



# TOWN OF ANNAPOLIS ROYAL CONTRACTOR PERMIT FOR WORK ON TOWN PROPERTY

File: 570-2

No.: 2019-

- 1. Date:**
  
- 2. Location:**
  
- 3. Copy of Proof of Contractor's Insurance:**

**NOTE:**

The applicant shall purchase and maintain third party liability insurance acceptable to the Town of Annapolis Royal throughout the term of this Agreement. Unless otherwise specified, the terms of the insurance shall be from the date of commencement of set-up or assembly for the Event until the date of completion of all related activities. Such coverage shall protect the Town of Annapolis Royal against all claims for all damages or injury including death to any person or persons and for damage to any property of the Town of Annapolis Royal or any other public or private property resulting from or arising out of any act or omission on the part of the applicant or any of his or her servants or agents.

Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the project. Such insurance shall name the Town of Annapolis Royal as additional insured thereunder. Such insurance shall be extended to include the following endorsements: Blanket Contractual Liability and Cross Liability with a Severability of Interests Clause. If applicable, such insurance shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Town of Annapolis Royal.

- 4. Property owner name & contact numbers cc: PW Dept**

- 5. Contractor's name and contact numbers cc: PW Dept**

**6. Description of Work to be done:**

**7. When will the work be done?**

**8. What measures are being taken to ensure safety and security of the public?**

Town Roles & Responsibilities:

- CAO of the Town will assess each individual project to determine the roles & responsibilities of all parties involved.
- CAO to notify Town Public Works Dept & Front Office – Information purposes.
- Provide confirmation to the Community Development Coordinator that contact has been made by contractor with a copy of the Town approval form.
- To create a file for each separate project, file to contain:

Copy of permit

Copy of Town approval form

Documentations from contractor as per policy

Meeting notes, faxes, or other documentation pertaining to the project.

Note: all necessary documentation is complete and available during the duration of any given project.

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CAO

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Date

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Superintendent of Public Works

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Date