



Engineering and Infrastructure Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: engineering@sooke.ca

Highways Use Permit – Special Events

PLEASE NOTE: Only complete applications will be accepted.

☒ Highway Use Permit – Special Events

Event Details:

Name of Event

Dates(s):

Time(s):

Set Up Time:

Take Down Time:

Applicant Contact Information

Applicant is:

Name:

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Description of Event (attach a separate page if necessary)

Example: Parade north along Otter Point Rd., turning east to Wadams Way.



Engineering and Infrastructure Division
Operations Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: engineering@sooke.ca

Traffic Control Arrangements

Is a road closure required? Yes ☐ No ☐ If yes, please complete the Traffic Control Arrangements below:

Road Closures are required when an event will be occupying a roadway at some point during the event

Company:

Contact Name:

Phone:

Email:

Application Fee Schedule

A complete application includes payment of fees. The fees for Highways Use Permit applications are outlined in the [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Application Fee	\$50.00	
Additional Fee (if required)		
Total Application Fee(s) Due		

Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

PLEASE NOTE: All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to engineering@sooke.ca. If the application cannot be submitted electronically, please contact the Engineering and Infrastructure Division at engineering@sooke.ca or (250) 642-1634 to make alternative arrangements for submission.

REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Application Form	Completed Application Form.
☐	☐	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .



REQ.	REC.	ATTACHMENT	DETAILS
☐	☐	Proposed Event Site/Route Plan	☒ Event Site/Route Plan ☐ Civic address of proposed site (if applicable). ☐ Proposed route of event including: ☐ Date and time of event; including specific start and end times. ☐ All street names ☐ Direction of travel ☐ Crosswalks and sidewalks ☐ Staging Area ☐ Dispersement Area ☐ Traffic Management Plan ☐ Alternative Route for road closures
☐	☐	Certificate of Insurance	☐ Certificate of Insurance for liability with a minimum coverage of \$2 million dollars per occurrence with the District of Sooke listed as an additional insured.
☐	☐	Other	☐ Additional materials may be identified.

Application Submission Acknowledgement

- ☐ I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- ☐ I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- ☐ I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature

Date