

# SIDEWALK CAFÉ RENEWAL APPLICATION FORM

OFFICE USE ONLY			PAYMENT STAMP
PERMIT #	SC_		STAFF INITIALS <b>GL# 1142600-000</b>
FEES	<input type="checkbox"/> SC Permit Renewal Application	\$ 100	
	<input type="checkbox"/> Seasonal Fee	Minimum \$300 or \$48.50/m <sup>2</sup> of patio area Area = _____m <sup>2</sup>	
	<input type="checkbox"/> Seasonal off-Street Parking Rental Fee	\$480 / parking stall # of parking stall = _____	
APPLICATION FEE:		\$	

Refer to the City of Nelson Sidewalk Café Bylaw No. 3441 for information on current requirements, or contact the Development Services & Climate Leadership Department. Bylaws are available at [www.nelson.ca/bylaws](http://www.nelson.ca/bylaws)

## FOR RENEWALS ONLY

APPLICATION INFORMATION	
<b>BUSINESS OPERATING THE PATIO</b>	
CIVIC ADDRESS:	FOLIO NUMBER: 219.
BUSINESS NAME (MUST HAVE A VALID BUSINESS LICENSE):	
<b>BUSINESS OWNER OR LOCAL BUSINESS MANAGER</b>	
NAME:	E-MAIL:
MAILING ADDRESS:	PHONE:
<b>APPLICANT DETAILS</b>	
APPLICANT IS: <input type="checkbox"/> BUSINESS OWNER: <b>contact details as above</b> <i>The applicant is responsible for ensuring all property owners have reviewed and approved this proposal</i> <input type="checkbox"/> PROPERTY OWNER: <b>complete contact details below</b> <input type="checkbox"/> OTHER AUTHORIZED AGENT OF THE OWNER: <b>complete contact details below</b> <i>An Owner's Representative Form must be submitted <a href="http://nelson.ca/applications">nelson.ca/applications</a></i>	
NAME:	BUSINESS NAME:
E-MAIL:	PHONE:
MAILING ADDRESS:	

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or [FOI@nelson.ca](mailto:FOI@nelson.ca) or 250-352-8234.

*Page 2 and 3 of this form must be completed*

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## CHECKLIST FOR COMPLETE APPLICATION

The following items **must be submitted** as a complete application package:

- ☐ A completed application form
- ☐ Application fees (can be submitted when the permit is issued)
- ☐ Copy of previously approved plans (any changes will require a new application)
- ☐ Copy of Business License
- ☐ Copy of Insurance
- ☐ For patio extending in front of adjacent business: approval from affected business owner

Note: Additional information may be required by the City upon review of your application package.

## PATIO INFORMATION

### ▪ DESIGN AND CONSTRUCTION DETAILS

**Please confirm (checkbox below)** that the design and layout of your sidewalk patio remain unchanged from last year's approved permit. This includes the following elements:

- Location and dimensions of the patio
- Number and location of occupied parking stalls (if applicable)
- Construction materials
- Colours
- Partition details
- Lighting elements
- Access
- Awning structure (if applicable)

☐ **I confirm** that there have been no changes to the patio design, layout, size, or furnishings since last year's approved permit.

Note: If any changes have been made to the above elements, a revised patio plan must be submitted for review and approval before this renewal can be processed.

### ▪ OPERATIONAL DETAILS FOR CURRENT YEAR

<b>Dates of operation</b>	Start _____ (earliest May 1 <sup>st</sup> ) End _____ (latest October 31 <sup>st</sup> )
<b>Hours of operation</b>	Open _____ Close _____ (12AM Max.)
<b>Will there be amplified music?</b>	<input type="checkbox"/> Yes (must be turned off at 10PM) <input type="checkbox"/> No

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## SIGNATURES

**Application Declaration:** I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

**Liability and Indemnity Clause:** In consideration of this permit being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

**Applicant Responsibility:** I acknowledge that I, as Applicant, am responsible for ensuring that all Property Owners are aware of and are in agreement with this application. Furthermore, I acknowledge that the City takes no responsibility for upholding Tenant/Landlord agreements, nor any other agreement between parties outside of the Corporation of the City of Nelson.

**THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

*End of Form*