



Temporary Patio Extension Licence

Application Form

This application is required for the establishment of a temporary outdoor patio within the Municipality of Meaford. The purpose of the application is to ensure that the proposed patio meets municipal requirements related to public safety, accessibility, and impacts on adjacent properties and businesses.

Applicants must demonstrate that adequate washroom facilities are available, that the patio will not negatively impact neighbouring properties without written consent, and that all required approvals and documentation are submitted.

All applications must be received no later than March 31, 2026. If you are unable to complete your application by this date, please contact ecdev@meaford.ca as soon as possible to make appropriate arrangements.

Applicant/Operator Information

Applicant first name: _____ Applicant last name: _____
Applicant email: _____ Applicant phone number: _____
Applicant address: _____ Business name: _____
Business address: _____ Business phone number: _____

Owner Information

Owner first name: _____ Owner's phone number: _____
Owner last name: _____ Owner email: _____
Owner address: _____ Municipal Roll #: _____

Proposal

Proposed patio use:

Describe how you will monitor the temporary patio to ensure compliance with the provisions of the Liquor Licencing Control Act:

Patio Barrier Rental & Agreement

Please confirm your understanding that the Municipality will arrange for patio barrier rental and that the applicant is responsible for the cost of the rental, including installation and removal.

___ Yes ___ No

Please confirm your understanding that the applicant will be required to enter into an agreement with the Municipality and that the Agreement will lay out the cost estimates and payment arrangement for the patio barrier rental, including installation and removal.

___ Yes ___ No

Patio Use Details

Will alcohol be served on the temporary patio? Yes No

Do you currently have an AGCO approved liquor licence for your establishment? Yes No

There is no condition on your current AGCO licence prohibiting a patio.

The capacity of the area to which the extension would apply allows for at least 1.11 sq metres per person.

The licensed premises would not be subject to a temporary outdoor physical extension for more than a total of 8 months in a calendar year (check box)

A copy of the Alcohol and Gaming Commission of Ontario (AGCO) liquor license for the principle establishment must be included with the application (if applicable).

What hours do you intend to operate the patio?

Existing internal restaurant capacity: _____

Number of urinals in male washrooms: _____

Occupant load of patio in accordance with the Ontario Building Code: _____

Number of water closets (toilets) in female washrooms: _____

Number of water closets (toilets) in male washrooms: _____

Adequate washroom facilities for both existing restaurant and temporary outdoor patio are required.

Will your temporary patio extend onto a neighbouring business's property/parking spaces?

Yes No

If yes, please include written permission from that business.

Please indicate whether the proposed temporary patio will extend onto or impact a neighbouring business's property or parking spaces.

Yes No

Outdoor Patio Requirements

The following items must be submitted together with this application form:

Completed Application Form

Copy of Insurance

Payment of Application Fee

Photos of Purposed Patio Area

Site Plan of Outdoor Patio including Access and Accessibility

Written permission from adjacent property (If Applicable)

Copy of AGCO Issued Liquor Licence (If Applicable)

Authorization

Must be completed if Applicant is not the registered Owner of the lands.

I/We _____ hereby authorize _____ to make this application on the property known as for which I am / we are the registered owners.

Witness

Signature



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Date

Corporate Seal (required for a corporate owner)

Statutory Declaration

I, _____ of the _____ of , solemnly declare that all the statements contained in the application are true and I make this solemn declaration conscientiously believing to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act and that I have read and understand the information provided herein and the Municipality's Alcohol Licencing Policy and agree to abide by all general conditions, special provisions and all conditions listed within this application if issued.

Date

Applicant Signature

PLEASE RETURN THIS APPLICATION TO:

MUNICIPALITY OF MEAFORD

21 TROWBRIDGE STREET WEST MEAFORD, ON N4L 1A1

Telephone: (519) 538 – 1060

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information collected is required pursuant to the terms of the Municipal Act and will be used by the Municipality of Meaford to process the application, and to determine whether to issue a license. Information will also be used for administration of such license, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of information can be directed to the Clerk at 519-538-1060 or clerk@meaford.ca.

Office Use Only (Internal)

Date received: _____

Received by: _____

Building permit required: Yes No

Comments/approval from Clerks Department: Yes (as attached) No N/A

Comments/approval from Building Department: Yes (as attached) No N/A

Comments/approval from Operations Department: Yes (as attached) No N/A

Comments/approval from Municipal Enforcement Department:

Yes (as attached) No N/A

Notes:



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Summary of Fees

Fee Category	Description
Application Fee	Application processing fee (\$50)
Barrier Rental	Rental of required barriers charged per barrier*
Barrier Installation	Installation of barriers*
Monthly Space Rental	Use of municipal space charged on monthly rate (included in 2026 Fees and Charges)*

The application fee is due at the time of application submission.

*All other fees and rentals are included in the agreement and calculated at the time of the agreement execution.

Application Fee Received: ___ Yes ___ No

Receipt No.: _____

Refund request: _____