

APPLICATION

(Seasonal Use of Outdoor Patio on Sidewalk)

(PLEASE PRINT CLEARLY)

APPLICANT: _____ DATE: _____ 20__

TELEPHONE # _____ FAX# _____ EMAIL: _____

BUSINESS NAME: _____
(If different from Applicant)

ADDRESS OF BUSINESS: _____

MAILING ADDRESS *(If different from above)*: _____

CITY: _____ POSTAL CODE: _____

EATING EST. LICENCE NUMBER: _____ Expiry Date: _____

NUMBER OF TABLES AND CHAIRS: _____

TYPE OF TABLES AND CHAIRS (i.e., plastic, wooden, metal, etc.): _____

This completed Application, together with the following, **must** be submitted to Realty Services prior to approving the preparation of the requested Licence of Occupation Agreement:

- A non-refundable administration fee in the amount of **\$339.00** (\$300.00 + \$39.00 HST).
- Fully dimensioned sketch showing the location of the proposed outdoor tables and chairs, the distance of the total area of sidewalk required and indicating the materials of the table and chairs and must show an unobstructed walkway a minimum of 1.8 m wide at any point to accommodate pedestrian movement.
- Insurance Certificate in accordance with the attached certificate.
- A valid and current Certificate issued by the Workplace Safety and Insurance Board.
- Base Fee of \$1.50 psf based on the total area of sidewalk used.
- In order to invoice you for the annual licence fee, the attached Credit Application Form is required.

UPON APPROVAL of this Application by Realty Services, together with written approval for permission to use or occupy by all servicing departments and agencies, a Licence Agreement will be prepared and forwarded to the Applicant for execution. Upon receipt of the executed Agreement and a completed Certificate of Insurance, the Credit Application form and the first years Licence fee the Agreement will then be executed by the General Manager, Development and Emergency Services Department, and a fully executed copy will be forwarded to the Applicant.