



Application for a Sidewalk Café 2025

Please indicate the type of application you are applying for by checking the box beside the correct description:

1. New application: 3-year term (\$200 + annual \$15/ sq. m licensing fee) ☐

**For those who have never applied or obtained a permit prior to 2023*

2. Renewal: 3-year term (\$150 + \$15/ sq. m licensing fee).....☐

** For those who successfully obtained a permit from the City in 2023 or 2024*

3. Small Frontage Sidewalk Café: \$0.....☐

A maximum of two tables with up to 2 chairs each are permitted to operate without a license at no cost if all requirements are met. See section 5 of our **Sidewalk Café Guidelines document for requirements. Although the application and licensing fees are waived, a complete application form and all required documents must be submitted for Small Frontage Sidewalk Cafés.*

4. Transfer of Sidewalk Café license to a new owner upon sale: \$150☐

REQUIREMENT INFORMATION:

If submitted physically, three (3) copies of the proposed Sidewalk Café Plan drawn to scale in metric showing:

- the lands to which the application applies, together with property boundaries, dimensions, and access route(s)
- the location of all sidewalk fixtures, including trees, light fixtures, hydrants, signs, parking meters and machines, trash receptacles, benches, barriers etc.
- the layout of chairs, tables, fencing, planters, curbs, trash receptacles, etc., to be placed on the sidewalk
- sidewalk surfacing materials
- details of securing fencing onto city sidewalk
- total patio area calculation
- outside dimensions of Sidewalk Café area
- minimum 1-metre-wide emergency evacuation route from the business operation to the street
- building entrances, front of restaurant, and dimensions

* If application is submitted digitally, one (1) PDF copy of a Plan is required. The Plan must be prepared by an Ontario Land Surveyor, Ontario Landscape Architect, or Certified Planning, Engineering, or Architectural Technologist or Technician.

* A valid certificate of insurance naming the City as additional insured, must be included in application submission.

* **OTHER:** If your restaurant is licensed to serve liquor, a copy of the Alcohol and Gaming Commission of Ontario license must be included.

1. Name of Applicant _____ Phone _____

Name of Business _____

Address _____ Postal Code _____

2. Agent (If Any) _____ Phone _____

Address _____ Postal Code _____

3. Register Owner's Authorization

I/We _____

(Print Name & Signature), _____

(Print Name & Signature) being the Registered Owner (s) of the land described herein,

am aware of the proposed Sidewalk Café as indicated on this application and concur
with the requested outdoor use.

(Print Owner's Address)

4. Site Location (Street & No.) _____

Legal Description - Lot No. _____ Plan/Conc. No. _____

5. Application is hereby made to operate a Sidewalk Café on municipal property having an
area of _____ sq. m and seating for _____ persons.

6. Is the Sidewalk Café licensed to serve liquor? ☐ Yes ☐ No

If yes, a copy of the AGCO license is to be attached.

7. If the Restaurant is licensed by the Alcohol and Gaming Commission of Ontario, the
license is for _____ persons.

Applicant's signature

Date Received

CONDITIONS:

1. The Sidewalk Café shall operate between April 1 to October 31.
2. All furniture, fixtures, and fittings shall be removed on or before October 31.
3. The Sidewalk Café must be associated with a licensed eating or drinking establishment.
4. On termination of this permit, the Operator shall restore the sidewalk to its original condition.
5. Either party can terminate this permit upon 30 days written notice.
6. The City shall have the unrestricted right to modify the site area in order to discharge its duties to ensure both convenient and safe passage on the sidewalk and to comply with any applicable law.
7. The Operator shall operate the café in accordance with the City Sidewalk Café Guidelines.
8. The Operator agrees to assume all liability and obligations for any and all loss, costs, damage or injury (including death) to persons or property that would not have happened by for this permit or anything done or maintained by the permit holder thereunder or intended so to be and the permit holder shall at all times indemnify and save harmless the City, its officers, employees, and agents from and against all such loss, damage, or injury, and all actions, suits, proceedings, costs, charges, expenses, claims or demands, in any manner based thereupon, arising by reason of or in any way related to the existence of this license or anything done or maintained hereunder.
9. The Operator shall comply with all applicable by-laws, statutes and regulations.
10. The Operator shall maintain General Commercial Liability insurance in the amount of least \$ 5 million per incident, throughout the term of this permit, for Sidewalk Cafés located within the Municipal right-of-way.
11. The insurance shall be in the form and on the terms described in the application form to which this permit relates.
12. Failure to comply with the conditions of this permit shall entitle the City to terminate this permit forthwith and without notice.
13. No damage or permanent change to City property/ infrastructure is permitted.

I have read and understand the terms and conditions of this Sidewalk Café Permit application and by signing this form hereby agree to those terms and conditions.

Applicant's Signature

Date