

Parklet Guidelines

These parklet guidelines have been developed to encourage businesses and residents to transform parking spaces into engaging outdoor public spaces for everyone to enjoy. Parklets are miniature parks and can include chairs, planter boxes, landscaping elements and bicycle racks. They can be used for sitting, meeting with friends and family, and for the consumption of food and drinks, including alcohol where the required approval has been obtained from the City and Department of Racing Gaming and Liquor. Parklets are open to all for the majority of the time and as such should be designed in an accessible and safe way.

If you consider constructing a parklet, please contact the Place Management Team on 9272 0616 or 9270 4173 to discuss the suitability of the location and the design of the parklet in line with these guidelines.

There are two types of Parklets within the City.

Public Parklets

- Are open to the general public at all times and are not for the exclusive use of any group or business; and
- Cannot be used for the service of food or alcohol.

Business Parklets

- Can be used as an extension of alfresco dining, and be used to serve food for an adjoining business;
- May be for the exclusive use of an adjoining business for specified periods. Outside of those periods it is to be available to the general public;
- Applicant is to maintain the business parklet including (but not limited to) landscaping, furniture, and general maintenance;
- Will require a 'traders permit' under the City's 'Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law'; and
- Will require the approval of the Department of Racing, Gaming and Liquor if it is to be used for the service of alcohol. Applications to support a liquor licence will be considered on a case by case basis.

The below design guidelines, location guidelines, and responsibilities apply to both Public Parklets and Business Parklets.

Design Guidelines

Parklets are to:

- Be well designed and constructed to conform to relevant sections of Building Code of Australia, using high quality materials that are durable, attractive and non-slip;
- Be freestanding and not require securing to the City's infrastructure;

- Provide users with adequate protection/separation from passing traffic, with bollards at their periphery on roads where the speed limit exceeds 40kph unless otherwise approved by the City;
- Ensure tables and chairs are firmly fixed or securely stored over night;
- Parklets are to have at least two chairs and one table inbuilt into the parklet structure or, where approved by the City, another public amenity or service available 24 hours per day.
- Be easily accessible for people with prams, wheelchairs and mobility scooters and the like;
 - Ensure the outside (road) edge is at least 1m high, so that the parklet is clearly visible for traffic; while simultaneously ensuring sightlines to the street are maintained (as per the examples); occupy no more than one on-street parking space, have a floor area of less than 10m² and any pergolas need to be lower than 2.4m (to be exempted from requiring a building permit);
- Be easily recognisable as 'no smoking' public open space and shall not include business logos nor advertising;
- Be designed as a temporary structure that can be removed within a 24 hour period; and
- Not cause damage to the footpath, trees or other City property.

Location Guidelines

Parklets are to:

- Be located in town or other business centres with high level of pedestrian activity and where appropriate alternative parking is available;
- Be located in streets where appropriate traffic calming measures are in place, on roads where the speed limit does not exceed 50kph or where approved by the City;
- Be at least one parking space from a street corner or driveway; and
- Keep drainage channels clear, be placed away from underground service access lids, fire hydrants and public litter bins and not occupy loading, taxi, bus and disabled parking zones.



Parklets may have to be temporarily moved for street improvements, utility work or planned maintenance. In these cases, parklet owners will be required to arrange removal or temporary storage in consultation with the City. The City reserves the right to remove parklets (at the owner's cost) if they do not meet the guidelines, are not well looked after or pose safety issues. The City will inform the owner before any removal would take place.

Responsibilities of Parklet Owner/Operator

Owners/operators of parklets are to:

- Provide the City with written consent of the land and business owner whose property fronts the proposed parklet, and evidence of support of businesses and property owners immediately adjacent.
- Engage a structural engineer to assist with the design of the parklet, discuss the design with the City's Place Managers and provide the City with a structural engineer's certification when construction is completed;

- Ensure the parklet is well maintained, no litter is on or under the parklet, and overall the parklet remains clean and safe;
- Bare all cost associated with design, construction and maintenance of the parklet;
- Ensure alternative arrangements are made for rubbish collection if needed;
- Notify the City at least seven days before beginning any site work (subject to approval being given);
- Provide a minimum of \$10 million in public liability insurance; and
- Renew every 24 months after installation of the parklet:
 - Consent of the land and business owner whose property fronts the proposed parklet;
 - Support of businesses and property owners immediately adjacent; and
 - Consent of the City.



Application of Guidelines

- The above parklet example is clearly visible for passing traffic, while maintaining sightlines for pedestrians, cars and bicycles. The outside edge ensures that people using the parklet are separated from passing traffic and chairs and tables are firmly fixed.
- This parklet is levelled with the sidewalk to make sure that everyone can access it. The parklet is well maintained and is open for everyone to enjoy.

If you wish to construct a parklet please contact the City's Place Management Team on 9272 0616 or 9270 4173 to discuss the suitability of the location and the design of the parklet in line with these guidelines.