

# Snow Storage Site Use Application Form

Complete form in PDF fillable format, print and sign where indicated. Form must be returned via email to [receivables@regina.ca](mailto:receivables@regina.ca), faxed to 306-777-6814, or in person at City Hall.

**New Application**       **Replacement Tags (Update to Part D)**

**PART A: Must Complete all sections. Incomplete applications will not be processed.**  
*Note: It may take up to 10 business days, from the date the form is received completely filled and signed, to when RFID tags are issued.*

<b>Applicant Details</b>			
Entity's Legal Name (the "Applicant")			
Street Address			Province
			Postal Code
City		Phone Number	
Contact Person's Name		Email:	
Is this entity incorporated? <i>(i.e.: Ltd., Inc., Corp.)</i>  <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, corporation/business number: <i>(as shown on Corporations Branch Annual Return)</i>	

<b>Applicant's Billing Address (if different than above)</b>			
Street Address		City	Province
			Postal Code

<b>Accounts Payable Contact Information</b>	
Name	Phone Number
Can the City email your invoices?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Email

<b>Account Type</b>
<input type="checkbox"/> Prepaid – Applicant will pay site access fees before site use. Payment can be made via credit card only by calling 306-777-7125
<input type="checkbox"/> Credit – Credit application must be included with this Application



## Terms and Conditions

1. It is the Applicant's responsibility to obtain the Radio Frequency Identification Device tags (RFID Tag) from City Hall during regular office hours (Monday to Friday; 8 a.m. to 4:45 p.m.). No permits will be issued outside office hours.
2. A non-refundable fee of \$10/tag will be assessed for each RFID Tag. Each vehicle used for the snow hauling purpose requires a separate RFID Tag.
3. Only vehicles with a valid RFID Tag will be allowed inside the Snow Storage Site.
4. The RFID Tag shall be installed on the vehicle windshield as per the instructions provided with the tag.
5. No person shall cause or permit an RFID Tag to be used by another person or vehicle other than the vehicle identified in this application.
6. The RFID Tag is the property of the City of Regina and shall be returned to the City upon request from the City.
7. The City of Regina may deactivate a RFID tag where the Applicant has neglected or refused to pay any fees assessed pursuant to *The Clean Property Bylaw*, No. 9880 or for such other reasons that the City may deem appropriate.
8. The Applicant and its workers are required to follow the Safety Instructions while using the Snow Storage Site. Visit Regina.ca for the Safety Instructions. Follow Safety Signs on the site.
9. The Applicant shall be responsible for all charges and conduct arising from the driver or vehicle associated with such RFID Tag(s).

## Site Usage

10. All users of the Snow Storage Site shall adhere to *The Clean Property Bylaw*, No. 9880. Visit Regina.ca for details about the Bylaw.
11. No person shall enter the Snow Storage Site except the vehicle operator and for the sole purpose of delivering snow.
12. Vehicles entering the site are permitted to remain in the Snow Storage Site only so long as reasonably required to unload snow contained in the vehicle.
13. All vehicle operators shall abide by signs posted at the Snow Storage Site and by directions provided by the City with respect to the use of the site.
14. Only snow shall be disposed at the Snow Storage Site.
15. Access to the site will be monitored by cameras and RFID access system.

## Misrepresentation/Misuse of Permits

16. Misrepresentation of the RFID Tag may result in fines and/or permanent suspensions from the site.

## Damaged Permits

17. In the event the RFID Tag is damaged, the vehicle is replaced or a windshield is replaced, it is the Applicant's responsibility to obtain and install a new RFID Tag from the City of Regina at the Applicant's own cost before entering the Snow Storage Site.

## Detailed Information about Snow Storage Site Rules

18. Visit Regina.ca for information about Snow Storage Site including Vehicle Registration Process, site map and site user guidelines and a copy of *The Clean Property Bylaw*, No. 9880.

## Billing, Accounts and Credit Applications

19. If the Applicant elects to apply for a credit account for the Snow Storage Site, then the Applicant may be required to provide the City of Regina with a deposit on account may be required before the City of Regina grants access to the site. Deposit amounts will be determined based on credit reference checks.
20. The City of Regina shall hold the deposit in the Applicant's account until the Applicant requests in writing for the account to be closed and there is no outstanding debt owed to the City.
21. The City of Regina may choose to apply the deposit to account arrears. Snow Storage Site access will be suspended until the Applicant purchases pre-paid RFID Tag(s).
22. All charges are due and payable 30 days from the date of the invoice issued by the City of Regina.
23. Charges remaining unpaid after 30 days from the date of the invoice shall be deemed to be in arrears and the City of Regina shall have the right to suspend or cancel charging privileges for future use of the Snow Storage Site until outstanding fees are paid in full and take such other enforcement steps as permitted in *The Clean Property Bylaw*, No. 9880.
24. Accounts not paid as of the due date will be subject to late payment charges of 1.50% per month (18% per annum).
25. If the Applicant's business is not incorporated, the Contact Person hereby accepts all responsibility for any obligations of the Applicant incurred through the use of the Snow Storage Site and shall be held liable for any fees.
26. The Applicant acknowledges and agrees that the City of Regina is hereby authorized to apply any amount payable by the City of Regina to the Applicant, pursuant to other contracts between the City of Regina and the Applicant, to any past due payments payable to the City of Regina in relation to the Snow Storage Site.

The City reserves the right to amend or modify these terms and conditions at any time by mailing notice of such amendment or modification to the Applicant.

**I acknowledge, accept and agree to all of these terms and conditions.**

---

**Print Name**

**Applicant's Signature**

**Date**

*Information provided by users is collected and used in accordance with The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan). By using this service you consent to the use of your personal information and to receiving electronic communications from the City of Regina, which uses IT software and hardware that is operated and maintained by a third-party in another jurisdiction.*

*If you wish to revoke the consent to disclose confidential or personal information and to cease receiving electronic communications as herein described, your sole and exclusive remedy is to provide the City with appropriate notice and discontinue using this service.*