

VORR Permit Application Appendix

This appendix is designed to be a companion to the VORR Application document and as a guide to help you complete an application.

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OFFICIAL NAME OF THE PROPOSED ACTIVITY:	NAME USED TO IDENTIFY OR PROMOTE EVENT
Date(s) of the proposed activity (YYYY/MM/DD):	include set-up, event and take-down dates (e.g. xxxx/xx/xx to xxxx/xx/xx)
Time(s) of the proposed activity:	include set-up, event and take down times (e.g. 0800 to 1730)
Location of the proposed activity:	Body of water name noted in VORR
Description of the proposed activity:	General information, who, what, where, how?
Company or Organization requesting the Permit:	
Legal Name:	Legal name of Organization
Address:	Organization mailing address
Email:	Email for correspondence
Phone:	Phone number of the organization
Fax:	If available
Person organizing the activity:	
Name:	Name of contact person who will be on site during the event (someone from the event organizing / leadership team)
Phone:	Phone number to reach the contact person who will be on site during the event and during the event/set-up/takedown
Other contact information:	A back-up contact is required for all events
Name:	Name of secondary contact available on day of event
Phone:	Phone number to reach the back-up contact person who will be on site during the event and during the event/set-up/takedown
Operation of a Vessel for Certain Purposes:	Complete this section if applying for a permit to operate a vessel for the purpose of developing aquaculture, conducting scientific research, educating the public on the marine environment, protecting the environment or ensuring safety during activities and events.
Vessel Description:	Please indicate Horse Power, type, size, operator competency (PCOC/SVOP), Pleasure craft license/Registration# and duties of vessels, for all safety or support vessels.

Page 2 of Application: Please ensure you attach all the items below to the application

1. A detailed plan of the premises (path) of the event.	Plan should include an outline (schedule) of event, map, and responsibilities of officials, # of participants and other related information. Include on water markers for the racecourse, if appl.
2. A safety plan.	Plan should include actual steps to ensure safety during event. If you are using vessels during the event, please include safety plan for operators, equipment and vessels. Detail time and content of safety briefing and communications devices.
3. An emergency response plan.	Emergency response plan should note details on responsibility and steps to deal with accidents, injuries and other unforeseen issues for on water incidents.

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<p>4. A communication plan for notifying stakeholders of the event.</p>	<p>Attached a statement of how you communicated and proof demonstrating communication with local communities, indigenous communities, community user groups (including other event planners to avoid timing conflicts), residents or businesses that may be impacted by the event.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Correspondence with community user groups and other event planners to avoid timing conflicts - Meeting minutes from EBLRUAG meetings that document notification of event to other user groups - Signage and list of locations where posted - Advertising (digital, radio, print) - Media
<p>5. The local authority has been notified.</p>	<p>Attached a statement of how you communicated and proof of acknowledgement from local authority that demonstrates that the authority is aware of the event. Some local authorities require permitting for event use. Please attach copies of required permits.</p> <p>Definition of local authority: jurisdiction means a government of a municipality, township, parish, county or regional district, any other government constituted under the laws of a province or territory, or a department of a provincial or territorial government or of the federal government. (administration locale)</p>
<p>6. The local police department has been notified.</p>	<p>Attached a statement of how you communicated and proof of acknowledgement from local authority. Acknowledgement should clearly state that the police department are aware of the event, are able to enforce and are willing to enforce.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Correspondence, email - Meeting minutes from EBLRUAG meetings
<p>7. Proof of general liability insurance.</p>	<p>Copy of a Certificate of Insurance that clearly shows the permit applicant as insured for general liability coverage.</p>
<p>8. Information regarding any safety, environmental or public interest concerns.</p>	<p>Attach a statement that describes any concerns that have been discussed with any stakeholder and how you are mitigating those concerns. Include relevant documentation or correspondence.</p>

NOTE: All eight items above must be included in the application. If any are delayed, please advise local OBS Office of expected receipt date.

<p>Signature of Applicant:</p>	<p>This must be an ink signature, not an electronic signature</p>
<p>Date: (YYYY/MM/DD)</p>	<p>Date signed in ink</p>
<p>Printed Name of Applicant:</p>	<p>Printed name to match signature</p>
<p>Title:</p>	<p>This entry is optional, if no title exists, leave blank</p>
<p>Company or Organization:</p>	<p>Please use the same name as noted on page 1 of the application</p>

Some events require additional permitting from Transport Canada. For example, If you plan to leave buoys or markers in the water overnight, you will need a permit from the Navigational Protection Plan Office, reached at NPPAC-PPNPAC@tc.gc.ca.

All vessels used during the event are subject to and must be in compliance with the Federal Laws of Canada / Transport Canada regulations such as, but not limited to, the Canada Shipping Act and Small Vessel Regulations.