



Permit Application for Road Occupancy for Special Events on County Roads

***Road Occupancy refers to use of the right of way on a County Road.
It does not include road closure.***

Name of Organization: _____		Contact Name: _____
Mailing Address: _____		
City: _____	Province: _____	Postal Code: _____
Telephone: _____	Fax: _____	Email: _____

Date of Event: _____	Start Time: _____	End Time: _____
Purpose of Event: _____		
County Road(s) Used: _____		

***Applications will not be considered if
the following requirements are not met.***

1. **Include a sketch or diagram** indicating the location of Road Occupancy and Traffic Control Plan and/or Banner height including height of bottom of banner over road – minimum clearance of 4.7 Metres.
2. Notify all of the following organizations and **include their written authorization with permit application.**

**	Police Department	Phone No: _____	Name: _____
**/*	Local Municipality	Phone No: _____	Name: _____
**	Fire Department	Phone No: _____	Name: _____
**	Ambulance Service	Phone No: _____	Name: _____
*	Local Hydro Authority	Phone No: _____	Name: _____
3. Attach a copy of Certificate of General Liability Insurance (minimum \$5 million), covering the event and **naming the Corporation of the County of Peterborough as additional insured.**
4. Complete the attached **Release Form**, date and have signature witnessed.
5. Permit application and supporting documents **must be received at least 30 days prior** to the scheduled event.

* **Banner** ** **Special Event**

Release Form

WHEREAS the Corporation of the County of Peterborough has granted permission to

(Name of Organization)

WITNESSETH THAT in consideration thereof, the

(Name of Organization)

hereby covenants and agrees to indemnify and save the Corporation of the County of Peterborough harmless from any and all claims and demands which may be made or brought against the said Corporation of the County of Peterborough by any person or persons by reason of the use made of the aforesaid lands by the

(Name of Organization)

for the purpose aforesaid.

Dated at _____ the _____ day of _____ **20** _____.

Signed, sealed and delivered in the presence of:

Print name of witness

Print name of applicant

Signature of witness

Signature of applicant

Corporation of the County of Peterborough

Chris Bradley, B.A., M.P.A.
Director of Public Works

Date