



Build Back Victoria | Re-Opening & Recovery

Application Form for expanded space for business in public places

Please consult the *Build Back Victoria Guide for Expanded Space in Public Places* to learn more about each temporary business recovery initiative including eligibility, application requirements, guidelines and how they can be utilized by your business.

This application must be completed in full. Please submit the completed application form and any supporting documentation via email to bizhub@victoria.ca.

APPLICANT INFORMATION

Date: _____ Email: _____
Applicant / Contact Person: _____ Phone: _____
Applicant's Organization Name: _____ Business License No.: _____
Address: _____

I am applying on behalf of a group of businesses. Co-applicant information must be included in additional contacts table.

The applicant(s) must maintain insurance authorized to carry on business in British Columbia, third party public liability and property damage insurance in an amount of not less than \$2,000,000.00 to protect the applicant from any and all claims which may arise from the proposed work and that the said insurance may not be cancelled, lapsed or materially changed without the insured giving 15-day written notice of cancellation to the City. Proof of insurance must be submitted with this application.

I have read and understand the insurance requirements above.

APPLICATION TYPE

Which temporary initiative are you applying for?	Flex Space	Mobile vending (Food truck / cart / bike vendor)**
	Temporary Patio*	Temporary Road Closure
Curbside Loading Zone	Business in Parks	Government Street Activation (Humboldt to Yates)

*For Temporary Patios, please select preference/plans for (choose 1):

**Mobile vendors, list top 3 preferred locations - by designated location number. 1st 2nd 3rd

DESCRIPTION OF LOCATION REQUESTED

Include as much detail as possible to help process the application including: type of space being requested (sidewalk, plaza, square, on-street parking, roadway, park), number of parking spaces requested, parking meter number(s), intersection, street segment, addresses, park name and other details as applicable.

DESCRIPTION OF USE

Please describe how the space will be used including planned activities, duration of activities/requested closure, structures, equipment, furnishings, and any other relevant details. Where applicable, include details on how other participating businesses will use the space.

HOURS OF OPERATION

Please identify your intended operating hours for the proposed space, for each day of the week.

Monday	Thursday	Sunday
Tuesday	Friday	
Wednesday	Saturday	

ALCOHOL

Do you plan to offer alcohol service in this space?

Alcohol service is permitted subject to the applicant's existing licensing.

ADDITIONAL CONTACTS

Complete contact information for co-applicants or neighbourhood support, as required (Requests for more than 2 curbside spaces or Temporary Road Closures).

Name	Organization (if applicable)	Contact	Support suggested change?	Intend to use space?

Applicant may attach additional pages for contacts as needed.

GENERAL TERMS

For those applicants who are individuals or businesses that provide personal contact information, this application collects your personal information for the purpose of managing applications. The legislated authority to collect your personal information is section 26(c) of the Freedom of Information and Protection of Privacy Act. If you require further information, please contact bizhub@victoria.ca.

This information is being collected for the purpose of determining the applicant's eligibility for temporary business recovery initiatives, in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this application. The applicant has read and agrees to comply with the stated regulations and bylaws of the City of Victoria. These initiatives are temporary, and in effect until October 31, 2020, and are non-transferable.

Completion of this application does not guarantee approval of application.

I understand I cannot expand my business into the public right-of-way until such time of approval and a permit has been issued.

APPLICANT CHECK-LIST

Proof of insurance

Neighbourhood support petition (where applicable)

Completed application form

Submit completed applications and required supporting documentation via email to bizhub@victoria.ca

INTERNAL USE ONLY

Application Approved and Permit Issued

Date:

Application Rejected (describe reason)

Division: