



Application for Special Events Permit

(Section 308 - Highway Traffic Act)

Return to: HIGHWAY SAFETY DIVISION
P.O. BOX 2000
CHARLOTTETOWN, P.E.I. C1A 7N8

The undersigned hereby applies for a Special Events Permit. For this purpose, the undersigned submits the following information in support of this application. (*Application to be submitted at least 30 days prior to event date.*)

NAME OF EVENT: _____

FULL NAME OF APPLICANT/ORGANIZATION: _____

ADDRESS: _____ () ()
Street Town or City Postal Code

TELEPHONE #: () - (Home), () - (Office)

FAX #: () - (Home), () - (Office)

COMMITTEE MEMBERS/INDIVIDUALS RESPONSIBLE FOR EVENT:

TYPE OF EVENT PLANNED: _____ DATE: _____

LOCATION OF PROPOSED EVENT: _____ TIME: _____ AM/PM

THE FOLLOWING DOCUMENTS/INFORMATION MUST BE ATTACHED TO APPLICATION:

- Diagram of route
- Safety Plan & Information for participants
- Enforcement needs
- Plan for use of safety cones/markers as required
- First Aid
- Signage
- Agencies cooperating in enforcement/safety/first aid

Number of volunteers (if required): _____

Number of participants (estimated): _____

Signature of Applicant _____

Date of Application _____

General Conditions:

- Highway Safety Operations will determine whether a meeting is required to review route selection, safety plan and enforcement concerns prior to approval
- The Safety Coordinator will make specific recommendations which must be implemented to validate the permit
- Permits for solicitation of funds on Island highways will not be granted
- Organizers must file a report to the Safety Coordinator within 21 days after the event, detailing any problems, including any accidents, safety problems, complaints the event generated, or suggestions for improvements
- All events occurring on Island highways shall require a permit issued by Highway Safety Operations, unless held within the cities of Charlottetown or Summerside
- "Granting permit approval will not constitute that a permit will be issued automatically if the event becomes an annual event." This statement will be included in all permits issued.