



The personal information collected on this form relates directly to, and is necessary for the administration and processing of your application. Should you have any questions regarding the collection or use of this information, please call 604 527-2221.

Please use additional paper as necessary, and return the completed form(s) to: Ministry of Transportation and Infrastructure, Suite 310 – 1500 Woolridge Street, Coquitlam, BC V3K 0B8, Telephone: 604 527-2221, Email: Special.Events@gov.bc.ca, Website: http://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/highway-event-permits

I/We hereby apply for permission to conduct a Special Event on a Provincial Highway in accordance with the particulars, plan, and specifications submitted herewith. I/We understand that the submission of this form constitutes an application only and the event may not commence until a permit is issued.

Form with fields: Name of Organization / Event, Requesting Agency, Address, City, Postal Code, Contact Person, Title, E-Mail Address, Number of Participants, Phone, Fax, Cellular, Previous File Number, Contact Person During Event, Phone Number During Event

The above noted organization requests the use of \_\_\_\_\_ Highway Name \_\_\_\_\_ in \_\_\_\_\_ City \_\_\_\_\_ Landmark \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

Requested dates for event: \_\_\_\_\_

Requested times for event: From: \_\_\_\_\_ To: \_\_\_\_\_

Name and phone # of traffic control company \_\_\_\_\_

Municipal Approval: [ ] Yes [ ] No Approved by: \_\_\_\_\_

Description of Proposed Event: (Describe the scope and nature of the event, including a description of the capabilities and the age range of participants; a summary of how you propose to support the event (i.e.: traffic control persons/devices); size of crowd/spectators expected to be drawn; detail any animals you propose to have involved and their experience in traffic if relevant; describe the number of and how you propose to use escort vehicles etc.; if a fundraising event, describe how you intend to raise the funds.)



**PLEASE ATTACH PLANS OF THE FOLLOWING TO YOUR APPLICATION:**

- A detailed route map showing all check points, distances, etc.
- A traffic control plan showing the location of all proposed traffic control sites, and the placement of signs if applicable.
- A spectator control plan for locations where the anticipated crowd may interfere in any way with normal traffic movement.
- A Media relations plan where the event is anticipated to draw media attention.

**GENERAL INFORMATION FOR MINISTRY PERMITS FOR SPECIAL EVENTS ON HIGHWAYS:**

A Special Events Permit issued by the Ministry of Transportation is only valid for highways under its jurisdiction. Generally, this includes all roads outside city or municipal boundaries, and some of the major highways through cities or municipalities. In addition to applying for and receiving the Ministry's permit, the applicant must follow the permitting requirements of each city or municipality the Event will impact.

A copy of your application and its attachments will be provided to the policing authorities for their review and comment. The plans submitted must provide the Ministry, Municipal authorities and the R.C.M.P. and/or Municipal Police with the confidence that due consideration has been given to the needs of the motoring public, and the safety of the public and Event participants.

For all Events, a fluorescent safety vest is recommended to be worn by all persons near traffic. At minimum, all participants shall be required to wear highly visible clothing. Special Events occurring outside the daylight hours will require special consideration.

**Insurance and Indemnification:**

The applicant shall:

At his own expense, carry and maintain liability insurance against third party claims arising from Special Events, with inclusive limits of not less than two million dollars for bodily injury, including death and property damage;

Be solely responsible for all damages arising out of the Special Event activities;

Indemnify and save harmless His Majesty the King in right of the Province of British Columbia as represented by the Minister of Transportation together with the employees, agents, and servants of the Minister, from and against all claims and demands, loss or damages in respect thereof. The maximum deductible shall be no greater than \$5,000.

The name of the insured shall include "His Majesty the King in right of the Province of British Columbia as represented by the Minister of Transportation together with the employees, agents, and servants of the Minister."

The applicant shall return to the Ministry, a signed copy of the provided Certificate of Insurance (form H0111), supplied by the insurer showing that the insurance requirements have been met.