

**Application for Special Events Permit**  
(Section 308 - Highway Traffic Act)

Return to: HIGHWAY SAFETY DIVISION  
P.O. BOX 2000  
CHARLOTTETOWN, P.E.I. C1A 7N8

The undersigned hereby applies for a Special Events Permit. For this purpose, the undersigned submits the following information in support of this application. (***Application to be submitted at least 30 days prior to event date.***)

NAME OF EVENT: \_\_\_\_\_

FULL NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
Street Town or City Postal Code

TELEPHONE #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Home), (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Office)

FAX #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Home), (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Office)

COMMITTEE MEMBERS/INDIVIDUALS RESPONSIBLE FOR EVENT:

\_\_\_\_\_  
TYPE OF EVENT PLANNED: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION OF PROPOSED EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

THE FOLLOWING DOCUMENTS/INFORMATION MUST BE ATTACHED TO APPLICATION:

- |   |   |
|---|---|
| <input type="checkbox"/> Diagram of route                           | <input type="checkbox"/> Enforcement needs                                    |
| <input type="checkbox"/> Safety Plan & Information for participants | <input type="checkbox"/> Plan for use of safety cones/markers as required     |
|   | <input type="checkbox"/> First Aid <input type="checkbox"/> Signage           |
|   | <input type="checkbox"/> Agencies cooperating in enforcement/safety/first aid |

Number of volunteers (if required): \_\_\_\_\_

Number of participants (estimated): \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**General Conditions:**

- Highway Safety Division will determine whether a meeting is required to review route selection, safety plan and enforcement concerns prior to approval
- The Safety Coordinator will make specific recommendations which must be implemented to validate the permit
- **Permits for solicitation of funds on Island highways will not be granted**
- Organizers must file a report to the Safety Coordinator within 21 days after the event, detailing any problems, including any accidents, safety problems, complaints the event generated, or suggestions for improvements
- All events occurring on Island highways shall require a permit issued by Highway Safety Division, unless held within the cities of Charlottetown or Summerside
- "Granting permit approval will not constitute that a permit will be issued automatically if the event becomes an annual event." This statement will be included in all permits issued.