



# APPLICATION TO HOLD AN ORGANIZED EVENT In Victoria Harbour

For additional information, contact:  
Transport Canada  
Harbour Master's Office  
12 Erie Street, Victoria, BC V8V 1Y4

Tel: 250-363-3578 or 250-363-3625

## Regulations

Regulations governing management of the harbour and the Victoria Water Airport include, but are not limited to, the Canada Marine Act and Public Ports and Public Port Facilities Regulations.

## What is an Organized Event?

An organized event is one or more vessels, persons or pieces of equipment participating in a preplanned or organized function. A function includes, but is not limited to, a display, competition, activity, rally, demonstration, protest or any activity with either a set date or time or location.

## Important Information

Transport Canada requires that anyone planning an organized event within the Port of Victoria must have a permit authorized by the Victoria Harbour Master. Special Events must not compromise the safety of participants or the public and must be approved in advance by Transport Canada. There is no charge for the permit but there may be a charge for costs associated with the event and planning.

**Step 1:** Submit your application to the Harbour Master's Office ensuring all requirements are met.

**Step 2:** The Harbour Master will check the calendar and confirm availability of date(s).

**Step 3:** Depending on the complexity of the event, or problems associated with an event in the past, different types of review are required.

- An application may be processed without additional safety or environmental review as approved by the Harbour Master.
- It may be necessary for the Harbour Master to do an in depth review of the application including operational and environmental screening.

**Step 4:** Once all required information and approvals have been received, a signed permit will be issued to confirm your Organized Event and all approved activities.

**The permit is normally issued approximately 2 weeks prior to your event.** If, as a part of your conditions, you are required to contact City Departments or other Government Agencies you will be notified as soon as possible.

## Guidelines

The following information is intended as a guideline to assist you in organizing your Special Event Permit Application.

### 1. Application Forms

Application forms must be signed and submitted by email. The person signing the application form is responsible for ensuring that all conditions are met and is expected to be on site during the event.

The application form is included with this package. When completing your application form the following definitions will assist in providing the information required.

### 2. Event Description

To assist the Harbour Master in understanding your event, a description, including the purpose is required.

### 3. Event Organizer Contact Information

#### a) Contact Name

The person who is considered the event's primary contact. The contact person will be contacted directly to confirm specific issues.

#### b) Public Liasion Person

The person whose name and contact information can be provided to the public and media. It may be the same person identified as the primary contact.

#### c) On-Site Liaison

An on-site liaison person must be identified and must be present at all times during set-up, tear down and during the event. This person must have the authority to make decisions on behalf of the event and must be accessible to Port staff via cell phone.

### 4. Event Details

#### a) Event Times

Start, finish, set up and clean up times for the event must be provided. If applicable, performance times must also be provided. All contractors/suppliers and other participants are required to meet the same schedule and work within the approved times. A schedule/program must be attached.

#### b) Number of Participants and Spectators

The number of participants and spectators should be estimated as accurately as possible as they will be used to determine the requirements of the safety plan.

#### c) Site Plan / Chart (Available from the Harbour Master's Office)

A site plan / chart, drawn to scale and dated is required for each location used as part of the event.

Marine charts will be used for on-the-water events and must include route(s); location of safety vessels and equipment; emergency access for police, fire, ambulance, Coast Guard, Harbour Patrol; floats, marker buoys etc.

#### **d) Use of UAVs**

Please note that Victoria Harbour is a certified airport. The unauthorized use of UAVs in Victoria Harbour is prohibited. If you intend to use a drone/UAV for the purposes of your event, please ensure that you have obtained the required permissions from Nav Canada. For more information on safety of drones, see Transport Canada's site:

<https://www.tc.gc.ca/en/services/aviation/drone-safety/flying-drone-safely-legally.html>

<https://www.tc.gc.ca/en/services/aviation/drone-safety.html>

### **5. Public liability Insurance**

Transport Canada requires that the organization staging an event provide proof of a valid public liability insurance policy of at least \$2,000,000 against claims for personal injury, death, property damage occurring upon, in or about the site/route. **The policy must include Her Majesty, the Crown in Right of Canada as co-insured.**

In signing the application form, the organizer agrees to indemnify and save harmless Transport Canada in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

### **6. General Conditions**

- The organizer shall not use the site/route for any other purpose than that stated in the permit
- The organizer shall be responsible for participant conduct

**Additional conditions and comments will be included in the approved permit.**

### **7. Cancellation**

Transport Canada retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency, or if permit conditions are not adhered to. **Organizers must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event if necessary at any time during the event.**

### **8. Safety Plan**

All events require a safety plan. Some events may require meetings with local emergency responders. If required, the Harbour Master will organize these meetings.

# Application to Hold an Organized Event

This application form must be completed for any event held within the Port of Victoria boundaries (all waters North of a straight line between the westerly end of Ogden Pt. breakwater and Macaulay Point to the Selkirk Trestle Bridge). Applicants are required to read the Application Guidelines and sign the statement on the bottom of the application form.

## Event Description:

Event Name: \_\_\_\_\_

Day(s) and Date(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Purpose / Description of Event:

## Event Organizer Contact Information:

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Home) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail: \_\_\_\_\_

Public Liaison Name and Phone # if different from above: (Please provide name and number of contact person to be supplied to general public and media in the event of inquiries).

\_\_\_\_\_

On-Site Liaison Person: \_\_\_\_\_

On-Site Liaison Person Contact numbers: Cell \_\_\_\_\_

**Event Details:**

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

Event Time(s): Start \_\_\_\_\_ Finish \_\_\_\_\_ Set-up \_\_\_\_\_ Clean-up \_\_\_\_\_

**Dates and times if varying start/finish times for different days:**

Number of Participants Expected: \_\_\_\_\_ Number of Spectators Expected: \_\_\_\_\_

**Will a drone/UAV be used for the purposes of the Organized Event?**

Yes       No

*Note: if "Yes", copy of SFOC must be submitted with application.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date