



## 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 15 working days 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 and includes:
  - a) Event route.
  - b) Detour for traffic as applicable.
  - c) Indicate major intersections, streets and railroad crossings for clarification.
  - d) Indicate B.C. Ferries conflict, i.e. Front Street.
  - e) Indicate Transit Bus route conflicts. Contact RDN at 250-390-4111.
  - f) Reference points for beginning and ending locations, including dispersal area.
- Traffic Control Plan includes:
  - a) Staging areas.
  - b) Sign, cone, barricade and other traffic control device description and placement.
  - c) Location of traffic control officials during event and their affiliation.
  - d) Rest stop, break/aid station:
    - list location of stations and where equipment will be staged within area.
  - e) Set-up and break-down dates and times.
  - f) Name and cell phone number for the person who will be responsible for compliance of traffic control plans.
- Proof of \$2,000,000 liability insurance, copy attached, naming City of Nanaimo as additional insured.
- Media notification for road users as accrued by event (radio, TV, newspaper, dynamic message system).
- Notify, in writing, the residents/businesses affected by the road closures or blocked access.

- Contact with Conference Centre for road closure notification or blocked access notification if applicable. Contact information at [www.viconference.com](http://www.viconference.com).
- Contact with Downtown Nanaimo Business Improvement Association for road closure notification or blocked access notification if applicable at 250-754-8141.
- 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.).

**THE APPLICANT HAS READ THE ABOVE CHECKLIST.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**by its authorized signatory**

**SAMPLE MAP**

