

# Special Event Permit Application

The Special Event Permit is issued pursuant to “City of Cranbrook Streets and Traffic Bylaw No. 3021, 1991”

Please complete the application and forward together with an “Event Route Map”, “Traffic Control Plan” and “Insurance Certificate” to:

**City of Cranbrook**  
**40-10<sup>th</sup> Avenue South**  
**Cranbrook, BC V1C 2M8**  
**Fax (signed form): (250) 489-1828**

Please direct all enquiries to:  
 Construction Compliance Technologist: (250) 489-0239  
 or email: [Engineering.Permits@cranbrook.ca](mailto:Engineering.Permits@cranbrook.ca)

## APPLICANT INFORMATION:

Name of Organization: \_\_\_\_\_ Name of Contact Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Cell: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Person During Event (if different than above): \_\_\_\_\_ Contact Cell (must be available during event): \_\_\_\_\_

## EVENT INFORMATION:

Type of Event:

Parade     
  Farmers Market     
  Street Vendor     
  Entertainment

Run/Bike     
  Sidewalk Sale     
  Restaurant Patio     
  Other (specify)

Event Description (Please provide details and attach additional pages to Application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Start: \_\_\_\_\_ Location End: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

**All applications must include a map including the following: location, street names, traffic control and barricades, route and direction of parades or run/bike events, vendor locations and any other details specific to the event.**

Event Route Map Attached      **NOTE: “The City Will Not Deliver Barricades”**

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

**TRAFFIC IMPACT:**

No Impact     Sidewalk Closure     Parking Impact<sup>1</sup>     Lane Closure (Single)     Full Road Closure<sup>2</sup>

<sup>1</sup> Applicants may be required to pay for any occupied metered parking stalls as set out in the *City of Cranbrook Fees and Charges Bylaw No. 3832, 2017*, for fees for rental of metered stalls.

<sup>2</sup> Applicant is responsible to provide 48 hour written notification to all emergency services (RCMP, Fire, Ambulance) and BC Transit for any Full Road Closures. City can assist in providing contact information.

Any application affecting travelled lanes requires a Traffic Control Plan to be submitted. Traffic control equipment, arrangements and procedures must meet the requirements of the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards. The Plan must include company name, diagrams, signage, procedures and list of licensed TCP's if applicable.

Traffic Control Plan Attached

**INSURANCE REQUIREMENT:**

**MANDATORY REQUIREMENT**

Prior to the approval of a Special Event Permit, the City of Cranbrook requires the applicant proposing to use municipal streets, parks, provide an executed copy of a Certificate of Liability Insurance which includes the following:

- \$2,000,000 (two million dollars) Comprehensive General Liability with inclusive limits for bodily injury and property damage liability;
- cross liability clause;
- the City of Cranbrook named as an additional insured;
- indication of when the insurance shall commence prior to the use of event facilities and indication of when the insurance shall end after the event, allowing additional time for set up, practice and clean up.

Additionally, written notice to the City of Cranbrook prior to the scheduled event advising of cancellation or material change.

Insurance Certificate Attached

Signature of Representative \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE			
Special Event Permit File Number: 4525.35. _____	Date Received	Received By:	
Check Documents Received:	<input type="checkbox"/> Event Route Map	<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Approved (Permit Issued)		<input type="checkbox"/> Denied (State Reason Below)	
Date: _____		City Engineer: _____	
Comments: _____			