



Town of Arnprior
 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Business Licence Application Form

Outdoor Sidewalk Patio Café

Pursuant to Town of Arnprior Licencing By-law, As Amended

This is Not a Licence

<u>Applicant Information</u>			
Applicant Name:			
Full Address:			
Phone Number (primary):			
Phone Number (secondary):			
E-mail Address:			
<u>Business/ Restaurant Facility Information</u>			
Business Name:			
Business Address:			
Website URL:			
Description:			
Occupant Load of Restaurant:			
Occupant Load of Patio:			
Number of Water Closets (toilets) in Male Washroom:			
Number of Urinals in Male Washroom:			
Number of Water Closets (toilets) in Female Washroom:			
<u>List of Items/Services for Sale:</u>			
Food Type:			
Liquor:			
Services:			
Other:			
Type of Licence:	Liquor Licenced Patio	Non-Liquor Licenced Patio	
Payment Type:	Cash	Cheque	Debit

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

Important Application Approval Information:

- All Businesses must comply with the Town of Arnprior Licencing By-law, as amended.
- Full payment of the Business Licence Fee, as per the User Fees and Charges By-law, as amended, shall be received prior to a licence being issued. This fee is non-refundable.
- Any Application/Licence submitted/issued under the Town of Arnprior Licencing By-law, as amended, may be refused, revoked, suspended, or refused to be renewed by the Issuer of Licences for by-law non-compliance.
- Required approvals must be obtained prior to the application for a Business Licence.
- It is mandatory for all licenced businesses/ applicants to carry sufficient liability insurance, in compliance with the Town of Arnprior’s insurer.

Mandatory Application Requirements	Required	If Applicable/ Available
Copy of Approved Government Issued ID	<input type="checkbox"/>	
Proof of Business Registration from the Province of Ontario		<input type="checkbox"/>
General Liability Insurance	<input type="checkbox"/>	
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used in the business)	<input type="checkbox"/>	
Site Plan – Patio Café Location & Layout Sketch: (attach a Separate Sheet) <ul style="list-style-type: none"> a. Patio dimensions, offsets to curb, sidewalk, light standard, and side lot lines. b. Fencing/Screens: type, height, colour, means of support, number of openings. c. Deck/Platform: material, height, colour. d. Awnings: material, colour, mounting height and clearance. e. Furnishings: number of tables and chairs, material, colour. f. Lighting: location, type, wattage, number of light standards/units. g. Plant Material: location, number of planters, type of vegetation 	<input type="checkbox"/>	
Historic Compliance with all By-laws and Applicable Legislation	<input type="checkbox"/>	
Applicable Licence Fee Paid	<input type="checkbox"/>	

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Licensee Declaration

I, the undersigned, have read the Town of Arnprior Licencing By-law, as amended, and I am fully aware of and agree to comply with said requirements, provisions and conditions. I further understand that the Issuer of Licences may refuse, suspend, amend or revoke a Licence at any time for by-law non-compliance.

Applicant's Name Printed

Applicant's Signature

Date

<u>Office Use Only</u>		
Planning/CBO/CAO Approval: <input type="checkbox"/>		
Liability Insurance Provided: <input type="checkbox"/>		
Application Status: Approved : <input type="checkbox"/> Denied: <input type="checkbox"/>		
Payment Received: <input type="checkbox"/>	Date: Click here to enter a date.	Amount: \$
Licence Number:		Issued by:

Outdoor Sidewalk Patio Café Licence Approval

Information:

Approval of this application for an Outdoor Sidewalk Patio Café shall be based upon conformance to Town of Arnprior Licencing By-Law, as amended. This application shall be considered approved and shall act as the Outdoor Sidewalk Patio Café Licence only when signed by the Chief Administrative Officer (CAO) indicating approval of:

1. The design and layout of the outdoor sidewalk patio café as per the information supplied in this application, with amendments as necessary; and
2. The physical setup of the outdoor sidewalk patio café, certified by a Town of Arnprior Community Development Branch staff to be in compliance with the approved application as noted in (1) above.

Any proposed modifications to an existing approved patio café must be reviewed and approved in writing by the CAO prior to implementation.

Any physical modifications made to the patio café elements deemed to be significantly different from the approved application or which contravene the Licencing By-Law, as amended shall invalidate this licence.

Invalidation of the licence will require the applicant to re-apply for a new licence, and/or will require removal of all patio café elements from the public right-of-way. The Town of Arnprior has the right to remove patio café elements from the public right-of-way which differ from the approved application and/or pose a safety hazard to the patrons and/or the general public.

This application and licence shall only be valid within the licence period as noted in the Licencing By-law, as amended.

All patio café elements must be removed from the public right-of-way by the end of the permit period.

Note: It is the applicant's responsibility to apply for and obtain any required licences or permits through the LLBO to allow for consumption of alcoholic beverages on the proposed patio café.

I agree to abide by the Town of Arnprior Licencing By-Law and the terms and conditions outlined herein for the operation of an Outdoor Sidewalk Patio Café on the public right-of-way in the Town of Arnprior.

Applicant's Signature: _____

Date: _____

Owner's Authorization & Declaration

Authorization

I/we hereby authorize to act on my/our behalf in the matter of this application for an encroachment.

Signature of Owner

Signature of Owner

Declaration

This declaration below must be signed in the presence of a Commissioner of Oaths for taking affidavits. This may be done when presenting your application at Town Hall.

I, _____ of the Town of Arnprior in the County of Renfrew, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. Further upon completion of all conveyances, I will so advise the Town of Arnprior.

Declared before me at the _____ of _____, in the _____ of _____ this _____ day of _____, 2____.

Signature of Applicant or Authorized Agent

A Commissioner, etc.

Release, Waiver and Indemnification

As the Owner or acting in the capacity of an Authorized Agent of the Owner, if granted the Outdoor Sidewalk Patio Café Licence by the Corporation of the Town of Arnprior:

I hereby release, waive and forever discharge the Town of Arnprior, hereinafter known as the releasee, and its employees, agents, officers and Members of Council from all claims, demands, costs, expenses, in respect of death, injury, loss or damage to myself or my property resulting from the completion of this application and if granted, from the operation of an Outdoor Sidewalk Patio Café.

I further agree to indemnify the releasees for injury, death, property damage or any other loss sustained by the releasees resulting from the completion of this application and if granted, from the operation of an Outdoor Sidewalk Patio Café.

Should the Outdoor Sidewalk Patio Café Licence be granted to the Applicant, the release, waiver and indemnification shall survive the term of the application and the Outdoor Sidewalk Patio Café Licence.

By signing this Application, I hereby acknowledge having read, understood, agreed to the above release, waiver and indemnification and if applicable I have the authority to sign the release, waiver and indemnification on behalf of my organization.

Signature of Applicant or Authorized Agent **Date**

Application Approved:

CAO: _____

Date: _____

Inspected and Approved:

Chief Building Inspector: _____

Date: _____