



# TEMPORARY ROAD USE AUTHORIZATION APPLICATION FORM

The purpose of this authorization is to provide short-term use of a Forest Service Road (FSR) for non-industrial purposes (e.g. filming activities, races and community events).

CLIENT NUMBER OFFICE USE ONLY

| SECTION 1 – APPLICANT INFORMATION |                      |                |                |
|-----------------------------------|----------------------|----------------|----------------|
| COMPANY NAME (Legal Entity)       | TELEPHONE NO.<br>( ) | DATE SUBMITTED | YYYY / MM / DD |
| ADDRESS OF COMPANY                | START DATE OF EVENT  | YYYY / MM / DD |                |
|                                   | END DATE OF EVENT    | YYYY / MM / DD |                |

| SECTION 2 – CONTACT INFORMATION |               |
|---------------------------------|---------------|
| NAME                            | EMAIL ADDRESS |
|                                 |               |

| SECTION 3 – EVENT DESCRIPTION     |                           |                            |                        |
|-----------------------------------|---------------------------|----------------------------|------------------------|
| NAME OF EVENT/ACTIVITY            | NUMBER OF PEOPLE INVOLVED | DURATION OF EVENT/ACTIVITY | TYPE OF EVENT/ACTIVITY |
| DESCRIPTION OF THE EVENT/ACTIVITY |                           | UNDER 8 HOURS              | FILMING                |
|                                   |                           | OVER 8 HOURS               | RACE<br>OTHER          |

| SECTION 4 – REQUESTED FOREST SERVICE ROAD (FSR) |            |                    |                  | SECTION 5 – ADDITIONAL INFORMATION  |                |
|---|------------|--------------------|------------------|---|----------------|
| NAME OF FSR                                     | FSR BRANCH | START KM Estimated | END KM Estimated | CONFIRM ADDITIONAL DOCUMENTS ARE ATTACHED SEPERATELY:<br><br>LOCATION MAP (required)<br>TRAFFIC MANAGEMENT PLAN (required)<br>CERTIFICATE OF INSURANCE (required)<br><br>IS THE CONTACT AUTHORIZED TO SIGN FOR THE COMPANY?    YES    NO<br><br>INCLUDE A LETTER OF AGENCY (if NO was checked above, see below instructions for more information) |                |
| 1.  |            |                    |                  |   |                |
| 2.  |            |                    |                  |   |                |
| 3.  |            |                    |                  |   |                |
| 4.  |            |                    |                  |   |                |
| 5.  |            |                    |                  |   |                |
| ADDITIONAL NOTES                                |            |                    |                  | SECTION 6 – NAME AND SIGNATURE  |                |
|   |            |                    |                  |   |                |
|   |            |                    |                  |   |                |
|   |            |                    |                  | <input checked="" type="checkbox"/>   |                |
|   |            |                    |                  | BY CHECKING THIS BOX, THE SIGNATORY CONFIRMS THEY ARE AUTHORIZED TO SIGN FOR THE COMPANY  |                |
|   |            |                    |                  | DATE SIGNED   | YYYY / MM / DD |

# TEMPORARY ROAD USE AUTHORIZATION FORM INSTRUCTIONS

## COMPLETE EACH SECTION FOLLOWING THE GUIDANCE BELOW

*This form can be reset by selecting **RESET FORM** at the top of page 1.*

### SECTION 1 – APPLICANT INFORMATION

Record the name of the company to which the permit will be issued. This information will be used to ensure the company is in good standing and legally allowed to operate in British Columbia.

### SECTION 2 – CONTACT INFORMATION

Record the contact information for the applicant. This contact information will be the point of contact for any questions regarding the event/activity. The TRUA permit will be issued to the email address provided.

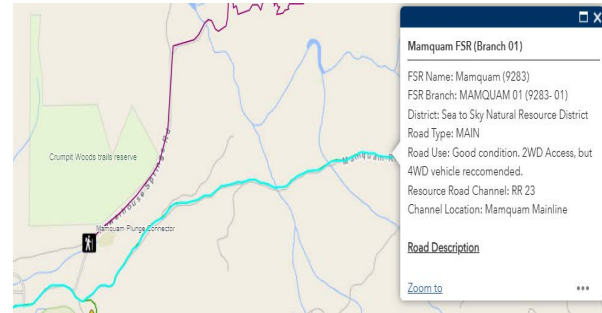
Confirm the applicant submitting the application is authorized to sign for the company (i.e. listed as a company director or signing authority with BC Registry).

### SECTION 3 – EVENT DESCRIPTION

1. Record the name of the event or activity (e.g. name of the bike race, or film production).
2. Record the total number of expected participants and staff in the event or activity.
3. Provide a description of the event or activity.
4. Select the appropriate duration of the event.
5. Select the type of event/activity.

### SECTION 4 – REQUESTED FOREST SERVICE ROAD (FSR)

1. To determine the name and number of the requested FSR, open the **Interactive Map** located on the Ministry of Forests' web page: Sea to Sky Natural Resource District Road Safety Information.
2. Click on the map, and accept the disclaimer and click OK.
3. Zoom to the area of your planned event/activity on the map.
4. Identify the requested FSR on the Interactive Map by clicking the road (denoted as a green line).
5. Review the information presented on the pop-up and note the FSR Name, Number and Branch.
6. Return to Section 4 of the Application Form:
  - a. Select the appropriate FSR from the drop-down list.
  - b. Select the requested road branch (aka section).
  - c. Estimate the start and end km (to be validated and confirmed by the Sea to Sky Office).
  - d. List other non-FSR roads included in the application for reference.



| SECTION 4 – REQUESTED FOREST SERVICE ROAD (FSR) |            |                    |                  |
|---|------------|--------------------|------------------|
| NAME OF FSR                                     | FSR BRANCH | START KM Estimated | END KM Estimated |
| 1. -Select FSR-                                 | Choose     |                    |                  |
| 2. -Select FSR-                                 | Choose     |                    |                  |

### SECTION 5 – ADDITIONAL INFORMATION

Please submit the following as **separate** documents with the application package:

1. **Location Map** of proposed FSR and adjacent area. Please include a screen shot of the labeled Interactive Map and include a complete course route if applying for a race event.
2. **Traffic Management Plan** - provide a detailed description of the proposed traffic management plan including length of delays, times, signage and number and location of flagging personnel. Include maps and/or diagrams to demonstrate plan.
3. **Certificate of Insurance** - minimum \$2 million liability insurance (blank certificate available on website) other documentation from insurer provide may be accepted.
4. **Letter of Agency** - if the applicant is not authorized to sign for the company, you must include a letter authorizing the applicant to act on behalf of the company. For an example see the link to **Letter of Agency** under Application Requirements on the Sea to Sky District Road Permitting Information page.

### SECTION 6 – SIGNATURE

Sign and date the application.

Check the box to confirm the application is signed by a signing authority for the company.

**Email completed application package to: FOR.SeatoSky@gov.bc.ca**