



OAKVILLE

Temporary Liquor Licence Extension to Outdoor Space / Temporary Extension

Instructions

Please complete both pages of this application. Once the application is complete, submit it to the Town Clerk's Office. Completed applications will be circulated to town staff and ward councillors for consideration. A decision letter will be provided to the applicant for submission to the Alcohol and Gaming Commission of Ontario (AGCO) www.agco.ca

How to submit an application

Applications can be submitted by email, mail or dropped off to the Clerk's department. (No fee required)

Email: townclerk@oakville.ca

Application and supporting documentation will be accepted as attachments in PDF format only. External links or applications embedded in the body of an email will not be accepted.

Mail or drop off:

Town Hall, Clerk's Department
1225 Trafalgar Road
Oakville, ON L6H 0H3

24/7 drop box is available at the front of town hall.

Telephone: 905.815.6015

Establishment / Event Information

Establishment Name:

Address:

Event Name: (if applicable)

Is this event part of a larger event?

Yes

No

If yes, what event?

Business Contact Information:

Last Name:

First Name:

Mailing address:

Unit:

City:

Postal Code:

Telephone:

Email :

Secondary Contact Information:

Last Name:

First Name:

Telephone:

Email:



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Please indicate the type of extension you are requesting. If you are unsure about the temporary extension required for your establishment / event, please contact the Alcohol & Gaming Commission of Ontario, www.agco.ca

Temporary Extension of Existing Liquor Licence

Extension Date(s)		Time(s) Alcohol Will Be Served				
	From (yyyy-mm-dd):	To (yyyy-mm-dd):	From (hh:mm):	AM/ PM	To (hh:mm):	AM/ PM
1						
2						
3						
4						
5						
To request additional dates please list on a separate page and include with this application						

Checklist / attachments

Detailed sketch or plan including, dimensions of the proposed extended outdoor area, include entrance/exit to the area, the area in relation to the main building/establishment, type of barrier being used. See [sample drawing](#).

Will the temporary patio extension be located on Town of Oakville property? Yes No
If yes, an encroachment agreement will be required, through the [patio program](#).

Written approval of landlord/property owner or property manager for proposed patio extension

Applicant declaration

I declare that there is no existing AGCO condition on my liquor licence prohibiting a patio and that the information provided in this application is true and correct.

Signature

Date

Information collected on this form is collected under authority of the *Municipal Act, 2001*. This information will be used to administer this program, including program compliance. Questions about the collection of this information can be addressed to the Town Clerk, 1225 Trafalgar Road, Oakville, ON L6H 0H3, 905.845.6601 or townclerk@oakville.ca