



SPECIAL EVENT & ROAD CLOSURE APPLICATION

***All special event applications must be submitted a minimum of 6 weeks prior to the date of the event
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED***

EVENT DETAILS & CONTACT INFORMATION	
Name of Special Event:	
Type of Event:	Date(s):
Organization:	
Applicant Name:	
Address:	
Phone (home or business):	Emergency Contact (cell):
Fax:	Emergency Contact Name:
Primary Contact Email:	
LOCATION & ROAD CLOSURE INFORMATION	
<i>A detailed map or site plan must be included with this application detailing: road closure areas; routing; volunteers; start/ finish areas; traffic control</i>	
Does your event require a full or partial closure of any City streets? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location/Routing:	
Expected attendance:	# Participants/Volunteers & Spectators
EVENT SCHEDULE	
Set-up Date & Time:	
Clean-up Date & Time:	
Start Time of Actual Event:	
Finish Time of Actual Event:	

Second Floor – Service & Resource Centre – 411 Dunsmuir Street
Phone: (250) 754 4251 Fax: (250) 755 4403
Email: engineeringinfo@nanaimo.ca

ONSITE ACTIVITIES

Check all onsite activities:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Vendor Displays | <input type="checkbox"/> Temporary Structures | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Sound | <input type="checkbox"/> Lighting | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Demonstrators | <input type="checkbox"/> Live Entertainment | <input type="checkbox"/> Food Vendors |
| <input type="checkbox"/> Extreme Sports | <input type="checkbox"/> Other _____ | |

WASTE OR GARBAGE REMOVAL

Organizers are responsible for litter pick up, sorting of recyclables and removal of all waste created. Please provide details of your plan:

- | | | |
|--|---|---|
| <input type="checkbox"/> Garbage Bags | <input type="checkbox"/> Litter Pickers | <input type="checkbox"/> Disposal Bins |
| <input type="checkbox"/> Organic Waste Removal | <input type="checkbox"/> Recycling Bins | <input type="checkbox"/> Recycling Stations |
| <input type="checkbox"/> Other _____ | | |

TERMS OF SPECIAL EVENTS PERMIT:

I hereby submit this Special Events Permit in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a Permit is granted I will comply with all bylaws and regulations of the City of Nanaimo.

Applicant Signature: _____ Date: _____

The information on this form is collected under the authority of Section 658 of the *Local Government Act* in order to process your application for a Special Events Permit. Personal information collected is protected pursuant to the Freedom of Information and Protection of Privacy Act.

PLEASE REFER TO THE EVENT PERMIT APPLICATION CHECKLIST

The Application Checklist forms part of the total Special Event & Road Closure Application and requires the signature of the Applicant.



EVENT PERMIT APPLICATION CHECKLIST

- Is application complete? Application to be completed and returned, with insurance acceptable to the City, prior to issuance of permit and at least 6 weeks prior to event.
- Emergency contact names and numbers.
- Description of event. Include - Type (i.e. parade, bike event, marathon, etc.)
- Estimated number of participants and spectators.
- Part of roadway / right-of-way to be occupied or affected.
- Indicate if event will require road closure, lane closure or both; as applicable.
- Date and time the roadway will be occupied or affected.
- Map attached to the application. Maps are available for download and markup on the City's website.
 - Map to include:
 - Event route.
 - Detour for traffic as applicable.
 - Indicate major intersections, streets and railroad crossings for clarification.
 - Indicate B.C. Ferries conflict - i.e. Front Street.
 - Indicate Transit Bus route conflicts. Contact RDN at 250-390-4111.
 - Reference points for beginning and ending locations, including dispersal area.
 - Site layout including all on-site activities.
- Traffic Control Plan to include:
 - Staging areas.
 - Sign, cone, barricade and other traffic control device description and placement.
 - Location of traffic control officials during event and their affiliation.
 - Rest stop, break/aid station:
 - list location of stations and where equipment will be staged within area.
 - Set-up and break-down dates and times.
 - Name and cell phone number for the person who will be responsible for compliance of traffic control plans.
- Liability insurance will be required, naming the City of Nanaimo as Additional Insured. The City will determine that amount.
- Preconsultation with major affected businesses. It is the applicant's responsibility to resolve all issues before the event.

- How emergency services will be provided for this event and the affected communities.
 - a) Identify communications resources available during event (amateur radio, cellular phones, etc.).
- Contact Business Licencing at 250-755-4482 or licencing@nanaimo.ca if there are any Vendor or Food Sales at the Event. An additional \$41.25 Special Event Licencing Permit is required to cover all the vendor sales at the event.

THE APPLICANT HAS READ THE ABOVE CHECKLIST.

Signature: _____

Date: _____

by its authorized signatory

SAMPLE MAP

