

**HIGHWAY USAGE PERMIT APPLICATION**

Record No. \_\_\_\_\_

**Process:** This permit application is to be completed by any/ all party(ies) that require access to the Facility in order to erect, place, construct, develop, repair, maintain or operate a work\* within the limits of the Facility. The permit application is subject to review by the R1G Company and permission may or may not be granted to the applicant based on that review.

**Work\*** means (a) a building, structure, wire, cable, line, transmission line, pole, track, pipe, pipeline, main, aqueduct, sewer, conduit, device, equipment or sign, (b) a recreational trail, including a walking trail, all terrain vehicle trail and motorized snow vehicle trail, (c) a parking lot, service lot or storage lot, and (d) an ecological reserve. (*ouvrage*) as per the definition laid out in the *Highway Usage Regulation – Highway Act (NB Reg 2010-55)*

HUP No. :

Date:

Company/ Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**General Information**

(please attach any/ all additional information necessary to complete all sections of the form)

1. Reason for application: \_\_\_\_\_

\_\_\_\_\_

2. Specifications of proposed work and its exact location: \_\_\_\_\_

\_\_\_\_\_

3. Method of construction or development of proposed work: \_\_\_\_\_

\_\_\_\_\_

4. Estimated value of the proposed work: \_\_\_\_\_

\_\_\_\_\_

5. Degree of disturbance that the construction or development of the proposed work may cause to the highway: \_\_\_\_\_

\_\_\_\_\_

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6. Expected duration of the construction or development of the proposed work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Requested duration of the highway usage permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED PLANS**

1. Plan of the proposed work, drawn to a scale of at least 1:1000, showing the following:
  - a) complete details of the proposed work, including front, rear & side elevations; and
  - b) the materials to be used in the construction or development of the proposed work.
  
2. Site plan of the proposed work, drawn to a scale of at least 1:1000, showing the following:
  - a) the dimensions of the proposed work, including its location with the highway;
  - b) the location of any existing roadway, water, wooded area, well or existing work;
  - c) the layout of the proposed work; and
  - d) any other information deemed to be required.

**INSURANCE**

The Applicant shall obtain and maintain General Liability Insurance in full force at all times during the term of the permit. As a minimum, the insurance coverage must adhere to the following:

- a) must be issued by an insurance company licensed to conduct business in the province of New Brunswick;
- b) must provide coverage for the liability that could result from the construction, development, repair, maintenance or operation of work;
- c) must provide coverage for the sudden and accidental pollution for all insured perils;
- d) must insure the permit holder, Her Majesty, in the right of the province, the New Brunswick Highway Corporation and their respective agents; and
- e) must be in the amount approved by the New Brunswick Highway Corporation.

The attached **Certificate of Insurance** must be completed and submitted with the Highway Usage Permit Application.

**NOTE:** the applicant may be required to provide a performance bond and a labour and material payment bond, or other security upon request.

**APPLICATION & ANNUAL FEES**

All application forms must be accompanied by a \$100 **Application Fee**. NOTE: If utilizing a cheque please ensure it is payable to **the New Brunswick Highway Corporation**.

Please refer to the attached Highway Usage Permit Fee Schedule for all applicable **Annual Fees**, which must be paid **on or before April 1 of each year**.

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**CONTACT INFORMATION**

Please forward the completed application to:

Chris Small  
IMS, Quality and Environmental Manager  
Gateway Operations  
PO Box 1036  
39 Phaeton Drive  
Hampton, NB  
E5N 8H1

Telephone: 506-832-2857  
Fax: 506-832-3408  
Email: [csmall@gatewayops.ca](mailto:csmall@gatewayops.ca)

**CERTIFICATE OF INSURANCE**

**Process:** Certificate of Insurance must be completed prior to issuance of Highway Usage Permit. It is utilized to ensure proper coverage for any loss or damage to the Facility during the work.

**TO: Certificate Holder**  
New Brunswick Highway Corporation/ R1G Project Company  
PO Box 6000  
Fredericton, NB  
E3B 5H1

**RE:** Highway Usage Permit No.  
Applicant:  
Purpose:

*The insurance described in this **Certificate of Insurance** has been arranged on behalf of the **Named Insured** herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.*

**NAMED INSURED** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COVERAGES & CONDITIONS**

**General Liability/ Umbrella or Excess Liability:** Bodily Injury (including death), Property Damage (broad form occurrence basis, including loss of use without physical damage), Personal Injury, cross liability and separation of interests with respect to each Insured/ Additional Insured; breach of policy terms and conditions or any negligence or wilful act or omission or false representation by any Insured or other person shall not invalidate the insurance with respect to any Insured/ Additional Insured innocent of such breach, negligence, act or omission or false representation.

**ADDITIONAL INSUREDS**

**General Liability/Umbrella or Excess Liability:** Gateway Operations Limited, New Brunswick Highway Corporation, Her Majesty the Queen in Right of the Province of New Brunswick, Route 1 Gateway Company Ltd. , their permitted successors and assigns and their respective shareholders, directors, officers, legislators, employees agents and servants are included as Insureds or Additional Insureds with respect to HUP Construction by the Named Insured and/or the Named Insured’s occupancy or operations in connection with the HUP.

**Environmental Impairment Liability:** All of the above persons are included as insured clients, Insureds or Additional Insureds with respect to HUP Construction by the Named Insured and/or the Named Insured’s occupancy or operations in connection with HUP.

**CERTIFICATE OF INSURANCE**

**CANCELLATION**

The Insurer(s) shall not cancel or materially change the policy(ies) unless 60 days prior written notice has been provided to the Certificate Holder, except cancellation for non-payment of premium for which 10 days prior written notice shall be provided to the **Certificate Holder**.

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**NAME OF BROKER/ INSURER** \_\_\_\_\_  
**BROKER/ INSURER ADDRESS** \_\_\_\_\_  
**TELEPHONE** \_\_\_\_\_  
**FAX** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE OF INSURER(S)**

**NAME** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**CERTIFICATE OF INSURANCE**

Coverage	Insurer(s)	Policy No.	Policy Effective Date	Policy Expiration Date	Limit(s) of Liability (not less than \$5M per occurrence, in total)
<p><b>General Liability</b> Named Insured's liability arising out of Construction or occupancy/ operations in connection with the HUP</p>					<p>\$XX,000,000 Each Occurrence</p> <p>\$X,000,000 General Aggregate</p>
<p><b>Umbrella/ Excess Liability</b> General Liability insurance scheduled as underlying</p>					<p>\$X,000,000 S&amp;A Pollution</p> <p>\$X,000,000 Aggregate</p> <p>\$X,000,000 Each Occurrence</p> <p>\$X,000,000 General Aggregate</p>
<p><b>Environmental Impairment Liability</b> Named Insured's liability arising out of Construction or occupancy/ operations in connection with HUP</p>					<p>\$5,000,000 Each Claim/ Incident and Annual Aggregate</p>