

Permission to Occupy District-owned sidewalk or street space

To apply for a street patio “licence to occupy” agreement, please provide:

- A current District business licence, for a business use related to the patio use, i.e. food establishment or retail sales;
- Proof of insurance coverage for \$2 million liability;
- If proposing to extend into a neighbouring business’ frontage, written letter of support (the District has a template letter for your use);
- If within the Sechelt Business Improvement Area, written letter of support from the Sechelt Downtown Business Association;
- Digital copy (may be hand-drawn and scanned) of a detailed site plan drawn to scale, showing:
 - The premises in relation to the proposed patio area the affected sidewalk, curb, and/or parking stalls;
 - Width of pedestrian passageway (1.5 m minimum);
 - All entrances and exits for the premises and for adjacent businesses within 5 m on either side of the proposed patio area;
 - Adjacent bus zones, landscaping and any other District street furniture within 5 m on either side of the business frontage; and
 - Proposed patio objects and furnishings.
- Photographs of the proposed patio area;
- To apply for a street patio where food is served, ensure all necessary permissions are obtained from Vancouver Coastal Health, and for serving liquor, BC Liquor and Cannabis Regulation Branch.

And lastly:

- In order to make this pilot a success, the District is prepared to work in the spirit of cooperation, sharing of ideas and being open to possibilities, and we appreciate the same from applicants. The District will measure successes and challenges and may ask applicants to summarize their experiences at the end of the pilot.

Note: For patios which are completely on the business’ private property, a ‘licence to occupy’ District-owned land is not required. However separate permission may still be required from the District for new patios, for increases in occupant loads, or for expanded service areas under existing liquor licences. Please contact District staff to verify what is required for your proposal.