

April 6, 2020

RE: 2020 Renewal Annual Sidewalk Café Application Process Change (COVID-19)

Dear Business Owner:

During this unique time, you can submit your application for the renewal of your annual sidewalk café.

For those businesses that have already submitted their application and payment, your renewal letter will be issued, when HRM resumes inspections.

Please note, the following is a temporary measure set in place so that we can continue to serve you during this period.

What do I need to submit my application?

- ✓ Completed [application form](#)
- ✓ Detailed construction drawings, site plan and café plan, unless the plans are the same as last year
- ✓ Written consent from the owner of the property if other than the applicant
- ✓ Proof of insurance

How can I submit my application and supporting documents?

Drop boxes have been set up at the following Customer Service Centres, as our Centres are closed for in-person service. You can drop off your application and supporting documents Monday to Friday, between 8:30 a.m. to 4:30 p.m. **Do not leave cheques or money in these boxes.**

- **Scotia Square Customer Service Centre – 5201 Duke St., Halifax.** Drop box is located to the left of the front door
- **Bayer's Road Customer Service Centre – 7071 Bayers Road, Halifax.** Drop box is located inside the building doors closest to the TD Bank entrance.
- **Alderney Customer Service Centre – 40 Alderney Drive, Dartmouth.** Drop box is located in the hallway between the centre and the elevators, towards the women's washroom.

OR ...

Submit your application via email to taxilicenceoffice@halifax.ca

When can I pay for my application?

Upon receipt of your application by the Licensing Office, staff will provide you with a **license application number**. When HRM resumes business and the Customer Service Centres open, payment can be made by referring to the application number given by Licensing staff. Please note, payment must be received prior to issuing your renewal letter.

Additionally, before your annual sidewalk café is operational, it must pass inspection by a Compliance Officer to confirm it is adequately prepared for use.

Sincerely,

Lois Beaton McNamara
License Administrator
Buildings and Compliance
Planning & Development