



## FORM 2 - LONG TERM PARKLET PERMIT APPLICATION

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Use this form to lodge a Long term parklet application. We advise contacting the Moreland Parklet Program Council officer prior to filling in this application to first ensure your site is suitable. Once lodged, a Council officer will contact you within 10 working days to discuss the progress of your application.

Please submit this form along with required information to Moreland City Council for assessment either:

- in person **90 Bell Street, Coburg**
- via post **Locked Bag 10, Moreland VIC 3058**
- via e-mail **parklets@moreland.vic.gov.au** (*Note that there is an e-mail limit of 10MB*)

### Applicant Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	

### Parklet Proposal Information

Business / Organisation Name	
Address of hosting business or organisation	
Hours of operation	
How many parking bays are needed for the parklet?	
Parking space type	<input type="checkbox"/> Parallel parking <input type="checkbox"/> Perpendicular parking <input type="checkbox"/> Angled parking

### Agreement

- I understand that as a parklet host, I am responsible for the maintenance and upkeep of the parklet.*
- I acknowledge that this parklet is public space and that everyone is welcome.*

## Required Information

Please ensure the following are included in your permit application. Incomplete applications may not be considered.

### Documentation requirements

- Site and Context Plan with proposed Parklet located
- Detail Plan
- Construction details
- 3D renders and / or elevations
- Material and colour palette
- Structural engineering certificate (if deviating from standard template available online)

### Community support requirements

- Letters of support from neighbouring tenants
- Letter of support from property owner
- Petition of support from the community (at least 30 signatures from local community)
- Copies of materials used to inform the community about application.

## Fees

After this application has been approved, an invoice will be sent out for you to make payment of the prescribed amount. Please see the fee structure below.

### Long Term Fee structure:

One off application fee	\$212.20
<i>Annual Fees</i>	
• One parking space	\$530.45
• Each additional parking space	\$371.30

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Applicant Signature

Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office Use Only

Application number: \_\_\_\_\_

Allocated to: \_\_\_\_\_ Date Received / /

Allocated by: \_\_\_\_\_ Date Allocated //