



**TEMPORARY LICENSE OF OCCUPATION**  
 For Sidewalk Cafes, Merchant Encroachments, Mobile and Non-Profit  
 Vendors, Street Performers, Community Events,  
 and Mobile Vendor Associations

<b>Application</b>	
APPLICANT:	<i>(Name of applicant and business/organization)</i>
ADDRESS	Postal Address: _____ Physical Address: _____ City and Province: _____ Postal Code: _____ <i>(Address of applicant and/or business/organization)</i>
CONTACT:	Phone: _____ Email: _____ <i>(Applicant contact information)</i>
FOR LICENSE CATEGORY:	<i>(What's the difference between them? See Activity Definitions in the Policy.)</i>
STATEMENT OF ACTIVITY:	All Licensees:
INDICATE THE FOLLOWING IF APPLICABLE:	Sidewalk Cafe/Outdoor Patios
	Seasonal Vendors and Food Trucks
	Mobile Street Vendor
	Seasonal Vendor Association
	Merchant Encroachment
	Street Performer
ADDITIONAL REQUIREMENTS: <i>(Please review and check off requirements as completed)</i>	A <b>letter of intent</b> that includes the hours and days of operation. <ul style="list-style-type: none"> <li>• All Temporary License of Occupancy applicants</li> </ul>
	License area <b>site plan and route(s)</b> including total area to be used. <ul style="list-style-type: none"> <li>• All Temporary License of Occupancy applicants except Street Performers</li> </ul>
	Specifications on the location of any <b>accessories</b> such as number of tables and chairs, type of fence or railing, and any proposed amenities such as flower baskets, umbrellas, garbage and recycling receptacles, etc. (Include in <b>letter of intent</b> and on <b>site plan</b> ) <ul style="list-style-type: none"> <li>• Sidewalk Cafés/Outdoor Patios</li> <li>• Merchant Encroachments</li> <li>• Seasonal Vendors, Mobile Street Vendors and Food Trucks</li> <li>• Non Profit Vendors and Mobile Vendor Associations</li> <li>• Street Performers</li> <li>• Private Events</li> </ul>
	A <b>list of activities</b> , performers and vendors to be present. (Include in <b>letter of intent</b> ) <ul style="list-style-type: none"> <li>• Community Events</li> <li>• Private Non-Exclusive Events</li> </ul>
	<b>Photograph</b> of the building exterior where the parent business is located (Sidewalk Café) or the vehicle(s) or apparatus to be use. <ul style="list-style-type: none"> <li>• Sidewalk Cafés/Outdoor Patios</li> <li>• Seasonal Vendors, Mobile Street Vendors and Food Trucks</li> <li>• Non Profit Vendors and Mobile Vendor Associations</li> </ul>

	<p><b>Colour rendering</b> to scale of the café (include style of furniture and other amenities).</p> <ul style="list-style-type: none"> <li>• Sidewalk Cafés/Outdoor Patios</li> </ul>
	<p><b>Proof</b> (if applicable) that the Food Truck complies with kitchen ventilation and fire suppression standards set by the National Fire Protection Association <b>NFPA 96</b>.</p> <ul style="list-style-type: none"> <li>• Seasonal Vendors, Mobile Street Vendors and Food Trucks</li> </ul>
	<p><b>Specifications</b> on how the immediate area will be kept free from <b>rubbish and debris</b> generated by the vendor or customer. (Include in <b>letter of intent</b>.)</p> <ul style="list-style-type: none"> <li>• Seasonal Vendors, Mobile Street Vendors and Food Trucks</li> </ul>
	<p><b>Interior Health approval</b> regarding food preparation, handling and storage.</p> <ul style="list-style-type: none"> <li>• Seasonal Vendors, Mobile Street Vendors and Food Trucks</li> </ul>
	<p><b>Proof of Mobile Vendor Association</b> (if applicable).</p> <ul style="list-style-type: none"> <li>• Non Profit Vendors and Seasonal Vendor Associations</li> </ul>
	<p><b>Road Closure</b></p> <ul style="list-style-type: none"> <li>• You will require a “Permit to Use or Occupy a Highway Right-Of-Way’ if closing Hwy 95</li> </ul>
	<p><b>Barricades</b></p> <ul style="list-style-type: none"> <li>• Please show placement on site diagram</li> </ul>
	<p><b>Pylons or Other Traffic Devices</b></p> <ul style="list-style-type: none"> <li>• Please show placement on site diagram and advise number required</li> </ul>
	<p><b>Business License #</b> (if applicable)</p>
	<p><b>Other :</b></p>

**Insurance must be a minimum limit \$3,000,000 with Additional Insureds as follows:**

All Public Spaces including Spirit Square and Golden Senior’s Branch 150

- Town of Golden, Box 350, Golden, BC V0A 1H0

Spirit Square

- Zorpat Holdings c/o Fairley & Scott, 509 9<sup>th</sup> Ave N., PO Box 989, Golden, BC V0A 1H0
- Western Financial Group-Golden, 511 9<sup>th</sup> Ave N., PO Box 1035, Golden, BC V0A 1H)

Golden Senior’s Branch 150

- College of the Rockies, 1305 9<sup>th</sup> St S., PO Box 376, Golden, BC V0A 1H0

Coverage can be purchased through a local agent or through <https://miabc.eventpolicy.ca/> (MIABC will automatically include the above as Additional Insureds).

WHERE:	on that portion of Public Space described as:	in the Town of Golden.
TERM:	From: Set Up Time: Start Time: Specific Dates:	To: Take Down Time: End Time:
SIGNED:	(Applicant/Licensee)	

**Completion and signature of the CAO, Corporate Officer or Designate on page 3 confirms that a Temporary License of Occupation has been issued for the above event.**

# License

*(Upon Approval, Payment and Signatures)*

FEE:

PAYMENT  
RECEIVED:

DATED:

SIGNED:

*(CAO, Corporate Officer or Designate)*

**Please see the TLO Corporate Policy for the terms and conditions that form part of this license agreement including proof of insurance, third party approvals and other required documentation.**

## Internal Use Only

Date Completed:

Approved:

Fee:

Calculation:

Payment Received:

Final Signatures:

Public Works:

\$3 Mill Insurance:

Road Closure?

Letter of Intent:

Emergency Services:

Site Diagram:

Barricades:

Other:

Pylons: