

# Temporary Patio Application Form



The information requested below is required to support all applications for a temporary patio on privately owned property where a Liquor Sales Licence is already in effect.

An approved form with signature can be used as proof for the [Alcohol and Gaming Commission of Ontario](#)'s requirements for notification of temporary patio approval under Regulation 746/21 under the *Liquor Licence and Control Act, 2019* which came into effect on January 1, 2023.

## Section 1: Applicant Details

Premises Name:

Premises Telephone Number:

Contact Name:

Contact Email:

Contact Telephone Number:

Address:

## Section 2: Temporary Patio Details

Please fill out the appropriate section below and attach the required documentation for the purpose of reviewing and processing your application for compliance with the [City of Guelph's Zoning By-law](#).

### Activation Type: 120 Days or Less

Please fill out this section if your application for your licensed area or patio is event-based or will be active for 120 consecutive days or less.

1. Please provide the first day you will be selling and serving liquor on your temporary patio.
2. Please provide the final day you will be selling and serving liquor on your temporary patio.
3. Please provide the regular business hours your patio will maintain for the selling and serving of liquor on your temporary patio.
4. Please indicate the total area of your proposed temporary patio in square meters.

5. If applicable, please indicate the total area of your proposed temporary patio that will be covered by a temporary structure (such as a tent or marquee) in square meters. For tented areas larger than 60 square meters, a permit may be required.
6. Please indicate the total number of bathrooms available to customers during the above noted times.

**Activation Type: Seasonal Installation**

Please fill out this section if your application for your licensed area or patio is seasonal and will be installed for longer than 120 consecutive days but less than eight (8) consecutive months.

1. Please provide the first day you plan to sell and serve liquor on your temporary patio.
2. Please provide the final day you plan to sell and serve liquor on your temporary patio.
3. Please provide the regular business hours your patio will maintain for the selling and serving of liquor on your temporary patio.
4. Please indicate the total area of your proposed temporary patio in square meters.
5. If applicable, please indicate the total area of your proposed temporary patio that will be covered by a temporary structure (such as a tent) in square meters. For tented areas larger than 60 square meters, a tent permit may be required.
6. Please indicate the total number of bathrooms available to customers during the above noted times.
7. Please indicate the total number of temporary bathrooms available to customers during the above noted times.
8. Will your temporary patio be an annual installation or a one-time installation?  
Annual installation  
  
One-time installation

## Section 3: Supplemental Information

### Supplemental Documentation: All Applicants

Please indicate that you have included the following along with your application:

- Proof of your current liquor license issued by the Alcohol and Gaming Commission of Ontario
- A detailed site plan of your property showing the location of the temporary patio which includes:
  - Setbacks to property lines
  - Setbacks to parking spaces
  - Measurements in square meters
  - Structures used to separate licensed and non-licensed areas (fencing, stanchions, etc.)
  - Tented area in square meters if applicable

Applicants are responsible for adhering to all related by-laws, laws, policies, regulations and legislation and communicating to the appropriate authorities including but not limited to:

- Police Services – [police@guelph.ca](mailto:police@guelph.ca)
- Fire Services – [fire@guelph.ca](mailto:fire@guelph.ca)
- Public Health – [PH.Intake@wdgpublichealth.ca](mailto:PH.Intake@wdgpublichealth.ca)
- Building Services – [building@guelph.ca](mailto:building@guelph.ca) (if use of a tent or marquee are intended)

**Section 4: Municipal Permission (Internal Use Only)**

**Zoning Review**

The Zoning for the proposed temporary patio location is \_\_\_\_\_.

The application for a temporary patio is:

Approved.

Approved with the following conditions:

Declined due to the following:

**Signature for Approved Applications**

The undersigned grants permission for the temporary patio on behalf of the Corporation of the City of Guelph.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date