

APPLICATION TO CONDUCT A SPECIAL EVENT ON A  
 REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
 STREET OR HIGHWAY

**APPLICANT INFORMATION**

Sponsoring Organization:			
Applicant's Name:			
Mailing Address:			
Telephone:		Fax:	
Mobile Number:		Email:	

**SPECIAL EVENT INFORMATION**

Name of Event:				
Date of Event:		Type of Event (Check One):		
Start Time:				<input type="checkbox"/> AM
				<input type="checkbox"/> PM
End Time:				<input type="checkbox"/> AM
				<input type="checkbox"/> PM
Number of Participants:		<input type="checkbox"/> Walkathon/Foot Race		
		<input type="checkbox"/> Bikeathon/Bicycle Race or Tour		
		<input type="checkbox"/> Pedestrian or Vehicle Procession		
		<input type="checkbox"/> Parade		
Police Agency has been contacted and have committed to providing traffic control:		<input type="checkbox"/> Commercial Filming		
		<input type="checkbox"/> Other: _____		
		<input type="checkbox"/> YES		
		<input type="checkbox"/> NO		
Name of Police Contact Person:				

**PROPOSED ROUTE**

Please describe proposed route in the space provided, along with a map or sketch. Attach additional pages if necessary.

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PERMITS ARE REQUIRED UNDER SECTION 90(8) OF THE MOTOR VEHICLE ACT, WHICH STATES THAT:

- No parade, procession, or walkathon shall march, occupy, or proceed along any highway not included within the boundaries of the Region of Windsor and West Hants Municipality unless a permit has been granted by the Provincial Authority prescribing the route to be followed and the time when the parade, procession, or walkathon may take place.
- A similar permit is required from the Local Traffic Authority of a city or town for that portion of the route within the boundaries of said city or town.

THIS PERMIT IS ISSUED UNDER THE FOLLOWING CONDITIONS:

- No portion of the event may take place on a 100 Series Highway unless specially noted as follows:

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- No entrant may push, pull, or ride upon any item or object upon the roadway while participating in the event.
- The entrants must, at all times, obey all applicable provisions of the Motor Vehicle Act. This permit does not convey any special privileges or rights to exempt any portion of the Act.
- Children under the age of ten (10) participating in a walkathon must be accompanied by an adult.
- The portion of a highway on which the runners are actually running is to be closed by a "moving closure" which is enforced by a member of the RCMP.
- A marked RCMP vehicle shall lead the event, and a marked RCMP vehicle, Fire Department vehicle, or Ambulance shall follow the last participant.
- Runners must run on the left-hand side of the road.
- All checkpoints and stations will be on the left-hand side of the road, so that participants do not cross the road.
- The Start/Finish area of any race must be off the roadway.

BY SIGNING BELOW:

- I/We hereby apply for permission to conduct a special event on the Regional roadway(s) as described in the information provided with this application.
- I/We have read the *On-Highway Special Events Guide* and understand that the proposed special event is not authorized to proceed unless a *Special Event Highway Use Permit* is issued, and then is only to be conducted in compliance with the terms and conditions of that permit.
- I/We understand that the permit holder is responsible for ensuring that the necessary measures are taken to protect the safety of all participants, spectators, staff, volunteers, and other users of the Regional roadways impacted by the road closure.
- I/We have contacted the local the law enforcement agency (RCMP and/or Traffic Authority) to discuss the proposed special event and they have committed to providing traffic control appropriate for the event.
- I/We understand that the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, and the Department of Transportation and Infrastructure Renewal are not responsible for whatever may occur during, or as a result of, this special event and any related highway closure.
- I/We assume all responsibility and liability for the proposed special event and have arranged for appropriate insurance coverage as outlined in the *On-Highway Special Events Guide*.

INSURANCE PROVIDER:			
POLICY NUMBER:		EXPIRY DATE:	

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved by Regional Traffic Authority