



CITY OF COURTENAY

APPLICATION FOR EVENT/PARADE PERMIT

(To be completed and returned, with insurance acceptable to the City, prior to issuance of permit and at least 7 working days prior to the event)

Name of Applicant (or contact person): _____

Mailing Address: _____

Phone No: _____ Fax No: _____ Email: _____

Name of Event, Group etc: _____

Date(s): _____ Time(s) _____

No. of Vehicles (if applicable) _____ No. of Participants (if applicable) _____

Proposed Route: (attach copy of map) Closure of Street Required? Yes No
(If Yes which Streets?)

If street closures are required a report must be submitted to Council for approval. Please allow adequate time for this to occur prior to the event.

Traffic Control Arrangements: (Name of Company/Group and Contact Person)
(All traffic control persons to be certified)

Name: _____ Phone: _____

Are Signs and/or Barricades required? Yes No If yes how many _____

Will any Pavement Marking Occur? Yes No
(If Yes give details on marking and product used etc.)

Is there any electrical wiring or installations required for the event ? Yes No
If Yes a Scope of Work and a separate certificate of insurance from electrical contractor is required. See Property Manager for details. If yes, attach copy of BC Safety Authority Entertainment Permit.

Office Use Only

Insurance Accepted by Finance DCBIA notified Council Report

Public Works Inspector Report Public Works notified Copied to Property Manager

Parade Permit letter Authorized _____

Parade Permit Letter issued date: _____

KAL pw
File No: 5460-08
July 28, 2009