

Street Event Permit Application

Please complete in FULL and return to:

Town of Wolfville – Engineering & Public Works
200 Dykeland Street | Wolfville, NS | B4P 1A1
t: 902-542-5767 | f: 902-542-3815
e: publicworksinfo@wolfville.ca

NO LATER THAN 30 DAYS PRIOR TO EVENT DATE.

Approval Status *(office use only)*

Application #:

- Approved
- Approved with Conditions *(See Page 3)*
- Re-Submit with Requested Information
- Application Refused



A cultivated experience for the mind,
body, and soil.

Event Information

Event Name:

Type: Moving Procession *i.e. parade, march, demonstration, etc.* Athletic Event *i.e. marathon, bicycle race, etc.* Stationary Event *i.e. concert, fair, block party, etc.* Other:

Proposed Date: Alternate Date: Start Time: AM PM End Time: AM PM

of Attendees & Participants: # of Event Supervisors: Street Closure(s) Requested: Yes No # of Supervised Check Points:

Event Description and Additional Information: *(including purpose, target audience, and main activities)*

Applicant Information

Applicant Name: Organization: *(Optional)*

Position: Email:

Mailing Address: Phone: *(24-hour Contact)*

Street Closure Information *(if applicable)*

Street 1 Name: <input type="text"/>	From: <input type="text"/> <i>(Intersection)</i>	To: <input type="text"/> <i>(Intersection)</i>
Street 2 Name: <input type="text"/>	From: <input type="text"/> <i>(Intersection)</i>	To: <input type="text"/> <i>(Intersection)</i>
Street 3 Name: <input type="text"/>	From: <input type="text"/> <i>(Intersection)</i>	To: <input type="text"/> <i>(Intersection)</i>
Street 4 Name: <input type="text"/>	From: <input type="text"/> <i>(Intersection)</i>	To: <input type="text"/> <i>(Intersection)</i>

Supplementary Attachments

- Certificate of Insurance *A certificate of insurance is required for all events that will take place on public streets, with the exception of neighbourhood block parties on local streets. Additional information about insurance requirements on Page 2.*
- Route/Closure Sketch *Prepare and submit a detailed sketch of the proposed route and assembly location(s) for a moving procession, and/or any proposed driveway, intersection, or street closures (including the position of all proposed checkpoints, barricades, and signage).*
- Proof of Notifications *The event organizer is required to notify all abutting property owners, residents, and businesses of the event, dates of closures and potential interruptions, etc. The organizer is required to negotiate schedules and work with affected residents and businesses to minimize disruptions. Local street closures for block parties must include signed acknowledgement from each property owner (or resident) abutting the proposed closure. Submit proof of notifications and acknowledgements with application.*
- Letter(s) of Commitment *Required for all moving processions, races, and any other event with a "soft closure" (meaning the road will still be open to vehicular traffic). Under the Nova Scotia Traffic Safety Act, traffic control must be provided by a Peace Officer, defined as a person authorized to enforce the Act, such as a police officer. Letter(s) of commitment must reference the event specifics, date(s), and briefly describe the scope of services and resources to be provided to the event organizer. Any costs associated with the provision of these services will be borne by the event organizer directly.*

Temporary Closure Barricades

Setting up Municipal Barricades



Each **Municipal Barricade** is comprised of three main parts:

- A)** One (1) wooden rail marked with alternating orange and black stripes.
- B)** Two (2) A-frame wooden legs to support the rail.
- C)** One (1) plastic sign (Street Closed Local Traffic Only). *Fasteners are not provided.*

Barricades are to be placed at either end of the closure **near the intersection** so that it is clear to motorists that the street is closed to vehicular traffic.

Access for emergency vehicles must be maintained at all times.



Event organizers or their designates must pick up/sign out (and drop off/sign in) the required number of temporary street closure barricades for their event from the Town of Wolfville Public Works building located at 200 Dykeland Street from Tuesday to Thursday between the hours of 10:00 to 14:00. Call 902-542-5767 at least one business day in advance to arrange for pick-up and/or drop-off. Please note that:

- Barricades must be signed in and out by Town staff for tracking purposes;
- Barricades must be returned no later than 3 business days after the event. Promptly returning the barricades ensures that they are available free of charge for the future events;
- Citizens will be responsible for loading and unloading the barricades from their vehicles;
- Failure to comply with the requirements described in this document could result in a rejected application for future event requests.

Insurance

For all events taking place on public streets or properties owned by the Town of Wolfville (with the exception of block parties on local streets), the event organizer shall:

- Provide and maintain General Liability insurance subject to limits of not less than Two Million (\$2,000,000.00) dollars inclusive per occurrence for incident, bodily injury, death and damage to property. The policy will be held with an insurer acceptable to the Town and the policy shall contain a cross liability clause, waiver of subrogation, and include coverage for Tenant’s legal liability and personal injury;
- Provide a Certificate of Insurance with this event application, evidencing proof of required insurance with the Town of Wolfville named on the policy as Additional Insured.

Provider:

Policy Limit: \$

Valid Until:

Town of Wolfville named as Additional Insured: Yes No

Dependent on the scope and nature of the special event and as determined by Town Staff, the organizer may be required to provide additional insurance coverage in excess of Two Million (\$2,000,000.00) dollars.

Applicant Acknowledgements

- Initial:*
- I hereby agree to be responsible for, and to indemnify, hold free and harmless, the Town of Wolfville, its Mayor, Councilors, Officers, Directors, Employees, Agents, and Volunteers, from and against all actions, claims, demands, liabilities, damages, suits or proceedings of any sort, whether arising in law, equity, in contract, tort, or otherwise, save for the negligence of the Town of Wolfville, its Mayor, Councilors, Officers, Directors, Employees, Agents, and Volunteers, arising out of or resulting from, but not limited to, all activities relating to the activities of this event, including any activities required to return all properties to their previous condition, whether or not caused by the acts or omissions of the applicant, its Organization, Directors, Officers, Employees, Agents, and any other individual or party for which it is partially or wholly responsible.
- I hereby agree to be responsible for any and all damage to Town-owned lands, streets, and associated infrastructure, as assessed by Town of Wolfville staff, at this event, and to return all lands and properties to their original state, free of any debris and waste, after the completion of the event.
- I hereby agree to be present on site at the event, for the entire duration of the event, ensuring the event begins and ends on time, and agree that the event, its staff, volunteers, and attendees will observe all applicable laws, by-laws, and applicable statutes in force at the time of the event.
- I hereby acknowledge that the Town is subject to Part XX of the Municipal Government Act (SNS 2008 c 39) regarding Freedom of Information and Protection of Privacy, that the Town may be required to disclose applicant/event organizer information in response to an access to information request, and that the information provided by the applicant/event organizer to the Town in this application may be disclosed to third parties, including but not limited to volunteers, elected officials, government agencies, and the Town’s website for the purposes of this application.
- I hereby acknowledge that permits are required under Section 90(8) of the Motor Vehicle Act, which states that no parade, procession, or walkathon shall march, occupy, or precede along any highway not included within the boundaries of a city or town, unless a permit has been granted by the Provincial Traffic Authority, prescribing the route to be followed and the time when the parade, procession, or walkathon may take place. Approval of this application does not imply approval is granted for any roads or highways outside the boundaries of the Town of Wolfville.

Additional Requirements:

- No event activities are to take place until approval of this application has been received by the applicant;
- No attendee may push, pull, or ride upon any item or object upon the public street while actually participating in the event;
- Public streets will be kept open for normal traffic movement, unless otherwise approved, and vehicular traffic will not be obstructed in any manner;
- Attendees must obey all applicable provisions of the Motor Vehicle Act and Traffic Safety Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Act(s);
- It shall be the responsibility of the applicant to ensure that all necessary safety precautions are taken to ensure the safety of attendees and all other road users;
- Children under the age of eight (8) participating in the event must be accompanied by an adult;
- Checkpoints and stations shall be located such that participants do not have to cross the road;
- Assembly areas are to be located outside of the public street.

Signature of Applicant: _____

Application Date: _____

Approval Notes / Conditions of Approval (if applicable)

ADMINISTRATIVE CHECKLIST:

	YES	NO	N/A	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All required information has been provided on/with the application.
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Notifications reviewed and includes all adjacent/abutting civic addresses with resident signatures for proposed block-to-block road closure(s).
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insurance certificate reviewed, and all requirements specified on this application have been met by the applicant.
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter(s) of Commitment reviewed, and all requirements specified on this application have been met by the applicant.
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed application, supplementary attachments, and copies of all correspondence saved to LF: 31600-20\Street Event Applications\ <current name><="" td="" year>\<e###-yyyy_event=""> </current>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application number filled into top of first page. Completed application and all supplementary attachments combined into one single PDF and saved in application folder for review by Traffic Authority.

ADMINISTRATIVE NOTES:

Administrative staff to complete steps 1-6 above prior to Traffic Authority review. Once complete, a link to the application folder is to be shared with the Traffic Authority by email for notification to review.

Traffic Authority will respond to the notification email once review is complete. Following approval of application, administrative and/or communications staff are to complete the following:

COMMUNICATIONS CHECKLIST:

	YES	NO	N/A	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event details including closure location(s), date(s), and time(s) advertised on Town social and communication platforms prior to event.
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local transit and emergency service providers notified of event details.

APPLICATION APPROVED BY:
(Traffic Authority, Town of Wolfville)