



COUNTY OF HALIBURTON



INSTRUCTIONS FOR COMPLETING THE SINGLE O/D TRIP PERMIT

Section 1 DECLARATION

The Applicant shall provide name, company position/title and the date of application.

The Applicant shall endorse the application, confirming that he/she has read and understood the conditions of the declaration and has the authorization to make such declaration on behalf of the company.

Section 2 APPLICANT INFORMATION

This section is to be completed by the Applicant – providing the following contact information :

Company Name
Company Address
Company Telephone No./Fax No.
Contact Name and E-Mail Address

Section 3 PROPOSED MOVEMENT INFORMATION

The Applicant shall provide :

the START date of the proposed move and the anticipated END date of the move.

indicate whether Weekend Travel is being requested.

the ORIGIN of the move (preferably a civic address)

the DESTINATION of the move (preferably a civic address)

Section 4 PROPOSED ROUTE INFORMATION

The Applicant shall provide details of the entire proposed route, including all provincial highways, county and municipal roads travelled. The direction of travel shall be included as part of the route details.

NOTE : The proposed travel route will be confirmed to ensure that road construction and/or maintenance activities do not impact the route with respect to width and height restrictions.

Section 5 LOAD DESCRIPTION INFORMATION

The Applicant shall check the applicable box to indicate whether the load will be transported, towed or self-propelled.

Please provide a description of the nature of the over-dimensional load and accurate dimensions for the length, width and height of the load.

The Applicant shall indicate a dimension for any overhang – measured from the centre of the rearmost axle. (only if applicable)

Section 6 PAYMENT AND INSURANCE REQUIREMENTS

The Applicant shall check the applicable box to indicate method of payment. A receipt will be provided in confirmation of the payment received.

The Applicant shall provide a copy of the Company's general liability insurance certificate that shall carry a minimum of two million dollars coverage per event.

Section 7 COMMENTS – For County Use Only

The County may opt to place a restriction on when the Intended Move may take place. If the route traverses a high volume roadway and/or a congested area, it will be necessary to assess the peak hourly traffic times and restrict the transportation of an oversized load during these intervals. If a restriction is placed on the permit for transporting the load outside of peak traffic periods **a specific time of day** should then be provided on the Trip Permit.

Consideration should be given to the issuance of Trip Permits through construction zones if the Intended Move is going to encumber the construction zone operations. Alternatively, a secondary route may be considered to arrive at the desired destination.