

PARKLET DESIGN GUIDELINES 2024



City of
KINGSTON

LOVE LOCAL

Kingston



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1.

About Kingston's Parklet Program

The City of Kingston is committed to strengthening local shopping precincts and supporting businesses to improve amenity for residents and visitors.

A Parklet is the temporary occupation of an area of road by a hospitality business to use for public and business-related activities, such as outdoor dining.

Parklets benefit the community by contributing to the public amenity of streets.

2.

About the Parklet Design Guidelines

The Parklet Design Guidelines provide prospective Parklet Hosts with information about the program, including:

- What the program aims to achieve
- Who can apply
- How Council will consider applications; and
- Council's expectations for Parklet Hosts wanting to design, maintain and operate Parklets.

We encourage Parklets that are high quality, durable and robust. We prefer that a professional designer, architect or registered builder has been engaged to design the Parklet. This is to achieve the best outcome for the Parklet Host and the community.

These Parklet Design Guidelines should be read in conjunction with the City of Kingston's Parklet Policy.

3.

What is the role of Parklets?

Parklets can play a role in activating our shopping areas. These Guidelines aim to ensure that Parklets:

- Are constructed and operated in a safe manner for road users and patrons
- Increase vibrancy and neighbourhood identity by adding activity to the street in a way that brings economic and social benefits to the community
- Support local businesses to extend their trading area and contribute to the activation of outdoor areas in shopping precincts
- Provide opportunities for businesses to collaborate as Hosts to share the use of the Parklet
- Provide opportunities to re-imagine the potential of the street by unlocking car-dominated public space for pedestrian use and activation
- Increase vegetation and greenery and improve public amenity of shopping centres

It is important that Council follows a fair and an equitable decision-making process when granting a permit for a Parklet that considers all members of the community.

What type of Parklet Permits are available?

There are two Parklet Permits available in Kingston:

a. Seasonal Parklet Permit

This permit is valid for a six-month period (1 November to 30 April). The Parklet Host would be required to ensure removal of the Parklet infrastructure as specified by Council.

A new application for a Seasonal Parklet Permit can be made each year. Each application will be subject to an assessment process.

Council will consider the following information before issuing a Seasonal Parklet Permit:

- Any scheduled streetscape works requiring access to the location
- Any compliance-related matters involving the Parklet Host
- If any health registration fees or other fees are owed to Council

b. Yearly Parklet Permit

This permit is valid for a twelve-month period (1 November to 30 October the following year).

You may apply to renew your Yearly Parklet Permit once (to apply for a second year in the program).

Council will consider the following information before renewing a Yearly Parklet Permit:

- Any scheduled streetscape works requiring access to the location
- Any compliance-related matters involving the Parklet Host
- If any Parklet fees, health registration fees or other fees are owed to Council

You will need to provide evidence of continued support from your neighbouring businesses before a Yearly Parklet Permit is renewed. (Refer to section 5b.ii)

If your parklet has a platform, a Structural Engineer must inspect the platform every 12 months and issue a new "Certificate of Compliance (Reg 126) – Inspection" before a Yearly Parklet Permit is renewed. (refer to section 7g. Platform).

At the completion of two years, a new permit application process will be required.

Council reserves the right to reassess and amend permit conditions at any time.





5.

How do I apply?

Prior to completing your Parklet Permit application, please review the eligibility criteria.

a. Eligibility

To obtain a Parklet Permit, you must:

- Be a hospitality businesses operating from commercial premises in the City of Kingston.
- Meet the Location Criteria requirements outlined in Section 6.a.
- Provide evidence of a commercial lease agreement for the property where the Parklet is proposed to be located. The lease should be current for the duration of the Parklet permit period, or evidence is supplied confirming the ownership of the property is in the business owners name.
- Have the written support of your immediate neighbouring businesses and at least one additional business operating within your shopping area.
- Have provided all information required by Council through the Expression of Interest and permit application process.

You are not eligible for a Parklet Permit if:

- You are not a hospitality business;
- Your proposed Parklet does not meet the location criteria;
- the Applicant has had previous enforcement action that in Council's view would reflect negatively on the Parklet program;

- You are not able to provide evidence of support from your neighbours;
- You do not have evidence of a commercial lease or assurance of trading at the premises for the duration of the Parklet Permit period;
- You operate a home-based business;
- The parking spaces you propose to occupy are not Council or Department of Transport managed (i.e. privately owned roads).

b. Things to consider with your Parklet Permit application

When Council reviews Parklet Permit application, they will consider information including:

i. The Parklet Policy and these Guidelines

How your proposal achieves the objectives of the Parklet Policy and the preferred role of Parklets identified in Section 2 of these Guidelines, including:

- Considering whether your chosen Parklet size and location will unreasonably impact on parking or other public amenity in your shopping area (Section 5b.iv and 5b.v – Applications in Major Activity Centres or Neighbourhood Shopping Centres)
- Whether the approval of your Parklet results in a fair and appropriate outcome for other users of your shopping centre.

- Considering whether your Parklet makes an appropriate contribution to the visual amenity of your shopping area.
- Considering whether your proposal maximises opportunities for use of the space, including collaborative business activities and 'day to night' activation in appropriate locations – Section 5b.iii – Business Collaboration.
- Ensuring your proposal demonstrates a vision that enhances and supports the local shopping precinct and reflects positively on the program.
- Any previous history you have had operating a Parklet.

Council may also ask for additional information to help us assess your application in relation to these Guidelines and the Parklet Policy.

You may also require approvals from other relevant regulatory bodies including Department of Transport and Liquor Control Victoria. Council will confirm any additional requirements through the application process.

At the end of the evaluation period, Council will contact you directly to inform you of the outcome of your application.

ii. Support from your neighbours

It is critical for the success of the program that neighbouring businesses are considered

during the application process. All applicants require three letters of support from surrounding businesses unless there is a justifiable reason where this cannot occur.

Letters of support must come from:

- Each of the two businesses directly adjoining yours; and
- A third letter from another business located in the same shopping centre.

Council will verify the letters of support that have been supplied.

In the circumstance where you cannot obtain support from a directly adjoining neighbour:

- You are on a corner or your premises adjoins a reserve or public park; or
- One or both properties adjoining yours is vacant.

You will need to provide a detailed explanation of your circumstances as part of your application.

iii. Business collaboration and joint applications

Council views this program as an opportunity for businesses to collaborate to make their shopping centres amazing places to be. You may wish to collaborate with adjacent or nearby businesses to become joint Parklet Hosts.

Collaborating businesses must complete a joint application and ensure the

responsibility of maintaining the Parklet is shared.

An applicant that proposes to utilise a Parklet from 'day to night' may be preferred over those that propose limited opening hours.

You will require approval from Liquor Control Victoria if one or both businesses are interested in serving liquor in the parklet.

iv. Applications in Major Activity Centres

The use of car parking bays to establish Parklets in Major Activity Centres is restricted (Refer to section 12.d). No more than 10 percent of the deemed available public parking in a Major Activity Centre may be used for Parklets. Parking availability is determined by Council's Traffic Engineering team.

Some Major Activity Centres (and even specific locations within activity centres) will inevitably experience higher demand than others. Through the Expression of Interest process, Council will consider the impact of proposed Parklets on residents, other businesses, traffic and parking conditions – including how proposed Parklets may impact on access to other businesses and services – when determining successful applicants.

A map of on-street car parking in each activity centre is attached as an Appendix to these Guidelines

v. Applications in Neighbourhood Shopping Centres

There is no set limit on the overall number of car parking spaces dedicated to Parklets in commercial areas outside Major Activity Centres. However, Council will consider the impact of proposed Parklets on residents, other businesses, traffic and parking conditions – including how proposed Parklets may impact on access to other businesses and services – when determining successful applicants.

c. Lodge an application

Council will conduct an annual Expression of Interest (EOI) process commencing in the months prior to November. This process will determine eligibility for new applicants and the renewal process for existing Yearly Parklet Permit holders. Council reserves the right to extend the EOI and application period as required.

To submit an application, you will need to:

- Supply Council with all the relevant information we need to assess your application. This information is attached as a checklist as Appendix A to these Guidelines. The relevant information helps Council to determine how your application can meet all the required safety and design requirements and helps us understand how your Parklet will contribute to the objectives of the Parklet Policy.

- Submit the application prior to the due date. No applications will be accepted after the close date and time.

d. Evaluation process

Once applications are received, Council will evaluate applications and determine if your business meets the eligibility criteria.

This includes the following:

- Providing evidence of support from your neighbours in accordance with Section 5b.ii – Support from Neighbouring Businesses.
- Ensuring your Parklet design meets criteria relating to the safety of your chosen location outlined in Section 6a – Location Criteria
- Ensuring your design meets the criteria outlined in Section 7 – for safe Parklet Design
- Ensuring you have the relevant permissions to enable you to trade – for instance, a Footpath Activities Permit and Public Liability Insurance of up to \$20m.
- Responding to our identified goals and objectives for Parklets in Section 5 of these Guidelines, and Section 5 of our Policy.





What are the Parklet location requirements?

Ideally, Parklets will be located:

- Where the Parklet is protected behind a kerb or stand on the approach
- On parallel or angled parking spaces
- In areas with a low volume of through-traffic
- In areas with limited existing public amenity or outdoor dining areas (e.g., limited public seats, narrow footpaths, minimal vegetation) where a new Parklet will add to activity in the street.
- On streets with a high level of pedestrian activity
- Where multiple businesses benefit from the Parklet, and where businesses can collaborate to maximise the use of a Parklet throughout the day

Council has additional criteria in relation to design contained in the rest of these Guidelines.



Figure 1:
Parklets come in many different shapes and sizes. Provided the location criteria and design objectives are met, we will consider any design. Images above show potential Parklet designs.



a. Location criteria and road safety

Ensuring the safety of all Parklet and road users is a critical component of the program. Parklets must meet the following location criteria:

- Be located in a commercial area directly adjacent to the Parklet Host business - unless formal collaboration between businesses is proposed.
- Be located on roads where a speed limit of 40km/h or below can be maintained. Council will work with applicants as to the feasibility of introducing speed reductions to 40km/h where possible.
- Be aligned to a straight-line kerb.
- Not be within a designated Loading Zone, Bus Zone, Mail Zone, Accessible Parking Area, Taxi Zone or Clearway area.
- Situated at least 10 metres from an intersection and 20 metres from a signalised intersection.
- Ensure that access to essential infrastructure is maintained. This includes utility access panels, maintenance hole covers, storm water drains, street fire hydrants, or sprinkler booster points on the outside of buildings facing the street, fire indicator panels, sprinkler control valves.
- Not be located on privately owned roads or car park areas.

Refer to page 14 for a plan view of a Parklet layout showing essential buffer zones and safety elements

b. Car parking spaces

If you are a single business wishing to host a Parklet, you may apply for a Parklet of a maximum of two car parking spaces.

If you wish to collaborate with another business on a joint application, a shared Parklet occupying a maximum of four car parking spaces in total will be considered.

c. Parklets on arterial roads

A Parklet proposed to be located on a major arterial road will require a Sub-Licence issued by the Department of Transport. These permits can be issued subject to Department of Transport approval.

Council will assist in the coordination of the approval process with the Department of Transport. The terms and conditions set out in the Sub-Licence and the Department of Transport guidelines will apply in these locations.

What are the Parklet design requirements?

Your Parklet should be high quality, robust and structurally sound, and built to withstand prolonged exposure to various climatic conditions.

You must design your Parklet to:

- Ensure safety to users and constructed in a secure manner.
- Be accessible to all members of the community in accordance with the Disability Discrimination Act 1992.
- Be clearly visible to vehicles in all light conditions.
- Be designed to prevent accidental pedestrian entrance to the roadway.
- Be designed to safely remain in place, unsupervised in the public domain outside of business hours. Whilst furniture elements such as tables and chairs must be brought in and out, the Parklet structure itself will generally remain in place for the life of the permit unless Council or the Department of Transport consider otherwise.
- Be designed and constructed to enable its removal within 24 hours, if required by Council or a relevant authority.
- Ensure the installation, operation, and removal of the Parklet does not result in any damage to public infrastructure. If alterations to the road are required for the installation, operation, or removal of the Parklet, further permissions may be required under the Road Management Act 2004.

a. Parklet enclosure

The Parklet enclosure must be designed to ensure that pedestrians are safely separated from moving vehicles.

b. Edges

The Parklet must be protected from vehicle impact on the road edge corners by either an existing kerb outstand or a robust barrier.

Council will provide and install heavy duty concrete blocks on the leading and/or trailing edge corners of the Parklet, as determined by a road safety audit (to be coordinated by Council).

The Parklet Host is required to fix a chevron sign to the concrete block on the approach side of the Parklet to alert a driver to the presence of a Parklet.

c. Barriers

As a Parklet Host you are required to provide and install a continuous and sturdy physical barrier such as café fencing, planter boxes, or other infrastructure approved by Council in between the concrete blocks.

Reflective tape is to be affixed to outside edge of the Parklet to maintain visibility at all times.

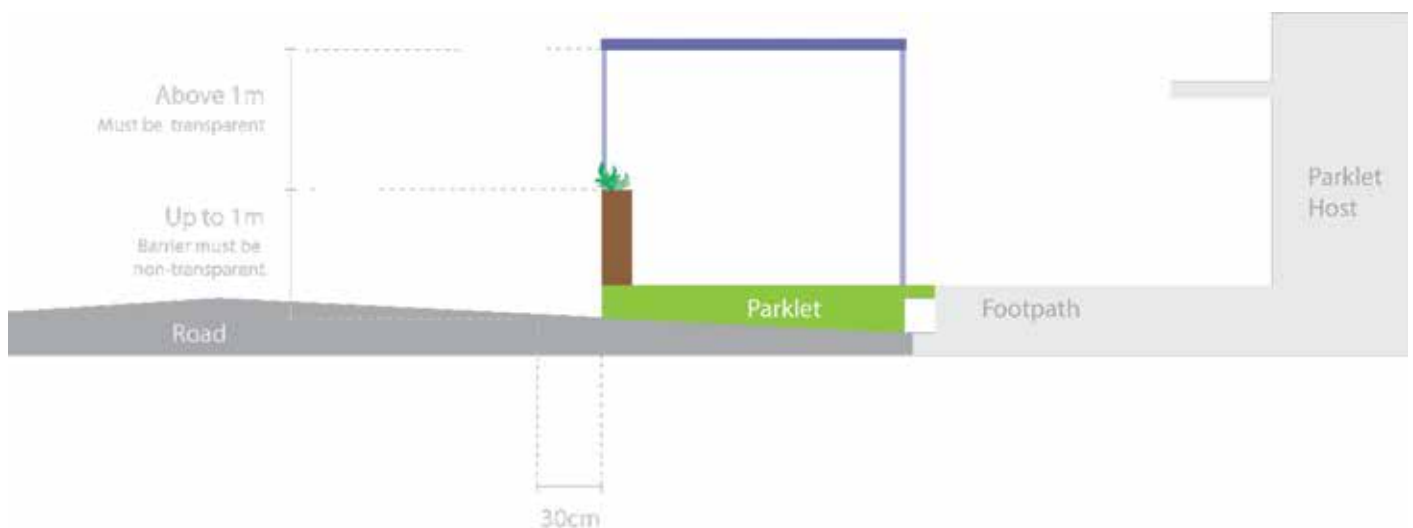
Barriers may be affixed to the road with prior permission from Council.

Requirements for barriers:

Access	<ul style="list-style-type: none">• Prevent accidental pedestrian entrance to the roadway from the Parklet.• Must be continuous and closed so access to the Parklet is from the footpath.• If the end edge of the Parklet opens to a significant traffic outstand, a continuous barrier is not required at that edge.
Height	<ul style="list-style-type: none">• Should be 1 metre in height• Any elements above 900mm should be transparent to allow for clear visibility• Any height above 1 metre is subject to approval as part of the application process.
Materials	<ul style="list-style-type: none">• Should be of a high quality, cleanable, enduring and environmentally friendly• Recycled, sustainably sourced and/or locally sourced products are encouraged• Low quality plastic materials are discouraged• Barriers should not contain material such as glass, which could shatter on impact• Thin horizontal elements such as metal railings or bars which could be spearing hazards should not be used• Should not be flimsy or able to be moved by pedestrians or blown in the wind

Figure 2.

Barriers should be 1m high where they interface with the road and abutting car parking spaces. Any elements above 900mm should be transparent and allow for clear visibility.



What are the Parklet design requirements?

d. Buffer zones

Clearances around the Parklet are required to maintain safe distance from the road and adjacent car parking spaces. The following buffer zones must be implemented for all Parklets:

- A 0.3 metre buffer zone between the edge of the Parklet and the neighbouring parking spaces and roadway.
- The Parklet must be a minimum of 2 metres from the edge of any driveway and not impede sightlines.

e. Public infrastructure

The relocation of public infrastructure such as seats, litter bins or bicycle stands may sometimes be possible in special circumstances, as outlined in the Footpath Activities Policy.

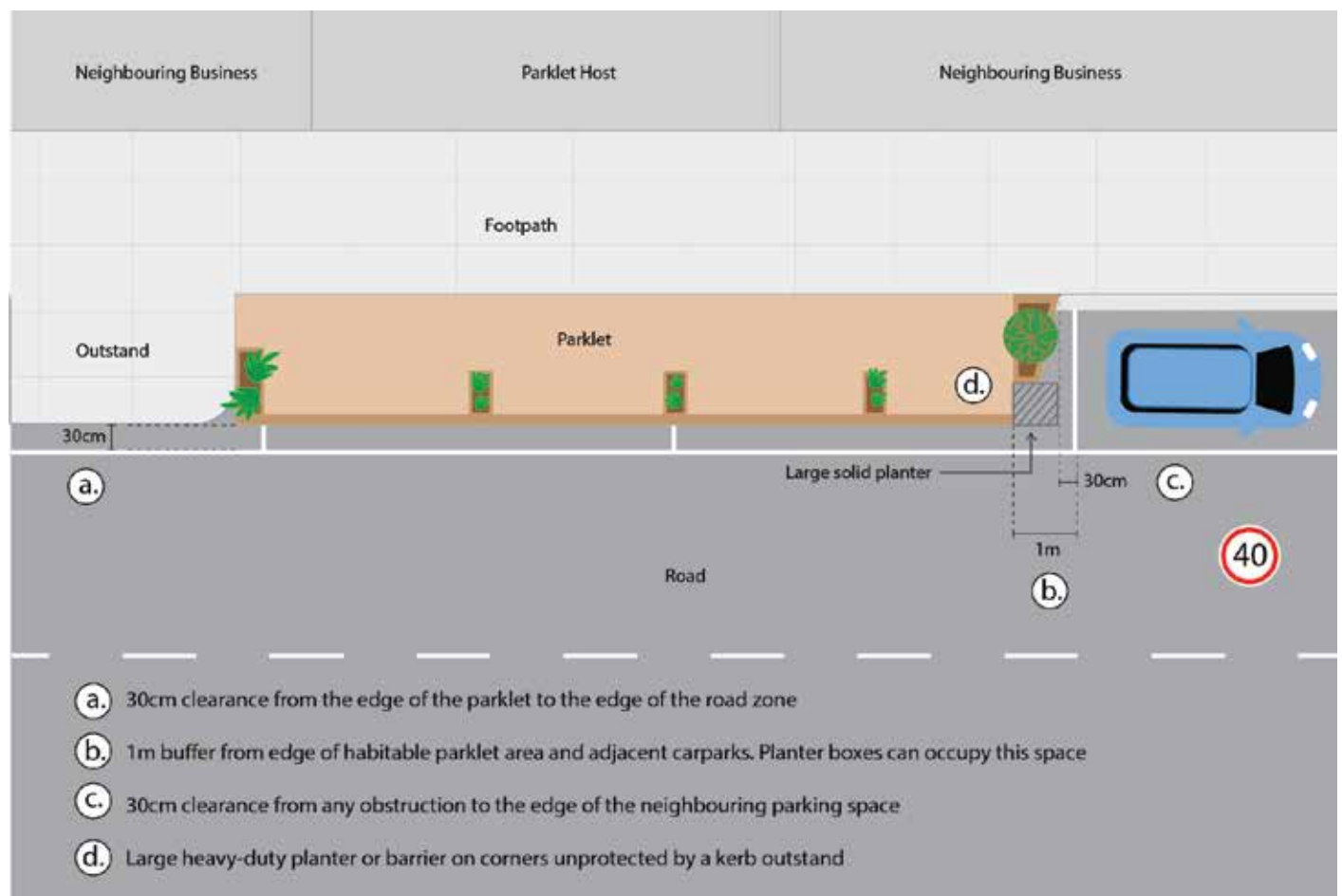
f. Accessibility

The design must enable the Parklet to be approached, entered and used by people of all abilities in accordance with the Disability Discrimination Act 1992 (DDA)

The design and placement of furniture shall take into consideration:

- An unobstructed accessible entrance and path of travel into the Parklet
- A wheelchair turning space of a minimum diameter of 1500mm to allow for a wheelchair to turn
- A wheelchair resting space.

Figure 3:
Plan view of a Parklet layout showing essential buffer zones and safety elements



If a platform is not installed the Parklet Host must provide and install a DDA compliant ramp.

The DDA compliant ramp will need to meet these specifications:

- Placed from the kerb outstand into the Parklet for safe pedestrian access from the footpath into the Parklet
- Placed in an unobstructed area - ensure that the placement of any furniture or equipment on the footpath or in the Parklet does not cause a barrier to access of the ramp and Parklet
- The minimum width of the ramp is 1000mm and it must have a slip resistant surface.
- Ramps should not have a slope which is more than a 5% gradient.
- With prior permission from council the ramp can be fixed to the roadway

g. Platform

A platform is not mandatory.

If a platform is installed, a structural engineer will need to be engaged to prepare and certify the design, inspect the structure upon completion and provide certification confirming that the completed works are structurally adequate.

The following information must be noted and incorporated when deciding to install a platform:

Costs:

There are additional costs associated with installing a platform.

These include engaging a qualified structural engineer to design the platform, a registered builder, and costs associated with traffic management during installation.

These costs are incurred by the parklet host.

Design:

- Be flush to the kerb or with a threshold element joining the kerb to the platform providing a level connection.
- Surface must be flat, have a non-slip surface treatment and not have tripping hazards.
- Be made from materials having appropriate durability in terms of water-resistance and exposure to the weather.
- Cannot be bolted or attached to the road surface.
- Built for easy removal.
- Be designed by a qualified professional with submitted plans equivalent to the relevant professional standard.

The design will require a "Certificate of Compliance (Reg 126) – Design" (see Structural Certification)

What are the Parklet design requirements?

Stormwater flow:

Stormwater drainage from the street into the gutter adjacent to the Parklet must be maintained at all times and gutter flow must not be impeded.

Rubbish grates are required to stop litter build-up beneath the Parklet.

The gap from the kerb to the base of the Parklet frame must be 200mm, while retaining accessibility onto the Parklet with a threshold cover at footpath level.

Please refer to figures 4 and 5 below.

Structural Certification:

The platform requires structural certification from a Registered Structural engineer in accordance with Regulation 126 of the Building Regulations 2018 (Vic).

There are two parts to the structural certification:

The Engineer must certify the structural design of the platform by submitting a "Certificate of Compliance (Reg 126) – Design"

Upon completion of the platform, the Engineer must inspect and issue a "Certificate of Compliance (Reg 126) – Inspection"

If you are applying to renew your parklet, an Engineer must inspect the platform every 12 months and issue a new "Certificate of Compliance (Reg 126) – Inspection".

Figure 4.

Kerb section showing requirements for stormwater management including a rubbish grate to prevent litter build up below the Parklet platform and maintain stormwater flow

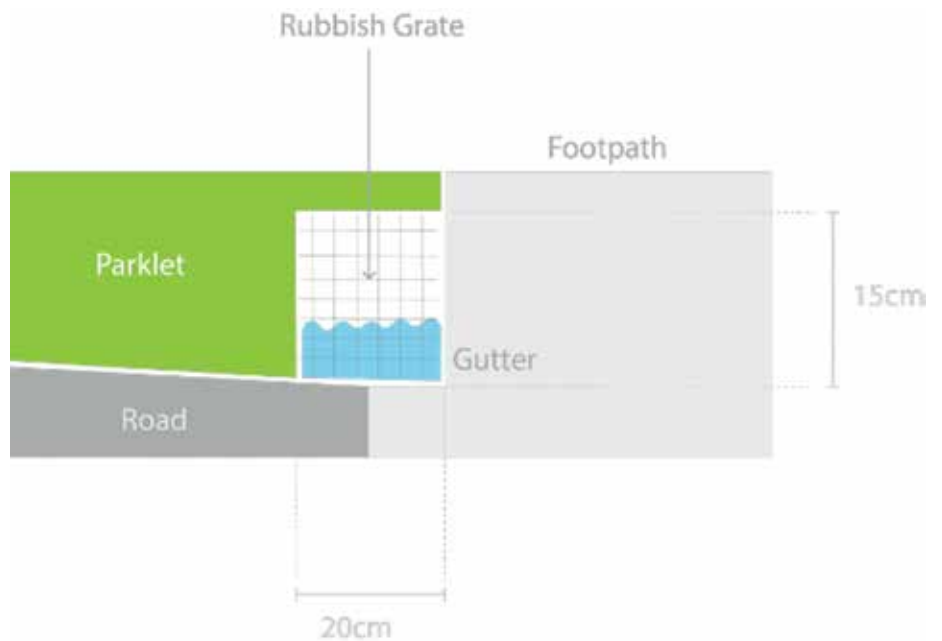


Figure 5.

Plan view showing stormwater flow around the Parklet and at the kerb



Installation:

The platform must be installed by a Victorian Building Authority (VBA) registered builder.

The platform must be installed as per the submitted design.

The platform will require a Certificate of Compliance (Reg 126) – Inspection, once the platform is completed (see Structural Certification)

Inspection:

Council’s Drainage Engineers will conduct an inspection following the works to ensure there are no impacts to stormwater drainage and flow.

Any areas of the platform found to be non-complaint will need to be rectified at the parklet hosts expense before the parklet and platform can be used.



Additional Parklet design considerations

a. Amenity and furniture

The Parklet should contribute to the amenity of the street location. Furniture requirements must adhere to the Footpath Activities Policy and Parklet Permit conditions.

All non-fixed furniture is required to be removed from the Parklet outside of business hours. (e.g. tables and chairs, heaters, umbrellas etc) unless otherwise approved by Council.

b. Electricity and lighting

Lighting must be safely installed and maintained, in accordance with the Occupational Health and Safety Act 2004.

Electrical cords must not be placed across the footpath so as to create a trip hazard.

c. Umbrellas

Umbrellas are encouraged to provide shade and must:

- Comply with the requirements set out in the Footpath Activities Policy.
- Not extend out beyond the Parklet area.
- Be secured at all times and removed in times of strong winds or storms.
- Be removed at the close of permitted hours of operation.

d. Shelter and permanent structures

Permanent structures covering Parklets are not permitted.

e. Seating

Seating can be integrated into the design and form a permanent part of the design or be movable. Movable seating must be removed and stored away at the end of a trading day.

f. Outdoor heaters

Stand-alone portable heaters that meet Australian Standard AS 1956 and are certified by the Australian Gas Association will be permitted but will need to be removed at the close of permitted operating hours. Heaters must be installed, tested and tagged so they do not pose a hazard.

Parklet Hosts must ensure all infrastructure is safely secured to address wind loading.



Responsible operation of your Parklet

a. Public space

Parklets are hosted on public land and must be accessible to the public.

During business hours, your Parklet can be used exclusively by your business (in addition with any other surrounding businesses as agreed).

You must remove all non-fixed furniture from the Parklet outside of business hours.

b. Waste and litter

Litter must be immediately cleared from the Parklet and deposited within the Parklet Host's own bins kept within the premises.

Litter generated by Parklets must not be disposed of into street gutters, stormwater drains, adjacent footpath areas or placed in public litter bins.

c. Noise

A Parklet Host must comply with any Parklet Permit conditions or relevant Environment Protection Agency requirements regarding noise and hours of operation.

d. Liquor Licensing

A Parklet Host will be required to apply for separate permission from Liquor Control Victoria to use the Parklet as a licenced area to serve liquor.

e. Advertising signs

Advertising signage must not be attached to a Parklet unless otherwise agreed by Council.

f. Payment of fees

An application fee is required to be paid with your application.

If a permit application has been approved, Council will invoice the Parklet host for the fees payable.

Council calculates permit fees based on the size of the parklet and the permit type (seasonal or yearly).

The permit fee can be paid in full or the Parklet Host can apply to Council for a six month or quarterly instalment plan.

Once full payment or the first instalment has been made, the permit will be issued. Installation and use of the Parklet may then commence in accordance with the permit conditions.

g. Installation and removal

A Parklet Host must engage a Victorian Building Authority (VBA) registered builder to complete the installation and the removal of the Parklet.

The Parklet Host must engage with Council prior to the works being undertaken to provide any requested documentation relating to the contractor, including VBA registration details, to ensure the contractor is compliant and registered to undertake the required duties.

Dates for installation or removal of the parklet must have been agreed to by Council prior to any works being undertaken.

All business Parklet furniture, platforms and associated materials must be removed at the expiry or cancellation of a permit, or if a business ceases trading.

Council will ensure removal of council owned infrastructure in a timely manner.

Council assets including kerbing, footpath and road surfaces must be reinstated to the satisfaction of the council.

Failure to remove any infrastructure by the expiration of the permit may result in enforcement action being taken.

h. Compliance

Council will monitor and evaluate all Parklets on a regular basis to ensure the conditions of the permit are met.

Following a complaint or observation of a breach of a permit, a Council officer will contact the permit holder and take appropriate enforcement action. This may be in the form of verbal instructions, a written Notice to Comply, issuing infringement notices, or revoking the permit as detailed in Section 24 of the Parklet Policy.

The permit holder must operate in accordance with Council's Local Law, Parklet Policy, Parklet Guidelines, and any specific Parklet Permit Condition at all times. The enforcement action that will be taken in the event of an observed breach is detailed in the Parklet Policy.

Council may also impound any items or Parklet infrastructure that does not comply with the Local Law, the Parklet Policy or any conditions placed on the Permit. It is the responsibility of the permit holder to monitor and manage the Parklet at all times.

Frequently asked questions

Parklet

A Parklet is the temporary occupation of an area of road by a hospitality business to use for public and business-related activities, such as outdoor dining.

Do I need a Footpath Activities Permit?

If you intend to trade on a public footpath in addition to the road, you must have a current and valid Footpath Activities Permit issued by Council for outdoor dining. Your Footpath Activities Permit must be approved prior a Parklet Permit being issued.

If you are not seeking to trade on the footpath – for instance, if your business fronts a footpath where there is no available space for footpath dining – you may still be able to obtain a Parklet Permit without a Footpath Activities Permit.

What happens if my neighbours withdraw their consent to my Parklet?

If a neighbouring business withdraws consent throughout the duration of your permit, Council reserves the right to investigate the circumstances for the withdrawal of consent and make a final decision as to whether the permit is maintained or cancelled. Consideration will be given as to the circumstances, the amount of time remaining of the permit, the type of permit and the objectives of the Parklet Policy.

Can I amend my Parklet permit?

You may wish to amend a Parklet permit to reflect the changing needs of your business – for example, by changing the size of a Parklet or changing your furniture design. Applications to amend your Permit will be assessed by Council and will be considered against these Guidelines and the Policy.

What happens to my Parklet Permit if I sell or close my business?

Your Parklet Permit will be linked to you as an individual and is not transferable. In the event you sell or close your business, you must notify council in writing and the existing permit will be cancelled.

Any prepaid fees may only be refunded on a pro-rata basis if the parklet is removed at the expense of the business owner.

If the new business owner would like to retain the parklet, they will need to apply to Council for a new permit. Council will assist in facilitating this process, ensuring that Public Liability Insurance and other relevant information is supplied to Council.

Fees and Charges 2024/2025

Fees and charges payable as a Parklet Host will be determined on the permit type (Seasonal Parklet Permit or Yearly Parklet Permit) and the number of car parking spaces occupied for the use as a Parklet.

1.1 PERMIT AND APPLICATION FEES

Fees and Charges are outlined below

Parklet size	New Application Fee	Seasonal Permit (6-months)	Yearly Parklet Permit (12-months)	Total Cost
1 bay	\$233.40	\$1,676.20		\$1,909.60
1 bay	\$233.40		\$2,535.55	\$2,768.95
2 bays	\$233.40	\$3,347.15		\$3,580.55
2 bays	\$233.40		\$5,071.10	\$5,304.50

Additional parking bays (valid for two businesses collaborating) will be charged at \$1,676.20 per bay (6-month permit) or \$2,535.55 per bay (12-month permit).



APPENDIX

a. Application Checklist

Make sure you have provided the following information to ensure your application can be processed as quickly as possible.

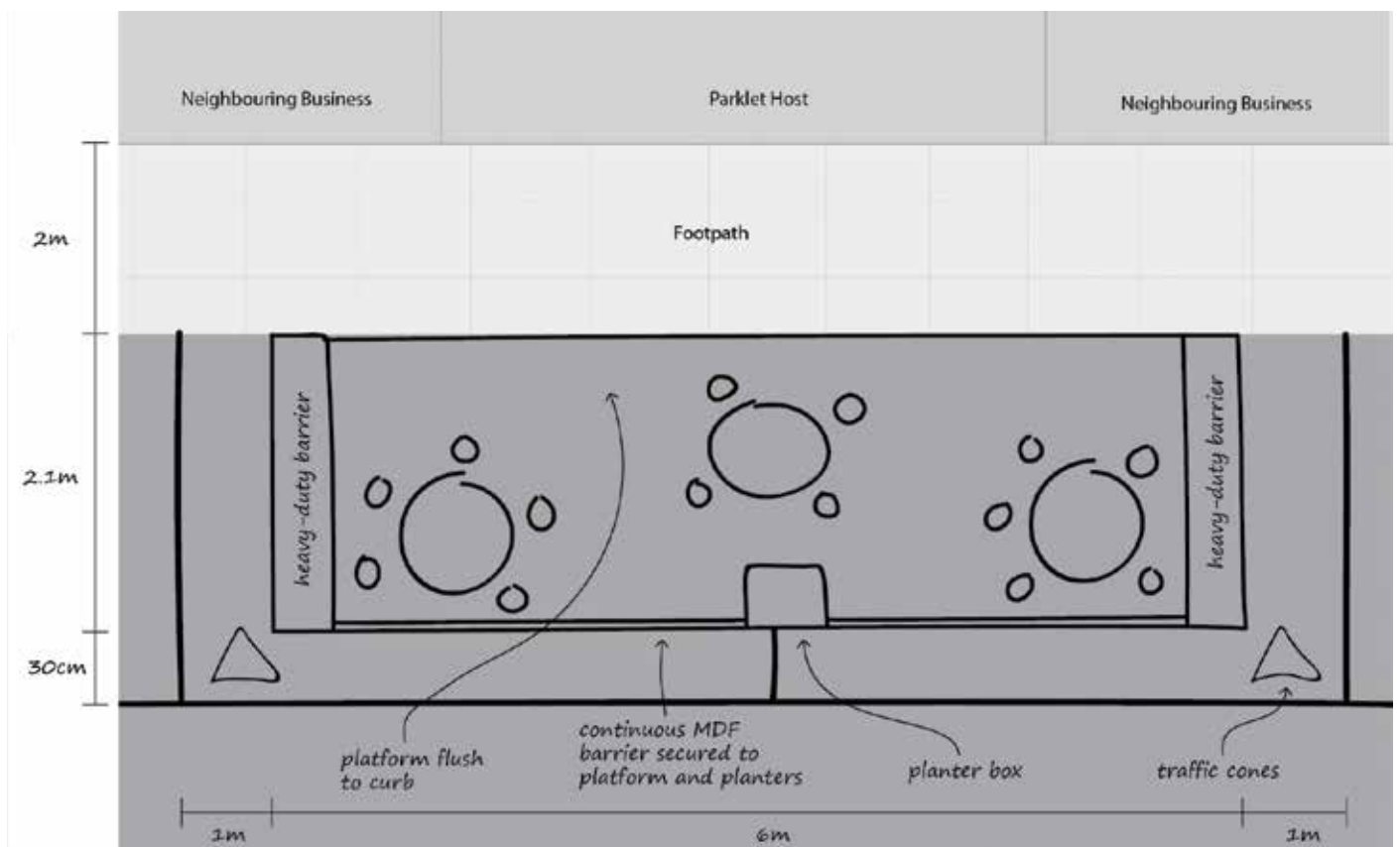
Application form (to be completed online)	
Parklet Plans	
1. Aerial photograph (e.g. google maps satellite view) with the carparks that you wish to occupy marked up	
2. Photos of the site and proposed Parklet location	
3. Parklet site plan (figure 7) showing the: <ul style="list-style-type: none"> • host business? and adjacent buildings including their entrances and street address • roadway with road name shown • footpath and its width • kerb line and driveway locations • traffic and bike lanes • existing parking spaces including their width and length • parking restriction details • existing street furniture such as bicycle parking, streetlights, street signs, fire hydrants, utility access points (pits) • street trees, tree grates and landscaped areas • existing footpath trading area of your business • proposed Parklet footprint and the buffer zones including all dimensions • location of barriers around the Parklet including their dimensions • any proposed landscaping • safety measures in accordance with the Guidelines • location of DDA compliant access into your Parklet • layout and type of furniture you intend to put in the Parklet in accordance with your COVID safe plan (eg. tables, chairs, umbrellas) 	
4. An elevation plan showing each side of the Parklet including: <ul style="list-style-type: none"> • details of the continuous barriers including their height and length • materials used, labelled on the plan and images if possible • clearances from the stormwater drain and rubbish grates for any platform proposals • details of the treatments at the edges of the buffer zones (eg. soft hit posts, wheel stops, traffic cones) • other vertical elements such as canopy structures, lighting, umbrellas • details of reflective materials on each side • location of signage (safety chevron signage and advertising) 	
5. Detailed drawings <ul style="list-style-type: none"> • Details of how infrastructure (eg. barriers, umbrellas) will be safely secured to address wind loading, safety of occupiers • Detailed construction drawings/shop drawings, including site plan, floor plan and elevations (as relevant) • Platforms will require Certificate of Compliance Inspection and Structural design Certification in accordance with Regulation 126 of the Building Regulations 2018 from a Registered Structural engineer 	

Any additional evidence or statement in support of your application. This can include a discussion of how your Parklet would achieve the objectives set out in Section 5 of the Guidelines.	
Parklet supporting documentation – Mandatory Requirement	
Letters of support from each business adjoining the Host business	
Letter/s of support from another business in the same shopping centre	
Valid Public Liability Certificate for \$20 Million	

Example Site Drawings

Figure 6.

Example site plan drawing – draw a bird’s eye view of your Parklet and surrounds. A plan template is provided below to help you communicate your design to us if you are not engaging a professional designer. Don’t forget to include the dimensions.



APPENDIX

b. Parklet Maintenance Checklist

Maintenance Requirement	Actioned	Specify actions undertaken
Landscaping is regularly watered and kept healthy, neat with clear sightlines for cars and pedestrians		
Graffiti has been removed		
Trip hazards have been removed / appropriately secured		
Slip hazards have been remedied to ensure a non-slip surface is provided		
Debris within the stormwater gutter and has been removed and water flow is not impeded by the Parklet		
Dirt and grime on the Parklet structure and furniture has been cleaned off		
Sweeping of the Parklet surface and area around the Parklet		
The Parklet is being cleaned, sanitised and managed in accordance with the Safe Work Australia guidelines: "Cleaning to prevent COVID".		
Any unapproved advertising / signage has been removed		
Non-fixed items are being removed out of business hours		
All temporary infrastructure, furniture and equipment is safely secured in place and is not a hazard to road users		
All associated traffic management arrangements are in place		
No part of the Parklet or furniture is blocking essential or emergency vehicle access		
The Parklet and area around the Parklet is kept free of debris which could impact passing road or footpath users		
Any damage to the Parklet structure (including access ramps) been remedied and all elements are in good working order		

c. Roles and Responsibilities relating to Parklets

As a Parklet Host you will be expected to:

- Cover the costs associated with the implementation of a Parklet, including Council’s fees and charges, the design and construction costs.
- Have a valid Public Liability Insurance policy with coverage of \$20 million.
- Conduct regular maintenance and cleaning of the Parklet as per the Parklet Design Guidelines
- Comply with all Permit conditions.
- Coordinate the installation and removal of the Parklet by engaging a registered builder
- Consult with Council prior to any building works taking place on a road.

Council will:

- Conduct an application process where businesses can apply for a Parklet
- Assess your application in a reasonable timeframe
- Provide a site drawing of the required safety infrastructure
- Cover costs associated with the development of traffic management plans and independent road safety audits for each application where required
- Provide and install heavy duty concrete blocks on the edge corners of the Parklet, as determined by the road safety audit.
- Council will ensure delivery and removal of council owned infrastructure in a timely manner.

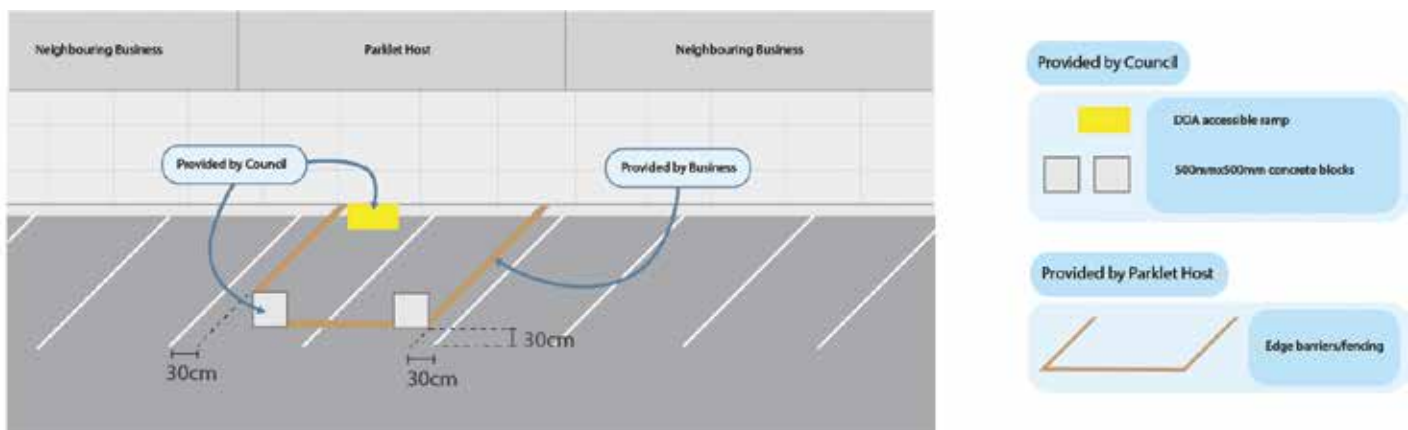
Responsibility of Parklet Host

Barriers
Amenity and furniture
Construction and installation
Cover council fees (see 11. Council Fees)
Disability Discrimination Act (DDA) compliant ramp
Maintenance
Public liability Insurance (Coverage of \$20 million)
Costs associated with the application process
Platform (optional)

Responsibility of Council

Provide concrete safety blocks
Maintenance of concrete blocks
Parklet safety infrastructure site drawing
Traffic Management Plan
Road Safety Audit

Figure 7: Diagram showing an example of a Parklet safety infrastructure site drawing



APPENDIX

d. Major Activity Centre Maps

CHELSEA



CHELTENHAM



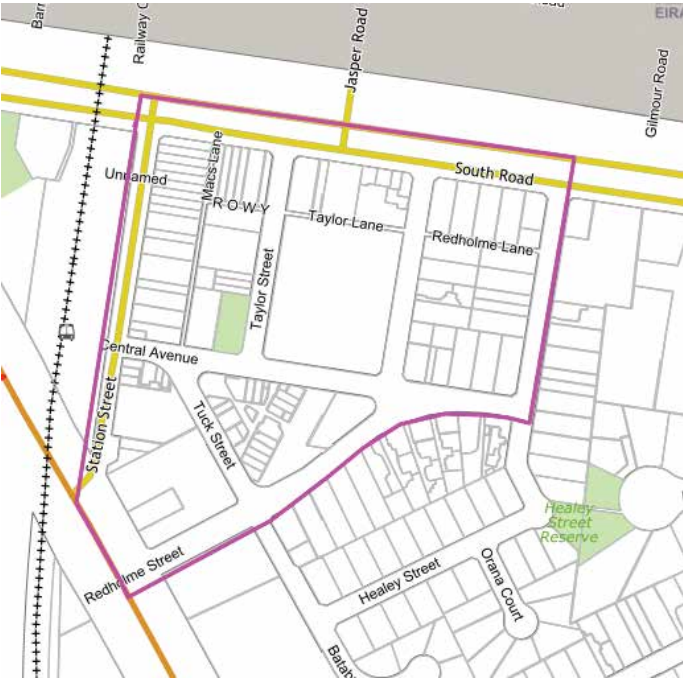
MENTONE



MORDIALLOC



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