

Municipal Approval for Temporary Liquor Licence Extension of Premises

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form/collection/application is considered business identity information. Business identity information could be made publicly available and/or disclosed upon request, unless an exception applies.

Please do not include any personal information.

Information and Instructions

Applications must meet the definition of municipal significance in order to be considered by the City of Toronto.

An event should be deemed municipally significant, if, in the opinion of the councillor for the ward, an event:

- meets the criteria prescribed in the Delegation of Authority for the Endorsement of Liquor Licences, as confirmed by the City Clerk;
- has a positive cultural, social and/or economic impact on the local community;
- is considered to be in the public interest; and
- complies with any other factors a ward councillor considers relevant to their determination.

The temporary extension of a liquor licence for an extended premise (outdoor patio) is permitted on public property as part of a festival or community event with a street closure or on private property from mid-May to mid-October. Extended areas on private property must adhere to all applicable by-laws, municipal codes and zoning regulations. The extended area in which the liquor licence is to be used must be adjacent to the existing licenced area (less than 10m).

How to request the City's Endorsement

Submit the following to the City Clerk's Office, liquorlicence@toronto.ca using your business email.

- completed application form
- cover letter describing the event, if applicable
- site or floor plan/map indicating the area(s) to be temporarily licensed with measurements of the extended area

Applications will be forwarded to the local Councillor for consideration, and, if approved, a letter will be sent to the email address indicated on this form.

How to submit your application

Applications can be submitted by email, fax, mail or in person. Office hours Monday to Friday 8:30am - 4:15pm.

Email liquorlicence@toronto.ca Please use your business email.	Fax 416-392-1260	Telephone 416-392-7036
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Mailing Address
City of Toronto, City Clerk's Office, Toronto City Hall, 100 Queen St. West, M5H 2N1

Approval being requested for one of the following

- An extended outdoor area/patio during a community event or festival with a street enclosure
- An extended outdoor area/patio on a private property (permitted from May to October)
- An extended indoor area during an event

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Criteria for approval

The extended area will be adjacent to (less than 10m) from the existing licensed area	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Amplified music or sound emanating from inside after 9 PM (does not include music or sound from the associated community event or festival)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Event Information

For a temporary extension during a community event/festival or indoors complete the information below.

Event Name					
Is this event part of a larger event?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, what event?
Event Contact/Organizer Last Name			Event Contact/Organizer First Name		
Establishment Name			Councillor/Ward		
Street Number	Street Name			Suite/Unit Number	
City/Town		Province		Postal Code	
Business Telephone Number			Business Email		

Event Date(s) and Time(s)

Indicate the dates and times you are requesting the temporary liquor licence extension for.

	Extension Date(s)		Time(s) Alcohol Will Be Served			
	From (yyyy-mm-dd)	To (yyyy-mm-dd)	From (hh:mm)		To (hh:mm)	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			a.m.	p.m.	a.m.	p.m.
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			a.m.	p.m.	a.m.	p.m.
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			a.m.	p.m.	a.m.	p.m.
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			a.m.	p.m.	a.m.	p.m.
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			a.m.	p.m.	a.m.	p.m.

List additional dates on a separate page and submit with this application.

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Description of Extended Area

<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	Where is the patio located?	<input type="checkbox"/>	Front	<input type="checkbox"/>	Side	<input type="checkbox"/>	Rear	<input type="checkbox"/>	Roof
The outdoor patio is located on												
<input type="checkbox"/> Private Property <input type="checkbox"/> City Boulevard <input type="checkbox"/> Other, please specify: _____												
Measurements				Size m ²				Seating Capacity				

Applicant Declaration

I declare that the information provided in this application is correct										<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Signature						Date (yyyy-mm-dd)							

For Office Use Only

Date Received (yyyy-mm-dd)	Received by	Ward
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