



**CORPORATE POLICY MANUAL**

Section:	Properties Administration	8
Sub-Section:	Municipal - Rentals & Licenses to Occupy	3170
Title:	<b>TEMPORARY LICENCE TO OCCUPY</b>	7

**POLICY**

**The Manager- Regulatory Services may grant a temporary licence to occupy municipal land provided that such licence may be cancelled by the District on not more than thirty days' notice and the licence is for such purposes as parking and storage of vehicles.**

**REASON FOR POLICY**

To facilitate granting of temporary licences to occupy municipal land for parking and storage of vehicles by the Manager- Regulatory Services.

**AUTHORITY TO ACT**

Delegated to Staff

**PROCEDURE**

1. Application is made to Manager- Regulatory Services in writing requesting granting of Licence.
2. Manager- Regulatory Services reviews the application and determines in consultation with appropriate departments whether the Licence should be granted.
3. If Manager- Regulatory Services determines that the Licence may be granted, documentation is prepared and executed.

Approval Date:	January 25,1982	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	