

Highway Use Permit

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
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THIS FORM MUST BE SUBMITTED TEN (10) WORKING DAYS PRIOR TO THE INTENDED START DATE

Section 1:

Applicant name:	Description / purpose of work:	
Address:		
Phone:		
Email:		
Planned start date: __/__/__		Planned end date: __/__/__
Project location (Street name):		
Application Type:	<input type="checkbox"/> Major Projects (<i>complete Section 2</i>)	<input type="checkbox"/> Minor Requests (<i>complete Section 3</i>)
	<input type="checkbox"/> Movie Productions (<i>complete Section 2</i>)	<input type="checkbox"/> Miscellaneous (<i>complete Section 4</i>)
	<input type="checkbox"/> Community Events (<i>complete Section 2</i>)	

Section 2:

Location to / from:	Direction: NB / SB / EB / WB
<input type="checkbox"/> Multiple streets / locations (<i>provide details on Appendix A - Traffic Management Plan</i>)	
<input type="checkbox"/> Partial closure	Number of lanes closed: ____
<input type="checkbox"/> Full closure	<input type="checkbox"/> Local traffic only <input type="checkbox"/> No through traffic
Start time:	End time:
Will this use disrupt transit routes and stops? <input type="checkbox"/> yes* <input type="checkbox"/> no	<i>*If yes, Applicant will need to contact Coast Mountain Bus Company (CMBC) regarding possible service disruptions.</i>
Minimum Requirements:	<input checked="" type="checkbox"/> Prime Contractor Designation <input checked="" type="checkbox"/> Certificate of Insurance <input checked="" type="checkbox"/> Traffic Management Plan <input checked="" type="checkbox"/> Payment of Fees <input checked="" type="checkbox"/> Public Notification <input checked="" type="checkbox"/> Coordination with CMBC

Section 3:

Start time:	End time:
Will this use disrupt traffic flow? <input type="checkbox"/> yes* <input type="checkbox"/> no	<i>*Complete Section 1 above including Traffic Management Plan</i>
Will this use disrupt parking? <input type="checkbox"/> yes* <input type="checkbox"/> no	<i>*Include details on attached sketch or plan.</i>
Will this use disrupt transit routes and stops? <input type="checkbox"/> yes* <input type="checkbox"/> no	<i>*If yes, Applicant will need to contact Coast Mountain Bus Company (CMBC) regarding possible service disruptions.</i>
Minimum Requirements:	<input checked="" type="checkbox"/> Certificate of Insurance <input checked="" type="checkbox"/> Sketch or Plan <input checked="" type="checkbox"/> Payment of Fees

Section 4:

Route to / from:	Direction: NB / SB / EB / WB
Start time:	End time:
Minimum Requirements:	<input checked="" type="checkbox"/> Prime Contractor Designation <input checked="" type="checkbox"/> Certificate of Insurance <input checked="" type="checkbox"/> Payment of Fees <input checked="" type="checkbox"/> Oversize / Overweight Application (Appendix B)

Applicant Acknowledgement:

<input type="checkbox"/> I am the owner of the property. <i>I/we acknowledge, in accordance with the Worker's Compensation Act (RSBC 1996) Chapter 492, Part 3, Division 3, Section 118 and 119 that I/we are the "Prime Contractor" and are qualified to act as the "Prime Contractor". I/we accept the duties and responsibilities for coordinator of health and safety in accordance with the Workers Compensation Act. And Further that I/we will do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Workers Compensation Act and the Occupational Health and Safety Regulations.</i>	<input type="checkbox"/> I am the prime contractor. <i>The prime contractor must comply with the "Traffic Control Manual for Work on Roadways" as well as the Workers' Compensation Act and Occupational Health Safety Regulations at all times.</i>
	Company Name:
	Contact Name:
	Address:
	Phone: Fax:
<input type="checkbox"/> I hereby agree to the terms stipulated herein and further agree to indemnify and save harmless the City against any and all claims, actions or expenses whatsoever or by whomsoever brought against the City by the reason of the City granting us this Highway Use Permit. I further agree to accept responsibility to ensure proper siltation control and street sweeping for the duration of the road obstruction.	
Applicant's signature:	Date:

Terms & Conditions – to be completed by City of Port Moody

Major Projects, Movie Productions & Community Events	Minor Projects	Miscellaneous
<input type="checkbox"/> Prime Contractor Designation <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Payment of Fees <input type="checkbox"/> Public Notification <input type="checkbox"/> Coordination with CMBC <input type="checkbox"/> Other _____	<input type="checkbox"/> Prime Contractor Designation <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Sketch or Plan <input type="checkbox"/> Payment of Fees <input type="checkbox"/> Coordination with CMBC <input type="checkbox"/> Other _____	<input type="checkbox"/> Prime Contractor Designation <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Oversize/Overweight Application <input type="checkbox"/> Payment of Fees <input type="checkbox"/> Other _____

Restricted to:				Notes:
Days	From:		To:	
Hours	From:		To:	

The applicant will ensure:

☐ **Communication** to property owners/business owners by _____, at least _____ days in advance of closure.

☐ **Traffic Control**
 Certified flag person ☐ yes ☐ no Other: _____
(Traffic Control shall comply with the City of Port Moody Street Traffic and Public Places Bylaw No. 1528-C, 1981, WorkSafe BC, Occupational Health Safety Regulations and the Traffic Control Manual for Work on Roadways.)

☐ **Signage**
 Route detour signs ☐ yes ☐ no No parking signs ☐ yes ☐ no
 Additional signage: _____

☐ **Other** _____

Damage Deposit

Damage deposit required? ☐ yes ☐ no Amount: \$ _____

Notes: _____

Does the applicant require a business license? ☐ yes ☐ no ☐ n/a

Does the applicant require a Contractor's Compliance Form per WCB? ☐ yes ☐ no ☐ n/a

Fees Payable

For current fees, see City of Port Moody Fees Bylaw, 2015, No. 3022

To guarantee compliance with these conditions, the applicant has provided the City with the indicated permit fees for the duration of the permit. \$ _____

Additional fees: _____ \$ _____

☐ There is no fee – work is being performed for the City of Port Moody or a film company

Applicant Acknowledgement of Terms & Conditions (if required): _____
 (initial)

Approval

☐ Request is denied, please contact the Engineering Department.

☐ Request is approved as submitted.

☐ Request is approved (in principle) subject to acknowledgement of the terms and conditions above.

Permitted Use: Permission is hereby granted under City of Port Moody Street Traffic and Public Places Bylaw No. 1528-C, 1981, to allow use of the above-mentioned highway.

Issued by:	Date:	Signature:
On behalf of the General Manager, Engineering & Public Works		

Distribution: ☐ Operations ☐ Fire ☐ Police ☐ Bylaws