

Application for Road/Lane Closure

Road/Lane Closure Permits are for any activity within the road right-of-way; primarily for the temporary closure of one or more lanes of a highway including parking lane, sidewalk and boulevard areas.

A permit is required for City works, residential and commercial development, special events, and government and private utility agencies working within the City road right-of-way.

Depending on the type of works within the road right-of-way, a highway use permit may also be required.

The [Port Coquitlam Highway Use Bylaw 2018, No. 4033](#), wishes to ensure the safe and orderly use of highways within the boundaries of the City. As per section 124 of the *Motor Vehicle Act* and section 36 of the *Community Charter*, the City of Port Coquitlam is authorized to regulate traffic and use of the highways.

For more information, visit www.portcoquitlam.ca/rdcpermit.

PLEASE ALLOW TEN (10) BUSINESS DAYS TO PROCESS YOUR REQUEST

TO BE COMPLETED BY APPLICANT

I/ We hereby make application for a Highway Use Permit. In consideration of the acceptance of my application, I/We hereby agree as follows:

- TO WAIVE ANY AND ALL CLAIMS** that I/we have or may in the future have against the City of Port Coquitlam and its elected officials, directors, employees, officers, agents, representatives, contractors, successors, assigns and volunteers (collectively, the "CITY"), and **TO RELEASE THE CITY** from any and all liability for any loss, damage, expense or injury including death that I/we may suffer arising out of a Permit, if issued, whether foreseen or unforeseen, **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT ON THE PART OF THE CITY. I/WE UNDERSTAND THAT NEGLIGENCE INCLUDES THE FAILURE ON PART OF THE CITY TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME/US FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**
- TO HOLD HARMLESS AND INDEMNIFY THE CITY** against all claims, liabilities, judgments, costs (including legal fees on a solicitor/client basis), and expenses of whatever kind, which may in any way accrue against the City in consequence of, and incidental to, the granting of this Permit, if issued; and
- This Release and Indemnity survives the expiration of the Permit, if issued, and shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

Application Date: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

SITE INFORMATION

Block Number(s): _____ Street: _____

Address of Project/Construction Site: _____

Description of work to be done: _____

Special Event (parade, run, walk, etc.) Yes No

Name of special event: _____

Direction Bound: North South East West

Specific Lanes: Left turn lane Right turn lane Centre lane All lanes

Sidewalk Curb/cycling

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Is the work zone at/near a bus stop or on a bus route? **Bus Routes or Stops?** Yes No
 If yes, the Applicant will need to contact Coast Mountain Bus Company (CMBC) regarding disruptions.
 Contact information: Phone 778.593.5774 or email: special.events@coastmountainbus.com . Please note that CMBC require 10 working days to review the request.

DATE & TIME INFORMATION

Dates: Starting _____ Ending _____
 Hours: Starting _____ Ending _____

Work on Saturday

NOTE: Work on Sunday is NOT permitted. Arterial and collector roads are subject to time restrictions. Special events may take place on a Sunday.

APPLICATION REQUIREMENTS

Required	If Applicable
<ul style="list-style-type: none"> <input type="checkbox"/> Completed Application form and Notice of Prime Contractor Form <input type="checkbox"/> Application Fee Fees and Charges Bylaw Schedule B <input type="checkbox"/> BCCSA # (BC Construction Safety Alliance) for the TMP <input type="checkbox"/> Attach a certified TMP(Traffic Management Plan) <i>Hand drawn diagrams are NOT acceptable.</i> <input type="checkbox"/> CMS(Construction Message System) <i>Electronic boards are required on Arterial and Major Collector roads.</i> Contact our office for verification 604.927.5496. 	<ul style="list-style-type: none"> <input type="checkbox"/> Highway Use Security <input type="checkbox"/> Inspection fee <input type="checkbox"/> Proof of Insurance

**Any activity within the city road right of way may require payment of a highway use security and insurance. City staff will review the application and contact the applicant of these requirements prior to the approval of the permit.*

APPLICANT ACKNOWLEDGEMENT

I declare that I am aware of the terms and conditions of the [Highway Use Bylaw, 2018 No. 4033](#) and will abide by the regulation, requirements and conditions imposed by the said bylaw and any permit issued to me in connection with the Road/Lane closure operation.

I have fulfilled the completed application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: *Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Road Closure Application process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca*

CONTRACTOR COORDINATION PROGRAM

PRIME CONTRACTOR DESIGNATION FORM

The following is a checklist that City of Port Coquitlam Policies, and applicable Acts, and Regulations require when a Prime Contractor has been designated. That is, the City of Port Coquitlam is the owner.

Project Title / Description: _____

File / Tender Reference #: _____

DEFINITIONS

Owner (City of Port Coquitlam)	According to Workers Compensation Act (Part 3)
Prime Contractor	Any contractor designated by the Owner to be the Prime Contractor on a project with respect to occupational health and safety <u>ONLY</u>

DESIGNATION AND RESPONSIBILITIES

By signing this agreement, the Contractor agrees to assume the responsibilities of **Prime Contractor** as outlined in the Worker's Compensation Act and Regulations.

- As a Contractor signing this agreement with the City, you are agreeing that your company, management staff, supervisory staff and workers will comply with WorkSafeBC Regulations Sections 20.2 and 20.3 as well as Sections
- 118 (1) and (2) of the Worker's Compensation Act.
- The Contractor shall have a safety program acceptable to WorkSafeBC, shall provide first aid services, and shall ensure that all WorkSafeBC safety rules and regulations are observed during performance of this Agreement.
- The Contractor shall ensure all workers are suitably trained and qualified to perform the duties for which they have been signed.
- If the Prime Contractor wishes to designate another firm as the Prime Contractor, the City shall be advised in writing of your intentions prior to the commencement of the new Prime Contractor designation. The new Prime Contractor must agree through signature to all the terms of this agreement.
- The Contractor shall identify and designate a qualified coordinator, who must coordinate health and safety activities in the workplace.
- The Contractor shall provide the City of Port Coquitlam with the Contractor's WorkSafeBC registration number and a letter from the WorkSafeBC confirming that the Contractor is registered in good standing with the WorkSafeBC and that all assessments have been paid to the date thereof prior to the City of Port Coquitlam having any obligations to pay monies under this Agreement
- The Contractor shall submit the Notice of Project to WorkSafeBC, where required on a construction workplace. See WorkSafeBC OHS Regulation 20.2 for the general requirements of a Notice of Project.
- On a construction workplace, these additional documents are required to be maintained and available by the Contractor:
 - Records of all orientation and regular safety meetings held between contractors and their workers
 - Written evidence of regular inspections in the workplace
 - Occupational first aid records

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- Worker training records
- Current list of the name of a qualified person designated to be responsible
- Ensure that in the event of an accident, where there is a loss of life or where there is potential for an accident leading to loss of life, the City of Port Coquitlam is immediately advised forthwith of the details and any other information.
- Any failure to meet the safety requirements of the contract may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City.
- Without limiting the generality of any other indemnities granted by the Contractor herein, the Contractor shall indemnify and save harmless City of Port Coquitlam, its elected and appointed officials, employees and agents from and against any loss or expense or penalty suffered or incurred by City of Port Coquitlam by reason of failure of the Contractor, its agents or employees, or any sub-contractors of the Contractor, its agents or employees to comply.

I, the undersigned, acknowledge having read and understand the information above.

By signing this agreement, I agree as a representative of the firm noted below, to assume responsibilities of the Prime Contractor for this project.

Prime Contractor Firm Name: _____

Prime Contractor Address: _____

WorkSafe BC #: _____

Qualified Coordinator: _____

Prime Contractor Signature

City Contract Administrator Signature –

Print Name

Print Name

Date

Date