



INFORMATION & APPLICATION FOR SMALL SIDEWALK PATIOS ON CITY PROPERTY

For additional information, call 3-1-1 or outside of City limits 604.873.7000 or come to 507 West Broadway, 5th Floor (Crossroads Building), Client Service Counter.

Small Sidewalk Patio Information

APPLYING

The Sidewalk Patio Program is administered by Engineering Services. To apply for a sidewalk patio permit, please complete the attached application form and submit the following:

- A copy of your current business license
- Certificate of Liability Insurance

APPLICATION PROCEDURE

1. Apply for a Business License in one of the following categories:

- Restaurant Class 1
- Limited Service Food Establishment
- Retail Dealer- Food
- Retail Dealer -Grocery
- Retail Dealer - Market

2. Complete the attached application form and submit to Engineering Services, 320 - 507 West Broadway, 5th Floor, attention to Emma Mendoza-Isip, Sidewalk Patio Coordinator.

3. The Coordinator will conduct a site inspection to determine if there is adequate space for your sidewalk patio in front of your business. This process may involve taking measurements to determine if there is adequate space for pedestrian clearance. The minimum clearance is 3m (10 ft).

4. When your application has been approved, an invoice for your Small Sidewalk Patio Permit will be mailed to you. Methods of payments are by mail with your permit number on your cheque made payable to the City of Vancouver (do not send cash in the mail), by phone with a credit card at 604.829.2071 or in person at the Client Service Counter, 507 West Broadway, 5th Floor.

5. Please have your insurance agent/broker complete, sign and return the enclosed City of Vancouver Certificate of Liability Insurance form immediately. The City Certificate may not be altered and the minimum amount required is \$2 million per occurrence.

6. When all of the above requirements have been met and approval is final, you will be permitted to operate your small sidewalk patio. Your new permit will be mailed to your approved location.

GUIDELINES

1. All patio furniture must be placed adjacent to the building (frontage or flankage);
2. have a minimum sidewalk width of 3m (10 ft) or a minimum width of 3.7m (12 ft) if there are curbside obstructions (i.e., lamp standards, parking meters etc) If the City Engineer or designate determines that sidewalk use, pedestrian volumes, etc do not warrant these widths, lesser widths may be permitted.;
3. have service stopped and all your customers relocated inside your establishment by 11:00 p.m.;
4. ensure that all patio furniture is removed by 11:00 p.m.;
5. ensure that all patio furniture does not block access to Fire Department connections, City Sewers, City Water works, BC Gas valves or exits from adjacent building;
6. the total amount of seats must not exceed the number of seats permitted on your Occupancy Permit;
7. serving of liquor is not permitted;
8. patio furniture must not be enclosed by any means of planters or railings;
9. smoking is not permitted within the patio area or within 6m (20 ft) of any customer area, doorway, open window or fresh air vent. (City of Vancouver Health By Law 9535)
10. hold a valid business license (restaurant class 1, limited service food establishment, retail dealer-food, retail dealer-grocery and retail dealer- market);

11. pay the small sidewalk patio permit fee based on the number of chairs and tables placed on city sidewalk.

Inspections of the site may be carried out by Engineering Services before, after and during sidewalk patio operations. However, the City is not obligated to perform such inspections and these inspections in no way relieve the applicant from the obligation to comply with these guidelines.

RENEWAL AND OPERATING REQUIREMENTS FOR SMALL SIDEWALK PATIOS

1. Once your sidewalk patio has been approved and authorized, you may renew it annually on May 1st of each year by completing the following requirements:
 - Submit the permit fee. Interest of 15% per annum calculated daily will be charged on late payment.
 - Maintain a current valid business license.
 - Maintain valid liability insurance in compliance with the Small Sidewalk Patio Guidelines and as outlined in the application form.
2. The Small Sidewalk Patio Permit operates from May 1st to April 30th.
3. Failure to meet any of the above requirements may result in any objects remaining on City property being removed by City crews (at the business owner's expense) and may jeopardize your future involvement in the program.

SMALL SIDEWALK PATIO PERMIT FEES (2012):

- One Permit \$ 329.48 + HST = **\$ 369.02** (maximum of 3 tables and 6 chairs)
- Two Permits \$ 658.96 + HST = **\$ 738.04** (maximum of 6 tables and 12 chairs)
- Three Permits \$ 988.44 + HST = **\$ 1107.05** (maximum of 9 tables and 18 chairs)

CONTACT INFORMATION

Emma Mendoza-Isip, Sidewalk Patio Coordinator
City of Vancouver
5th Floor, 507 West Broadway

Phone: 604.829.2071
Fax: 604.873.7255
Email: emma.mendoza-isip@vancouver.ca

Mailing Address:
320 - 507 West Broadway
Vancouver, BC V5Z 0B4

REQUIREMENTS FOR RISK AND EMERGENCY MANAGEMENT DEPARTMENT APPROVAL:

Liability and Indemnity

The Licensee agrees that it will indemnify and save harmless the City of Vancouver and its officials, officers, employees, servants and agents from all costs, losses, damages, compensation and expenses (including Counsel fees) of any nature whatsoever suffered or incurred by the City and sustained or caused by the Licensee's occupation or possession of the Premises, and from all claims, demands, suits and judgements against the City and its officials officers, employees, servants and agents, or either of them, on account of or in respect of the Premises or of the occupation or possession or use thereof by the Licensee, its servants, agents, contractors, licensees or permittees.

Insurance

The Licensee shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance(s) with insurers in British Columbia and in forms and amounts acceptable to the City of Vancouver's Director of Emergency Management:

Comprehensive general liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury and property damage. The City of Vancouver and its officials, officers, employees, servants and agents are to be added as additional insureds under this policy(ies). Such insurance shall include, but not be limited to:

- I. Products and Completed Operations Liability
- II. Owner's and Contractor's Protective Liability
- III. Blanket Written Contractual Liability covering liability arising directly or indirectly out of the performance of this agreement.
- IV. Contingent Employer's Liability
- V. Personal Injury Liability
- VI. Cross-Liability or Severability of Interest
- VII. Employees as Additional Insureds
- VIII. Broad-Form Property Damage
- IX. Deductible Clause not to exceed \$5,000.00

All the foregoing insurance shall be primary. Any insurance or self-insurance maintained by the City of Vancouver shall be in excess of this insurance and shall not contribute to it.

Prior to the commencement of the agreement the Licensee shall provide the City of Vancouver with evidence of all required insurance to be taken out in the form of a completed City of Vancouver Certificate of Insurance. Similar evidence of renewals, extensions or replacement of said policies shall be forwarded to the City of Vancouver at least 15 days prior to their renewal, extension or replacement. When requested by the City of Vancouver, the Licensee shall provide a certified copy of the required policy (ies).

All required insurance shall be endorsed to provide the City of Vancouver Engineering Department with 30 days prior written notice of cancellation or material change.

Responsibility

- a) I agree to produce the permit for inspection when so requested by any Police Officer or representative of the City of Vancouver, City Engineer or their designate.
- b) I agree to be solely responsible for the adherence by all persons connected with this business to the permit requirements. I will comply with all City of Vancouver Guidelines, Laws and By-laws now in force or which may hereafter come into force in the City of Vancouver.
- c) By signing below I am verifying the accuracy of the above information and I understand that the Sidewalk Small Patio Permit is the property of the City of Vancouver, is non refundable and non transferable and that pursuant to the By-Law, City Council may revoke the permit, and the City Engineer may suspend the permit if the permit area is required for any street works, utility installation or special event or if any terms and conditions of the permit are not adhered to.
- d) I hereby submit this application on behalf of my business for a Small Patio Permit from the City of Vancouver. If granted I will comply with each and every obligation contained in laws, by-laws and guidelines now in force or which may come into force in the City of Vancouver. This Permit is the property of the City of Vancouver and must be surrendered immediately upon request from any member of the Vancouver Police Department or Official from the City of Vancouver.

Privacy Disclaimer: The personal information on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)* for the purpose of your Application to use City Property for your business. It will only be released in accordance with the FIPPA or as required by law. Questions about how the FIPPA applies to this information can be directed to the Manager, Corporate Information and Privacy, 453 W 12th Ave, Vancouver BC V5Y 1V4, (604) 873-7999.



SMALL SIDEWALK PATIO APPLICATION

Date: _____

APPLICANT:

Business Name: _____ Contact Person: _____

Phone Number: _____ Fax Number: _____ Alternate Number: _____

Business Address: _____ Postal Code: _____

Business Trade Name: _____

- Business License Type: Restaurant Class 1
 Retail Dealer-Food
 Retail Dealer-Market
 Retail Dealer-Grocery
 Limited Service Food Establishment

INSURANCE AGENT:

Insurance Broker/Agent: _____

Phone Number: _____ Fax Number: _____

Address: _____ Postal Code: _____

(Please print) I, _____ (Business Owner/Authorized Signatory),
hereby acknowledge that the above information is correct.

Date: _____ Signature: _____