

BACKGROUND INFORMATION & REQUIREMENTS

Businesses that are already licensed to serve alcohol indoors may be eligible to apply for a Patio Extension under the AGCO's policy and extend their licensed premises for an eight-month period to serve alcohol outdoors.

As of January 1, 2023, eligible liquor sales licensees are no longer required to submit their applications to the AGCO. The new process requires municipality approval prior to submitting the confirmation information to the [iAGCO](#) portal. To be eligible for a Patio Extension under the AGCO's policy and City of Woodstock requirements, you must have a valid sales licence, be permitted to open for on-site consumption, and meet the criteria as set out below:

1. The physical extension of the premises is adjacent to:
 - a. The licensed premises to which the licence to sell liquor applies; or
 - b. The licensed premises or manufacturers that hold a by-the-glass endorsement.
2. The Municipality has indicated it does not have an objection to the proposed extension.
3. The licensee can demonstrate sufficient control over the physical extension of the premises.
4. There is no condition on the licence or endorsement prohibiting the Patio Extension.
5. The capacity of any new patio, or extended patio space where the licensee has an existing licensed patio, allows for at least 1.10 square meters per person.
6. In the case of a by-the-glass endorsement, the sale and service of the wine, beer, and/or spirits manufactured by the manufacturer within the patio extension of the premises is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose.

Patio Extension requests must be completed using the applicable form provided by the City of Woodstock. The application must comply with the requirements as specified by the Building Department, Engineering and Public Works Departments, Fire Department, Woodstock Police Service, Southwestern Public Health, and the AGCO regarding size, occupancy, and health regulations.

Where a business is requesting to open or expand an existing patio onto municipal property, permission and additional approval must be obtained following the requirements of the City of Woodstock's Pop-Up Patio Program. Where a business is requesting to open or expand an existing patio onto private property, permission and approval will need to be obtained from the property owner and provided with your Patio Extension application.

APPLICATION FORMS, REQUIREMENTS, AND FEES

Please complete and submit the below Patio Extension application. In addition to the application form, please provide sketches or photographs of the patio and permission from the property owner, if applicable.

The Patio Extension application fee is \$150. There is also an annual seasonal license fee of \$25 per square meter (\$2.3 per square foot).

Once you have received your approval letter from the City of Woodstock, you must comply with the AGCO guidelines and submit the approval letter to the iAGCO portal prior to opening your patio.

APPROVAL PROCESS

Step 1 – Submit your application, as above, and copies of the required plans and drawings to:

Woodstock City Hall
Attn: Patio Extension c/o
Licensing Administrator
500 Dundas Street, PO Box 1539
Woodstock, ON N4S 0A7
Or clerksinfo@cityofwoodstock.ca

Step 2 – Revise application in response to staff comments, if necessary.

Step 3 – Sign formal Agreement for use of municipal space.

Step 3 – Clear conditions of approval.

Step 4 – Construct patio installation.

Step 5 – Contact city staff re: inspection.

Step 6 – Obtain final approval.

All applications submitted will be reviewed/approved by city staff.