



Date Received:

Please return form to:  
 publicworks@beaumont.ab.ca  
 Phone: 780-929-4300

## Request For Access

*Access to Private Property Through/Over City Managed Land*

### SECTION 1 - PROCEDURE FOR AUTHORIZING ACCESS

1. Resident or Landowner (Requestor) to complete Access Request Form and submit to Parks, see box above.
2. Allow 7 working days for pre-inspection and authorization process.
3. Access Requestor should take their own photos and record of site condition at time of pre-inspection and post-inspection.
4. When the Access Request Form has been approved it will serve as permission to proceed with conditions as noted. This documentation is to be available on-site and presented when requested by Municipal Enforcement or by other City of Beaumont Departments.
5. As soon as the project is complete, the Access Requestor is to contact the City Representative noted on pre-inspection report (see reverse). Failure or delay to do so, may result in repair costs to Access Requestor.
6. The Access Requestor will be held responsible for any damage incurred as noted on the post-inspection report, in accordance with our Fees & Charges Bylaw.
7. The project may be stopped temporarily due to wet weather or denied due to equipment.
8. List equipment being used as either tracked or wheeled units and approximate load (e.g. semi-truck, 1 tonne)
9. Approval is granted for a maximum of three (3) weeks, extension may be granted; second (2<sup>nd</sup>) pre-inspection will be required at time of expiration.
10. Contractors are responsible for ensuring adequate site and pedestrian safety.

### SECTION 2 -REQUESTOR INFORMATION (Required)

Name:	Email:
Address:	Phone:  Home:
Signature of Requestor:	

### SECTION 3 - CONTRACTOR/ COMPANY INFORMATION (If Applicable)

Contact Name:	Email:
Address:	Phone#:
Contractor/Company Name:	

### SECTION 4 - DETAILS OF REQUEST (Required)

Proposed Start Date:	Proposed End Date:
Location of Requested Access:	

Details of Project/ Equipment being used (tracked or wheeled units?):

Contractor's City of Beaumont Business License # (if applicable):

**SECTION 5 - FOR OFFICE USE ONLY**

THIS REQUEST IS APPROVED/NOT APPROVED BY:

Infrastructure Representative:

Date:

Noted Conditions:

**SECTION 6 - PRE- INSPECTION REPORT (ATTACH DATED PICTURES)**

Date:

Condition of Site at Pre-Inspection:

Name and Signature of City Representative:

Phone #:

**SECTION 7 - POST-INSPECTION REPORT (ATTACH DATED PICTURES)**

Date:

Name and Signature of City Representative:

Condition of Site at Post Inspection:

Damage Details (if applicable):

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The information collected will be used for the purpose of evaluating, processing, and managing requests for access to private property through or over City-managed land. If you have questions about the collection or use of your personal information, please contact the Privacy Officer at 780-929-8782.