Town of Ingersoll – Application for Temporary Outdoor Patio on Private Property

Please complete this application in full and submit to the Clerk's Department clerks@ingersoll.ca or 130 Oxford St. 2nd Floor, Ingersoll, ON, at least thirty (30) days before the first day you wish to operate your temporary patio.

To be eligible for approval of a temporary patio on private property, the applicant must:

☐ Hold a valid Liquor Sales License from the AGCO
☐ Propose a temporary patio adjacent to and an accessory to a licensed establishment
☐ Submit this application in full and provide all supporting documentation
☐ Ensure the patio is located on private property and does not encroach onto public lands or easements

This form will be made available in alternate formats upon request

Section 1: Applicant Information:	
Applicant Name:	
Applicant Phone Number:	
Applicant Email Address:	
Section 2: Property Information	
Name of Business/Organization	
Property Address:	
Business Phone Number:	
Section 3: Owner Information	
Name of Property Owner:	
Phone Number:	
Email Address:	
Mailing Address:	

Section 4: Temporary Patio Details:

Requested duration of Patio (maximum 8 months):		
Desired Start Date:		
Hours of Operation of Patio:		
Proposed Number of Tables:		
Proposed number of Chairs:		
Seating capacity of the Proposed Patio:		
Seating capacity of Main Establishment:		
Washroom Counts	Male:	Female:	Barrier-Free:

Section 5: Supporting Documents:

Applicants must submit the following documents with the completed application form.

☐ Site Plan (sketch of patio) showing:
   a) Patio dimensions, layout, and features (e.g., tables, fencing)
   b) Distances to property lines, hydrants, parking, sidewalks, and structures
   c) Existing building access points and emergency routes

☐ Proof of Valid AGCO license

☐ Letter of authorization from the property owner (if applicant is a tenant).

☐ Proof of Commercial General Liability Insurance with a minimum coverage of $5 million, naming the Town of Ingersoll as an additional insured.

Section 6: Acknowledgement of Conditions

I Agree to adhere to all requirements of the Town of Ingersoll Temporary Patio Program Policy as amended, including, but not limited to:

- The patio will be erected in accordance with the site plan drawings as submitted and approved by the Town.
- The patio will comply with all relevant legislation including the Accessibility for Ontarians with Disabilities Act, the Ontario Building Code, the Ontario Fire Protection and Prevention Act and all relevant municipal by-laws.
- The patio will not involve any grade alterations or the installation of permanent structures or fixtures

- The patio area will be clearly delineated using temporary barriers such as fencing, planters, or stanchions. All features must be removable at the end of the operating period.
- The patio will comply with Accessibility for Ontarians with Disabilities Act (AODA) requirements and maintain barrier-free access and walkways of at least 1.5 metres in width and patio entrances will be at least 1.1 metres wide.
- The patio will not obstruct fire routes, hydrants, or exits. A fire extinguisher (minimum 2A-10BC) must be within 15.2 metres (50 ft) of any point on the patio. Heaters must be CSA-certified and placed at a minimum of 3 metres (10 ft) from flammable materials.
- The patios will comply with the Town's Noise By-law. Signage must follow the Town's Sign By-law. No amplified sound is permitted.

I further agree that the information provided is accurate to the best of my knowledge.

_____   _____

Signature of Applicant(s)   Date

_____   _____

Signature of Owner(s) if different from above   Date