

On-Highway Special Events Guide

2018

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FOREWORD

This Events Guide has been developed to provide guidance to the public and NSTIR District offices in handling requests for events that take place within the highway right-of-way. The goal is to ensure that events are staged in a safe manner and that highway motorists are not inconvenienced.

NSTIR District offices are responsible for handling public inquiries, reviewing and approving applications pertaining to the usage of highways or highway right-of-way for events. For events not covered in this guide, the Manager of Traffic Engineering and Road Safety should be consulted

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1.0 INTRODUCTION

1.1 Definition of an Event

An On-Highway Event is defined as a scheduled event held within the highway right of way by a recognized organization such as a school, municipality, charitable or sporting organization, or by an individual(s) for fundraising, public awareness campaign, survey, parade, etc. Some of these events include: walkathons, bikeathons, parades, sporting competitions, bicycle races, and various fund-raising events.

1.2 Prohibited Events

Some events, such as snowmobile rallies, ATV rallies, etc., are not permitted to take place on open provincial highways.

Events that are designed to stop traffic on, or direct traffic to, a site on a provincial highway for the purpose of soliciting donations for any cause are not permitted.

Events where alcohol is being consumed are not permitted.

1.3 Approval Requirements for Staging Events on Provincial Highways

In the interest of safety, Nova Scotia Transportation and Infrastructure Renewal (NSTIR) must be advised of all events that are planned to take place on a provincial highway. Event organizers are required to contact the appropriate NSTIR District office for permission prior to conducting an event in the highway right-of-way. NSTIR authorization may be granted, through the District approval process, if all pertinent criteria covered in these guidelines are satisfied.

Notwithstanding the previous paragraph, events that involve only one single participant, who is following all requirements of the Motor Vehicle and Public Highways Acts, typically do not require a permit. Event organizers should contact NSTIR if there is any question as to whether their event falls into this category. The approval for the event will include the specific conditions that must be followed. The approval will also require that the organizer of the event agree to assume the entire responsibility and liability for all damages or injury to all persons and property, resulting from or, in any manner, connected with the operation of the event. The organizer must agree to defend and indemnify TIR, its agents and employees from all such claims including, without limiting the generality of the preceding, claims for which NSTIR may be held liable and legal fees and disbursement paid or incurred to enforce the provisions of this paragraph. See the *Liability* section for more information on insurance requirements.

The applicant will review the proposed route with NSTIR staff to ensure that there is no planned road work or other conflicts on the date of the event. Highway maintenance or construction will not typically be adjusted to accommodate an event. NSTIR may require the event be cancelled if work is scheduled on any roads that the event encompasses.

No persons other than a peace officer or a person working under the direct authority of a peace officer on site shall direct or attempt to control highway traffic during an on-highway event. Police participation must be arranged by the applicant prior to submission of the permit application.

1.5 Events Requiring Ministerial Orders

Certain events, such as motor vehicle races, may require the permission of the Minister to take place. Applicants should discuss these requirements with NSTIR Staff.

1.6 Other Authority or Agency Notifications and Approvals

In the approval process, the Organizer may be required to notify other authorities or agencies and make specific arrangements for assistance where required. Other authorities or agencies that may be involved may include:

- Municipalities
- Local police agencies (RCMP or municipal police force)
- Military police
- Emergency services such as ambulance and fire departments
- Federal Government and other government agencies

1.7 Signs, Banners, and Decorations

Signs, banners and decorations promoting events are normally not permitted to be placed over provincial highways

For major provincial, national or international events that are of interest to a greater number of the travelling public, event signs may be granted on a temporary basis upon approval NSTIR. Generally, major event signs shall be removed within one week after the last day of the event. These signs shall not be larger than 3 square metres and only the following information is allowed:

- Name of the Event

- Event Logo as Applicable
- Event Venue
- Date and Time

The number of signs and their locations will be determined on a case-by-case basis by NSTIR Staff.

1.8 General Guidelines for Reviewing Events

All requests to stage an event should be forwarded in writing to NSTIR District office to the attention of the District Traffic Supervisor or Area Manager.

The NSTIR District where the event is held is typically the approving authority. If the proposed event is province-wide or affecting more than one NSTIR District, the submission should be directed to the District office where the event will originate. The District that is responsible for issuing the approval, or the Traffic Engineering and Road Safety section typically will coordinate with other affected Districts when reviewing the application to stage the event based on these guidelines.

The District will consider the following points in the review process:

- Potential for interruption/inconvenience to highway traffic.
- Potential for interference with scheduled highway maintenance and construction activities.
- Highway closures are not permitted on controlled access or 100 series highways. Generally, highway closures are not permitted to take place on roadways where the posted speed is greater than 80 km/h or on roads with no viable alternative route. The District office will only allow highway closure to occur when it

is deemed safe and on roads with a viable alternative route.

- Weather conditions
- Date and time of the event - typically only events taking place during daylight hours (i.e. between sunrise and sunset) will be permitted.
- Size of the event and its impact on safety.
- Participants' age and whether responsible adult supervision is required and planned to be provided.
- Provision of an acceptable traffic accommodation plan for the event. This could be a very simple strategy or a very complex strategy where a detailed signing and traffic control strategy needs to be in place.
- Provision for adequate detour routes if a road closure is to take place. Detour signing, advance notices and publications are the responsibility of the event organizer.
- Provision for liability insurance to be included and required.
- Provision of contact information for the organizer (e.g., name of person in charge, phone, cell and/or pager numbers, on-site contact person name and cell number).
- Provision of an emergency plan may be required should the event need to be suspended due to mishaps or inclement weather.
- The participation of local police agencies in the event. For any event requiring police to provide traffic control, the applicant must ensure that police are able to participate prior to submitting the application.
- Other traffic or safety related issues or concerns.

District offices have the right to request that the organizer supply more information, additional

resources etc. than is stipulated in the individual event guidelines.

Upon completion of the District's evaluation, NSTIR will either approve the event identifying the conditions under which the event can be held or indicate why the event cannot be held.

To ensure that the application is reviewed properly and on time, the organizer of the event shall submit the application for approval at least 30 days before the date of the event. For major events, a longer time frame may be required. If the application is received less than 30 days in advance, the event may not be approved.

The organizer must use the "Application to Hold an Event on Highways" form in Appendix A for this purpose.

NSTIR may audit any event and reserves the right to deny requests for similar events in the future should the applicant not comply with the requirements of their permit or if safety concerns that cannot be mitigated are noticed or brought forward. Events are subject to suspension by NSTIR or the local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

Following the event, a meeting with the organizer and any other stakeholders may be requested by TIR. Failure by the organizer to attend this meeting may result in NSTIR denying requests for similar events in the future.

1.9 Site Condition and Cleanup

The event organizer is responsible for ensuring that the site of the event is left in the same or better condition than it was before the event took place. All litter generated by the event must be collected. Signs erected for the event must be removed and any infrastructure that was altered, returned to its

pre-event condition (signs uncovered/re-erected, added paint marks removed from road surface, etc.).

NSTIR may recover any costs for reinstatement from the event organizer if items are not reinstated to the satisfaction of NSTIR's Area Manager.

1.9 Liability

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

2.0 WALKATHONS, PEDESTRIAN PROCESSIONS AND FUN RUNS



2.1 Preamble

Walkathons, pedestrian processions and fun runs are generally non-competitive events commonly organized as community exercises, fund-raising projects, demonstrations, etc.

The presence of a large number of pedestrians on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, organizers of such events must contact NSTIR and, where applicable, other road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

2.2 Route Selection

Event organizers are encouraged to hold walkathons, processions or fun runs on local roads rather than high speed, high volume highways. The route should be planned such that the need to cross the highway is avoided. The safety of both

participants and highway users will be a major consideration in issuing approval.

Roadways having a separate sidewalk or a footpath should be considered first. However, if such a facility is not available, organizers should select a road or highway with sufficient shoulders. If walking on the roadway or on the shoulder, participants must walk on the left side of the roadway, facing oncoming traffic. Pedestrians should walk on the shoulder where possible, but may walk on the left edge of the road surface if necessary.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not permitted to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start and finish areas.

Check points, rest areas or refreshment stations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must also be obtained.

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

2.3 Dress Code

For their own safety, participants should wear brightly-colored clothing or reflective vests.

2.4 Rules of Operation

Events must be held during daylight hours.

Event participants have the same rights and responsibilities as other pedestrians. All rules of the road and traffic control devices must be obeyed.

On two lane roadways where a separate walking facility is not available, the participants must walk on the left side of the road, facing on-coming traffic.

A sign as shown below relating to the event may be placed in advance of the start location and periodically along the route. Refer to Appendix B for the sign pattern.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.



2.5 Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with the highway traffic, a traffic accommodation

strategy will need to be developed and submitted to NSTIR for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

2.6 Escort Vehicles

Escort vehicles that pace the participants are not permitted to be used for this event. Support vehicles may be used, but they must travel as close as possible to the speed of other traffic and wait at locations off the roadway for the participants to catch up.

2.7 Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve.

Events are subject to suspension by NSTIR or the local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.
- Visibility restricted to less than 200m due to snow (falling or blowing) fog or rain.

2.8 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All support vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

2.9 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

3.0 FOOT RACES



3.1 Preamble

Footraces are events commonly organized as community exercises, fund-raising projects, etc.

The presence of a large number of runners on the road may have a significant impact on highway operations.

In the interest of safety of the participants and other road users, organizers of such events must contact NSTIR and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

3.2 ROUTE SELECTION

Event organizers should hold foot races on local roads rather than high speed, high volume highways. The safety of both participants and highway users will be a major consideration in issuing approval.

Ideally, footraces should use a facility separated from the vehicular traffic, such as a sidewalk, a footpath, a stadium or a sport field. However, if such a facility is not available, organizers should select a road or highway with sufficient shoulders. Route selection should be done such that crossing a highway is avoided. The route selected should avoid U-turns in returning to the starting point. Runners

using the highway must keep as close to the left edge of the roadway as practical.

The start and finish areas must be located off the highway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking space should be available as close as possible to the start and finish areas. Parking on the shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas and refreshments stations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must also be obtained.

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority or local police agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

3.3 Dress Code

For their own safety, participants should wear brightly-colored clothing or reflective vests.

3.4 Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions. Foot race events that were approved and held at night in years prior to the publication of this guide may

continue to be approved for operation at night, however no new nighttime foot race events will be approved.

Runners have the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

A mass start of runners on the road should be avoided. Runners should start the race and run a few laps in a stadium or a school ground, so they can enter the road race portion in a single file. This will minimize conflicts with vehicular traffic.

On roadways where a separate facility is not available, the participants must run on the far left side of the road, facing the on-coming traffic.

3.5 Signing

A sign as shown below relating to the event may be placed in advance of the start location and periodically along the route. Refer to Appendix B for the sign pattern.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.



3.6 Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere

with the highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

3.7 Escort Vehicles

Escort vehicles that pace the participants are not permitted to be used for this event. Support vehicles may be used, but they must travel as close as possible to the speed of other traffic and wait at locations off the roadway for the participants to catch up.

3.8 Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve.

Events are subject to suspension by NSTIR or the local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.
- Visibility restricted to less than 200m due to snow (falling or blowing) fog or rain.

3.9 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All support vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

3.10 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

4.0 BIKEATHONS AND BICYCLE TOUR EVENTS



4.0 Preamble

Bikeathons or bicycle tours are events commonly organized as community recreational programs, fund-raising projects, etc.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, the organizers of such events must contact NSTIR and other road authorities where applicable to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

4.1 Route Selection

Bikeathons or bicycle tours should not be staged on high speed, high volume roadways (i.e., freeways, expressways, and divided highways).

Roadways having a paved shoulder are best suited for this type of event.

The route selected should avoid U-turns in returning to the starting point. Left turns across on-coming traffic should also be kept to a minimum.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and

participants are not permitted to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start and finish areas as possible. Parking on the shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the event route includes roadways that are under the jurisdiction of a municipality/town the applicant must contact the appropriate authorities.

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority or local police agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

4.2 Rules of Operation

Events must be held during daylight hours.

Cyclists have the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

Participants must ride in single file (except for overtaking) and keep as close to the right edge of the road as practical. Cyclists should not stop on the highway surface for rest, repair or other purposes.

4.3 Dress Code

It is mandatory for participants to wear approved bicycle helmets bearing the mark of one of the following approving organizations: Canadian Standards Association; Snell Memorial Foundation;

American Society for Testing and Materials; U.S. Consumer Product Safety Commission.

Use of hi-visibility clothing is encouraged.

4.4 Signing

Signs, as shown below, regarding these events may be placed on the support vehicles. Refer to Appendix B for the sign pattern.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.



4.5 Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators would be interfering with the highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

4.6 Escort Vehicles

Escort Vehicles that pace the participants are not permitted to be used for this event. Support

vehicles may be used, but they must travel as close as possible to the speed of other traffic and wait at locations off the roadway for the participants to catch up and then may “leapfrog” the pack as the event progresses, stopping or waiting along the route.

4.7 Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve.

Events are subject to suspension by NSTIR or the local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.
- Visibility restricted to less than 200m due to snow (falling, blowing, drifting) fog or rain.

4.8 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

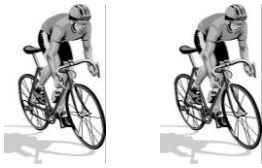
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

If permitted, all escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

4.9 Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

5.0 BICYCLE RACES



5.1 Preamble

Bicycle races are events commonly organized for the promotion of recreational exercise, training of athletes, etc.

Section 163(3) of the *Motor Vehicle Act* provides that the Minister of Transportation and Infrastructure Renewal or their designate may authorize a bicycle race to be held on a highway, subject to conditions that the Minister or their designate considers appropriate.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

Organizers of such events must contact NSTIR, and other road authorities where applicable to confirm that the use of certain roadways is acceptable and appropriate safety measures are in place.

If the route of the race involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must also be obtained.

5.2 Route Selection

Bicycle races must not be staged on high speed, high volume roadways. The route chosen must favor roads with the lowest traffic volumes.

Roadways with a paved shoulder are best suited for this type of event. Races with a large number of participants may require a wider shoulder.

The route selected should avoid U-turn manoeuvres in returning to the starting point. Left turns across oncoming traffic should also be kept to a minimum.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking must be available as close to the start and finish areas as possible. Parking on the shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

The organizer must submit an application for the bicycle race, along with route map showing description of the route, including rest areas, marshaling locations, start and stop locations.

5.3 Rules of Operation

Events must be held during off-peak periods in daylight hours and under adequate visibility conditions.

Cyclists have the same rights and responsibilities as other road users. Participants must obey all rules of the road and traffic control devices.

The bike race organizers and participants must be aware that other traffic will be using the roadway while the race is taking place.

If the approved race route includes riders disregarding traffic control devices at an intersection, police must provide traffic control at the intersection. If police are unavailable, participants will be required to obey the traffic control devices. Violators will be immediately disqualified from the race by the organizer.

The number of cyclists in a race category should be limited to a manageable size. A gap of at least 15 minutes between the start of any multi-stage cycling event is recommended. Cyclists are to ride as close to the right edge of the roadway as practical.

Cyclists should not stop on the road for rest, repair or other purposes.

The organizer must monitor the bike race for deficiencies (signage, safety measures, etc.) and discuss them at the post bike race meeting. This may necessitate the coordination of several involved parties.

5.4 Dress Code

It is mandatory for participants to wear approved bicycle helmets bearing the mark of one of the following approving organizations: Canadian Standards Association; Snell Memorial Foundation; American Society for Testing and Materials; U.S. Consumer Product Safety Commission.

Use of hi-visibility clothing is encouraged.

5.5 Escort Vehicles

Escort vehicles are not to be used for this event, however a sweep vehicle is required at the end of the bike race to ensure the safety of the cyclists. The sweep vehicle is not permitted to pace the participants but can be present as normal traffic, the driver trailing the participants should park

completely off the travel lane and as the participants proceed along the race route the driver should move forward to a new vantage position to observe the participants progress. The sweep vehicle must not impede the normal flow of traffic.

5.6 Public Notice and Signing

The organizers must inform all the emergency services (police, fire, EHS) the date, time and locations of the bike race.

Advance event information signs as shown below must be set up at strategic locations along the race course to inform road users of the event. The signs must be removed after the completion of the event.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.



The sign may also be placed on the sweep vehicle. Refer to Appendix B for the sign pattern.

5.7 Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure participants follow the requirements for the event.

Depending on the size of the event and whether the activities of participants and spectators would interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

5.8 Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve.

Events are subject to suspension by NSTIR or local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.

Visibility restricted to less than 200m due to snow (falling, blowing, drifting) fog or rain.

5.10 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, the department requires the organizer provide proof of liability insurance as follows:

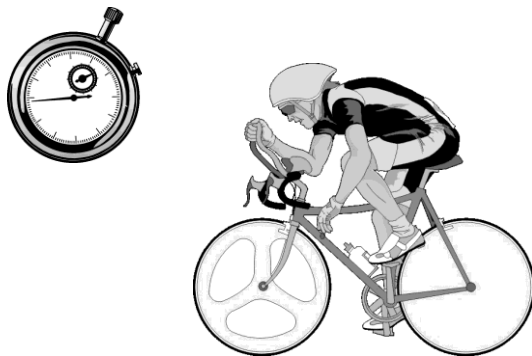
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All motor vehicles involved in the event must carry liability insurance. Participants are advised to exercise due care at all times.

5.11 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office

6.0 BICYCLE TIME TRIALS



6.1 Preamble

In a bicycle time trial, an individual or a team of cyclists rides over a fixed distance. Cyclists start at regular intervals. The fastest cyclist or team completing the course wins the event.

Section 163(3) of the *Motor Vehicle Act* provides that the Minister of Transportation and Infrastructure Renewal or their designate may authorize a bicycle race to be held on a highway, subject to conditions that the Minister or their designate considers appropriate.

The presence of a large number of cyclists on the road may have a significant impact on highway operations.

Organizers of such events must contact NSTIR and other road authorities where applicable to confirm that the use of certain roadways is acceptable and appropriate safety measures are in place.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must also be obtained.

6.2 Route Selection

Bicycle Time Trials must not be staged on high speed, high volume roadways.

Roadways with a paved shoulder are best suited for this type of event.

The route selected should avoid U-turn manoeuvres in returning to the starting point. Left turns across oncoming traffic should also be kept to a minimum.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking must be available as close to the start and finish areas as possible. Parking on the shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

6.3 Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

There will be no closure of any portion of roadway for the staging of bicycle time trials unless otherwise specified and approved by the Minister of Transportation and Infrastructure Renewal or their designate.

Cyclists have the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

If the approved race route includes riders disregarding traffic control devices at an intersection, police must provide traffic control at the intersection. If police are unavailable, participants will be required to obey the traffic control devices. Violators will be immediately disqualified from the race by the organizer.

Cyclists should always use the paved road shoulder, where available, for cycling and keep as close to the right edge of the road as practical.

In a timed team trial, the cyclists must ride in single file.

6.4 Dress Code

It is mandatory for participants to wear approved bicycle helmets bearing the mark of one of the following approving organizations: Canadian Standards Association; Snell Memorial Foundation; American Society for Testing and Materials; U.S. Consumer Product Safety Commission. Use of hi-visibility clothing is encouraged.

6.5 Signing

A sign as shown below relating to the event may be placed in advance of the start location and periodically along the route. Refer to Appendix B for the sign pattern.

The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.



Refer to Appendix B for the sign pattern.

6.6 Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure the event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

6.7 Escort Vehicles

Escort vehicles are not to be used for this event, however a sweep vehicle is required at the end of the bike race to ensure the safety of the cyclists. The sweep vehicle is not permitted to pace the participants but can be present as normal traffic, the driver trailing the participants should park completely off the travel lane and as the participants proceed along the race route the driver should move forward to a new vantage position to observe the participants progress. The sweep vehicle must not impede the normal flow of traffic.

6.8 Suspension of Event

In case of inclement weather or poor visibility, events must be suspended until conditions improve.

Events are subject to suspension by Nova Scotia Department of Transportation and Infrastructure Renewal or the local police agency if, in their opinion, the events present a hazard to the participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.

Visibility restricted to less than 200m due to snow (falling, blowing, drifting) fog or rain

6.9 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

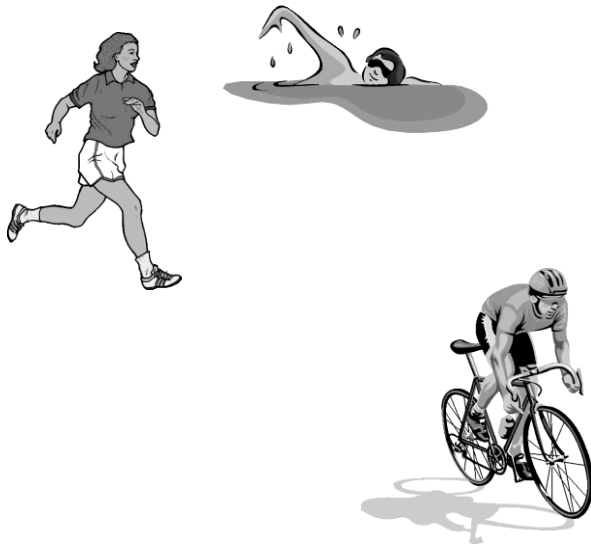
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All motor vehicles involved in the event must carry liability insurance. Participants are advised to exercise due care at all times.

6.10 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

7.0 TRIATHLONS AND DUATHLONS



Roadways having a paved shoulder are best suited for this type of event.

The route selected should avoid U-turn manoeuvres. Turns across oncoming traffic should also be kept to a minimum.

The running portion of the event must be on a different course from the cycling to avoid a mix of cyclists and runners on the same highway.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start and finish areas. Parking on the shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

7.1 Preamble

A triathlon or a duathlon usually includes swimming, cycling and/or running. The cycling and running portions of these events may have an impact on highway operations.

In the interest of safety of participants and other road users, organizers of such events must contact NSTIR and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

7.2 Route Selection

Triathlons or duathlons must not be staged on high speed, high volume roadways

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

7.3 Rules of Operation

Events must be held during daylight hours.

Cyclists and runners have the same rights and responsibilities as other road users and pedestrians, respectively. Participants of the event must obey all rules of the road and traffic control devices.

Cyclists must ride in a single file as close as practical to the right hand curb or the edge of the road.

On two lane roadways where there is no separate facility for running, runners must run on the left side of the road, facing on-coming traffic.

7.4 Dress Code

During the cycling portion of the event it is mandatory for participants to wear bicycle helmets bearing the mark of one of the following approving organizations: Canadian Standards Association; Snell Memorial Foundation; American Society for Testing and Materials; U.S. Consumer Product Safety Commission. Use of hi-visibility clothing is encouraged for all stages of the event.

7.5 Signing

A sign as shown below relating to the event may be placed in advance of the start location and periodically along the route. Refer to Appendix B for the sign pattern.



The costs associated with the fabrication, installation and removal of these signs are the responsibility of organizers.

7.6 Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure the requirements for the event are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

7.7 Escort Vehicles

Escort vehicles are not to be used for this event, however a sweep vehicle is required at the end of the bike race to ensure the safety of the cyclist. The sweep vehicle is not permitted to pace the participants but can be present as normal traffic, the driver trailing the participants should park completely off the travel lane and as the participants proceed along the race route the driver should move forward to a new vantage position to observe the participants progress. The sweep vehicle must not impede the normal flow of traffic.

7.8 Nova Scotia Triathlon Association TRIATHLONS AND DUATHLONS

For additional information relating to organizing a biathlon or triathlon, sanctioning and insurance coverage, organizers may contact:

Triathlon Nova Scotia

5516 Spring Garden Road

Halifax, Nova Scotia B3J 1G6

7.9 Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by NSTIR or local police agency if, in their opinion, the events present a hazard to participants and/or the general public.

The event must be cancelled if any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.
- Visibility restricted to less than 200m due to snow (falling or blowing) fog or rain.

7.10 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;

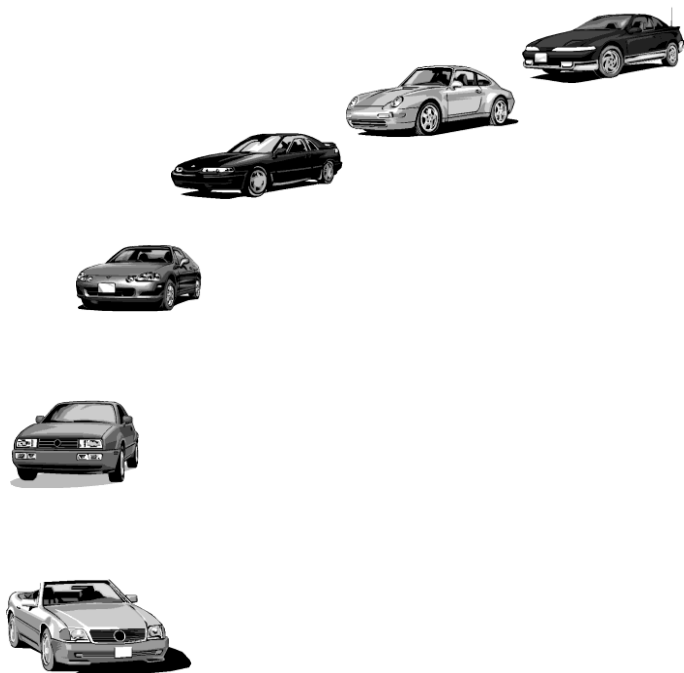
- Carry a maximum deductible no greater than \$3,000.

All motor vehicles involved in the event must carry liability insurance. Participants are advised to exercise due care at all times.

7.11 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

8.0 VEHICLE PROCESSIONS



8.1 Preamble

A planned event involving the movement of a group of vehicles in the form of a procession along provincial highways may be permitted. This could be a group of motorcycles, antique, vintage cars, etc. This does not include events such as rallies and poker runs, where vehicles follow the same route but don't operate as a procession or convoy, nor does this include funeral processions, as they are specifically addressed in the Motor Vehicle Act.

In the interest of safety of the participants and road users, organizers of such event must contact NSTIR and/or the proper road authorities to confirm that

the use of certain roadways is acceptable and that appropriate safety measures are in place.

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority may also be required.

8.2 Approval Conditions

In reviewing the venues of these events, the following factors will be carefully evaluated:

- event schedule
- event route
- expected number of participants and spectators
- animal involvement (horse-drawn wagons, etc.)
- level of traffic activities and disruption
- traffic control strategy
- convoy travelling speed
- any traffic related issues
- where the conduct of the event might cause injury to persons or property, result in or provoke disorderly conduct, or create a disturbance.

| ADVICE TO ORGANIZERS |
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|--|
| <p>Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.</p> |
|--|

8.3 Route Selection

Sites and routes should be carefully selected to minimize interruption to traffic. It is advisable to use highways where traffic volumes are low.

Highway closures will not be permitted for vehicle processions. If a highway closure is deemed necessary, a parade permit, rather than a vehicle procession permit, should be submitted for the event.

8.4 Rules of Operation

In most cases, police will be required to provide traffic control if the procession is to remain together in a convoy.

Vehicles travelling in a convoy have the same rights and responsibilities as other road users. Participants of the event must follow all rules of the road and traffic control devices must be obeyed, unless otherwise directed by police.

These events should be planned in such a manner so as to minimize inconvenience and delays to the other motorists.

The convoy of vehicles should travel at or near the speed of other vehicles on the road, when it is practical to do so.

8.5 Escort Vehicles

Escort vehicles may be used in a vehicle procession. If the procession to remain together as a convoy, the escort vehicles must be police vehicles.

8.5 Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the Police or NSTIR if, in their opinion, the events present a hazard to participants and/or the general public.

8.6 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All vehicles involved must also carry individual liability insurance and be licensed according to the requirements in the *Motor Vehicle Act*.

8.7 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

9.0 PARADES



9.1 Preamble

NSTIR may allow parades, festivals, or other community events to be held, with prior permission, on select roadways on the provincial highway system.

In the interest of safety of the participants and road users, the organizers of such events must contact NSTIR and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

9.2 Approval Conditions

In reviewing the venues of these events, the following factors should be carefully evaluated:

- event schedule
- location of event
- road closure requirements
- roadway geometrics
- expected number of participants and spectators
- content of the parade (floats, pedestrians, animals, etc.)

- level of traffic activities and the degree of traffic disruption
- traffic control strategy
- where the conduct of the event might cause injury to persons or property, result in or provoke disorderly conduct, or create a disturbance
- any other traffic and safety related issues

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

9.3 Site and Route Selection

Event sites and/or routes should be carefully selected to minimize interruption to traffic. It is advisable to use roadways where traffic volumes are low. Closure of a highway shall not be allowed during peak traffic periods.

Parades, fairs, etc. are not permitted along high speed or high volume highways or any 100 series highway.

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

9.4 Rules of Operation

Parades should be held during daylight hours and under adequate visibility conditions. Additional restrictions may be applied to parades held during non-daylight hours.

These events should be planned in such a manner so as to minimize inconvenience and delays to motorists.

Parades may be conducted only when the road is closed. This may be accomplished either by

- the police leading and following the parade such that no vehicles other than parade vehicles may drive on the roadway where the parade is taking place, or
- the roadway being completely closed to traffic for the entire length of the parade route.

In either case, no non-parade traffic, including local traffic, is permitted on the parade route.

If the roadway must be completely closed for the entire length of the parade route, a traffic accommodation strategy must be developed and submitted for review with the application. Based on the class of highway on which the event is taking place, a detour route may be required to be established. Motorists shall be guided along the detour by signs, law enforcement personnel or a combination of the two.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

The organizer is responsible to provide, and assume expenses for, detour signing, traffic control, advance notice and/or publication that may be deemed

necessary as well as any costs associated with additional permits or licenses which may be required by the Municipality in which the event is being held.

Participants in the parade must follow all requirements of the *Motor Vehicle Act* within the closed areas unless specifically exempted in the permit.

9.5 Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

9.6 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

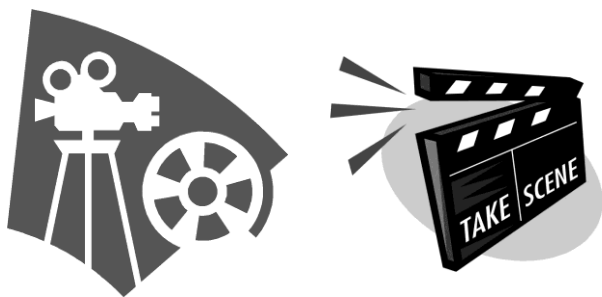
- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

Participants are advised to exercise due care at all times.

9.7 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

10.0 COMMERCIAL FILMING



10.1 Preamble

NSTIR allows production companies to film, with prior permission, on select routes and facilities within the provincial highway system.

In the interest of safety, production companies are required to contact NSTIR and any other applicable road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

10.2 Approval Conditions

In reviewing the itinerary of the filming event, the following factors should be carefully evaluated:

- event schedule
- location of the production
- road closure requirements
- roadway geometrics
- size of crew involved
- special effects or stunts involved

- level of traffic activities
- traffic control strategy
- any other traffic or safety related issues

10.3 Site and Route Selection

Sites and routes should be carefully selected to minimize interruption to traffic. It is advisable to use roadways where traffic volumes are low. If filming requires that the traffic be stopped, it should be of short duration. Generally, such an interruption to traffic should not exceed ten (10) minutes, unless the closure is on a local road and a complete detour route is provided. Filming along 100 series highways is discouraged and road closures of these roadways generally will not be allowed.

In addition to the event permit, a temporary roadway closure permit from NSTIR will also be required.

If the route involves roadways under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

10.4 Rules of Operation

Generally, approval will only be granted for filming during daylight hours and under adequate visibility conditions.

Filming operation should be planned in such a manner so as to minimize inconvenience and delays to motorists.

No persons other than a peace officer, a person working under the direct authority of a peace officer on site or an accredited Traffic Control Person working under the direction of a Temporary Workplace Signer shall direct or attempt to control highway traffic during a filming operation. Police

COMMERCIAL FILMING

participation must be arranged by the applicant prior to submission of the permit application.

If the roadway must be closed or traffic stopped for more than 10 minutes at a time, a traffic accommodation strategy must be developed and submitted for review with the application.

All production and support vehicles must be parked off the road surface unless absolutely necessary for the specific filming.

Removal or modification of any highway facilities (e.g., signs, posts, guardrails, etc.) must be approved in writing by the Area Manager and must be reinstated before the road is reopened to traffic.

The production company should keep themselves fully informed of, and comply with all applicable Federal, Provincial, and Municipal Legislation, regulations and bylaws in effect during the term of the filming. Granting of permission by NSTIR for this event does not excuse violation of any legislation, regulation, bylaw or act that may affect the film production.

The production company is responsible for any expenses associated with traffic control, and obtaining permits and licenses necessary for conducting a film event along provincial highways.

10.5 Suspension of Event

In case of inclement weather or poor visibility resulting in safety concerns, events should be suspended until conditions have improved.

Events are subject to suspension by the police or NSTIR if, in their opinion, the events present a hazard to the actors, production crew and/or the general public.

10.6 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All motor vehicles involved in the event must carry liability insurance.

Actors and production crews are advised to exercise due care at all times.

10.7 Contact Information

For more information pertaining to commercial filming, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

11.0 MISCELLANEOUS EVENTS



11.1 Preamble

This section deals with situations not included in other events within this guide.

In the interest of safety of the participants and road users, the organizers of such events must contact NSTIR and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

11.2 Approval Conditions

In reviewing the itinerary of such an event the following factors will be considered:

- event schedule
- expected number of participants and spectators
- distance, direction of travel, roadway geometry
- level of traffic activities and traffic control along the route
- potential traffic conflicts
- any other traffic or safety related issues

ADVICE TO ORGANIZERS

Whenever event participants use a highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the event. Non-highway events or venues are encouraged. When the Traffic Authority, local police, other enforcement agency believe that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the event request will be denied.

11.3 Route Design

Events should not be staged on high speed, high volume roadways (i.e., freeways, expressways and divided highways).

Roadways having a paved shoulder are preferred.

The route selected should avoid left turns across on-coming traffic.

The start and finish areas must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close to the start and finish areas as possible.

Parking on the highway shoulders or in the ditches of any roadway is not permitted.

Check points, rest areas or repair locations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

11.4 Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Participants must obey all rules of the road and traffic control devices.

Typically, participants must use the right shoulder portion of the highway for the event and keep as close to the edge of the road as practical.

11.5 Escort and Signing

NSTIR may require that adequate signs relating to the event be provided to inform motorists of what is happening.

NSTIR may require the use of escort vehicles and provide conditions for their use.

11.6 Marshalling

Organizers must have responsible persons on hand to provide guidance to the participants and to ensure participants follow the requirements for the event.

Depending on the size of the event and whether the activities of participants and spectators interfere with highway traffic, a traffic accommodation strategy may need to be developed and submitted to NSTIR for acceptance. The cost to provide traffic control is the responsibility of the organizer.

No persons other than a peace officer, or a person working under the direct authority of a peace officer on site, shall direct or attempt to control highway traffic during the event. Police participation must be arranged by the applicant prior to submission of the permit application.

11.7 Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions have improved.

Events are subject to suspension by the Police or NSTIR if, in their opinion, the events present a hazard to participants and/or the general public.

The event must be cancelled if it involves pedestrians or cyclists on the highway and any of the following conditions arise prior to the start time:

- Road is not substantially clear of ice or snow.
- Road shoulders do not provide adequate traction for the participants.
- Visibility restricted to less than 200m due to snow (falling or blowing) fog or rain.

11.8 Liabilities

NSTIR assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the event, NSTIR requires the organizer provide proof of liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All motor vehicles involved in the event must carry liability insurance. Participants are advised to exercise due care at all times.

11.9 Contact Information

For more information pertaining to events, please contact the nearest NSTIR District office. Find your local TIR District office by calling 1-888-432-3233.

APPENDICES

APPENDIX A

Application to Conduct a Special Event on a Provincial Highway



Application to Conduct a Special Event on a Provincial Highway

| APPLICANT INFORMATION | | | |
|--------------------------|--|----------------|--|
| Sponsoring Organization: | | | |
| Applicant's Name: | | | |
| Mailing Address: | | | |
| Telephone No.: | | Fax No.: | |
| Mobile Phone No.: | | Email Address: | |

| EVENT DETAILS | | | |
|---|------------------------------|--|---|
| Name of Event: | | | |
| Date of Event: | | <input type="checkbox"/> Walkathon | <input type="checkbox"/> Bicycle Time Trial |
| Start Time: | | <input type="checkbox"/> Procession | <input type="checkbox"/> Triathlon/Duathlon |
| End Time: | | <input type="checkbox"/> Run/Foot Race | <input type="checkbox"/> Vehicle Procession |
| Number of Participants: | | <input type="checkbox"/> Bikeathon/ Bicycle Tour | <input type="checkbox"/> Parade |
| Has the event the event been held in previous years under the same name? | <input type="checkbox"/> YES | <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Commercial Filming |
| | <input type="checkbox"/> NO | <input type="checkbox"/> Other (Describe) | |
| <input type="checkbox"/> Police Agency has been contacted and have committed to providing traffic control | | | |
| Name of Police Contact Person: | | | |
| Proposed Route (please describe below and also provide a map or sketch, attach additional pages if necessary) | | | |
| | | | |

By signing below:

I/We hereby apply for permission to conduct a special event on the Provincial highway(s) as described in the information provided with this application.

I/We have read the *On-Highway Special Events Guide* and understand that the proposed special event is not authorized to proceed unless a Special Event Highway Use Permit is issued and then is only to be conducted in compliance with the terms and conditions of that permit.

I/We understand that the permit holder is responsible for ensuring that the necessary measures are taken to protect the safety of all of the participants, spectators, staff, volunteers, and other users of the Provincial highways impacted by the road closure.

I/We have contacted the local the law enforcement agency (RCMP, Town or City) to discuss the proposed special event and they have committed to providing traffic control appropriate for the event.

I/We understand that the Province of Nova Scotia and the Department of Transportation and Infrastructure Renewal are not responsible for whatever may occur during, or as a result of, this special event and any related highway closure.









I/We assume all responsibility and liability for the proposed special event and have arranged for appropriate insurance coverage as outlined in the *On-Highway Special Events Guide*.

| | | | |
|---------------------|--|--------------|--|
| Insurance Provider: | | | |
| Policy Number: | | Expiry Date: | |

Applicant's Signature

Date of Application

APPENDIX B – EVENT SIGN PATTERNS

| Event Type | Sign | Font | Sign Size |
|-----------------------|---|------------------------|---------------|
| Walkathon |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Pedestrian Procession |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Fun Run |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Foot Race |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Bikeathon |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Bicycle Race |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Bicycle Time Trial |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |
| Triathlon |  | FHWA Series C 15 cm | 90 cm x 75 cm |
| | | FHWA Series C 10 cm | |