



# Build Back Victoria | Re-Opening & Recovery

## Application Form for expanded space for business in public places

Please consult the *Build Back Victoria Permit Requirements and Information* 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](mailto: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 liability and property damage insurance with a minimum amount of \$5,000,000. The City must be added as an additional insured with a cross liability clause. Insurance may not be cancelled, lapsed or materially changed without the insured giving 30 days written notice to the City. Proof of insurance must be submitted with this application

*I have read and understand the insurance requirements above.*

### 1. APPLICATION TYPE

**A)** I am applying for (select one):    Permit Renewal    New permit

**B)** What permit are you applying/renewing for?

Curbside Loading Zone

Flex Space

Mobile Vending

Business in Parks

Temporary Road Closures

Temporary Patio:   on-street   sidewalk   plaza   pathway   boulevard

Select Patio Type:

**C.** Are you looking to provide heating or cover options to your outdoor space? Please indicate below and demonstrate how each option meets the Build Back Victoria Permit Requirements.

If yes, please select one/both:   Roof   Heaters

## **SECTION 2 to SECTION 4 MUST BE COMPLETED FOR NEW PERMITS AND PERMIT RENEWALS**

### **2. DESCRIPTION OF LOCATION REQUESTED**

Include as much detail as possible to help process the application including: number of parking spaces requested, parking meter number(s), intersection, street segment, addresses, park name and other details as applicable.

### **3. DESCRIPTION OF USE**

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.

### **4. DESCRIPTION OF ACCESSIBILITY REQUIREMENTS**

Describe how the space will meet the accessibility requirements as indicated in the Program Requirements document. Please include location of curb ramps/ access points, width of entrance and paths of travel, materials of cane-detectable boundaries and number of accessible tables and seating provided. These features should also be shown on the attached site plan drawing.

### **5. SITE PLAN / DRAWINGS AND INFORMATION**

Businesses must provide a site plan to support public safety. Please provide a drawing, including measurements, and attach this to your permit application. Refer to the BBV Program Information & Requirements document for more information. The following information will be required.

- Footprint of proposed installation, including width, length, and dimensions of all entry/exit points
- Location of building face, sidewalk, curb, boulevard and fire department connections (hydrants; connection valves)
- Location of accessible ramp / access point
- For corner locations – proximity to nearest stop sign, traffic signal, or nearest edge of the closest sidewalk on the intersecting street
- If applicable:
  - proposed overall height of temporary patio including: supports, structure, and railings as measured from the street, sidewalk, or boulevard surface
  - location of seating and garbage / recycling bins for mobile vendors
  - location of heaters
  - fire safety plan for use of heaters
  - proposed traffic control plan for road closures

## 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

## 6. ALCOHOL

Do you plan to offer alcohol service in this space?

Alcohol service is permitted subject to the applicant's existing licensing. Businesses that serve alcoholic beverages must obtain and hold a valid liquor licence issued by the Provincial Liquor and Cannabis Regulation Branch (LCRB).

## 7. ADDITIONAL CONTACTS FOR ROAD CLOSURES

Complete contact information for co-applicants or neighbourhood support, as required.

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

## 8. 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](mailto: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 March 31, 2023, and are non-transferable.

Completion of this application does not guarantee approval of application.

I understand I cannot make modifications to the public right-of-way or existing permitted area until such time of approval, inspection and a permit has been issued. I understand and agree to all requirements identified in Build Back Victoria Program to protect the health and safety of employees and the public.

## 9. APPLICANT CHECK-LIST

Completed application form

Proof of insurance

Site Drawing and Required Information

Submit completed applications and required supporting documentation via email to [bizhub@victoria.ca](mailto:bizhub@victoria.ca)

### INTERNAL USE ONLY

Application Approved and Permit Issued

Application Rejected (describe reason)

Date:

Division: