

NEWS RELEASE

www.parksville.ca
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Process for Outdoor Seating and Queuing Areas for Restaurants

During the COVID-19 pandemic, the City is temporarily allowing restaurant seating or queuing on public sidewalks and parking lots to help with spacing to meet the physical distancing requirements. Businesses may also use onsite private parking to expand seating. Businesses wishing to expand outdoor seating areas, please review this checklist or contact administration@parksville.ca or 250 954-3060.

Private Property

(private parking lot - no City permit required)

Ensure your proposed seating area is entirely on private property

If it is, no approval from the City is necessary but suggested tips are included below.

Prepare a site plan

Have you allowed space for pedestrians, including those with mobility devices like scooters or wheelchairs?

Consider safety precautions

How will you demarcate your seating area to ensure there is no conflict with traffic?

Ensure all government approvals are obtained

Ensure you have a City business licence; provincial health or liquor licence approvals; other applicable approvals.

Ensure there are no concerns with noise or nuisances

You may wish to consult or notify neighbours.

Public Property

(sidewalks or public parking - licence of occupation from the City required)

Prepare a site plan to submit to the City

Have you allowed space for pedestrians, including those with mobility devices like scooters or wheelchairs?

Consider safety precautions

How will you demarcate your seating area to ensure there is no conflict with traffic?

Ensure all government approvals are obtained

Ensure you have a City business licence; provincial health or liquor licence approvals; other applicable approvals.

Ensure there are no concerns with noise or nuisances

You may wish to consult or notify neighbours.

Prepare a list of contacts (names and phone numbers)

the City can reach in the event of an issue or emergency.

Ensure you have adeqate insurance coverage

Check with City staff for requirements.

Submit your request to the City to enter into a licence of occupation.

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