

Land Access Permit Request Form

About this form

You can use this form to apply to conduct an activity in a National Capital Commission owned Park, Parkway or Pathway. Please note that completion of this application does not constitute an approval.

How to complete this form

1. Ensure that all fields have been filled out correctly before submitting your application. Mandatory fields are marked with an asterisk.
2. Once completed you can submit this form by facsimile, email, or mail.

SECTION 1 – FOR NCC USE ONLY

NCC CONTACT		DATE
PERMIT NUMBER	PURCHASE ORDER NUMBER	AGREEMENT NUMBER

SECTION 2 – APPLICANT INFORMATION

CONTACT NAME (FIRST)*		CONTACT NAME (LAST)*	
TITLE*		COMPANY NAME*	
COMPANY ADDRESS*			
CITY*	PROVINCE*	POSTAL CODE*	
PHONE NUMBER*	CELLULAR PHONE NUMBER	FAX NUMBER*	
EMAIL ADDRESS			

SECTION 3 – SIGNING AUTHORITY

FIRST NAME*	LAST NAME*	TITLE*
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SECTION 4 – ACTIVITY DESCRIPTION

START DATE*	END DATE*
START TIME	END TIME
LOCATION(S)*	
EQUIPMENT LIST*	

SECTION 4 – ACTIVITY DESCRIPTION (CONTINUED)

DETAILED DESCRIPTION OF ACTIVITY*

ACCESS REQUIRED (CHECK ALL THAT APPLY)

- | | | |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> TO RECREATIONAL PATHWAYS | <input type="checkbox"/> KEYS | <input type="checkbox"/> GATE(S) |
| <input type="checkbox"/> TO PARKWAYS | <input type="checkbox"/> BOLLARD | <input type="checkbox"/> UTILITIES |
| <input type="checkbox"/> OTHER (PLEASE SPECIFY) | | |

COMMENTS

SECTION 5 – LAND USE FEES AND LIABILITY INSURANCE

You may be required to obtain public liability insurance for a minimum coverage of \$2,000,000 with the National Capital Commission listed as co-insured. Your Certificate of Insurance will need to be provided prior to the activity. Once your completed application is received, your activity will be assessed and fees will be communicated to you, if applicable.

SECTION 6 – ENVIRONMENTAL SUSTAINABILITY

The National Capital Commission encourages all activity organizers to minimize the environmental impact of their activities and to implement strategies to improve the environmental, social and economic benefits from activities. Please include details of the measures you will implement to ensure that your activity will be managed to improve its sustainability.

SECTION 7 – CONTACT US

Please return this completed form with any supporting documents to:

Contact Centre
National Capital Commission
202–40 Elgin Street
Ottawa Ontario K1P 1C7
Phone: 613-239-5000

E-mail: info@ncc-ccn.ca
Fax (Urban Lands): 613-239-5336
Fax (Greenbelt): 613-239-5337
Fax (Gatineau Park): 819-827-3337

Your application will be assessed and you will be advised about: documentation and approvals required prior to granting a land access permit. **The National Capital Commission takes no responsibility for any third party commitments entered into by the applicant if an application is declined.**

SECTION 8 – APPLICANT DECLARATION

I declare that all the information in the application is to the best of my knowledge, true and correct. I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application. I understand that this application, in no way, represents approval of the activity and/or a guarantee of the availability of the site.

APPLICANT NAME (PLEASE PRINT)

DATE

NOTE: Please attach any further information you deem of interest, such as site maps and background information.

Land Access Permits Explained

The NCC is responsible for the overall integrity of its land holdings, and in particular must look after the environment and public safety and deal with liability concerns. By controlling access to NCC property, permits help us fulfill our responsibilities toward our land and the public. A land access permit is a legal agreement signed by the applicant and the NCC and binds both parties to the conditions contained in the permit. If you did not obtain a permit to use NCC land, the following could happen:

- You could damage environmentally sensitive land;
- If you were involved in an ill-timed construction project, you could interfere with NCC operations and events, and jeopardize public safety;
- If you were driving a commercial vehicle that was not authorized to drive on a parkway or driveway, you could be fined under *NCC Traffic and Property Regulations*;
- If you were doing research in unauthorized areas, you could put yourself and other people in danger, and damage important natural and cultural areas such as archaeological excavations.

When is a land access permit required?

You need a permit whenever you are doing something that requires the use of, or access to, NCC land. It could be anything from scientific research to a construction project, for example:

- Using NCC land to access private property for construction;
- Driving a commercial vehicle on NCC parkways;
- Performing research on NCC land;
- Storing materials or equipment on NCC land;
- Construction and maintenance contracts on NCC land.
- Authorization to hold ongoing programs or activities on NCC land.

How to Get a Land Access Permit

Send a request to the NCC with a completed copy of the Land Access Permit Request Form. Depending on the nature of the request, an environmental impact assessment, proof of liability insurance coverage and one or more site visits may be required. NCC staff will monitor and inspect the activity authorized under the permit and carry out a final inspection to ensure the conditions of the permit are fulfilled.

NOTE: Circumstances may dictate that final clearance of all reinstatement conditions will extend beyond the actual termination date of the permit and bind the applicant accordingly.

Where to Send Your Request for a Permit

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 National Capital Commission
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 Ottawa Ontario K1P 1C7
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Fax (Greenbelt): 613-239-5337
Fax (Gatineau Park): 819-827-3337

When to Apply

We recommend that you apply as soon as you know the details of your access requirements. This will ensure that the NCC has enough time to review your proposal, and will cut down on delays.

Fees

You may have to pay a fee, depending on the exact use and location of your work and activity. Please contact us for information on fees.

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