



This application is for a patio on public property or a seasonal patio on private property, adjacent to your business. If you are proposing a permanent patio on private property, please complete a building permit application in the link: www.richmond.ca/plandev/building/building.htm

Part 1: Business Information

Existing Business Information

Business Name on Current Licence: _____

Doing Business As: _____

Address on Current Licence: _____

Business Owner Name: _____ Business Licence No.: _____

Hours of Operation (*days and time*): _____

Applicant Information

Name: _____

Address: _____

Email: _____ Phone: _____

Property Owner/Strata Information

Name: _____

Address: _____

Email: _____ Phone: _____

Property Management Contact Information (if applicable)

Property Management Company Name: _____

Property Manager Name: _____

Email: _____ Phone: _____

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete

Part 2: Patio Information

1. Proposed operating dates (ex. April 1 – Oct 31): _____
2. Total number of operating months (annual): _____
3. Total number of tables and chairs: _____
4. Will alcohol be served on the Patio?
 - Yes *If yes, what is the liquor license type?* _____
 - No
 - Food Primary
 - Liquor Primary
 - Manufacturer
 - Other: _____
5. Will there be a fence around the Patio?
 - Yes *If yes, how many egress points?* _____
 - No
6. What is the total construction value of the patio? \$ _____
7. Is your business in the Steveston Village Heritage Conservation Program?
 - Yes *If yes, please complete the Heritage Alteration Permit Application and submit it to the Zoning Department: www.richmond.ca/__shared/assets/da_2230769.pdf.*
 - No

Heritage Alteration Permits (HAP) are required for all patios in the Steveston Village Heritage Conservation Program. Please reference the City's website:

www.richmond.ca/plandev/planning2/heritage/village-conservation.htm for more information.

Please contact us at 604-276-4114 or businesshelp@richmond.ca if you require further assistance with a Heritage Alteration Permit application.

Part 3: Health and Safety Declaration

- I agree that the Patio will:
 - NOT include any food preparation, food processing or cooking.
 - NOT block access to fire hydrant(s) or fire department connections.
 - NOT block access to emergency vehicles (including but not limited to fire trucks, ambulances) and public transit vehicles.
 - NOT obstruct or prohibit exits (egresses are free and clear).

Part 4a: Private Patio Application

Please complete the section that applies to your patio location.

Patios on private property may be accommodated by allowing food and beverage establishments to shift a portion of their seating outdoors during certain periods of the year. Total allowable occupancy would not change; if you wish to increase your total occupancy, you can apply through the building permit and related processes.

Please refer to the City of Richmond Patio Program Applicant Guide for detailed information on design requirements.

A Heritage Alteration Permit (HAP) is required for all patios located in Steveston Village, regardless of its construction value and location.

1. Where is the patio located?

- Landscaped space
- Parking stall(s)
- Drive aisle
- Other

Total Area Used (m²) _____

2. Do you have the property owner’s permission?

- Yes *If yes, please refer to Declaration on page 10*
- No

Design Guidelines

3. Is the seasonal patio located in Steveston Village?

- Yes *If yes, please refer to Section 3.2 in the City of Richmond Patio Program Applicant Guide*
- No

A site drawing is required to show the location of the patio. If you are completing this form electronically, please attach your site drawing as an additional document when submitting this application form via email. Please refer to Section 3.3 in the City of Richmond Patio Program Applicant Guide.

Part 4b: Public Property Patio Application

Patios may be located on public property adjacent a food or beverage establishment, and they may be operated seasonally or year-round. Suitable locations may include a public sidewalk, on-street parking area or other public space, however, the approval is subject to: location review, insurance requirements, building, washroom, and other health and safety requirements, appropriate fees, and a licensing agreement with the City of Richmond.

Please refer to the City of Richmond Patio Program Application Guide for detailed information on design requirements.

A Heritage Alteration Permit (HAP) is required for all patios located in Steveston Village, regardless of its construction value and location.

A business fronting a sidewalk and City road have two options for the placement of a patio: a curbside on-street parking space or sidewalk patio.

1. Where is your patio? (check all that apply)

- On sidewalk
- On curbside on-street parking space

Total Area Used (m²) _____

2. Is the patio located in Steveston Village?

- Yes *If yes, please refer to Section 3.2 Additional Steveston Village patio requirements in the City of Richmond Patio Program Applicant Guide.*
- No

If the patio is on public property, upon approval, the Applicant will be required to provide an insurance certificate with \$5M commercial general liability coverage, with the City of Richmond as an additional insured and with a 30 days notice of cancellation clause.

3. Do you have Commercial General Liability Insurance of \$5 million?

- Yes
- No

Part 5: Fees

Patio application and permit fees are as follows:

PRIVATE PROPERTY PATIO

Application Fee	\$300 + GST	Valid for two years
Renewal Fee	\$300 + GST	Every two years

SMALL SIDEWALK PATIOS

Application Fee	\$100 + GST	Valid for two years
Renewal Fee	\$100 + GST	Every two years
Annual Public Property use fees: Small Sidewalk Patios	\$300 + GST	Flat fee for up to three tables and six chairs
Annual Public Property use fees: Small Sidewalk Patio Addition	\$100 + GST	Flat fee for one additional table with two chairs

LARGE PUBLIC SPACE PATIO

Application Fee	\$300 + GST	Valid for two years
Renewal Fee	\$300 + GST	Every two years
Annual Public Property use fees: Large Patio – Steveston & City Center	\$107.64/sqm + GST	Up to a maximum of 37.16 square meters
Annual Public Property use fees: Large Patio – all other areas in Richmond	\$86.11/sqm + GST	Up to a maximum of 37.16 square meters

*Individual requests for patios exceeding 37.16 square meters will be subject to further review and pricing will be established on a case-by-case basis.

**For Large Public Space Patios operating on a seasonal basis only, fees will be prorated based on the number of months the space is occupied. A minimum of six months is required.

The Heritage Alteration Permit (HAP) fee is waived if the construction value is under \$10K and if the application can be considered by the Director of Development.

Patio Application Checklist

- Completed Application Form** – Ensure Property Owner / Strata has signed-off (Additional Ownership Information)
 - Private Patio Application Form
 - OR**
 - Public Property Patio Application Form
- Applicant Signature**
- Property Manager / Strata Signature**
- Property Owner Signature**
- Certificate of Insurance** – For public property patio applications only
- Read, signed and understand the Declaration Form**
- Read and understand the Additional Ownership Information**
- Read and understand the City of Richmond Patio Program Guidelines**
- Fee Amount**
- Site drawing showing the location and boundary of the Patio.** *Please note: Patio Program applicants serving liquor on the patio must provide a drawing showing all interior and patio seating in order to confirm no overall change in the occupancy load during the seasonal shift as required by regulations of the Liquor and Cannabis Regulation Branch (LCRB).*

Additional Information

Patio Site Drawing Requirements

All patio applications require a site drawing.

Submit a site drawing of the proposed patio, front and side elevations, and the complete interior drawings (in metric). Multiple departments will look at the application to make sure it meets City requirements (such as accessibility, sidewalk clearance for pedestrians, etc.).

Please follow the site drawing requirements carefully to ensure your patio design clearly shows the following:

1. Proposed patio dimensions, location of setbacks and property line (in meters).
2. Location of patio egress points, if applicable.
3. Location of the Fire Department Connection, if applicable.
4. Location of Fire Hydrant, if applicable.
5. Pedestrian and/or Vehicle traffic diversion, if applicable.
6. If the patio is on the public property, a site plan must include distance of the length and depth of the patio along the building façade.
7. Layout and number of tables and chairs.
8. Location of all exits from the building onto the patio, and onto public spaces including exit widths.
9. Show any existing structures (i.e. bike racks, fire hydrants, garbage bins, bus stops, etc.).
10. Show occupant load as per the BC Building Code. Patio Program applicants serving liquor on the patio must provide a drawing showing all interior and patio seating in order to confirm no overall change in the occupancy load during the seasonal shift as required by regulations of the Liquor and Cannabis Regulation Branch (LCRB).

Please reference the City of Richmond Patio Program Applicant Guide 3.3 for an example of site sketches for different patio types.

How to Submit

Submit the completed application by email to businesshelp@richmond.ca or you may print and drop off the application to Richmond City Hall at 6911 No 3 Road, Richmond, BC V6Y 2C1.

Declaration

I hereby agree that:

1. the approval of the Patio does not imply authorization for a permanent patio or imply approval for matters under Provincial jurisdiction;
2. the approval of the Patio will not increase the maximum occupancy of the establishment;
3. if the patio is on Public Property:
 - a) I confirm that I have read the insurance, indemnification and release clauses outlined in **Appendix A**;
 - b) I will provide a Certificate of Insurance to the City of Richmond for this application; and
 - c) I will enter into a short-term licence agreement with the City of Richmond if approved;
4. the Patio permit may be terminated by the City with 24 hours notice by phone or email, unless emergency access is required for patios in the Public Right of Way, and/or operational safety concerns are identified, in which case no notice is required;
5. the Patio will comply with all the provisions in section 3.4 of the City of Richmond Patio Program Applicant Guide and any Provincial regulations and Public Health Orders;
6. the Patio may be subject to inspections by the City or Provincial agencies without notice; and
7. the information in this application may be shared with Vancouver Coastal Health and Provincial Liquor and Cannabis Regulation Branch if necessary;

I, the applicant, have consulted and obtained authorization from the Property Owner and/or Strata to apply for and operate an Outdoor Patio at the above noted location.

I agree to all of the above: Yes No Initial: _____

Applicant Signature: _____ Date Signed: _____

Applicant Name (printed): _____

Property Owner/Strata Signature: _____ Date Signed: _____

Property Owner/Strata Name (printed): _____

Additional Ownership Information

If the **property owner is a corporation**, proof of the individual’s signing authority on behalf of the corporation will be required. **Please provide the Corporation Certificate and the Notice of Articles with this application.**

I, (print name) _____, acknowledge that I have authorized signing authority on behalf of (print company name) _____, owner of property at (print address) _____.

If the business is located in a **strata property**, please complete the following:

Strata Council – President:

Name: _____ Phone: _____
Address: _____

Strata Council – Executive Member:

Name: _____ Phone: _____
Address: _____

Other Applicable Regulations

City of Richmond

Noise Bylaw

The occupancy of the patio should be limited as necessary to minimize disturbance where there are nearby residential dwellings and must comply with *Noise Regulation Bylaw No. 8856*.

Smoking Regulation Bylaw

In accordance with the City of Richmond *Public Health Protection Bylaw No. 6989*, as amended, section 6.1.1 (h), A person must not smoke: within nine (9) meters of the perimeter of a customer service area. This means a partially enclosed or unenclosed area, including a balcony, patio, yard or sidewalk that is part of, connected to or associated with a licensed establishment or other business that includes the service of food or alcoholic drinks to customers or other persons for consumption on site.

Provincial Liquor and Cannabis Regulation Branch (LCRB)

The LCRB must approve any outdoor patio that serves alcoholic beverages. Online applications can be made via the following link: <https://justice.gov.bc.ca/cannabislicensing>.

Vancouver Coastal Health (VCH)

No cooking or food preparation is permitted outdoors.

Outdoor patios require approval through Vancouver Coastal Health (VCH) separately. To proceed with VCH approval, contact VCH directly at www.vch.ca or 604-233-3147.

Provincial Policy on Pet Dogs on Outdoor Dining Areas

Please refer to the BC Centre of Disease Control webpage: www.bccdc.ca/resource-gallery/Documents/Educational%20Materials/EH/FPS/Food/DogsonPatios.pdf

Appendix A: Public Patio Insurance, Indemnity and Release

5.0 INSURANCE REQUIREMENTS

- 5.1 The Owner will obtain and maintain during the full term of this agreement a general liability policy of insurance which includes without limitation the following provisions:
- (a) the City of Richmond to be added as an additional insured;
 - (b) the policy to contain a cross liability clause;
 - (c) minimum limits of \$5,000,000 all-inclusive, including bodily injury & property damage, contractual liability, host liquor liability and products and completed operations;
 - (d) provide the City with thirty (30) days prior written notice of cancellation;
 - (e) shall not contain any special limitations on the scope of coverage afforded the City, its officers, officials, employees, agents or volunteers; and
 - (f) provide the City with a copy of the Certificate of Insurance as requested.

6.0 INDEMNITY AND RELEASE

- 6.1 The Owner shall indemnify and save harmless the City and City Personnel from all Losses which the City or City Personnel may suffer or incur or be put to, arising out of or in connection with:
- (a) the occupation and/or use of the License Area (including claims under the *Occupiers Liability Act*) by the Owner and/or the Owner's Authorized Users;
 - (b) the use of the License Area for the Permitted Uses;
 - (c) injury or death to any person occurring in or about the License Area;
 - (d) damage to or loss of property owned by any person occurring in or about the License Area; and
 - (e) any breach of any covenant or agreement by the Owner and/or any of the Owner's Authorized Users contained in this Agreement.
- 6.2 The Owner hereby releases and forever discharges the City and City Personnel from all Losses which the Owner or the Owner's Authorized Users may have against the City or City Personnel arising out of or in connection with:
- (a) the occupation and/or use of the License Area (including claims under the *Occupiers Liability Act*) by the Owner and/or the Owner's Authorized Users;
 - (b) the use of the License Area for the Permitted Uses;
 - (e) injury or death to any person occurring in or about the License Area;
 - (f) damage to or loss of property owned by any person occurring in or about the License Area; and
 - (g) any breach of any covenant or agreement by the Owner and/or any of the Owner's Authorized Users contained in this Agreement.
- 6.3 The indemnification and release provisions set out in this Agreement shall survive the expiration or termination of this Agreement.