

TEMPORARY LIQUOR LICENCE EXTENSION/ SOP NO OBJECTION LETTER CHECKLIST

APPLICANT MUST SUPPLY US WITH:

- A copy of the completed and signed AGCO “Temporary Extension Application”
- or a AGCO “Application for a Special Occasion Permit” if they do not have a copy a then a City of Burlington “Special Occasion Permit Application”

- A detailed letter outlining the following:
 - *Date*
 - *Time*
 - *Exact location*
 - *Capacity of the proposed extended licensed area (including any permanent or temporary tiered seating)*
 - *Nature of event*

- Sketch or Plan – must clearly show:
 - *Exact dimensions of the proposed extended licensed area (including any permanent or temporary tiered seating)*
 - *Exact location of the area in relation to the licensed premises (must be adjacent to the existing licensed premises)*
 - *Height and type of fencing (i.e.: snow, metal, wood)*
The proposed extended area must be defined by a partition that is at least 0.9 metres high (36”) and that makes the area easily distinguishable from other areas to which the proposed temporary extension does not apply (This information may be on detailed letter or drawing)

- If proposed extended area is rented or leased, the owner or landlord must provide a letter of approval

- An administration fee of \$87.00