

 <p>Township of Langley</p> <p>Est. 1873</p>	<p>ENGINEERING DIVISION 20338 – 65 Avenue Langley BC V2Y 3J1</p> <p>Tel: 604-533-6006 Fax: 604-533-6098</p> <p>Web: www.tol.ca Email: engInfo@tol.ca</p>	<p>Highways Use Permit: Special Event</p> <p>Checklist</p>
	<p>Date of Application</p>	<p>Permit: RPHUP-</p>
<p>Applicant/Company</p>	<p>Phone</p>	
<p>Company Address (incl. postal code)</p>	<p>Fax</p>	
	<p>Email</p>	
<p>Contact Person</p>	<p>Emergency Phone</p>	

Items required for Special Event application:
Attach additional pages and maps as required. Please include any other information that may be helpful in planning your event and obtaining your permit.

Completed Highways Use Permit: Special Event application form

Letter of intent addressed to Mayor and Council explaining the nature of the event including the date, time and number of participants

Certificate of Insurance
Permit not valid without insurance. The Township of Langley must be named as additional insured on policy for minimum \$3,000,000 liability

Application Fee (\$25) and Permit Fee (\$25) Date paid:

\$1000 Security Deposit submitted (races only) Date paid:
Paid by:

Day and Date of Event (including set-up and clean-up):

Event Set-up start time: Event start time:

Event end time: Clean up finished by:

Approximate number of participants or maximum capacity:

Approximate number of spectators or maximum capacity:

Number of staff/volunteers:

<p><input type="checkbox"/> Event map attached that identifies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Route to be taken by participants <input type="checkbox"/> Detour routes for motorists (if applicable) <input type="checkbox"/> Parking areas <input type="checkbox"/> Locations and number of washrooms <input type="checkbox"/> Location of first aid station <input type="checkbox"/> Muster or assembly area (if applicable) <input type="checkbox"/> Start/finish line (if applicable) <input type="checkbox"/> Locations and placement of signage (as applicable) 	<p><input type="checkbox"/> Traffic control plan attached that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of all traffic control devices and their placement <input type="checkbox"/> Locations of traffic control persons (TCPs) <input type="checkbox"/> Details of detour routes (as applicable) <input type="checkbox"/> Details of any lane or road closures <input type="checkbox"/> Details of a dispersal route (as applicable)
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<input type="checkbox"/> Attach proof of certification for all TCPs or proof of contract with a certified traffic control company (email confirmation from the company is sufficient) <i>*NOTE: TCPs must carry their certification on their person at all times during the event. If TCPs are not certified, or cannot provide proof of certification, the permit will be rendered null and void.</i>
Address of private properties used for parking, washrooms or other event usage:
<input type="checkbox"/> Written permission from private property owner(s) attached <i>*NOTE: must include property owner's name, address and contact information and must specify the date of the event. Email confirmation is sufficient.</i>
Names and locations of other Township of Langley facilities to be used for the event (ie: parks, trails, recreation centers)
<input type="checkbox"/> Confirmation of booking from the facility attached
Provide details for participant parking including location and number of spaces
Will a shuttle bus be used if parking is not available at the event site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details of the route that shuttle buses will use
Location of washroom facilities and quantity at each location
Provide details for garbage/recycling collection and removal
Will there be amplified sound for music/live bands/announcements etc? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details including locations of speakers, stage (s), and approximate time and duration of amplified sound
How and when will affected residents and/or businesses be notified of your event?
<input type="checkbox"/> Attach copies of any notices or newspaper advertisements
Date that the route or event location was inspected:
<input type="checkbox"/> The route or location meets your requirements Applicant signature:

If you have any questions, please contact the Engineering Division at 604-533-6006 or enginfo@tol.ca