

### Frequently Asked Questions (FAQs)

#### *What are the licensing options?*

*Seasonal Café License* - commences April 15 and ends November 15 the same calendar year.

*Annual Café License* - permits a sidewalk cafe for an encroachment term not exceeding one calendar year and shall only be granted by Council.

#### *What do I need to apply for a license?*

- completed license application form, including name of the applicant
- written consent from the owner of the principle use property, if other than the applicant
- detailed construction drawings
- site plan
- café plan
- proof of insurance

#### *How much will a license cost?*

Café Type	Fee
<b>Seasonal Unenclosed Café</b> where tables and chairs are removed from the sidewalk each day by the closing time of the principle use property.	No fee
<b>Seasonal Unenclosed Café</b>	\$250
<b>Season Enclosed “Small Café” (100 square feet maximum)</b>	\$400
<b>Seasonal Enclosed Café</b>	\$800
<b>Annual Sidewalk Café</b>	\$1,000
Infrastructure Fees	Fee
Parking meter, street post or sign removal and reinstatement	\$150 per meter/post/sign per café season

#### *Where can I submit an application for a license?*

License applications can be submitted at the following municipal customer service centres:

#### **Scotia Square**

5201 Duke St. Halifax,  
NS, B3J 1N9

#### **Bayer's Road**

7071 Bayers Rd, 2nd Floor Towers  
Halifax, NS, B3L 4P3

#### **Alderney Gate**

40 Alderney Dr, 1st Floor,  
Dartmouth, NS, B2Y 2N5

#### **Acadia Centre**

636 Sackville Dr,  
Lower Sackville, NS, B4C 2S3

### *How long will it take to obtain a license?*

With a complete application, every effort is made to issue a license in 5 business days. You may call the 311 Citizen Contact Center at any time to submit an inquiry about the status of your application. Please remember to have your application number when making inquiries or submitting additional information.

### *When do I need to construct my café?*

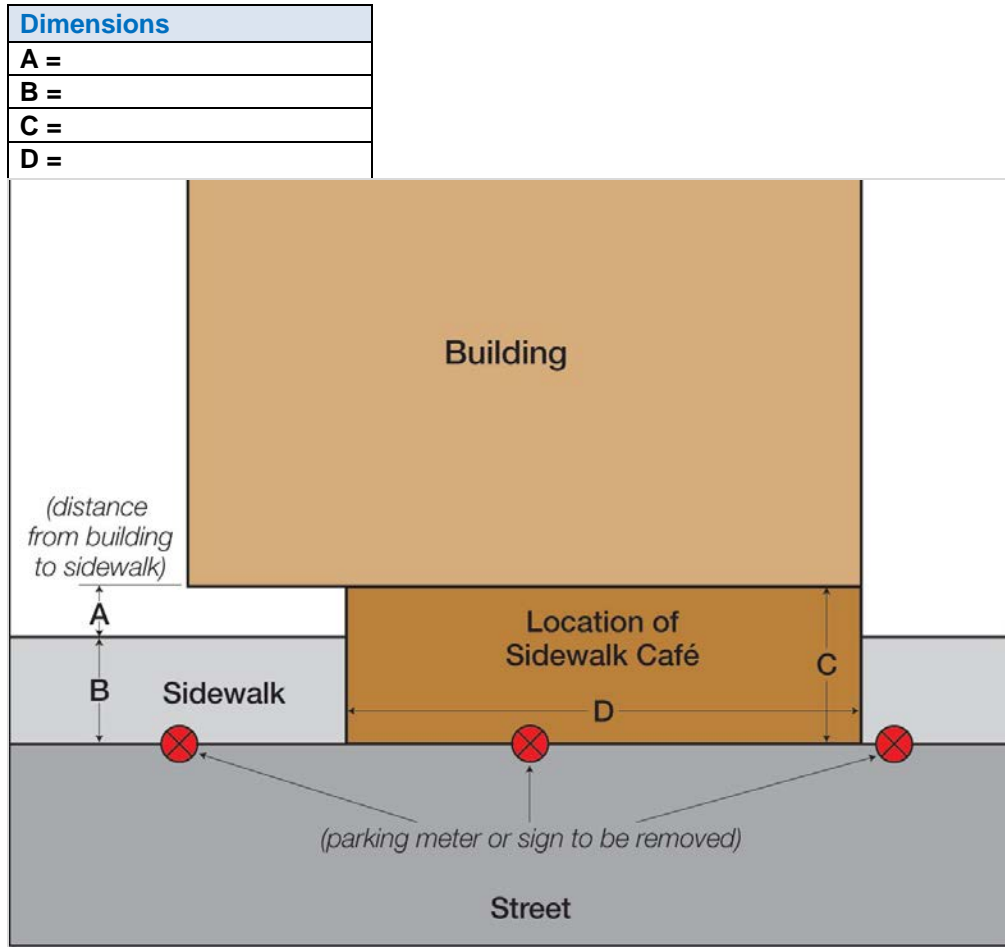
On approval of your application, construction of your café is at your convenience. Please include the expected date of construction on your application which will assist in the scheduling and removal of any affected HRM infrastructure

### *Where can I find out more information about sidewalk cafés?*

Additional information can be found in By-law S-1000 “Respecting the Regulation of Sidewalk Cafés” which is available online at: <http://www.halifax.ca/legislation/bylaws/hrm/documents/By-lawS-1000.pdf>



### Example Site Plan



Include locations of existing fire hydrants, street furniture or bus shelters on site plan.

Dimensions
A =
B =
C =
D =



A - Height of guard

B - Length of guard

C - Exit width

D - Dimension of encroachment to street corner if applicable

Include locations and height of barriers.