
Requirements

- A completed application including checklist is required to be received in the Engineering Services Office a minimum of 6 weeks prior to an event.
- The Special Event and Road Closure Application Checklist outlines the majority of items that are required and form part of your application.
- Engineering Services staff will undertake referrals to various stakeholders that need to be aware of your event. These stakeholders will identify any concerns they may have regarding your event. All concerns will need to be remedied before your event may take place. The City may opt to hold a stakeholders meeting in which the applicant can address any issues.
- Certain maps are required that form part of your application. Please refer to the Special Event & Road Closure Application Checklist to determine what these maps are required to include. [Maps](#) are available on the City's website for download and markup.
- Please note that proof of liability insurance naming the City of Nanaimo as Additional Insured is a mandatory requirement that needs to be in place prior to your event being held. The City of Nanaimo will determine the amount of liability insurance required.
- Public notification including hand-delivered notices to affected residents and/or businesses and placement of advertisement in local papers will also be required.
- Certified traffic control personnel will be required if vehicular traffic needs to be controlled in any manner.
- Organizations may also be required to provide bonding for traffic control and sanitation/garbage collection.
- Organizers will be responsible for approval for use of any private property.

Please submit your completed application to the Engineering Services Department, Lower Floor, 238 Franklyn Street, a minimum of 6 weeks prior to commencement of the event.

If you have questions, please call the Engineering Department at 250-755-4409

or email engineeringinfo@nanaimo.ca

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Special Events and Road Closures



**ENGINEERING AND
PUBLIC WORKS DEPARTMENT**
www.nanaimo.ca