



PO Box 1749, Halifax, Nova Scotia  
Canada B3J 3A5

## SIDEWALK CAFÉ LICENSE APPLICATION

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Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Contact Name: \_\_\_\_\_

Daytime Contact Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Type of Cafe (definition of cafe type of page 2):**

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### **Required Documents at time of application :**

1. Certificate of Insurance which must state:
  - Proof of Commercial General Liability coverage in limits of not less than two million dollars (\$2,000,000)
  - Liquor not excluded (if applicable)
  - "Halifax Regional Municipality" is to be added as an Additionally Insured
  - Insurance must cover cafe for the licensed term
2. Written consent from the owner of the principle use property or property management company
3. Detailed construction drawings, site plan and café plan must be included each year with application
  - Please note: If plans are not clear, there may be a delay in approval\*
  - If the building adjacent to the proposed café is being served with natural gas and the gas service is on the same exterior wall as the proposed café then plans must indicate the location of the gas service and access to the gas service.
4. Is the building adjacent to the proposed cafe a registered Heritage property?      Yes      No

Proposed Sidewalk Café Construction Date: \_\_\_\_\_

**Construction may only begin once a  
"Permission to Construct letter "  
has been received from the Licensing Office**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that submitting this document does not permit construction in the street right of way.

*In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected on this form will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your licensing application. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca)*

## SIDEWALK CAFÉ LICENSE APPLICATION

### Sidewalk Cafe Types Defined:

Seasonal Café (Up from April 15th – November 15th of a given year)

A seasonal café is licensed from April 15th to November 15th in the same calendar year.

There are variations of seasonal cafes including:

#### Seasonal Unenclosed Café Lite

- If you can maintain 7ft of pedestrian clearance, you may apply for a café lite.
- Tables and chairs are placed on the sidewalk each day and removed by closing time.
- Serving of alcohol is not permitted and you are not required to have a barrier around the café.
- There is no fee for this type of café
- You must submit a complete application form and provide required documents

#### Seasonal Unenclosed Café

- If you can maintain 7ft of pedestrian clearance, you may apply for a Seasonal Unenclosed Café.
- Tables and chairs are permitted on the sidewalk but do not have to be brought in at closing time each day.
- Serving of alcohol is not permitted and you are not required to have a barrier around the café.
- The licensing fee is \$250.00
- You must submit a completed application form and provide required documents

#### Seasonal Enclosed Small Café

- All sidewalk cafes licensed for alcohol must be enclosed by a barrier
- A small café is a maximum of 100 square feet
- The licensing fee is \$400.00
- You must submit a completed application form and provide required documents

#### Seasonal Enclosed Large Café

- All sidewalk cafes licensed for alcohol must be enclosed by a barrier
- A large café is larger than 100 square feet
- The licensing fee is \$800.00
- You must submit a completed application form and provide required documents

#### Annual Café (Licensed up to 1 year)

- An annual café licence allows a sidewalk café for a period not exceeding one calendar year.
- This licence may be renewed prior to expiry.
- The fee for an annual café licence is \$1,000.00.
- You must submit a completed application form and provide required documents

## Sidewalk Café Application Timeline



Submit application



Application reviewed



Application approved – “Permission to Construct Letter” sent



Construction of Café may begin



Construction is complete – Call 311 for inspection



Inspection is complete – License issued