



Highway Use Permit Application

Application date (mm/dd/yyyy)	Customer ID	Permit
Requested dates (mm/dd/yyyy) _____ to _____		Revised dates (mm/dd/yyyy) _____ to _____

Note: Should a permit extension be required, contact the Engineering Division prior to permit expiry to prevent additional fees.

1 Applicant Information

Applicant name		
Daytime phone	Alternate phone	Email

Note: Allow up to five working days for Township review / process of permit; 20 working days for complete road closures.

2 Company and Project Information

Company name	
Address	
On-site contact name	On-site phone
Emergency contact name	Emergency phone
<input type="checkbox"/> Township project no. _____ <input type="checkbox"/> Township Development project no. _____ <input type="checkbox"/> Utility project _____	Project manager

3 Insurance

Applicants must submit evidence of applicable commercial general liability insurance as follows:

- \$5,000,000 for all work involving the use of heavy equipment including excavation, paving, and underground or overhead utility work
- \$3,000,000 for all work not involving heavy equipment but still located within the edges of the paved roadway including manhole access or median landscaping
- \$1,000,000 for all work involving purely hand tools and located completely within the boulevard and outside of the paved area

All policies shall contain a cross-liability clause with the Township of Langley named as an additional insured.

4 Permit Details

Request to make use of a highway right-of-way under the jurisdiction of the Township of Langley as it relates to the:

- placement and maintenance of fixtures or chattels
- closure or obstruction of a highway
- construction/relocation/modification of traffic signal infrastructure
- construction of works

4 Permit Details continued

Describe purpose of permit

5 Location

Indicate all roads you wish to use. List at or on, as per sample below.

Road <i>On 200 Street</i>	From <i>84 Avenue</i>	To <i>26 Avenue</i>

6 Closure or Obstruction Details

During permit period, the highway/roadway(s) noted in item 5 above includes:

Partial Obstruction

Alternating traffic Yes No

(provide traffic control plan)

Maintaining two-way traffic flow Yes No

Road Closure

Local traffic only Yes No

Complete closure
(requires Township Council notification) Yes No

Traffic signal in work zone Yes No

Restricted to day(s)

Restricted to hours

Other conditions

6 Closure or Obstruction Details continued

Permit holder to provide:

Certified flag person(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Detour route signs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Letter to property owners	<input type="checkbox"/> Yes <input type="checkbox"/> No
Newspaper ad (local)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pavement cut If yes, complete Pavement Cut form	<input type="checkbox"/> Yes <input type="checkbox"/> No	Traffic control plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: The Township of Langley and all emergency services reserve the right to access and/or service roads as required.

7 Terms

- 1. Applicable laws.** The Permittee agrees that they have read and understood, and that they will comply with, all applicable federal, provincial and municipal laws, orders, standards, policies and guidelines including, but not limited to:
 - (a) *the Commercial Transport Act, RSBC 1996, c 58;*
 - (b) *the Commercial Transport Act Regulations, BC Reg 30/78;*
 - (c) *the Motor Vehicle Act, RSBC 1996, c 318;*
 - (d) *the Transportation Act, SBC 2004, c 44; and*
 - (e) *the Highway and Traffic Bylaw 2010 No. 4758.*
- 2. Notice of Work.** At least two weeks prior to the use of highways pursuant to this permit, the Permittee will provide written notice of such use to all utility companies affected by such use.
- 3. Designated Truck Routes.** Except as expressly provided herein, the use of highways pursuant to this permit shall be limited to highways which are designated truck routes under the jurisdiction of the Township of Langley.
- 4. WorkSafeBC.** The Permittee acknowledges and agrees that in respect of all matters pertaining to any work undertaken pursuant to this permit it will be the “employer” and the “prime contractor” within the meaning of the *Workers Compensation Act*, RSBC 1996, c 492 and its associated regulations.
- 5. Indemnity and Release.** The Permittee hereby releases and will indemnify and save harmless the Township of Langley and all of its employees, agents, officers, elected officials and directors from and against all claims, demands, causes of action, suits, losses, damages and costs (including all actual legal and consultant costs), liabilities, expenses and judgments which the Township of Langley incurs, suffers or is put to, arising out of or in any way related to the following:
 - (a) *the Permittee’s breach of the terms and conditions of this permit, including for certainty, anything required to be done or maintained by the Permittee hereunder or anything not done or maintained by the Permittee as required hereunder, and*
 - (b) *a negligent act or omission or wilful misconduct by the Permittee or any employee, agent or contractor of the Permittee,*unless such claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments arise directly or indirectly from the Township of Langley’s negligence. This term will survive the rescission, voiding or expiry of this permit.
- 6. Insurance.** The Permittee will, at its own expense, provide and maintain insurance with insurers licensed in British Columbia which:
 - (a) *includes minimum liability coverage of \$3,000,000 per occurrence for bodily injury and/or property damage;*
 - (b) *names the Township of Langley as an additional insured; and*
 - (c) *protects each insured in the same manner and to the same extent as though a separate policy had been issued to each.*The Permittee will provide the General Manager of Engineering and Community Development or his authorized representative with:
 - (a) *proof of insurance which complies with this Section 9 at least 30 days prior to the use of highways pursuant to this permit; and*
 - (b) *written notice of cancellation or material change to such insurance at least 30 days prior to such cancellation or material change.*
- 7. Assignment of Permit.** The Permittee will not assign this permit without the prior written consent of the General Manager of Engineering and Community Development or his authorized representative.
- 8. Rescission of Permit.** The Permittee acknowledges and agrees that the Township of Langley may rescind this permit without compensation to the Permittee if the use of highways pursuant to this permit is found to be contrary to a municipal program or bylaw or will interfere with an approved works program. If the Township of Langley intends to rescind this permit, it will give the Permittee 24 hours prior written notice of such rescission.
- 9. Extension of Permit.** If the Permittee wishes to apply for an extension of this permit, the Permittee will apply for such extension at least 24 hours prior to the expiration of this permit; and may be required to pay a permit extension fee.
- 10. Voiding of Permit.** The Permittee acknowledges and agrees that failure to comply with a term or condition of this permit shall automatically render this permit void.
- 11. Severance.** If any term or condition of this permit is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid term or condition shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the terms and conditions in this permit.

Note: Permit not accepted unless signed by applicant.

8 Signatures

Applicant's signature

Print name

Date (mm/dd/yyyy)

PERMIT ISSUED BY

Township of Langley's Engineer's signature

Print name

Date (mm/dd/yyyy)

9 Checklist

Return completed and signed application with the following items to the attention of Engineering Division, Township of Langley (address at bottom of form):

- application fee
- proof of insurance
- completed Pavement Cut form, if applicable
- traffic control plan
- detailed drawings for telecom applications (if applicable)

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

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