



## Permit Application for Special Events on County Roads

County of Peterborough  
470 Water Street, Peterborough, ON K9H 3M3  
Telephone: 705-775-2737 Ext. 3304 Fax: 705-749-2551  
Email: [pwinfo@ptbocounty.ca](mailto:pwinfo@ptbocounty.ca)

**This permit refers to use of the right of way on a County Road.  
It does not include road closure.**

Name of Organization: _____	Contact Name: _____	
Mailing Address: _____		
City: _____	Province: _____	Postal Code: _____
Telephone: _____	Fax: _____	Email: _____
Date of Event(s) including setup/tear down: _____		
Start Time (including setup): _____	End Time (including tear down): _____	
Purpose/details of Event: _____		
<b>List all proposed County Road(s) to be used:</b>		

**Applications will not be considered if the above information is not complete and the following requirements are not met.**

- 1. Include a sketch or diagram** indicating the location of Road Occupancy and Traffic Control Plan. If a banner will be used indicate the height, including height of bottom of banner over road – a minimum clearance of 4.7 metres is required.
  - 2. Include a waste management plan.** All events are required to meet the mandatory recycling By-Law, #11-1996, being a by-law to ban certain items from landfill sites and transfer stations within the County of Peterborough. For further information or assistance please contact the Waste Management Division at 705-775-2737 Ext. 302.
  - 3. Attach a copy of Certificate of General Liability Insurance** (minimum \$5 million) covering the event and **naming the Corporation of the County of Peterborough as additional insured.** Applicable for Police Services and the Local Municipality where required.
  - 4. Notify the following organizations of the event, requesting written authorization** and submit with permit application.
    - \* Local Hydro
    - \*/\*\* Local Municipality
    - \*\* Police Department
    - \*\* Fire Department
    - \*\* Peterborough County/City Paramedics
  - 5. Complete the attached Release Form,** date and have signature witnessed.
  - 6. Permit application and supporting documents must be received at least 30 days prior** to the scheduled event.
- \* **Banner**    \*\* **Special Event**

**Every applicant to whom a permit has been issued shall ensure that access for emergency vehicles is available at any and all times.**

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County of Peterborough**

**Release Form**

**Whereas** the Corporation of the County of Peterborough has granted permission to

\_\_\_\_\_

(Name of Organization)

**Witnesseth that** in consideration thereof, the

\_\_\_\_\_

(Name of Organization)

hereby covenants and agrees to indemnify and save the Corporation of the County of Peterborough harmless from any and all claims and demands which may be made or brought against the said Corporation of the County of Peterborough by any person or persons by reason of the use made of the aforesaid lands by the

\_\_\_\_\_

(Name of Organization)

for the purpose aforesaid.

Dated at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_  
Town/City Month Year

**Signed, sealed and delivered in the presence of:**

\_\_\_\_\_

Print name of witness

\_\_\_\_\_

Print name of applicant

\_\_\_\_\_

Signature of witness

\_\_\_\_\_

Signature of applicant

**Corporation of the County of Peterborough**

\_\_\_\_\_

Grant Murphy  
Director, Infrastructure

\_\_\_\_\_

Date

Personal information (as defined by Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)) contained on this form is collected pursuant to Municipal Act and will be used for the principal purpose of processing Special Events on County Roads Permit Applications. Questions about this collection and use should be directed to Susan Horton, Administrative Assistant, 705-775-2737 Ext: 3304, shorton@ptbocounty.ca, County of Peterborough, 470 Water Street, Peterborough, ON K9H 3M3.