitted shall be abided by and comply with the requirements of WorkSafeBC / Workers' Compensation Board Industrial Health and Safety Regulations and the British Columbia Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways.
2. **Applicable laws.** The Permittee agrees that they have read and understood, and that they will comply with, all applicable federal, provincial and municipal laws, orders, standards, policies and guidelines including, but not limited to:
  - (a) *the Motor Vehicle Act, RSBC 1996, c 318;*
  - (b) *the Occupational Health and Safety Regulation, BC Reg 296/97 (Part 18- Traffic Control);*
  - (c) *the Transportation Act, SBC 2004, c 44;*
  - (d) *the Highway and Traffic Bylaw 2010 No. 4758; and*
  - (e) *the Noise Control Bylaw 1988 No. 2573.*
3. **Notice of Event.** At least three weeks prior to the event, the Permittee will provide written notice of the event to all residents and businesses affected by the event and will publish notification of the event in the local newspaper.
4. **Pre-Event Route/Location Inspection.** At least one week prior to the event, the Permittee will inspect the event route to ensure that it meets the needs of the organizing group for the purposes of the event. On the day of the event, the Permittee will inspect the event route to ensure that no changes have occurred that will affect the suitability of the event route for the event (e.g. the appearance of road hazards, weather conditions etc.). If after such inspection the event route is no longer suitable for the purposes of the event, the Permittee will cancel or reschedule the event.
5. **General.** The Permittee will:
  - (a) *not use any permanent markers (i.e. paint) on Township of Langley right-of-ways;*
  - (b) *not delay vehicle traffic at intersections for more than one minute while pedestrian and/or bicycle traffic crosses intersections;*
  - (c) *ensure that event participants are spread throughout the event route; and*
  - (d) *clear the event route of any litter/debris left on the route as a result of the event.*
6. **Township/Emergency Vehicles Access.** The Permittee agrees that Township of Langley vehicles and emergency vehicles are permitted access and egress, at all times, to those portions of a Township of Langley highway or right-of-way affected by this permit.
7. **Transfer of Loads.** The Permittee agrees that neither the Permittee nor its employees, agents or contractors will transfer loads on a Township of Langley right-of-way without obtaining the prior written consent of the General Manager of Engineering and Community Development or his authorized representative.
8. **WorkSafeBC.** The Permittee acknowledges and agrees that in respect of all matters pertaining to any work undertaken pursuant to this permit it will be the "employer" and the "prime contractor" within the meaning of the *Workers Compensation Act*, RSBC 1996, c 492 and its associated regulations.
9. **Indemnity and Release.** The Permittee hereby releases and will indemnify and save harmless the Township of Langley and all of its employees, agents, officers, elected officials and directors from and against all claims, demands, causes of action, suits, losses, damages and costs (including all actual legal and consultant costs), liabilities, expenses and judgments which the Township of Langley incurs, suffers or is put to, arising out of or in any way related to the following:
  - (a) *the Permittee's breach of the terms and conditions of this permit, including for certainty, anything required to be done or maintained by the Permittee hereunder or anything not done or maintained by the Permittee as required hereunder, and*
  - (b) *a negligent act or omission or wilful misconduct by the Permittee or any employee, agent or contractor of the Permittee,*unless such claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments arise directly or indirectly from the Township of Langley's negligence. This term will survive the rescission, voiding or expiry of this permit.
10. **Insurance.** The Permittee will, at its own expense, provide and maintain insurance with insurers licensed in British Columbia which:
  - (a) *includes minimum liability coverage of \$3,000,000 per occurrence for bodily injury and/or property damage;*
  - (b) *names the Township of Langley as an additional insured; and*
  - (c) *protects each insured in the same manner and to the same extent as though a separate policy had been issued to each.*The Permittee will provide the General Manager of Engineering and Community Development or his authorized representative with:
  - (a) *proof of insurance which complies with this Section 10 at least 30 days prior to the event; and*
  - (b) *written notice of cancellation or material change to such insurance at least 30 days prior to such cancellation or material change.*
11. **Assignment of Permit.** The Permittee will not assign this permit without the prior written consent of the General Manager of Engineering and Community Development or his authorized representative.

## 6 Terms continued

12. **Extension of Permit.** If the Permittee wishes to apply for an extension of this permit, the Permittee will apply for such extension at least 24 hours prior to the expiration of this permit; and may be required to pay a permit extension fee.
13. **Rescission of Permit.** The Permittee acknowledges and agrees that the Township of Langley may rescind this permit without compensation to the Permittee if the use of highways pursuant to this permit is found to be contrary to a municipal program or bylaw or will interfere with an approved works program. If the Township of Langley intends to rescind this permit, it will give the Permittee 24 hours prior written notice of such rescission.
14. **Voiding of Permit.** The Permittee acknowledges and agrees that failure to comply with a term or condition of this permit shall automatically render this permit void.
15. **Severance.** If any term or condition of this permit is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid term or condition shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the terms and conditions in this permit.

**Note:** Permit not accepted unless signed by applicant.

## 7 Signatures

Applicant's signature

Print name

Date (mm/dd/yyyy)

PERMIT ISSUED BY

Township of Langley's Engineer's signature

Print name

Date (mm/dd/yyyy)

## 8 Checklist

Return completed and signed application with the following items to the attention of Engineering Division, Township of Langley (address at bottom of form):

- application fee
- proof of insurance
- traffic control plan
- completed checklist form
- security deposit (as required)

### Office use only

Hwy use application	\$
Security deposit	\$
Inspection/enforcement charges	\$
Total	\$

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 [foi@tol.ca](mailto:foi@tol.ca) 604.532.7396