

## Applying for a Park Access Permit

Work on a private property<sup>1</sup> may be more easily facilitated by residents or contractors accessing private property through park land. For this to occur, a park access permit is required. This helps to ensure that the District is aware of the work, can provide any specific parameters needed to ensure the safety of other park users, protection of the park land and its assets and that WorkSafeBC protocols are adhered to. To request a park access permit, please perform the following steps:

- Submit a [park permit application form](#). Please ensure you provide the specific dates and/or times that you anticipate work being performed. Also include in the 'Special requests/details' section information as to what specific activities are anticipated to take place, plus list any vendors/contractors that may be retained to perform work and require access to the park.
- Send [parks@saanich.ca](mailto:parks@saanich.ca) further details regarding the specific location in the park that access is required. Be sure to include details such as possible vehicles being requested to enter the park, how they will reach the area work is to be performed and if any materials or tools are anticipated to be on park land. You can use our [online SaanichMap system](#) to create a map of the location; prepare something in any other mapping system; or even submit a hand drawn sketch. Be sure to identify how you anticipate reaching the area of the park you are requesting access to. We need to review this to provide feedback or alternatives as appropriate.
- Please note, if you require access through any locked gate or bollard, this request must be added to the permit and a key, with a key deposit, paid for. There are specific protocols in place for the opening of any gates or bollards that will be provided, if approved.
- Should you have a hired company being the ones requiring access to the park, additional details are also needed. These are:
  - Name of the company(ies)
  - A copy of that company's valid business license
  - That company's proof of [WorkSafeBC coverage](#)
  - That company's proof of Commercial General Liability Insurance with a minimum \$2M coverage policy, with the Corporation of the District of Saanich added as an additional insured.

Once we have these items, our team will review the request and determine what special conditions may be required. Please note that a request does not equal permission. We may not necessarily approve the requested access and/or may provide alternative solutions.

Should a park access permit be able to be issued, it is not valid until conditions of the permit are met, plus the receipt by the Parks office of a signed copy of the draft permit and payment remitted.

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<sup>1</sup> Examples of work that may require park access include fence work, tree work, landscape work, etc.