



**North Bay Jack Garland Airport Corporation**  
 50 Terminal St., Suite 1, North Bay, ON Canada P1B 8G2

Administration: (705) 474-3026  
 Facsimile: (705) 474-3020  
[www.yyb.ca](http://www.yyb.ca)

**CRANE AND LIFTING DEVICES USE APPLICATION FORM**

**APPLICANT**

**Applications Must Be Submitted 5 Business Days In Advance For Review.**

Company Name			
Address			
Contact Name			
Telephone		Cellular	
Fax		E-mail	

**SITE**

Site Owner Name			
Site Address			
Contact Name			
Site/lot number			
Elevation of Site	Grounds	ft	m
Structure Height		ft	m

**CRANE OR LIFTING DEVICE/PLATFORM**

Company Name			
Address			
Contact			
Telephone		Cellular	
Fax		E-mail	
Co-ordinates	° ' "	N Latitude	° ' " W Longitude
Type of Equipment	Tower Crane	Yes	No
	Mobile Device	Yes	No
<b>IMPORTANT NOTE:</b> A clearly readable Google Earth site drawing, or equivalent image, with latitude and longitude references shown must be included with all applications.	Swing Radius	Boom Length	
	Maximum Height to be Reached During Operations		ft m
	Lights	Paint Colour	
	Diagram Included	Yes	REQUIRED
	Diagram Lists Lat. & Long.	Yes	REQUIRED

**SCOPE OF WORK**

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**DURATION OF CONSTRUCTION**

Start Date		End Date	
Daily Hours of Operation		Lowered when not in use?	Yes No

**APPLICANT SIGNATURE**

I hereby certify that the information provided is true, complete and correct to the best of my knowledge.			
Applicant's Name		Date	
Signature			

**AIRPORT APPROVAL**

After reviewing the application I approve the use of this crane and/or lifting device, however should there be any changes in any way to the above listed details, including the operating height or location of the device, you are required to submit a separate and complete application for evaluation by Airport Management. <b>Any deviation from the above listed details will warrant an immediate shut-down of the operations</b> utilizing this crane and/or lifting device until such time as a new application is submitted, reviewed, and approved. Airport Management shall not be responsible for any costs incurred as a result of such shut-down or further delays to work.			
Manager's Name		Date	
Signature			

# YYB CRANE and LIFTING DEVICE USE APPLICATION GUIDE

## 1. INSTRUCTIONS

### Filling out the YYB Crane Approval Form

The application form must contain all required information. Incomplete applications will not be reviewed and will be returned to the applicant.

### Applicant Information

The applicant can be anyone who is associated with the project. Unless otherwise specified, the applicant will be the main contact during the review process by the North Bay Jack Garland Airport Corporation.

### Site Information

The application must contain information concerning the site where the crane will be located. **Applicants assume full responsibility for proving accurate ground elevation (above sea level) information** (for multiple crane locations on a site, the applicant should provide coordinates for each location. Crane location(s) must be identified on a detailed site drawing and/or aerial photograph and **must** accompany all applications.

## 2. HOW TO APPLY

### Submitting an Application

Submissions to the YYB Airport Authority must contain three components:

1. Completed **YYB Crane approval Application** (including supporting documents such as drawings, aerial photos, etc.);
2. Reviewed/approval **Transport Canada Aeronautical Assessment Form**; and
3. Reviewed/approved **NAV CANADA Land Use Application**.

Separate submissions to Transport Canada and NAV CANADA are the applicant's responsibility and must follow each agency's application process (review and approval timeframes for each agency can range anywhere between 30-90 days). The North Bay Airport Authority will not provide final approval without copies of both the Transport Canada and NAV CANADA approvals.

Once the applicant has completed/assembled all required components, the package should be submitted to [operations@ywb.ca](mailto:operations@ywb.ca) (note: handwritten applications will NOT be accepted). Applicants will receive confirmation that their application has been received.

### Reviewing an Application

Applications will be reviewed by the North Bay Airport Authority to determine any potential impact to airport operations or regulatory compliance as well as any comments or instructions that were provided by Transport Canada and/or NAV CANADA in their responses/approvals. Provided all required information has been received, applications can usually be reviewed within 5 business days.

### Approval of Application

Once the application has been fully reviewed and it has been determined that the proposed crane operation will not impact airport operations or compromise regulatory compliance, the Applicant will be notified and an approval issued. The North Bay Airport Authority will not approve any application that has been rejected by either Transport Canada or NAV CANADA.

Should there be any changes in any way to the approved listed details, including the operating height or location of the device, you are required to submit a separate and complete application for evaluation by Airport Management. **Any deviation from the approved listed details will warrant an immediate shut-down of the operations** utilizing this crane and/or lifting device until such time as a new application is submitted, reviewed, and approved. Airport Management shall not be responsible for any costs incurred as a result of such shut-down or further delays to work.

### Rejection of an Application

The North Bay Airport Authority reserves the right to reject any application if it deems the proposed crane operation to unsatisfactorily impact airport operations or compromise regulatory compliance.