

Date Received:



Please return form to:  
Parks Department  
parks-facilities@beaumont.ab.ca  
Phone: 780.929.4300

## **Request For Access**

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

<b>SECTION 1 – PROCEDURE FOR AUTHORIZING ACCESS</b>	
<ol style="list-style-type: none"><li>1. Complete Access Request Form and submit to Parks and Facilities, see box above.</li><li>2. Allow 7 working days for pre-inspection and authorization process.</li><li>3. Access Requester should be present at time of pre-inspection and post-inspection.</li><li>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.</li><li>5. As soon as the project is complete, Access Requester is to contact City Representative noted on pre-inspection report (see reverse). Failure or delay to do so may result in repair costs to Access Requester.</li><li>6. The Access Requester will be held responsible for any damage incurred as noted on the post-inspection report.</li><li>7. The project may be stopped temporarily due to wet weather.</li></ol>	
<b>SECTION 2 – REQUESTER INFORMATION</b>	
Name:	Email:
Address:	Phone:
Name and Signature of Requester:	
<b>SECTION 3 – RESIDENT INFORMATION (IF DIFFERENT THAN ABOVE)</b>	
Name:	Email:
Address:	Phone:
<b>SECTION 4 – DETAILS OF REQUEST</b>	
Location of Requested Access:	
Details of Project: task to be completed, type of equipment required, estimated number of loads. Note: Wet weather may cause project to be suspended.	
Project Start Date & Expected Completion Date:	
Contractor's City of Beaumont Business License #:	

**SECTION 5 - FOR OFFICE USE ONLY**

THIS REQUEST IS APPROVED/NOT APPROVED BY: (Signature of both departments required)

Parks and Facility Representative:

Date:

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:

Condition of Site at Post-Inspection:

Name and Signature of Requester:

Name and Signature of City Representative:

Damage Details:

The personal information requested on this form is being collected under the authority Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected will be used as required/for the purpose of *allowing public access to City managed land. Photographs may be collected and used for advertising and/or promotional purposes*. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or (780) 929-8782.