



**Street Use Permit Application  
Pedestrian Zone for Pipe Shop Events  
or Closure of Wallace Mews**  
(under authority of Bylaw No. 6234)

**PART 1: APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Applicant Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PART 2: SITE CONTACT INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(Please review Conditions prior to answering questions)*

**PART 3: DESCRIPTION OF WORK**

Suspended Loading Zone       Commercial Vehicle Parking       Event Space  
 Is This Event a Market?    Yes       No      Number of Vendor Vehicles: \_\_\_\_\_  
 Number of Delivery Vehicles: \_\_\_\_\_ Load In Time: \_\_\_\_\_ Load Out Time: \_\_\_\_\_  
 Outdoor Cooking?    Yes    No    Describe: \_\_\_\_\_  
 Description of Loading Zone/Site Area: \_\_\_\_\_  
 Description of Event:  
  
  
  
  
  
  
  
  
  
 Date of Permit: \_\_\_\_\_ Requested Permit Start Time: \_\_\_\_\_

## CONDITIONS

1. The applicant shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, caused directly or indirectly by the use and occupation of the Temporary Closure Area (pedestrian zone and/or Wallace Mews) and shall save harmless and keep indemnified the Corporation of the City of North Vancouver from all claims and demands whatsoever in respect of such use and occupation.
2. The **Fire Lane** must be maintained regardless of temporary road closures. The Fire Lane includes the width of the drive aisle spanning the entirety of Wallace Mews for Fire Department access through the site. Fire Department Access must be maintained from Wallace Mews to the Pier 7 Restaurant.
  - Vehicles may only park/stop in the designated loading zone areas as outlined on the map provided.
3. Shall repair any damage to and remove all excess material and debris from the Mews and/or Pedestrian zone prior to the expiration of the permit.
4. For use of the pedestrian zone please note the following:
  - Tents must be CAN/ULC S109 rated.
  - Do not block any marked exits of the Pipe Shop.
  - **Fuel fire appliances** must be least 3 metres (10 feet) from the Pipe Shop building including exit paths.
  - Propane and generators must not be vented towards the public thoroughfare, exit path or other fuel fired appliances.
  - Spare fuel or propane may not be stored in the Pedestrian Zone.
  - Fuel fire appliance users must provide a 10lb multi-purpose ABC fire extinguisher in the pedestrian zone.
  - Outdoor cooking operation may be ceased at any time subject to the fire rating, Metro Vancouver Air Quality Bylaw, and/or as per fire department review.
  - Pedestrian zone bookings are not equal to and do not include permits for sale and promotion of goods and services associated with the event. Proposals of this nature must be reviewed by The Shipyards & Waterfront Manager before permission is granted.
5. City of North Vancouver supplied barriers must be used for road closures.
6. Due to the nature of use and pedestrian oriented demographics of Wallace Mews, staff may request adjusted loading times to mitigate safety concerns.
7. For the duration of the permit Volunteers and Event Staff are responsible for maintaining the Wallace Mews including directing commercial deliveries to alternate permitted loading zones. Additional flaggers may be required depending on the scope of the proposal.

8. Businesses adjacent to the permitted area will be notified in advance of the booking and will be provided with contact details throughout the event.
  - City staff will send out the notification on your behalf.
  - Please provide a one page event overview with contact information to be distributed to affected businesses.
  - If a full street closure is required, event organizers must contact all of the adjacent businesses to coordinate alternative options for their commercial deliveries and site access. This includes garbage and recycling vehicle access for Tap & Barrel with an access point behind Shipbuilders' Square Stage.
9. All event organizers must carry at least \$5,000,000 in General Liability Insurance with the City of North Vancouver named as Additional Insured before issuance of this permit.
10. If signage is required to suspend the loading zone, a minimum charge of \$150.00 will be applied to cover staffing and resources.
11. The processing fee for this permit is \$80.00 + \$4.00 GST (total \$84.00).
12. Applicant shall provide a minimum of seven (7) days' notice or to City Staff's discretion prior to commencement of the permit.

Date of Application: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Completed applications may be submitted via email to [theshipyards@cnv.org](mailto:theshipyards@cnv.org).

# The Shipyards Loading Zones 2023



Wallace Mews Temporary Closure: Closed to general traffic to provide space for adequate physical distancing. Deliveries to businesses and garbage collection still allowed.



Please follow indicated loading zones & do not block road.



Temporary 15 minute loading zone on Wallace Mews North. Vehicles flush with Pipe Shop Bollards



Fire Lane MUST be maintained (6m). Loading starts at the second street pole and finishes at the second to last street pole



No stopping areas

