



SIDEWALK CAFE LICENCE APPLICATION FORM

Applications can be mailed in. They can also be made in person at the above noted address between the hours of 8:00 AM to 4:30 PM, Monday through Friday. Information regarding general Sidewalk Cafe Licence policies and/or your specific situation can be obtained by calling (780) 496-3076. Facsimile inquires/applications can be sent to (780) 496-1071.

Date _____

Applicant's name: _____

Address: _____ PC _____

Restaurant name: _____

Restaurant address: _____ PC _____

Restaurant phone: _____ Fax: _____

Contact person(s): _____

Business or Company name: _____

Mailing address: _____

This personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (F.O.I.P). It is protected by the privacy provisions of the F.O.I.P. If you have any questions about the collection of this data, contact the Transportation Department's F.O.I.P co-ordinator at (780) 496-2807.

Please attach the following to this application:

- A sketch of the sidewalk cafe area illustrating the proposed cafe layout and furniture. The sketch should also show all street furniture (i.e. trees, benches, poles, transit zones, hydrants, telephone booths, etc.)
- A non-refundable application fee of \$100.00 plus GST. Cheques can be made payable to "The City of Edmonton".

See 2nd page for general information.

For Office Use Only:

Application received: _____, 200__ By: _____ Receipt #: _____

On-site meeting: _____, 200__ Application approved: Yes___ No___

Comments or reason for refusal: _____

Documents sent to applicant: _____, 200__ Documents returned: _____, 200__

Documents sent to T. Ops. Mgr.: _____, 200__ Documents returned: _____, 200__

Documents sent to City Clerk: _____, 200__ Documents returned: _____, 200__

Executed documents sent to applicant: _____, 200__

GENERAL INFORMATION FOR SIDEWALK CAFE LICENCES

Operation of a cafe, installation or placement of any items within the City boulevard or on the City sidewalk is not permitted until a Development Permit and a Sidewalk Cafe Licence are obtained.

- A.** Upon receipt of this application form and payment of the application fee, the Transportation Department will:
1. review the general area and determine adjacent land uses;
 2. determine availability of area;
 3. define the required setbacks, based on the volume of pedestrian traffic; and
 4. review potential safety and utility conflicts with existing and proposed roadway and/or utility facilities.
- B.** Should this application be approved, the applicant will be required to apply for a Development Permit from the Planning and Development Department (see attached Guidelines for Sidewalk Cafes). A condition of approval for the Development Permit will be the requirement to enter into a Sidewalk Cafe Licence. If a Development Permit was previously issued for an outdoor eating area and the area and number of seats remains unchanged, a new Development Permit is not required. A new Sidewalk Cafe Licence can be issued to the new owners / operators since the Licences are not transferable or assignable.
- C.** Should the Development Permit be approved:
1. the Transportation Department will prepare four copies of a Sidewalk Cafe Licence. The Licence documents and insurance forms will be sent directly to the applicant for completion.
 2. the Transportation Department will execute the Licence when the documents and forms are returned. One copy of the executed Licence will be returned to the applicant.
- D.** If the application is refused, the road right-of-way cannot be used. Use of the City boulevard or sidewalk without authorization will result in enforcement action being initiated by the City of Edmonton.

NOTE: A copy of the Sidewalk Cafe Licence may have to be provided to the Alberta Gaming and Liquor Commission to prove that municipal approval has been obtained to use the sidewalk cafe if the outdoor eating area will have liquor served. The Edmonton Police Service may also want to see proof of the authorization to operate the sidewalk cafe.