



Town of Halton Hills  
 1 Halton Hills Drive  
 Halton Hills ON L7G 5G2  
 www.haltonhills.ca

# Banner on Town Property Permit Application Form

## Application Information

Date of Application: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite or Unit: \_\_\_\_\_  
 City or Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Refundable Security:**     \$500 Refundable Security     Refundable Security Waived

## Banner Information

Location of banner:  
     Highway 7 at Ontario Street/Wildwood Road     Other: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Date of Banner to be Posted: \_\_\_\_\_ (within 30 days of event)  
 Date of Banner to be Removed: \_\_\_\_\_ (within 5 days after event)  
 Dimension of Banner (feet): \_\_\_\_\_  
 Description of Banner: \_\_\_\_\_  
 Contractor Name (of banner installation and removal): \_\_\_\_\_

## Certificate of Insurance (Please complete and submit the Town's Certificate of Insurance) Liability Insurance (Minimum: \$2,000,000.00)

Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite or Unit: \_\_\_\_\_  
 City or Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## Office Use Only

Certificate of Insurance attached (10 business days before installation date)  
 Validation: \_\_\_\_\_  
 Additional Comments: \_\_\_\_\_

This applicant agrees to all conditions as shown herein and on the reverse side of this permit and as set in Town of Halton Hills By-law No. 92-199 for Construction/Excavation on Public Highways.

\_\_\_\_\_  
 Name and Title of Applicant

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Engineering Staff

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Planning & Infrastructure at 905-873-2601 ext. 2300.



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This Permit for Construction/Excavation on Public Highway is issued pursuant to Town By-law No. 92-199, as amended, and the Applicant agrees to the following conditions:

1. Prior to the issuance of a Permit, the Applicant shall provide the following to the satisfaction of the Commissioner of Planning and Infrastructure:
  - a) Insurance: The Applicant or their Contractor shall take out and maintain Commercial General Liability insurance for a limit of no less than \$2,000,000 per occurrence and coverage shall include but not be limited to bodily injury, personal injury, property damage, contractual liability, employer's liability, non-owned automobile, and shall contain a cross liability clause. The Town of Halton Hills shall be named as an additional insured. If applicable, based solely upon the nature of the works in the sole and absolute discretion of the Town, the Town shall have the right to request, in addition to the Commercial General Liability policy, any or all of the following coverages:
    - a. Sudden and Accidental Pollution as an extension of the Commercial General Liability policy for a limit of no less than \$2,000,000 per accident **or**
    - b. Stand-alone Contractor's Pollution Liability policy for a limit of no less than \$2,000,000 per claim. The Town shall be named as an additional insured and/or
    - c. Professional Liability Policy (Errors & Omissions) for a limit of no less than \$2,000,000 per claim.The insurance shall remain in force until such time as the Town has inspected and approved the completed works. The Applicant or their Contractor shall provide a completed certificate of insurance to the Town no less than 5 business days prior to the commencement of the work. If the Town does not receive the certificate of insurance then the Town is under no obligation to issue the Permit until such time as the Town receives the required certificate of insurance from the Applicant or their Contractor; nor shall the Town be financially responsible for any hardship, financial or otherwise, suffered by the Applicant or the Contractor or any other party associated with the works as a result of the non-issuance of the Permit. The Town shall require confirmation of insurance on a form issued by the Town prior to issuance of permit which can be found on our website at <http://www.haltonhills.ca/forms/index.php>;
  - b) Any other supportive material as requested by the Commissioner of Planning and Infrastructure.
2. Indemnification and Save Harmless. The Applicant and their Contractor each:
  - a) agrees to indemnify and save harmless the Town of Halton Hills from all actions, causes of actions, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit; and
  - b) will be responsible for any and all damages suffered and injuries sustained as a result of any operations on, or caused by reason of the existence or location or condition of, the construction site, or of any materials, plants or equipment used in connection with the works performed as a result of this Permit. It is solely the



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responsibility of the Applicant that all parties performing the work have read and agree to No. 2, Indemnification and Save Harmless section of the Application.

3. All requirements of this Permit, or any aspects pertaining to this Permit, shall be to the satisfaction of the Commissioner of Planning and Infrastructure otherwise the work will be stopped until all requirements have been met.
4. Permits will be processed after all the necessary information has been submitted to the Infrastructure Services counter.
5. This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, approvals and plant locations.
6. The Applicant agrees to notify the Infrastructure Services department at least 2 business days prior to commencing works.
7. A copy of this Permit must be available on the job at all times, during installation.
8. The Applicant shall be responsible for all damages to all existing services when such damages arise out of the work undertaken by the Applicant.
9. Pursuant to Town of Halton Hills By-law No. 2003-0065, it is an offence to erect any sign on a road allowance without prior approval of the Commissioner of Planning and Infrastructure.