



## 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	
<b><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></b>	
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:	

**Lower floor - 238 Franklyn Street**  
**Phone: (250) 755 4409 Fax: (250) 755 4403**  
**Email: [engineeringinfo@nanaimo.ca](mailto: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](mailto: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**

