

Application
Road Occupancy Permit-
Special Events, Parades,
Walkathons, Marathons



City Of Mississauga
Transportation and Works Department
Traffic Operations Section
3185 Mavis Rd
Mississauga ON L5C 1T7
Tel: 3-1-1 (905-615-4300 outside city limits)
Fax: (905) 615-3172
traffic.permits@mississauga.ca

Personal Information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended. Questions about this collection should be directed to the Traffic Operations Section at 3185 Mavis Road, Mississauga, ON L5C1T7, 3-1-1 (905-615-4300 outside city limits), traffic.permits@mississauga.ca.

Applicant Information

Applicant Name	<input type="text"/>	In Cooperation With	<input type="text"/>		
Address	<input type="text"/>		E-mail	<input type="text"/>	
City	<input type="text"/>	Prov	<input type="text"/>	Postal Code	<input type="text"/>

Contact Name	<input type="text"/>	Contact #	<input type="text"/>	Fax #:	<input type="text"/>	Cell #	<input type="text"/>
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Event Details and Location

Purpose of Event	<input type="text"/>		
Location	<input type="text"/>		
(address, intersection and/or route)			
Start Point	<input type="text"/>	End Point	<input type="text"/>
Start Date	<input type="text"/>	Completion Date	<input type="text"/>
Start Time	<input type="text"/>	Completion Time	<input type="text"/>
Estimated number of Participants	<input type="text"/>		
Type of Vehicles	<input type="text"/>	Number of Vehicles	<input type="text"/>
(including floats, displays) if applicable			

Comments	<input type="text"/>
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IMPORTANT INFORMATION TO THE APPLICANT

1. **Work on City Rights of Way is not permissible without a Road Occupancy Permit**
2. Applications for temporary road closures shall be filed twelve (12) weeks in advance of the special event
3. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application
4. A copy of the approved permit must be available on the location at the time of the event
5. The requirements of the “road occupancy” pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the event will be closed until those requirements have been met**
6. Any alterations to this permit must be approved by the Transportation and Works Department prior to such changes taking place
7. Applicant must include a detailed sketch of the route and affected highways (including placement of marshals/ volunteers on duty and barriers)
8. Banners can only be displayed for a maximum of ten (10) days and cannot obstruct traffic signs or traffic signals
Prior to determining if a temporary road closure should be permitted, the Commissioner of Transportation and Works may consult with the Chief of Police, Fire Chief, the Director of Mississauga Transit, other emergency response providers, affected utilities, affected property owners and any other person or agency who may be deemed to have an interest in this application.
9. Proposed event routes, or sections thereof, will be considered based on a number of factors, including but not limited to, roadway classification, proximity to Highways 401, 403, and the Queen Elizabeth Way, traffic volume, proximity to hospitals and fire halls, and lack of alternative detour routes
10. **Insurance requirements**
Proof of Insurance must be provided a minimum of six (6) weeks prior to the event (large events are expected to provide the Insurance Certificate earlier than stated above, as advised by the Transportation and Works Department).

This application will not be processed without an evidence of insurance on a **City of Mississauga Certificate of Insurance Form**. The applicant's insurance provider or authorized agent (broker) must complete, sign and stamp the form. The Certificate of Insurance Form can be obtained from the Traffic Operations Section.

The following insurance coverage must be in place:

- a) **Commercial General Liability Insurance** for all claims, demands, actions, and causes of action that may be taken or made against the Permit Holder, it's employees or agents, for any loss of or damage to property, and personal injury including bodily injury or death, that may arise with respect to the permitted works or any acts or omissions relating to its obligations as set out in the permit. The insurance will include:
Non-owned automobile liability, contractual liability, owners and contractors' protective liability, broad form property damage, product and completed operations, employees as additional insured's, contingent employer liability, cross liability and severability of interest clauses
- b) In the location and description of work/activity field, indicate site of Special Event.
- c) Commercial General Liability Coverage requirements are:
 - i. Comprehensive General Liability Insurance with a minimum of \$2 million; or
 - ii. Comprehensive General Liability Insurance with a minimum of \$5 million
 - iii. as determined by the Transportation and Works Department
- d) **Additional Insureds: The City of Mississauga and the Region of Peel must be added**
- e) For mailing address, use the drop down menu and select “Engineering & Works, 3185 Mavis Road”. The certificate should be directed to the attention of “Traffic Operations Section”, e-mail address traffic.permits@mississauga.ca
- f) The completed form referencing the special event must be signed and stamped by the insurer or an authorized agent of the insurer.
- g) For more information or any questions regarding Insurance Requirements, please contact Risk Management at risk.management@mississauga.ca

11. Applicant must meet all conditions as set out in the permit, including *Road Occupancy Permit - General Conditions Applicable to All Permit Holders*. Road Occupancy General Conditions are available at www.mississauga.ca/twforms
12. Fees: as per current Transportation and Works Fees and Charges By-law, available at www.mississauga.ca/bylaws. An additional fee is applied for expedited permits. Fees are subject to Harmonized Sales Tax (H.S.T.) where applicable.
13. Security Deposits may apply and will be assessed on a permit by permit basis
14. Method of Payment

Security Deposit

Cash
Debit
Certified Cheque
Bank Draft

Permit Fee

Cash
Debit
Certified Cheque
Bank Draft
Visa, MasterCard, American Express

Uncertified Cheques will not be accepted.
Credit Card payments are not accepted for Security Deposit Payments