



**Please allow up to 5 business days to process your Street Occupancy Permit Application.** Ensure that your application is complete, and **if necessary**, that your Traffic Management Plan has been carefully prepared by a qualified traffic management professional. Should you have any questions or concerns, please contact the Engineering Department at 604-527-4592 or [sop@newwestcity.ca](mailto:sop@newwestcity.ca).

### APPLICANT NAME:

Applicant Name (Company or Individual):

Prime Contractor (If different from applicant):

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### APPLICANT ADDRESS:

Apt/Unit#

Street

City

Postal Code

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Email

Phone

Contact

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### OCCUPANCY DETAILS:

Expected Start Date:

Expected End Date:

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Please specify days and hours of street occupation needs (eg Mon-Fri, Saturday only, 8:00am-3:00pm, 24/7)

Purpose of street occupancy (circle one):

- Moving truck/pod/bin/container
- Development related
- Crane Lift
- Traffic control
- Block Party
- RV/trailer/motor home
- Other



# NEW WESTMINSTER

Detailed description, including the nature of the work to be completed and a description of all parts of the street to be occupied. (Please note: If pay station/metered parking stall(s) are required, additional rental charges apply.)

Location – address/approximate address of the proposed work

**FEES:**

Please visit our website for an updated version of our fee schedule:

<https://www.newwestcity.ca/services/streets-and-sidewalks/street-occupancy-permit#fees>

**SUPPLEMENTAL ATTACHMENTS (if applicable):**

Depending on the nature of your Street Occupancy Permit, you may need to include the following with your application:

- **Traffic Management Plan**
- **Proof of Insurance**
- **Prime Contractor Designation Form**

All approvals are subject to review. The City reserves the right to cancel, adjust, modify or further restrict the hours of operation or traffic control details associated with the request if required. Should you have any questions regarding your application, please contact the Engineering Department at 604-527-4592.

*Disclaimer: I confirm that all information I have provided is true and accurate to the best of my knowledge. I have read and understood the requirements for this permit and Part 5 (Permits) of the City of New Westminster's Street and Traffic Bylaw No. 7664 and agree to the terms and conditions as stated on the Street Occupancy Permit. If I have any questions or concerns I will contact the issuing department at 604-527-4592.*

*I acknowledge that the City reserves the right to amend or vary a Street Occupancy Permit at any time, suspend or revoke the permit for reasons of public safety, or if permit holder fails to comply with the terms and conditions of the Permit.*

*This information is collected by the City of New Westminster under Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used for administration of street occupancy permits. Should you have any questions about the collection of this personal information please contact the FOI and Privacy Coordinator, 511 Royal Avenue, New Westminster, V3L 1H9, 604-515-3828.*

I Agree

<b>Office Use Only</b>	Date Received: _____	Folder #: _____	
Deposit (if required): _____	Proof of insurance (if required): _____	Prime Contractor Form (if required): _____	