

# Hydrant Cart Use Permit Application Form

Complete form in PDF fillable format, print and sign where indicated. The City will not process incomplete or handwritten application forms (except for signature). Form must be returned via email to [receivables@regina.ca](mailto:receivables@regina.ca), by fax to 306-777-6814 or drop off at the Ambassadors Desk located on the main floor at City Hall

It may take up to **10 business days** to process your application. Delivery of hydrant carts will be scheduled after application is processed. **Please complete all sections.**

New Application                       Additional Hydrant Carts (Part B)

<b>Part A:</b>			
Entity's Legal Name: <i>(the "Applicant")</i>			
Street Address:		Province:	Postal Code:
City:		Phone Number:	
Contact Name:		Email Address:	
Is this entity incorporated? <i>(e.g. Ltd, Inc. Corp.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, corporate/business number: <i>(as shown on Corporation Branch Annual Return)</i>	
<b>Applicant Billing Address (if different than above address)</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 Address:

<b>Account Information</b>
Have you submitted an "Application for Credit Terms" with the City of Regina in the past 12 months?
<input type="checkbox"/> Yes – Existing Account Number: _____
<input type="checkbox"/> No – Must include "Application for Credit Terms" with this application form.

**PART B:**Entity's Legal Name: *(the "Applicant")*

Purchase Order Number:

Hydrant Location:

Date Required:  
(DD-MMM-YYYY)Pick Up Date:  
(if unknown, leave blank)

Site Supervisor Name:

Site Supervisor Phone:

What is the intended purpose of the Hydrant Cart? *(Select all that apply)*
 Misc. Construction Uses   
  Temporary Water Supply   
  Misc. Land Use   
  Bulk Filling   
  Fire Flow Testing

 Other: *(Please specify)*
**Water Discharge Plan: Required (If more room is needed, attach separate sheet.)**

Water will be discharged to:

 Domestic Sewer

 Storm Sewer

 Not Applicable: *(Please specify)*

Location of manhole:

***(De-chlorination may be required)***  
 Location of catch basin/storm inlet:
Estimated volume to be discharged: *(m<sup>3</sup>, litres, etc.)*Estimated rate of discharge: *(m<sup>3</sup>/s, lpm, etc.)*Description of discharge method: *\*Included any type of mitigation methods (e.g. storm inlet protection), any chemicals that may be present and or used to treat the water (e.g. de-chlorination), site maps, etc.***Environmental Services (For office use only)**

Employee Initials:

Employee Signature:

Date: (DD-MMM-YYYY)

**I hereby acknowledge the above information is accurate and true.****Applicant Print Name****Applicant Signature****Date (DD-MMM-YYYY)****Water Operation (For office use only)**

Hydrant ID Number:

Meter ID Number:

Delivered Date: (DD-MMM-YYYY)

The Applicant acknowledges that the Hydrant Cart is operating in functional condition?

 Yes     No

Would the customer like to receive a copy?

 Yes     No

Employee Signature

Date (DD-MMM-YYYY)

Email:

## Terms and Conditions

1. The Applicant shall obtain a Hydrant Cart Use Permit (“the Permit”) from the City of Regina (the “City”) prior to using a fire hydrant.
2. The Permit is a non-transferable permit and shall only be used by the Applicant at the location specified in the Hydrant Cart Use Permit Application Form (the “Application Form”). If the Applicant requires additional hydrant carts for another location, then the Applicant shall complete a separate Application Form for each additional location.
3. The Applicant shall comply with all applicable federal, provincial, and municipal laws, act, regulations, codes, standards, policies, and guidelines (“Applicable Laws”).
4. As part of the Application Form, the Applicant shall provide the City with a water discharge plan to ensure proper disposal of water. The Applicant’s water discharge plan shall comply with all Applicable Laws. The Applicant shall comply with its discharge plan.
5. Failure to comply with Applicable Law may result in denial, suspension, or termination of the Permit.
6. The Applicant shall be responsible for all fees and charges resulting from the use of the hydrant cart under the Permit until such time as the City removes the hydrant cart.
7. The Applicant shall provide the City with a minimum two business days’ notice prior to the date on which the Applicant wants the City to remove the hydrant cart by contacting Service Regina at 306-777-7000.
8. The Applicant shall not attach, or cause or permit any person to attach, any unauthorized valves or other equipment to the hydrant.
9. The Applicant shall be responsible for securing the hydrant cart in such a way as to protect the hydrant cart from damage, vandalism, loss or theft. In the event damage or loss occurs to the hydrant cart during the term identified in the Applicant’s permit, then the Applicant shall be responsible for all costs associated with the loss or damage of the hydrant cart however caused.
10. In the event of an emergency, as the City in its sole discretion may determine, the City may disconnect the water service and/or remove the hydrant cart without any prior notice to the Applicant.
11. The Applicant or a representative of the Applicant shall be present at the site location at the time the City initially connects the hydrant cart to the hydrant to ensure that the hydrant cart is operable.

**The Applicant hereby releases, indemnifies, and saves harmless the City, its elected and appointed officials, employees, and agents from and against any liability, actions, causes of actions, claims, damages, expenses, costs, debits, demands or losses suffered or incurred by the City arising from the granting or existence of this Permit.**

### **Damages to the City Fire Hydrant**

12. In the event a hydrant is damaged or malfunctions, the Applicant shall contact Service Regina immediately.
13. The Applicant shall NOT tamper, adjust, open or close or cause or permit any person to tamper, adjust, open or close any part of the hydrant.
14. The Applicant shall only operate the control valve on the hydrant cart. The Applicant shall not operate, or cause or permit any person to operate the hydrant, other than someone authorized by the City.
15. The Applicant hereby accepts full responsibility for care of the hydrant and shall pay the City for the full cost of all repairs or replacement of the hydrant, as a result of any and all damage to the hydrant during the time the Permit is in effect.

## Damages to the Hydrant Carts

16. If the hydrant cart is damaged, lost, stolen or malfunctions the Applicant shall contact Service Regina immediately.
17. The Applicant shall be responsible for any and all costs of any and all damages, loss, theft or misuse of the hydrant cart or surrounding property. The City shall charge the Applicant the full cost of such damages, loss, theft or misuse, including, if applicable the full replacement cost and all associated fees related to the hydrant cart and accessories. Further, the City may refuse any further Hydrant Cart User Permit Applications from the Applicant until the costs and fees for such damages, loss, theft or misuse are paid to the City.

## Billing, Accounts and Credit Applications

18. The Applicant shall be billed the following:
  - Fixed Rental Fee (see Schedule A of The Regina Water Bylaw, No. 8942).
  - Charged water consumption per M3 (see Schedule B of The Regina Water Bylaw, No. 8942).
  - Any taxes as applicable.
19. If the Applicant elected to apply for credit, a deposit on account may be required before access to the hydrant cart is granted. Deposit amounts will be determined based on credit reference checks and the value of the hydrant cart.
20. The City shall hold any 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. The City may choose to apply the deposit to account arrears.
21. All charges are due and payable 30 days from the date of the invoice issued by the City of Regina.
22. Charges remaining unpaid after 30 days from the date of the invoice shall be deemed to be in arrears and the City shall have the right to suspend or cancel charging privileges and may disconnect the hydrant cart, refuse additional Hydrant Cart Use Applicants, or refuse or other City services, as applicable, until such outstanding fees are paid in full.
23. Accounts not paid as of the due date will be subject to late payment charges of 1.25% per month (18% per annum) in accordance with The Regina Water Bylaw, No. 8942.
24. If the Applicant's is not incorporated, then the Contact Person hereby accepts all responsibility for any obligations of the Applicant, as identified in this Application Form or under Applicable Law, incurred through the use of the hydrant cart including any and all applicable fees and charges.
25. The Applicant acknowledges and agrees that the City of Regina is hereby authorized to apply any amount payable by the City to the Applicant, pursuant to other contracts between the City and the Applicant, to any past due payments payable to the City in relation to the use of the hydrant cart that is the subject of the Permit.

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.**

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**Applicant Print Name**

**Applicant Signature**

**Date (DD-MMM-YYYY)**

*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.*