

# TEMPORARY ROAD CLOSURE – APPLICATION FORM



Town of Ingersoll  
Town Engineer  
130 Oxford St, 2<sup>nd</sup> fl  
Ingersoll, ON  
N5C 2V5  
Tel: 519-485-0120  
Fax: 519-485-6572

Email: [engineering@ingersoll.ca](mailto:engineering@ingersoll.ca)

Application Date: \_\_\_\_\_

## CONTACT INFORMATION

Requesting Organization / Individual:	
Contact Person:	
Address:	
Phone Number:	
Email Address:	

## EVENT INFORMATION

Name of event:	
Nature of event:	
Type of event:	Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Festival <input type="checkbox"/> Other <input type="checkbox"/>
Date of event:	
Time of event:	Start time: _____ End time: _____
Road closure required	Yes <input type="checkbox"/> No <input type="checkbox"/> Lane (explain below) <input type="checkbox"/>
Number of participants:	
Description of Event <i>Please explain in detail</i>	
Describe intended route or area to be closed. Please explain in detail. Map/Drawing <b>must</b> accompany application.	

## CONDITIONS

The conditions attached to the granting of the road closure are as follows:

1. The road closure is restricted to the roadway area specified.
2. The organizers agree to accept responsibility to ensure there are no violation to the Town's Noise By-law, provincial laws and regulations concerning the consumption of alcohol.
3. The organizers agree to follow all the provisions stated in the Temporary Road Closure Policy.
4. The applicant agrees to provide a Certificate of Insurance with General Commercial Liability coverage in the amount of \$2,000,000 with the Corporation of the Town of Ingersoll named as an additional insured and as the Certificate Holder indicates the nature of the event to be covered.
5. The organizers agree to notify all emergency services **48 hours prior** to the closure with the date and time of the closure. Police 1-888-310-1122, Fire 519-485-3910, Ambulance 519-667-3070.
6. The organizers will be responsible to set up and take down appropriate road closure devices as per the requirements of the Public Works Department. The Public Works Department will deliver the devices on the weekday afternoon prior to the event and collect same on weekday morning after the event. No application fee or rental charge will apply but costs for damages or missing signage will accrue to the organizers.
7. A \$250.00 deposit **must** accompany the permit to ensure that the road closure is set up appropriately. If it is not set up appropriately the event organizer will be contracted and will have 30 minutes to rectify the situation or Public Works staff will do the work and deduct the work from the deposit.

## OFFICE USE ONLY

The Corporation of the Town of Ingersoll

***Town Engineer/Designate Signature:***

---

***Date:***

---