

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.

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.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Application Fee	Per District of Sooke Bylaw Fees and Charges Bylaw No. 752 .

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Proposed Event Site/Route Plan	<input checked="" type="checkbox"/> Event Site/Route Plan <ul style="list-style-type: none"> <input type="checkbox"/> Civic address of proposed site (if applicable). <input type="checkbox"/> Proposed route of event including: <ul style="list-style-type: none"> <input type="checkbox"/> Date and time of event; including specific start and end times. <input type="checkbox"/> All street names <input type="checkbox"/> Direction of travel <input type="checkbox"/> Crosswalks and sidewalks <input type="checkbox"/> Staging Area <input type="checkbox"/> Dispersment Area <input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Alternative Route for road closures
<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/> 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.
<input type="checkbox"/>	Other	<input type="checkbox"/> <i>Additional materials may be identified.</i>

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