



SPECIAL EVENTS PERMIT AND TEMPORARY ROAD CLOSURE – APPLICATION FORM

OFFICE OF THE CITY ENGINEER
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APPLICATION DATE: _____ PERMIT NO.: **2019-** _____

CONTACT INFORMATION

Organization/Applicant Name: _____

Contact Name (if different): _____

Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Name of Event: _____

Type of Event: Block Party Run/Walk Event Other _____

Number of Participants Expected: _____

Date of Event: _____

Time of Event: (Include set up and take down time) Start time: _____ End Time: _____

Road Closure Required? NO YES / Full Road Lane Only: # of Lanes _____

Regarding lanes description: Include westbound (WB), southbound (SB), etc.

Police Assistance Required? NO YES - Please see conditions on the back of the application for Police Service's contact information.

Describe Intended Route: _____

A MAP IS REQUIRED along with this application. All route and road closure streets must be labeled properly and easy to read.

CONDITIONS

The conditions attached to the approval of the road closure are as follows:

1. The road closure is restricted to the roadway area specified.
2. The organizers agree to notify all property owners along route of the event and to advise them that vehicular access to all properties on the street will still be available.
3. The organizers agree to accept responsibility to ensure there are no violations to the City's Noise By-law, provincial laws and regulations concerning the consumption of alcohol.
4. The organizers agree to follow all the provisions stated in the **Special Events Road Closure Bylaw, Chapter 837**. *(attached)*
5. If Police assistance is requested, please contact the Administrative Sergeant, Woodstock Police Services by email at specialevents@woodstockpolice.ca or by phone at 519-421-2800 ext. 2601.
6. The organizers agree to notify all emergency services **48 hours prior** to the closure with the date and time of the closure. Police/Fire/Ambulance 519-537-2323
7. The organizers will be responsible to set up and take down appropriate road closure devices as per the requirements of the Public Works Department. The Public Works Department will deliver the devices on the weekday afternoon prior to the event and collect same on weekday morning after the event. No rental charge will apply but costs for damaged or missing signage will accrue to the organizers.

I/We, as representatives of the event organizers agree to the above conditions:

Name (Please print)

Signature

Name (Please print)

Signature

OFFICE USE ONLY

THE CORPORATION OF THE CITY OF WOODSTOCK

City Engineer/Designate Signature

Date

Protection

Chapter 0837 Special Event Road Closure

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Article 1 - Citation

837.1.1 Citation

This Chapter may be cited as the "Special Event Road Closure By-law."

Article 2 - Interpretation

837.2.1 City - defined

"City" means The Corporation of the City of Woodstock.

837.2.2 Closed Area - defined

"closed area" means the area of a Highway closed for the holding of an event as specified in the authorizing City by-law.

837.2.3 Emergency Access Route - defined

"emergency access route" means a pathway that is three metres on either side of the centre line of the Highway that is to be maintained obstruction free to provide emergency response vehicles access through the Closed Area.

837.2.4 Event - defined

"event" means any event of a social, recreational, sidewalk sale, community or athletic purpose.

837.2.4 Fire Hydrant Access Area - defined

"fire hydrant access area" means the area within two metres of every municipal or private hydrant located within the closed area and a two metre wide direct pathway from the edge of the Emergency access route perpendicular to a municipal or private hydrant located within the closed area.

837.2.5 Highway - defined

"highway" means a common and public highway and includes any bridge, trestle, viaduct, sidewalk or boulevard adjacent to a highway or other structure forming part of the highway and includes a portion of a highway.

837.2.6 Obstruction - defined

"obstruction" means an object that is not easily moveable, a vehicle, a stand, a booth or a structure of any kind.

Article 3 - Application

837.3.1 Application

This Chapter shall apply to every temporary closing of a Highway for the purpose of an event as authorized by City by-law.

Article 4 - Special Events

837.4.1 Emergency access route - organizer responsibility

No person in charge of organizing or operating an Event shall cause or permit any obstruction to be located within the emergency access route in the closed area other than as permitted elsewhere in this Chapter.

837.4.2 Emergency access route - obstruction - prohibited

No person shall cause or permit any obstruction to be located within the emergency access route in the closed area other than as permitted elsewhere in this chapter. (See Set Fine)

837.4.3 Hydrants - organizer - obstruction prohibited

No person in charge of organizing or operating an event shall cause or permit any obstruction to be located within the fire hydrant access area.

837.4.4 Hydrants - obstruction - prohibited

No person shall cause or permit any obstruction to be located within the fire hydrant access area. (See Set Fine)

837.4.5 Hydrants - obstruction - exemption

Sections 837.4.3 and 837.4.4 shall not apply to obstructions that are City approved permanent structures.

837.4.6 Obstruction - exemption - moveable barriers

Sections 837.4.1, 837.4.2, 837.4.3 and 837.4.4, inclusive shall not apply to easily moveable temporary barriers which are located at the entry points of an emergency access route.

837.4.7 Barriers - removal - location

No person in charge of organizing or operating an event shall fail to remove all temporary barriers from the highway at the conclusion of the event and relocated them to an area that does not impede traffic, obstruct vision on a Highway, or obstruct a hydrant.

837.4.8 Access route border line - marking- responsibility

No person in charge of organizing or operating an event shall fail to place and maintain a border line, using chalk or other such temporary material, on the surface of the highway in the closed area that indicates the emergency access routes and fire hydrant access areas that are to remain clear of obstructions. (See Set Fine)

Article 5 - Enforcement

837.5.1 Fine for - contravention

Any person who contravenes any of the provisions of this Chapter is guilty of an offence and upon conviction is liable to a fine or penalty as provided in

the *Provincial Offences Act*.

837.5.2 Separate Offence - daily

Each day a violation of this Chapter continues shall constitute a separate and distinct offence under this Chapter.

Article 6 - Enactment

837.6.1 Enforcement - duties

It shall be the duty of the Woodstock Police Service, Woodstock Fire Department Assistant to the Fire Marshal, City of Woodstock Municipal Law Enforcement Officers, or any of the above mentioned designates, to enforce the provisions of this Chapter.

837.6.2 By-law - previous

All previous by-laws, parts thereof or any amendments thereto inconsistent with this Chapter are hereby repealed

837.6.3 Effective date

The by-law upon which this Chapter is founded comes into force and takes effect on September 20, 2012 by By-law Number 8799-12. By-law 8799-12, September 20, 2012.