Application

Temporary Liquor Licence Extension to Outdoor Space/Temporary Extension

Instructions

Complete all pages of this application. Completed applications will be circulated to town staff, ward councillors and other government agencies for consideration. A decision letter will be provided to the applicant for submission to the Alcohol and Gaming Commission of Ontario (AGCO).

Submit an Application

Applications can be submitted by email or mail, or dropped off to the Clerk's department.

Email Submission

Submit your request to 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.

Staff will respond with instructions on how to pay online. Payment online can be completed by American Express, MasterCard or Visa.

Mail or Drop Off

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

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

Fee and Payment Methods

The fee is $50.00.

- Pay online by American Express, MasterCard or Visa. A link will be provided after application is submitted.
- Pay in-person at Service Oakville, inside Town Hall, by American Express, MasterCard, Visa, debit or cheque (payable to the Town of Oakville).

Cash will not be accepted.

Application

An asterisk (*) indicates a mandatory field.

Type of Extension

If you are unsure about the temporary extension required for your establishment/event, contact the AGCO.

Temporary Extension of Existing Liquor Licence: ☐

Establishment/Event Information

Establishment Name*: _____

Establishment Address*: _____

Event Name, if applicable: _____

Is this event part of a larger event? Yes ☐ No ☐

If yes, what event? _____

Primary Business Contact Information

First Name*: _____

Last Name*: _____

Business Mailing Address*: _____

Suite/Unit Number, if applicable: _____

City/Town*: _____

Postal Code*: _____

Telephone*: _____

Email*: _____

Secondary Business Contact Information

First Name: _____

Last Name: _____

Telephone: _____

Email: _____

Extension Dates and Times

For times, indicate AM or PM. To request additional dates, please list on a separate page and include with this application.

Date Start Format: yyyy-mm-dd	**Date End** Format: yyyy-mm-dd	**Time Start** Format: hh:mm	**Time End** Format: hh:mm

Checklist - Supporting Documents

- ☐ 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? If yes, an encroachment agreement will be required, through the Seasonal Commercial Patio Program.
- ☐ Written approval of landlord/property owner or property manager for proposed patio extension
- ☐ Fee: $50.00

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 Signed (format: yyyy-mm-dd): _____

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.