



**SPECIAL EVENTS - TEMPORARY ROAD / LANE / SIDEWALK  
OCCUPANCY APPLICATION AND PERMIT FORM**  
(SOCIAL, RECREATIONAL, ATHLETIC, COMMUNITY &  
CINEMATOGRAPHIC EVENTS)

APPLICATION IS HEREBY MADE FOR A TEMPORARY OCCUPANCY AS INDICATED BELOW:

This application is required and processed in accordance with City of Brantford Bylaw No. 93-2008, pursuant to the Municipal Act, 2001. This application must be approved prior to the temporary occupancy going into effect.

APPLICANT INFORMATION	ORGANIZATION/AGENCY:	
	CONTACT PERSON:	
	ADDRESS:	
	PHONE NO:	CELL NO:
	EMAIL:	FAX NO:
GENERAL LOCATION OF EVENT	<b>Note: Diagram Required</b>	
DATE AND TIME OF OCCUPANCY:	Start Date: _____ Start Time: _____	End Date: _____ End Time: _____
<b>Note: Minimum 3 months' notice is required.</b>		
OCCUPANCY LOCATIONS:	<u>Check one:</u> Roadway will be: <input type="checkbox"/> Fully Closed <input type="checkbox"/> Partially Occupied <input type="checkbox"/> Not Affected ----- <u>Check all applicable:</u> <input type="checkbox"/> Sidewalk <input type="checkbox"/> Shoulder <input type="checkbox"/> Boulevard <input type="checkbox"/> Bike Lane <input type="checkbox"/> On-Street Parking Affected <input type="checkbox"/> Vehicle Travel Lane <input type="checkbox"/> Other (specify): _____	
PLANNED EVENTS:		

The following documents must be attached and submitted with this application before approval can be provided: Please refer to the attached Checklist for additional information related to these items.

- o Certificate of Insurance with Commercial General Liability coverage in the minimum amount of \$2,000,000 per occurrence and naming "**The Corporation of the City of Brantford**" as an Additional Insured (for events with liquor or fireworks, insurance coverage must be \$5,000,000 per occurrence).
- o Copy of written notification provided to all property owners, residents and businesses within the occupancy limits, and emergency services, utilities and other City services.
- o Fire Route Plan (6.0m wide traffic aisle included) to be approved by the Brantford Fire Department that details the use/layout of the street section to be closed for the event.
- o Copy of an approved Special Events Permit Application from the Brantford Police Service is to be provided for events requiring the removal of on-street parking.
- o Copy of the notification for Business Improvement Area (BIA) (required for events held in Downtown area).

I/we hereby agree to comply with the requirements and responsibilities as detailed on the back of this form and any other condition which may be required by the General Manager, Public Works Commission.

\_\_\_\_\_  
Print Name of Applicant

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

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
General Manager, Public Works Commission or Designate

\_\_\_\_\_  
Date

*Personal information on this form is collected under the authority of section 10(1) of the Municipal Act, 2001, as amended and will be used to contact the applicant with regard to the road/lane occupancy request. Questions about this collection should be directed to Engineering Services, City of Brantford, 100 Wellington Street, Brantford, ON N3T 2M2, or 519-759-1350. (Form Revision 2019-11-19)*

## CHECKLIST AND ADDITIONAL INFORMATION FOR APPLICANTS

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### RESPONSIBILITIES OF THE APPLICANT:

#### GENERAL REQUIREMENTS:

- PROVISION OF A LETTER OF INTENT TO THE PUBLIC WORKS COMMISSION, c/o CITY HALL, P.O. BOX 818, 100 WELLINGTON SQUARE, BRANTFORD, ON N3T 5R7 INDICATING THE NATURE OF THE EVENT AND THE ROAD(S) REQUIRED TO BE CLOSED, **A MINIMUM OF 3 MONTHS PRIOR TO THE EVENT.**

#### INSURANCE REQUIREMENTS:

- PROVISION OF A CERTIFICATE OF INSURANCE WITH **COMMERCIAL GENERAL LIABILITY COVERAGE IN THE MINIMUM AMOUNT OF \$2,000,000 (FOR EVENTS WITH LIQUOR OR FIREWORKS, MINIMUM AMOUNT OF INSURANCE SHALL BE \$5,000,000) AND NAMING THE "CORPORATION OF THE CITY OF BRANTFORD" AS AN ADDITIONAL INSURED. CROSS-LIABILITY AND 30 DAYS WRITTEN NOTICE OF CANCELLATION ARE TO BE SHOWN ON THE CERTIFICATE.** INSURANCE CERTIFICATE MUST ACCOMPANY THIS FORM BEFORE APPROVAL CAN BE PROVIDED.

#### SITE PLAN / FIRE ROUTE

- PROVISION OF A SITE PLAN DEPICTING THE LAYOUT OF THE EVENT, INCLUDING THE LOCATION OF THE REQUIRED 6.0M TRAFFIC AISLE. THE PLAN IS TO BE SUBMITTED TO DWAYNE ARMSTRONG, CHIEF FIRE PREVENTION OFFICER AT THE FIRE DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO APPROVAL OF THE PERMIT (Mailing Address: 60 Clarence Street, P.O. Box 61, Brantford, ON N3T 5M3, Phone No. 519-752-4346, Fax No. 519-752-7083, Email: [darmstrong@brantford.ca](mailto:darmstrong@brantford.ca))

#### NOTIFICATION REQUIREMENTS:

- ONE NOTICE CAN BE USED FOR ALL NOTIFICATIONS. THE DRAFT NOTICE REQUIRES APPROVAL BY THE TRANSPORTATION TECHNOLOGIST BEFORE DISTRIBUTION. EMAIL THE DRAFT NOTICE FOR APPROVAL TO EMAIL: [roadclosures@brantford.ca](mailto:roadclosures@brantford.ca)
- EMERGENCY SERVICES, UTILITIES AND OTHER CITY SERVICES:  
Final Notice to be provided in .pdf format to Email: [closurenotices@brantford.ca](mailto:closurenotices@brantford.ca)
- WRITTEN NOTIFICATION TO PROPERTY OWNERS, RESIDENTS AND BUSINESSES  
(Final Notice to be hand-delivered by applicant)

#### DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA)

- FOR EVENTS HELD IN THE DOWNTOWN BUSINESS IMPROVEMENT AREA, THE APPLICANT MUST CONTACT THE BUSINESS IMPROVEMENT AREA (BIA), c/o BIA CO-ORDINATOR, 120 DALHOUSIE STREET, BRANTFORD, ON N3T 2J3, PHONE: (519) 753-6644, FAX: (519) 753-1939 (E-mail: [info@downtownbrantford.ca](mailto:info@downtownbrantford.ca)) TO PROVIDE INFORMATION WITH REGARD TO THE PROPOSED EVENT AND ROAD OCCUPANCY REQUEST WITH PROVISION OF WRITTEN NOTICE.

#### SPECIAL EVENTS PERMIT

- COPY OF THE APPROVED SPECIAL EVENTS PERMIT FROM THE BRANTFORD POLICE SERVICE IS TO BE PROVIDED FOR EVENTS REQUIRING THE REMOVAL OF ON-STREET PARKING.

**NOTE: APPROVAL FOR THE ROAD OCCUPANCY IS ONLY PROVIDED FOR THE TIME PERIODS NOTED ON THE FRONT OF THIS PERMIT AND CANNOT BE CHANGED ON THE DAY OF THE EVENT. IF CHANGES ARE REQUIRED TO THE APPROVED TIME PERIOD, THE INFORMATION MUST BE RE-SUBMITTED TO THE ENGINEERING DEPARTMENT FOR APPROVAL AS SOON AS POSSIBLE PRIOR TO THE EVENT.**

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### RESPONSIBILITIES OF THE CITY OF BRANTFORD:

- NOTIFICATION OF CITY OFFICIALS/COMMITTEES:
- MAYOR
  - WARD COUNCILLORS
  - DOWNTOWN ACTION COMMITTEE (FOR EVENTS HELD IN THE DOWNTOWN BIA AREA)
- DELIVERY AND SET-UP OF ADVANCE NOTICE SIGNS, BARRICADES AND TRAFFIC CONTROL SIGNAGE AND DEVICES BY CITY STAFF FOR THE DURATION OF THE ROAD OCCUPANCY:
- AT EACH END OF THE CLOSED ROAD OR ROAD SECTION
  - ON ROADS INTERSECTING WITH THE CLOSED ROAD OR ROAD SECTION
  - GARBAGE PICK-UP OF BUSINESSES AND RESIDENTS AFFECTED BY THE ROAD OCCUPANCY
- ERECTION OF PERIPHERAL DETOUR ROUTE IN ACCORDANCE WITH BOOK 7 OF THE ONTARIO TRAFFIC MANUAL, IF REQUIRED.
- REMOVAL OF BARRICADES, SIGNAGE AND TRAFFIC CONTROL DEVICES BY CITY STAFF FOLLOWING THE EVENT.

### SUBMISSION OF DOCUMENTATION:

**THE FOLLOWING DOCUMENTATION MUST ACCOMPANY YOUR SUBMISSION FOR A TEMPORARY OCCUPANCY:**

- ✓ COMPLETED AND SIGNED APPLICATION FORM (PAGE 1 ONLY)
- ✓ CERTIFICATE OF INSURANCE
- ✓ SITE PLAN SHOWING FIRE ROUTE
- ✓ DRAFT NOTIFICATION LETTER
- ✓ SPECIAL EVENTS PERMIT

**METHODS OF SUBMISSION:**

- By Email  
Email to: [roadclosures@brantford.ca](mailto:roadclosures@brantford.ca)

or

In Person

Attention: Laura Welsh, Transportation Technician, Engineering Services  
Public Works Commission, Corporation of the City of Brantford  
100 Wellington Square, Brantford, ON N3T 5R7  
Business Hours: Monday to Friday – 8:30 am to 4:30 pm

Inquiries can be directed to:

Laura Welsh, Transportation Technician, Engineering Services  
Public Works Commission, Corporation of the City of Brantford  
Telephone No. (519) 759-4150 Ext. 5428  
Email: [roadclosures@brantford.ca](mailto:roadclosures@brantford.ca)

City of Brantford, Engineering Services Division  
(Form Revision 2019-11-19)

**DATE FORM RECEIVED BY CITY OF BRANTFORD ENGINEERING SERVICES**

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