



**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: _____<br>City and Province: _____ Postal Code: _____<br><i>(Address of applicant and/or business/organization)</i>  |
| CONTACT:   | Phone: _____ Email: _____<br><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:<br><i>(Please review and check off requirements as completed)</i> | A <b>letter of intent</b> that includes the hours and days of operation.<br><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.<br><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> )<br><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> )<br><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.<br><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:<br>Set Up Time:<br>Start Time:<br>Specific Dates: | To:<br>Take Down Time:<br>End Time: |
| SIGNED: | <i>(Applicant/Licensee)</i>                             |                                     |

**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:

This collection of personal information is authorized under Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for processing this application. Questions can be directed to: Privacy Officer, Town of Golden, Box 350, 810 9th Ave N, Golden, BC V0A 1H0, 250-344-2271, records@golden.ca