

APPENDIX C

SAMPLE ROADWAY USE PERMIT APPLICATION FORMS FOR THE TRANSPORT OF OVERSIZE AND /OR OVERWEIGHT VEHICLES AND /OR LOADS

This appendix provides a sample roadway use permit application form for the transport of OS-OW vehicles and /or loads. The intent of this appendix is to show the type of information that permit applicants can expect to provide when applying for a permit and to help local governments tailor their individual application forms for consistency with the RP3M. Actual application forms may differ between local road authorities and the use of the sample application forms (or parts there of) is at the discretion of each local road authority.

SAMPLE

Simple, Conventional, and Complex Permit Request Form for Single Trip Oversize and/or Overweight Vehicle Permits

Permits are required from every local road authority with jurisdiction over the roadways where a vehicle and/or load travels. This application is for permits from [LOCAL ROAD AUTHORITY NAME GOES HERE].

Provincial permits are required for travel on roadways under provincial jurisdiction.

Applicant Information

Applicant name _____ Company _____

Address _____

Contact name _____ Phone number _____

Email address _____

Vehicle Information

Registered owner _____

Year _____ License plate _____

Make _____ Model _____

Vehicle Size

Specify the overall vehicle dimensions in metres, empty and inclusive of the load, as applicable. Refer to RP3M, Section 2.2, Table 3 for information about permit types and dimensions. (See summary below)

	Empty	With load	Simple	Conventional	Complex
Overall height:			OAH ≤ 4.30 m	OAH 4.30–4.57 m	OAH ≥ 4.57 m
Overall width:			OAW ≤ 3.20 m	OAW 3.20–4.40 m	OAW ≥ 4.40 m
Overall length:			OAL ≤ 27.5 m	OAL 27.6–36.0 m	OAL ≥ 36.0 m

Vehicle and Axle Group Weights

Does the vehicle (inclusive of the load or empty) exceed legislated weight limits for Gross Vehicle Weight (GVW) or individual axles or axle groups? (see the RP3M, Section 2.1, Table 2) Yes No

Are you transporting a non-reducible load? Yes No

Insurance

Proof of insurance enclosed with application? Yes No

Note: Applicants for oversize/overweight permits must submit evidence of vehicle liability insurance, minimum \$3,000,000.

Trip Details

Are you applying for repeat loads with the same weights and dimensions on the same route? Yes No

SAMPLE

Travel Conditions and Permit Requirements

Indicate all travel conditions and permit requirements that apply, based on the permit condition tables in the RP3M Section 3.4.

<input type="checkbox"/> Engineer Review	<input type="checkbox"/> Route Clearance Review	<input type="checkbox"/> Height Pole	<input type="checkbox"/> Notify / Consult Utilities
<input type="checkbox"/> Overload Analysis	<input type="checkbox"/> Transportation Management Plan	<input type="checkbox"/> Overnight Travel Only	<input type="checkbox"/> Peak Period Travel Restrictions
<input type="checkbox"/> Flags / Lamps	<input type="checkbox"/> Pilot Car(s) (please specify):		
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Signage	<input type="checkbox"/> Other (please specify):	
<input type="checkbox"/> Extraordinary Load Approval (Provincial)*			

Note: All signs, flags, lamps and pilot cars must meet the requirements of Division 8 of the Commercial Transport Act Regulations.
* Check for information purposes to indicate that an extraordinary load approval from BC MOTT might be required.

Additional Vehicle and Load Information

Load description: _____

(e.g., Load Description: CAT 9 bulldozer, structural steel, mobile home or load not applicable, traveling empty, etc.)

A vehicle line drawing must be included as an attachment to this permit application form for all **Complex** single trip permit applications. A line drawing is optional, but if readily available, encouraged for **Conventional** single trip permit applications, and not required for **Simple** permit applications.

Vehicle line drawing included? Yes No

.....

The driver and/or carrier is responsible for verifying all clearances and restrictions on the proposed route, including temporary restrictions due to construction on the proposed route by checking resources such as, but not limited to, DriveBC, the Truck Route Planner, and local road authority websites, and for ensuring the vehicle is operated in compliance with all applicable local, provincial, and federal requirements. Under no circumstances will TransLink and Metro Vancouver local road authorities be liable to any person or business for any direct, indirect, consequential or other damage based on the information provided in the Regional Permit Policies and Procedures Manual (RP3M) or any other resources such as DriveBC, the Truck Route Planner, and local road authority websites.

Do you affirm that you can meet the expectations and conditions outlined above? <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Signature

Signature _____ Print name _____

Date _____

SAMPLE

Simple Permit Request Form for Term Permits or Single Trip Permits within Term Permit Policy Limits

Permits are required from every local road authority with jurisdiction over the roadways where a vehicle and/or load travels. This application is for permits from [LOCAL ROAD AUTHORITY NAME GOES HERE]. Provincial permits are required for travel on roadways under provincial jurisdiction.

Applicant Information

Applicant name _____ Company _____
Address _____
Contact name _____ Phone number _____
Email address _____

Vehicle Information

Registered owner _____
Year _____ License plate _____
Make _____ Model _____

Is your vehicle and load within the dimensions of a Simple Permit? (See the RP3M, Section 2.2, Table 3)

Note: *If no, you are not eligible for a Simple Permit.* Yes No

Does the vehicle weight (empty and loaded) meet Term Permit or Simple Single Trip Permit eligibility requirements? (see the RP3M, Section 3.2, Table 6 for Term Permits and Section 3.4, Table 11 for Single Trip Permits) **Note:** *If no, you are not eligible for a Simple Permit.* Yes No

Insurance

Proof of insurance enclosed with application? Yes No

Note: *Applicants for oversize/overweight permits must submit evidence of vehicle liability insurance, minimum \$3,000,000.*

Requested Permit Type

Simple Single Trip Oversize Permit Term Permit (must not exceed one year)
• Requested start date _____
• Requested end date _____

Trip Details—Single Trip Permit Only

Provincial Reference Number (i.e., permit application number or permit number, if available):			
Date of travel:		Time of travel:	
Origin address:		Destination address:	

Route map enclosed with application? Yes No

SAMPLE

The driver and/or carrier is responsible for verifying all clearances and restrictions on the proposed route, including temporary restrictions due to construction on the proposed route by checking resources such as, but not limited to, DriveBC, the Truck Route Planner, and municipal websites, and for ensuring the vehicle is operated in compliance with all applicable local, provincial, and federal requirements. Under no circumstances will TransLink and Metro Vancouver local road authorities be liable to any person or business for any direct, indirect, consequential or other damage based on the information provided in the Regional Permit Policies and Procedures Manual (RP3M) or any other resources such as DriveBC, the Truck Route Planner, and local road authority websites.

If the route includes roads outside of the Term Permit Network or roads that have not been otherwise pre-screened for a “simple” vehicle dimension envelope (loaded or empty) as defined in the RP3M, Section 2.2, the driver and/or carrier must physically verify the portions of the route that are not part of the Term Permit Network or have not been pre-screened to ensure the entire proposed route is suitable and does not risk damage to public property. Refer to the RP3M, Appendix A for term permit routes and other pre-screened routes.

Vehicles and loads within the simple vehicle dimension envelope may travel between the Term Permit Network and an origin or destination off the Term Permit Network using the most direct, practical, and feasible route. This is permitted at the discretion of the operator, provided that:

- ✓ No special maneuvers*, including but not limited to reversing or travelling in opposing lanes, are made. However, centerline crossings during wide turns are acceptable.
- ✓ Carriers and/or drivers must physically verify the proposed route in advance to ensure it is suitable and does not risk damage to public property.
- ✓ Vehicles must not mount curbs or enter pedestrian or cycling facilities located behind curbs. However, truck aprons and mountable curb areas specifically designed for large vehicle use may be used where applicable.

*Special maneuvers include:

- Encroachment into the opposing lane of traffic (i.e., crossing the centreline) while travelling straight or making a turn¹
- Crossing over multiple parallel lanes of travel to navigate a turn²
Reversing during a turning maneuver

¹Vehicles may cross the centreline while making a turn off the Term Permit Network.

²Vehicles are permitted to straddle two parallel lanes and/or cross a single parallel lane to make a turn.

Do you affirm that you can meet the expectations and conditions outlined above? Yes No

Note: If you cannot affirm that these expectations and conditions can be met for each trip, you are not eligible for a Simple Permit (Term or Single Trip). Please apply for a Simple (Overweight), Conventional, or Complex Permit (as applicable).

Applicant Signature

Signature _____ Print name _____

Date _____