TEMPORARY ROAD CLOSURE REQUEST AND APPROVAL FORM
SOCIAL, RECREATIONAL, ATHLETIC, COMMUNITY EVENTS

APPLICATION IS HEREBY MADE FOR A TEMPORARY ROAD CLOSURE 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 road closure going into effect.

APPLICANT (Organization / Group)		
STREET SECTION TO BE CLOSED: (WARD)		
DATE AND TIME OF CLOSURE:	Note: Minimum 30 days notice is required.	
REASON FOR CLOSURE:		
APPLICANT INFORMATION:	CONTACT PERSON:	
	ADDRESS:	
	PHONE NO.:	FAX NO.:
	EMAIL:	
PLANNED EVENTS:		

The following documents must be attached and submitted with this application before approval can be given:

- 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
- Written notification of residents on abutting streets advising of the road closure.
- Fire Route Plan (6.0m wide traffic aisle included) approved by the Brantford Fire Department
- Notification of 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, Engineering & Operational Services.

_____ _____
Signature of Applicant Date

_____
Print Name of Applicant

Approved by:

_____ _____
Geoff Rae, MBA, P.Eng., Date
General Manager, Engineering & Operational Services

RESPONSIBILITIES OF THE APPLICANT:

- **NOTIFICATION OF ALL EMERGENCY / OTHER CITY SERVICES**:

		Telephone	Fax
o BRANTFORD POLICE SERVICES	-	(519) 756-7050	(519) 756-4272
o BRANTFORD FIRE DEPARTMENT	-	(519) 752-4346	(519) 752-7083
o BRANT COUNTY AMBULANCE SERVICE	-	(519) 752-8813	(905) 383-9351
o BRANTFORD TRANSIT	-	(519) 753-3847 Ext. 0	(519) 750-0491
o BRANTFORD TRAFFIC DEPARTMENT	-	(519) 753-1889	(519) 753-1871
o WORKS DEPARTMENT	-	(519) 752-4832	(519) 752-3720
o OPERATION LIFT	-	(519) 756-2170 Ext. 115	(519) 756-2147

o PROVISION OF WRITTEN CONSENT OF PROPERTY OWNERS, RESIDENTS AND/OR BUSINESSES ABUTTING THE AFFECTED ROAD SECTION TO BE CLOSED AND PROVISION OF SUCH CONSENT TO THE ENGINEERING DEPARTMENT

o ERECTION OF BARRICADES DELIVERED BY TRAFFIC DEPARTMENT FOR THE DURATION OF THE ROAD CLOSURE:
- ➢ AT EACH END OF THE CLOSED ROAD OR ROAD SECTION
- ➢ ON ROADS INTERSECTING WITH THE CLOSED ROAD OR ROAD SECTION

o PROVISION OF A CERTIFICATE OF INSURANCE WITH ***COMMERCIAL GENERAL LIABILITY COVERAGE IN THE MINIMUM AMOUNT OF $2,000,000 (FOR EVENTS INCLUDING 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. CERTIFICATE OF INSURANCE MUST ALSO INCLUDE THE DATE AND NAME OF THE EVENT AND MUST IDENTIFY THE ORGANIZATION ON THE CERTIFICATE

o 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 COMMENT AND APPROVAL PRIOR TO APPROVAL OF THE PERMIT.

o FOR EVENTS HELD IN THE DOWNTOWN BUSINESS IMPROVEMENT AREA, THE APPLICANT MUST CONTACT THE BUSINESS IMPROVEMENT AREA, C/O ANNETTE FITCH, BIA CO-ORDINATOR, 120 DALHOUSIE STREET, BRANTFORD, ON N3T 2J3 PHONE: (519) 753-6644, FAX: (519) 753-1939 **(E-mail: info@downtownbrantford.ca)** TO PROVIDE INFORMATION WITH REGARD TO THE PROPOSED EVENT AND ROAD CLOSURE REQUEST.

NOTE: APPROVAL FOR THE ROAD CLOSURE 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.

☐ **RESPONSIBILITIES OF THE CITY OF BRANTFORD:**

o **NOTIFICATION OF CITY OFFICIALS/COMMITTEES**:
- o MAYOR
- o WARD COUNCILLORS
- o DOWNTOWN ACTION COMMITTEE (FOR EVENTS HELD IN THE DOWNTOWN BIA AREA)

o DELIVERY OF BARRICADES TO EVENT LOCATION

o ERECTION OF PERIPHERAL DETOUR ROUTE IN ACCORDANCE WITH BOOK 7 OF THE ONTARIO TRAFFIC MANUAL, IF REQUIRED.

GENERAL INFORMATION:

Inquiries to be directed to:
Russ Loukes, P.Eng., Director of Transportation Services
Corporation of the City of Brantford
Engineering Department, P.O. Box 818,
100 Wellington Square, Brantford, ON N3T 5R7
Telephone No. (519) 759-1350, Ext. 2234
Email: rloukes@brantford.ca - Fax No. (519) 754-0724

(Revised 2011-09-12)