MORELAND PARKLET PROGRAM
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Moreland City Council
90 Bell Street Coburg VIC 3058
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PART A
INTRODUCTION
INTRODUCTION

1.1 WHAT IS A PARKLET?

Parklets help re-purpose part of a street to create places for people to meet, gather and relax. A parklet is a little ‘park’ which may include a small seating area or green space designed to improve public amenity. These spaces are created using existing car parking spaces.

Benefits to the local community include:

- People staying longer on the street creating a safer public space.
- Improved streetscape amenity including more comfortable seating, bike racks, landscaping and public art.
- Additional open space.
- Activation of spaces and streets.

Benefits to the host include:

- Heightened visibility and street presence.
- Providing extra outdoor spaces for footpath trading.
- Opportunity to offer both indoor and outdoor dining options.
- Giving back to the local community by providing public space.

Urban streets have multiple functions and serve not only as a vehicle thoroughfare. Streets provide a place for people to meet and gather and are also an important front for retail and commercial businesses. The can also provide landscaping features, adding amenity that is often missing from urban environments. Improving the amenity of the street adds quality to our daily experience, creates a pleasant place to live and strengthens our community. Parklets which are created by different businesses and organisations add diversity to the street and provide new public spaces.

1.2 ABOUT THIS DOCUMENT

The parklet program and guidelines is a comprehensive document for creating a parklet in Moreland. This document should be used as a reference document by applicants and designers of parklets or anyone with an interest in parklets. It provides processes, procedures and guidelines to ensure an efficient process in delivering safe and thriving parklets.

The Moreland Parklet Program aims to facilitate the creation of parklets by local businesses and the community.

This document has been workshoped and contributed to by various units within Council including Urban Design, Economic Development, Local Laws, Place Management, Street Cleansing, Transport, Engineering, Open Space Maintenance, Roads and Community Development.
1.3 PROGRAM OBJECTIVES

To facilitate the creation of new community led public spaces in Moreland. Spaces that;

- foster neighbourhood interaction.
- help local businesses grow.
- prioritise and promote sustainable transport.
- are inviting to all members of the community.
- help activate streets and the perception of safety.
- test public appetite for further street intervention.
Parklets can add quality to our daily experience by creating a pleasant place to live and strengthen the community.
1.4 ABOUT THE PARKLET PROGRAM

Moreland’s Parklet Program is divided into two streams, short-term and long-term.

a. Short-term stream

The short-term stream is where a Council owned Parklet is hired by a host business or organisation from Council and installed outside a host business or organisation for the duration of up to 6 months.

b. Long-term stream

As part of the long-term stream a business or organisation is responsible for organising the design, construction and maintenance of a Parklet. It can be installed for 1 year with the option to renew the permit annually.

The table below summarises the two streams.
1.5 WHO CAN HOST A PARKLET?

Any business or organisation within Moreland which has a street presence can apply to be part of the short-term or long-term program.

1.6 COSTS INVOLVED

**SHORT-TERM STREAM**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Plants</td>
<td>$500 - $1000</td>
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<td>Hire, Installation &amp; Removal</td>
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<td>One Parking Space</td>
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<td>OR</td>
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<td>Two Parking Spaces</td>
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<td>OR</td>
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**LONG-TERM STREAM**

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<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Design</td>
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<tr>
<td>Materials and Construction</td>
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<tr>
<td>Public Liability Insurance</td>
<td>Coverage of $10 million</td>
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<td>One Off Application Fee</td>
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<td>One Parking Space</td>
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<tr>
<td>Each Additional Parking Space</td>
<td>$350**</td>
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* Long-term parklet design and construction costs are indicative and would be dependent on the extent of the chosen design.
** Long-term parklet Council fees are subsidised to encourage sustainable modes of transport and streetscape activation.
INTRODUCTION
PART B
SHORT-TERM PARKLET PROCEDURE
INTRODUCTION

The short-term stream is where a Council owned parklet is hired by a host business or organisation from Council and installed outside a host business or organisation for the duration of up to 6 months. The short-term parklets will rotate locations every 6 months in June/July and December/January.

Council will work with the host business or organisation to ensure a suitable and useable parklet is installed. A short-term parklet can be up to 3 parking spaces in size, however the availability of parklet pieces might restrict how large a short-term parklet can be.

Some of the benefits of hosting a short-term parklet include:
- Opportunity to test the idea of a parklet.
- Giving back to the local community by providing public space.
- Heightened visibility and street presence.
- Extending opportunity for footpath trading.
- Opportunity to offer both indoor and outdoor dining options.

THINGS TO KEEP IN MIND

- Remember that parklets are public space. Therefore the design will need to feel welcoming to all, even if the users are not using the host business.
- No advertising is allowed in the parklet. The host may include a small sign which recognises supporters, contributors and sponsors. Please provide a drawing of the sign for approval.
- The use of parklets for the display and sale of goods will be accepted subject to the parklet design meeting program objectives.
- Funding - It often works well to have multiple investors or run a crowd funding campaign where the local community can contribute to the project.

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<tr>
<th>SHORT-TERM STREAM</th>
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<td><strong>PLANTS</strong></td>
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<td><strong>HIRE, INSTALLATION &amp; REMOVAL</strong></td>
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<td>THREE PARKING SPACES</td>
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DO YOU WANT TO HOST A SHORT-TERM PARKLET?

STAGE 1
SITE PROPOSAL

COMPLETE THE SELF ASSESSMENT CHECKLIST

SUBMIT A SITE PROPOSAL

PROPOSAL ENTERS A POOL FOR CONSIDERATION

INTERNAL REVIEW OF PROPOSALS TWICE PER YEAR

APPLICANTS ARE NOTIFIED OF THE SUCCESS OF THEIR PROPOSAL

UNSUCCESSFUL PROPOSAL

SUCCESSFUL PROPOSAL

STAGE 2
PARKLET PERMIT APPLICATION

APPLY FOR A PARKLET PERMIT & SIGN THE PARKLET AGREEMENT

HOST TO GAIN NEIGHBOURHOOD SUPPORT FOR THE PARKLET

COUNCIL WILL CONTACT THE HOST TO CONFIRM INSTALLATION DATE

PARKLET PERMIT IS ISSUED BY COUNCIL

PAY PARKLET PERMIT FEES
STAGE 1 - SUBMIT A SITE PROPOSAL

I.1 LOCATION CRITERIA AND THE SELF ASSESSMENT CHECKLIST

The Self Assessment Checklist (form 1) has been formulated to allow businesses and organisations to assess the appropriateness and safety of the proposed parklet location.

A parklet can only be located in designated parking spaces which:
• are on a street with a speed limit of 50km/hr or less.
• are on a street with a straight road geometry ensuring uninhabited view lines for drivers.
• are parallel or 90 degrees (angled parking may be considered).
• are on streets which are not owned by VicRoads.
• are on streets which are not clearways.
• are more than 10m from an intersection.
• are more than 20m from a signalled intersection.
• are a minimum of one parking space away from an intersection on the approach side.
• does not have utility access panels or storm drains within the parking space.

OTHER THINGS TO CONSIDER

How many parking spaces - A Council parklet can be 1-3 parking spaces in size. The availability of parklet pieces might impact the size of the parklet.

Street Trees and landscaped areas - Locating a parklet near existing vegetation can be an excellent way to utilise existing amenity. If the proposed location is near existing vegetation, ensure the design is not going to force people to walk over tree grates or through vegetated areas to enter the parklet.

Other street uses - When considering a location for the parklet, think about what other uses there are in the street and consider what the parklet will add to the streetscape. Perhaps there are food trucks, outdoor dining or bicycle parking in the street. How will these existing features impact the parklet design?
1.2 SITE PROPOSAL

- Once a Self Assessment Checklist has been completed and the proposed site looks suitable, a Site Proposal (form 2) can be submitted to Council.
- These applications are collected and reviewed against a set of selection criteria twice a year. All applicants are notified of the outcome of each round three months before each installation.
- See the parklet webpage for details on each application round: moreland.vic.gov.au/parklet-program

1.4 INTERNAL REVIEW OF PROPOSAL APPLICATIONS

Every 6 months, Site Proposals which have been received are reviewed by Council officers.

Each application will be assessed against the following selection criteria:

- **Parklet location:**
  - Suitability
  - Safety
  - Opportunities to activate the streetscape
  - Day and night pedestrian activity

- **Parklet Host:**
  - Does the host have a thorough understanding of the purpose of the parklet?
  - Will the host be able to manage the maintenance requirements once installed?
STAGE 2. SHORT-TERM PARKLET APPLICATION

If the Site Proposal is successful, a Council officer will contact the host(s) to discuss possible installation dates of the parklet and permit requirements. Once an installation date has been confirmed, a parklet permit application can be prepared. As part of this application, the host(s) will need to show Council that the neighbourhood supports the proposal and a parklet agreement will need to be signed. An invoice for payment will be issued once the application is approved.

2.1 PERMIT REQUIREMENTS

- Fill out form 3 in the appendix.

a. Neighbourhood support

In order for the parklet to be successful, the applicant will need to ensure that the local neighbourhood supports the Site Proposal. The applicant will need to show Council that they have support from:

1. The property owner directly outside the proposed parklet - please provide a letter of support
2. The adjacent owners - we strongly encourage the applicant to gain support from the neighbouring businesses/owners.
3. Local neighbourhood - Informing the surrounding community will help to ensure that the parklet is providing something that they will use and create excitement and support for the project.
   • A petition of support for the Site Proposal will need to be provided with at least 30 signatures. (See Appendix for an example petition).
   • We also recommend that the applicant create a flyer, a letter or posters to inform the local community. Please provide a copy of these so we can appreciate the level of outreach conducted by the applicant.
b. Parklet Permit Agreement

Ensuring that the parklet is well maintained and clean is important to maintain the presentation, safety and useability of the parklet. Therefore, the host will be required to agree to a parklet Permit Agreement which outlines various permit conditions. This agreement forms part of the Parklet Permit Application (form 3).

2.2 SHORT-TERM PARKLET PERMIT FEES

Hire, installation and removal
- One parking space $2000
- Two parking spaces $3000
- Three parking spaces $4000

2.3 PERMIT ISSUANCE

Once the application has been approved, an invoice will be issued. Payment of the parklet fee is required before a parklet permit can be issued and the parklet can be installed.
STAGE 3 - INSTALLATION

3.1 COUNCIL PARKLET IS INSTALLED

Installation of the Council parklet will be carried out by Council’s Open Space team. This installation will take between 2-4 days, depending on the size and complexity of the parklet which is being installed.

3.2 POPULATE THE PARKLET WITH PLANTS

Council will provide the soil for the planter boxes, however the host(s) will need to provide the plants for the parklet. The plant species which you select should be fairly drought tolerant and native to Australia where possible.

Consider hosting a planting day to get your local community involved!

3.3 COUNCIL INSPECTION

When the installation is complete and the parklet has been populated with plants, Council will send an officer out to inspect the parklet. They will make sure that the installation meets the permit requirements and the agreed layout of the parklet permit.

3.4 IT'S TIME TO CELEBRATE!

Once the parklet is completed and Council has inspected the finished product, there is only one thing left to do.... CELEBRATE! Invite your team, sponsors, supporters and the neighbourhood to help you open and celebrate your wonderful efforts. Think of some creative ways that you can show off your parklet and thank all those who made it possible.
4.1 PUBLIC ACCESS

It is important to remember that parklets are public space. This means that people who are not using the services provided by the host may also use the parklet along with the patrons of the parklet host.

a. What are host businesses/organisations **not allowed** to do?

- Ask public users to move so that users of the business or organisation can sit down.
- Place condiments / napkins / eating utensils on the tables in the parklet.
- Reserve or use a place settings in the parklet.

b. What are host businesses/organisations **allowed** to do?

- Clean and maintain the parklet to ensure that users of the business and the public want to use it.
- Provide table service to visitors/patrons on the parklet.

4.1 CLEANING AND MAINTENANCE

a. **Maintenance Checklist** *(form 5)*

The business/organisation must complete and submit to Council the Host Maintenance Checklist once per month. This will include outlining any issues experienced in the month and the actions taken to address the issue.

Regular and timely submission of monthly checklists will be a consideration if a host of a short-term parklet applies to host a long-term parklet.
STAGE 5 - CHANGE OF HOST & REMOVAL

5.1 CHANGE OF HOST

If the business changes ownership or the organisation dissolves then there are two options.

1. Apply to council to transfer the parklet permit to a new host (form 7) or,
2. Cancel the permit and remove the parklet (form 8).

5.2 REMOVAL

A parklet might need to be removed temporarily or permanently for streetscape improvements or to access utilities. Moreland City Council will give the host as much notice as possible in these situations.

If you would like to remove your parklet, you will need to:

- Fill out form 8 and submit to Council before you remove the parklet.
PART C
LONG-TERM PARKLET PROCEDURE
INTRODUCTION

The Moreland Parklet Program is divided into two streams, short-term and long term. As part of the long-term stream a business or organisation is responsible for organising the design, construction and maintenance of a parklet. It can be installed for 1 year with the option to renew the permit annually.

Some of the benefits of hosting a long-term parklet include:

- Giving back to the local community by providing public space.
- Heightened visibility and street presence.
- Extending opportunity for footpath trading.
- Opportunity to offer both indoor and outdoor dining options.

LONG-TERM STREAM

**DESIGN**

APPROXIMATELY UP TO $5000*

**MATERIALS AND CONSTRUCTION**

APPROXIMATELY $5,000+*

**PUBLIC LIABILITY INSURANCE**

(COVERAGE OF $10 MILLION)

**COUNCIL FEES**

ONE OFF APPLICATION FEE $300**

+ ONE PARKING SPACE $500**

+ EACH ADDITIONAL PARKING SPACE $350**

* Long-term parklet design and construction costs are indicative and would be dependent on the extent of the chosen design.
** Long-term parklet Council fees are subsidised to encourage streetscape activation and sustainable modes of transport.

THINGS TO KEEP IN MIND

- Remember that parklets are public space. Therefore the design will need to feel welcoming to all, even if the users are not using the host business.
- The design needs to be creative!
- No advertising is allowed in the parklet. The host may include a small sign which recognises supporters, contributors and sponsors. Please provide a drawing of the sign for approval.
- The use of parklets for the display and sale of goods will be accepted subject to the parklet design meeting program objectives.
- Funding - It often works well to have multiple investors or run a crowd funding campaign where the local community can contribute to the project.
DO YOU WANT TO HOST A LONG-TERM PARKLET?

YES

STAGE 1 SITE PROPOSAL

COMPLETE THE SELF ASSESSMENT CHECKLIST

SUBMIT A SITE PROPOSAL

ATTEND A SITE PROPOSAL MEETING

INTERNAL REVIEW (2 WEEKS)

PROPOSAL ACCEPTED

PROPOSAL REJECTED

STAGE 1

FORM 1

FORM 2

STAGE 2 CONCEPT DESIGN & DOCUMENTATION

DEVELOP FINAL DESIGN CONSTRUCTION PACKAGE

NO CHANGES REQUIRED

INTERNAL REVIEW (2 WEEKS)

SUBMIT DRAFT DESIGN TO COUNCIL

COMMENCE DESIGN DEVELOPMENT

CHANGES REQUIRED

LONG-TERM PARKLET
STAGE 3 PARKLET PERMIT APPLICATION

APPLY FOR A PARKLET PERMIT & SIGN THE PARKLET AGREEMENT.

INTERNAL REVIEW (2 WEEKS)

NO CHANGES REQUIRED

PARKLET PERMIT APPROVAL

PAY PARKLET PERMIT FEES

PARKLET PERMIT IS ISSUED BY COUNCIL

CHANGES REQUIRED

STAGE 5 POST CONSTRUCTION

HOST COMPLETSES MONTHLY MAINTENANCE CHECKLIST

RENEW PERMIT AFTER 12 MONTHS

CELEBRATE & ENJOY!

COUNCIL INSPECTION

FABRICATE & INSTALL YOUR PARKLET

STAGE 4 FABRICATION & INSTALLATION

FORM 4

FORM 5

FORM 6
STAGE I - SUBMIT A SITE PROPOSAL

This first stage will ensure that the Site Proposal is viable, the location is suitable and key issues can be reasonably addressed in the following stages.

1.1 LOCATION CRITERIA AND THE SELF ASSESSMENT CHECKLIST

The Self Assessment Checklist (form 1) has been formulated to allow businesses and organisations to assess the suitability and safety of the proposed parklet location.

A parklet can only be located in designated parking spaces which:
- are on a street with a speed limit of 50km/hr or less.
- are on a street with a straight road geometry ensuring uninhabited view lines for drivers.
- are parallel or 90 degrees (angled parking may be considered).
- are on streets which are not owned by VicRoads.
- are on streets which do not contain clearaways.
- are more than 10m from an intersection.
- are more than 20m from a signalled intersection.
- are a minimum of one parking space away from an intersection on the approach side.
- does not have utility access panels or storm drains within the parking space.

OTHER THINGS TO CONSIDER

How many parking spaces - A parklet can be one or more parking spaces in size.

Street Trees and landscaped areas - Locating a parklet near existing vegetation can be an excellent way to utilise existing amenity. If the proposed location is near existing vegetation, ensure the design is not going to force people to walk over tree grates or through vegetated areas to enter the parklet.

Other street uses - When considering a location for the parklet, think about what other uses there are in the street and consider what the parklet will add to the streetscape. Perhaps there are food trucks, outdoor dining or bicycle parking in the street. How will these existing features impact the parklet design?
1.2 SITE PROPOSAL

Once a Self Assessment Checklist has been completed and the proposed site looks suitable, a Site Proposal *(form 2)* can be submitted to Council.

a. Site Proposal Requirements

- Site plan
- Site photographs - 6-10 with descriptive captions
- Vision description - 300 word paragraph
- Vision image
- Letter of support from property owner directly outside the proposed parklet (if the owner is not the applicant)
- We strongly encourage a letter of support from adjacent property owners.
- Petition of support - at least 30 signatures from nearby businesses and the local community.
- Copies of any material used to inform the community (posters, flyers etc).

b. Neighbourhood support

In order for the parklet to be successful, the applicant will need to ensure that the local neighbourhood supports the Site Proposal. The applicant will need to show Council that they have support from:

1. The property owner directly outside the proposed parklet - please provide a letter of support
2. The adjacent owners - we strongly encourage the applicant to gain support from the neighbouring businesses/owners.
3. Local neighbourhood - Informing the surrounding community will help to ensure that the parklet is providing something that they will use and create excitement and support for the project.
4. A petition of support for the Site Proposal will need to be provided with at least 30 signatures. (See Appendix for an example petition).

5. We also recommend that the applicant create a flyer, a letter or posters to inform the local community. Please provide a copy of these so we can appreciate the level of outreach conducted by the applicant.

1.3 SITE PROPOSAL COUNCIL SELECTION CRITERIA

1. **Parklet location:**
   Is the parklet located in a suitable and safe location? Will the parklet activate the streetscape?

2. **Parklet Host:**
   Does the host have a thorough understanding of the goals of the parklet program? Will the host be able to manage the maintenance requirements after completion?

3. **Vision:**
   Will the proposed vision for the parklet provide an improved, valuable and attractive public space?

4. **Neighbourhood Support:**
   Is the local neighbourhood and the adjacent properties supportive of the Site Proposal?
Once the Site Proposal has been accepted, it's time to start thinking about the design. The design of a parklet will impact its usability and popularity within the community. Therefore, careful consideration is needed to assemble a talented design team.

The design team should be made up of people with design and building knowledge. This could include:

- Professional designers
  - Architects
  - Landscape architects
  - Industrial designers
- Builders
- Carpenters
- Engineers
- Or other talented individuals.

The design team will be required to draw site plans and sections, understand the design guidelines and ensure the suitability and usability of the parklet design. They will also need the skills and knowledge to source materials and understand how the parklet will be constructed.

>>> SEE PART D DESIGN GUIDELINES
  Location & Siting
  Platform
  External Edges
  Amenities
  Accessibility
  Materials
  Signage
Now that the design is finalised, a parklet permit application can be prepared. The application will need to include all the documents listed below. Once the application is lodged with Council, it will take up to 2 weeks for the proposal to be assessed. An invoice for payment will be issued once the proposal is approved. At this stage, a parklet agreement will also need to be signed by the host(s).

3.1 PERMIT REQUIREMENTS

- Fill out form 4 in the appendix
- Please provide the following
  - Location and context plan
  - Accessibility plan
  - Detail plan
  - Landscape / planting plan
  - Elevation - minimum of two
  - Sections - minimum of two
  - Construction details
  - Material palette
  - Perspectives / Renders (optional)
  - Certified Structural Engineer sign off (only required for built platforms, in built seating and canopy components)
  - Traffic management plan

- Parklet Permit Agreement (form 4)
  Ensuring that the parklet is well maintained and clean is important to maintain the presentation, safety and useability of the parklet. Therefore, the applicant will be required to agree to a Parklet Permit Agreement which outlines various permit conditions.
3.2 LONG-TERM PARKLET PERMIT FEES

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<td>One off application fee</td>
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<td>Each additional parking space</td>
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3.3 PERMIT ISSUANCE

If the application is approved, an invoice will be issued. Once payment has been received and the agreement has been signed, a parklet permit will be issued.

a. Public parklet sign

It is the host’s responsibility to organise the fabrication of two Moreland Public Parklet signs. Council will supply the host with the specifications for these signs once the Parklet Permit has been issued. These signs should be fixed to the parklet in a noticeable location.

>>> SEE PART D DESIGN GUIDELINES
    Signage
After the parklet has been approved by Council, the applicant will be able to begin construction and installation of the parklet. This will involve following the traffic management plan and installation dates previously provided to Council. If the traffic management plan or the installation dates change, Council must be notified before any works at the parklet location commence.

4.1 CONSTRUCTION INFORMATION

In order to minimise the amount of construction that takes place on the street and footpath, we recommend that part of the parklet is constructed off site. As many elements as possible should be fabricated off site, such as planter boxes and furniture. This will make the installation process quicker and will reduce the on-site construction period that is required.

Due to specific site conditions, it is often favourable to construct the parklet platform on site. This way the platform can be adjusted as needed to suit the specific site conditions making for a smoother installation process.

4.2 COUNCIL INSPECTION

When the installation is complete, Council will send an officer out to inspect the parklet and make sure that the installation meets the permit requirements.
4.3 IT'S TIME TO CELEBRATE!

Once the parklet is completed and Council has inspected the finished product, there is only one thing left to do.... CELEBRATE! Invite your team, sponsors, supporters and the neighbourhood to help you open and celebrate your wonderful efforts. Think of some creative ways that you can show off your Parklet and thank all those who made it possible.
STAGE 5 - POST CONSTRUCTION

5.1 PUBLIC ACCESS

It is important to remember that parklets are public space. This means that people who are not using the services provided by the host may also use the parklet along with the patrons of the parklet host.

a. What are host businesses/organisations not allowed to do?

- Ask public users to move so that users of the business or organisation can sit down.
- Place condiments / napkins / eating utensils on the tables in the parklet.
- Reserve for use a place settings in the parklet.

b. What are host businesses/organisations allowed to do?

- Clean and maintain the parklet to ensure that users of the business and the public want to use it.
- Provide table service to visitors/patrons on the parklet.

5.2 CLEANING AND MAINTENANCE

a. Maintenance Checklist (form 5)

The business/organisation must complete and submit to Council the Host Maintenance Checklist once per month. This will include outlining any issues experienced in the month and the actions taken to address the issue.

Regular and timely submission of monthly checklists will be a consideration when annual Parklet Permits are requested for renewal.

5.3 PERMIT RENEWAL

After 10-11 months, if the host would like to renew their parklet permit, they will need to:

- Fill out form 6 - The host business/organisation will need to provide information about the success of the parklet and outline any issues which have occurred throughout the year.
• Pay the annual renewal fees
  - One parking space $500
  - Each additional parking space $350
• Renew Public Liability Insurance (if required)
• A council officer may conduct a site inspection and assessment before the parklet permit is renewed.

5.4 CHANGE OF OWNERSHIP

If the business changes ownership or the organisation dissolves then there are two options.
  1. Apply to council to transfer the parklet permit to a new host (form 7) or,
  2. Cancel the permit and remove the parklet (form 8).

5.5 MINOR CHANGES

The parklet host can make minor changes as required such as changing the plants or the furniture. For major changes to the appearance and structure of the parklet such as changing the materiality, function or platform size you will need to contact Council for approval.

5.6 REMOVAL

A parklet might need to be removed temporarily or permanently for streetscape improvements or to access utilities. Moreland City Council will give the host as much notice as possible in these situations. Please keep in mind that any disassembly, storage, reinstallation or damage costs will need to be covered by the parklet host. This is why it is important that the parklet is designed for easy removal and reinstallation as it could save time and money down the track.

If you would like to remove your parklet, you will need to:
  • Fill out form 8 and submit to Council before you remove the parklet.
DESIGN GUIDELINES

INTRODUCTION

To minimise the need for design revisions we strongly encourage following these guidelines. These design guidelines ensure that parklets are attractive, accessible and safe.

There are many elements to consider when designing a parklet. These include:

- **Activities** - What activities could be encouraged in the parklet?
- **Attractiveness** - Does the parklet look attractive to users from all sides?
- **Materials** - Are the materials locally sourced and of a high quality?
- **Planting & landscaping**
- **Built in elements** - Seating, tables, bicycle parking.
- **Accessibility** - Is the parklet accessible for community members with a range of abilities?

It is recommended that a professional designer (architect, landscape architect, or industrial designer) is involved to ensure a higher design quality, efficient execution and to reduce maintenance costs in the long run.
SITE PROPOSAL

There are a series of requirements as part of the long-term Site Proposal (form 2). The following guidelines explain these requirements in more detail.

2.1 SITE PLAN

A site plan will need to be submitted with the Site Proposal. This drawing will enable Council to understand the chosen sites strengths and weaknesses. By working with the host and designer together we can develop a parklet which is most suitable to the chosen location.

Therefore the site plan needs to show -

- Existing street and footpath conditions. The context shown must extend to 8m either side of the chosen parking space(s).
- The proposed parklet location showing parking spaces and buffer areas.

The site plan can be drawn by hand or by a computer. At this stage, we don’t require professional drawings as long as the drawing is to scale, is legible and contains all the information in the following checklist.

Checklist - What to include in the site plan?

- The host building and its entrance
- Adjacent buildings (include addresses and entrances)
- Footpath and its width
- Kerb line
- Driveways & pram crossings
- Adjacent traffic/bike lanes
- Existing parking spaces and their dimensions
- Parking meters, ticketed parking spaces and ticket machines.
- Other existing features - bicycling parking, street lights, street signs, fire hydrants, utility access points and pits.
- Street trees, tree grates and landscaped areas.
- Site Proposal footprint and its dimensions - keep in mind the setback requirements (1m from adjacent parking spaces and 30cm from adjacent traffic/bike lanes).
- Street names
2.2 PHOTOGRAPHS

Take some time to photograph the proposed site from various locations. This will help us to understand the character of the site and the neighbourhood context. 6-10 photos will need to be provided with captions to identify each image and its location.

Example: Photo 1 - Looking north-west toward the proposed parklet location with the host business in the background.
2.3 VISION

A vision provides a chance for the applicant to convey their main ideas to Council. It doesn’t require there to be a resolved design yet. Sketches, collages, mood boards, images or precedent examples can be used to communicate your vision ideas. The applicant will also need to provide a short 100-200 word description of the vision.

Things to think about when forming the vision -

- How will the parklet be used?
- What is the local neighbourhood missing?
- What is the dominant user group of the local neighbourhood?
- Which groups aren’t catered for in the local neighbourhood?
- What kind of place is being created? Is the parklet going to provide a dining experience, a cyclists paradise, a play scape, or perhaps a vegetated landscape? The potential is limitless.

Vision description - My parklet will be a place where the whole community feels welcome. Amongst luscious vegetation there will be informal decking seating that can be used for eating, hanging out or playing. It will provide extra space for my customers to eat and drink, whilst also providing a welcoming space for other community members to relax. This parklet will be a vegetated eden and provide a calming space to escape from the surrounding urban landscape. Ideally, I would like to include plants which can be used by the community, such as basil and rosemary as well as plants which have interesting textures and colours. I would also like to source my materials from local salvage yards, to support other local businesses and ensure the materials used are environmentally friendly.

By building a parklet, I will be able to give something back to the local community which has consistently supported my business.

Example - Vision image and description
The parklet footprint is where the parklet sits within the parking space. This should take into account the minimum buffer spaces in the diagrams below.

The parklet will need to have a buffer space around the platform to protect it and its users from the traffic moving around it.

- The edge of the parklet will need to be 1m from adjacent parking bays and 30cm from adjacent traffic/bike lanes.
- This space doesn’t need to remain empty though. We encourage this space to be used to provide bicycling parking, landscaping or something else which will improve the amenity of the area.

Plan - Buffer Space for parallel parking spaces

Plan - Buffer Space for perpendicular parking spaces
The platform forms the base of the parklet and refers to the main structure which will support all the other elements of the design.

4.1 PLATFORM AND ADJACENT FOOTPATH

The parklet platform will need to sit flush with the adjacent footpath. Between the platform and the kerb, the maximum gap should be 1cm. This will help to ensure that the parklet remains accessible to everyone.

If the gap between the platform and the kerb is larger than 1cm, then a threshold platform can be used.

If the parklet height does not match the height of the kerb then a threshold platform can be used. This will ensure that any level difference between the parklet and the kerb does not restrict accessibility.
4.2 DRAINAGE

A small 20cm gap between the kerb and the base of the platform will need to be included to allow for rainwater to run along the drain as usual.

4.3 EASY REMOVAL

The entire structure should be built to allow for easy removal. Keep this in mind when designing the structure and choosing the materials. Therefore, the platform cannot be bolted or attached to the street surface or the kerb.
EDGE TREATMENTS

The edge treatments refers to the areas where the parklet meets the road, adjacent parking spaces and the footpath. This includes the elements that might be on top of the platform or within the buffer space.

5.1 DESIGN ALL THE SIDES

The design outcome for the parklet should consider all sides. This means that the outside edges as well as the inside edges will need to be designed to ensure the parklet will be attractive from all viewing angles. We encourage the designer to reduce blank walls and perhaps add colour, pattern and textures to create visual interest on the edges of the parklet. This can be in the form of planter boxes, railings, panelling or any other creative solutions the designer can come up with.

5.2 EXTENDING THE FOOTPATH

Keep in mind that a parklet is an extension of the footpath. Therefore, the edge to the footpath will need to be open and welcoming. One way to achieve this is to ensure there are multiple points of entry to the parklet and to minimise elements which might discourage pedestrians from entering.
5.3 SAFETY ELEMENTS

In order to ensure that the parklet remains safe from the surrounding traffic, safety elements will need to be installed. Chevron signage and high visibility bollards will need to be installed at the edge of the parking space between the adjacent parking bays. Reflective tape will need to be placed along the edge of the parklet platform.

5.4 VISUAL CONNECTION

It is important that pedestrians on either side of the street can see through the parklet. The parklet should not block sight lines to oncoming traffic or adjacent businesses. Therefore, please ensure that any non-transparent elements along the edge aren’t higher than 1.2m.
AMENITIES

When designing a parklet, it is important to consider how it will be used and what facilities and elements will need to be included to ensure it is successful.

6.1 SEATING

Creating comfortable places to sit is important when designing inviting public spaces.

- **Built in Seating** - Seating can be built into the design in a creative way. This means that the seating is permanently fixed and is a permanent part of the design.

- **Movable Seating** - Movable seating can also be provided in the parklet. Movable seating will need to be removed and stored at the end of the day or secured within the parklet.
  - If you choose to have movable seating, you will also need to ensure that some seating is built into the parklet design so that the parklet can continue to be used after hours.
  - If the host business has outdoor dining furniture then the parklet furniture must be of a different style. This will make it clear to users which areas are private property and which areas are public spaces.
6.2 PLANTING & LANDSCAPING

We strongly encourage all parklets to include some form of planting elements. Planting elements should be integrated into the design of the parklet, rather than be removal elements. Including landscape elements will help to provide a buffer to the adjacent road and will soften the edges of the parklet.

- Ideally, the plants in a parklet should be native and drought tolerant.
- Raised garden beds and planter boxes which are self watering or with a wicking style system are a great option.
- Think about the textures, colours and fragrances of the plants and where they will be used - hanging baskets, planter boxes, raised garden beds, green walls.

6.3 LIGHTING

Incorporating lighting in the design of a parklet will encourage the parklet to be used at night. Electrical cords which extend across the footpath are not allowed, therefore we encourage applicants/designers to explore using low voltage solar powered lights.
6.4 BICYCLE PARKING

Incorporating bicycle parking into the parklet design is highly encouraged. This will allow for non-car users to utilise the parklet whilst promoting alternative forms of transport. There are many ways that bicycle parking can be included in a parklet. Bicycle racks can be integrated into the design, they can be simply fixed to the platform or they can be incorporated in the buffer space.

6.5 PLAY ELEMENTS

Play elements can also be included in the parklet design. Perhaps you might wish to include elements that appeal to children, youth or even adults! We strongly encourage you to integrate these elements in the design rather than being removable pieces so that these elements are available to users after hours.

6.6 CANOPIES

The use of canopies can be incorporated into the design. This will require a structural engineer to certify the structure. Keep in mind that the canopy must not;

- Extend beyond the parklet edge.
- Connect to the awning of the adjacent property.
- Block viewlines for passing vehicles and cyclists.
It is important that every member of the community feels welcome in a parklet. Therefore, the design must enable the parklet to be approached, entered and used by people of all abilities.

7.1 ACCESSIBLE ENTRANCE AND PATH OF TRAVEL

- There must be at least one entrance which is located in an unobstructed area, is a minimum width of 900mm and with no running slope.
- There must also be an accessible path of travel into the parklet. This path should connect the accessible entrance, platform, wheelchair turning space and wheelchair resting space.

7.2 WHEELCHAIR TURNING SPACE AND RESTING SPACE

- A wheelchair turning space must allow for a wheelchair to make a 180° turn. This space should have a minimum diameter of 1500mm.
- A wheelchair resting space will need to have an 800mm minimum width and 1300mm minimum length. The wheelchair resting space will need to have companion seating located near by if there is fixed seating in the design.
7.3 ACCESSIBLE AMENITIES

Where amenities are being provided such as tables, counters and shelter, at least one of each must be wheelchair accessible.

- A table or counter should be 700-850mm above the platform height and have an unobstructed knee clearance area of 430-440mm underneath the table or counter.

7.4 RAMPS, STAIRS AND RAISED LEVELS

- Any step will need to have a warning strip at the nose of the step and a hand rail.
- Ramps should not have a slope which is more than a 5% gradient.
We want to make sure that the parklet is of high quality, durable, environmentally friendly and aesthetically appealing. Therefore, when choosing materials for the parklet, consider the following qualities in the checklist below.

Material Checklist
- Non-reflective
- Aesthetically appealing
- Low Emission
- Recycled or Salvaged
- Sustainably sourced or locally sourced
- Walking surfaces should be non-slip
- Weather resistant
- Easy to disassemble
- Potential to recycle or reuse the material at the end of its life as a Parklet.
Specifications for this sign will be provided upon approval of your application. You may choose any of the below colours for your signs.
1. **What are the benefits of a Parklet?**

   **Benefits to the local community include:**
   - People staying longer on the street creating a safer public space.
   - Improved streetscape amenity including more comfortable seating, bike racks, landscaping and public art.
   - Additional open space.
   - Activation of spaces and streets.

   **Benefits to the host include:**
   - Heightened visibility and street presence.
   - Providing extra outdoor spaces for footpath trading.
   - Opportunity to offer both indoor and outdoor dining options.
   - Giving back to the local community by providing public space.

2. **Who can use a Parklet?**

   A Parklet is always public space. Therefore your Parklet will need to feel welcoming to all, even if the users are not patrons of the host business or organisation.

3. **Who can host a Parklet?**

   Any business or organisation within Moreland which has a street presence can apply to be part of the short-term or long-term program. The host must also meet the location criteria described over the page (see question 4).

4. **Where can Parklets be located?**

   A Parklet can only be located in designated parking bays which:
   - are parallel or perpendicular (angled parking may be considered)
   - are on streets not owned by VicRoads and does not have clearways.
   - are a minimum of 20m from a signalised intersection and 10m from an intersection
   - are one parking space away from an intersection corner
   - does not have utility access panels or storm drains within the parking bay or within 3m of a parking bay.
   - are on a street with a speed limit of 50km/hr or less.
5. **What are the responsibilities of the host business or organisation?**

The business will be required to keep the Parklet free and open to all members of the public, regardless of whether they patronise any neighbourhood business. They will also need to ensure that the Parklet is safe and clean by routinely cleaning and maintaining the Parklet.

6. **Will the local neighbourhood need to support my idea to have a Parklet?**

Yes! Gaining neighbourhood support will ensure that your Parklet is enjoyed by the local community. In some past cases, the local community has been able to assist with designing, funding and constructing local Parklets.
Parklets can only be located in designated parking spaces which meet the site requirements below.

This checklist is to be used by those wishing to apply for a short-term and long-term parklet to assess the appropriateness and safety of the proposed parklet location. It is highly recommended that you use this self assessment checklist before submitting a Site Proposal to ensure that your proposed location meets the site requirements.

All criteria below should be answered as a 'yes' for the parklet to meet the site requirements.

<table>
<thead>
<tr>
<th>Site Criteria</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td><strong>Traffic safety</strong></td>
<td></td>
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<tr>
<td>The posted speed in the street is 50km/h.</td>
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<tr>
<td>The proposed location sits within a straight section of road (ensuring uninhabited view lines for drivers).</td>
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<tr>
<td>The proposed parking spaces do <strong>not</strong> sit within a clearway.</td>
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<tr>
<td>The parklet location is more than 10m from an intersection.</td>
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<td></td>
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<tr>
<td>The parklet location is more than 20m from a signalled intersection.</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>The parklet site does <strong>not</strong> have pit lids, fire hydrants or storm water drains within the parking space or within 3m of the parking space.</td>
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</tbody>
</table>
FORM 2 - SITE PROPOSAL
MORELAND PARKLET PROGRAM - SHORT-TERM & LONG-TERM STREAMS

Use this form to lodge a Site Proposal. This is the first application required in the parklet application process. Once lodged, a Council officer will contact you within 10 working days to schedule a Site Proposal meeting.

Please fill in your details and attach this form and a copy of the required information and submit 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
* Please Note that there is an e-mail limit of 10MB

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<th>Site Proposal Information</th>
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<tbody>
<tr>
<td>Business / Organisation Name</td>
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<tr>
<td>Address of hosting business or organisation</td>
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<td>Hours of operation</td>
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<tr>
<td>How many parking bays are needed for the parklet?</td>
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<tr>
<td>Parking space type</td>
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<tr>
<td>Which program stream are you interested in?</td>
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Self Assessment Checklist

Parklets can only be located in designated parking bays which meet the site requirements outlined in the Self Assessment Checklist (form 1). It is highly recommended that you use the self assessment checklist before submitting this Site Proposal to ensure that your proposed location meets the site requirements.

☐ I have completed the Self Assessment Checklist (form 1) and my proposed location meets the site requirements.
Long-Term Parklet Requirements

Please ensure the following are included in your proposal application for long-term parklets. Incomplete applications may not be considered. Please bring hard copies of the relevant information with you to the proposal application meeting.

☐ Site plan

☐ Site photographs - (6-10) with descriptive captions

☐ Vision description - 300 word paragraph

☐ Vision image

☐ Letter of support from property owner directly outside the proposed parklet (if the owner is not the applicant)

☐ We strongly encourage a letter of support from adjacent property owners.

☐ Petition of support - At least 30 signatures from nearby businesses and the local community

☐ Copies of any material used to inform the community (posters, flyers etc).

Applicant Signature

Date Signed _______ / _______ / _______

Office Use Only

Application number: _______________________________

Allocated to: ________________________________

Date Received / / 

Allocated by: ________________________________

Date Allocated //
Use this form to apply for a parklet permit. This is the second application required in the short-term parklet application process. Once lodged, Council will internally review this application and will contact you within 10 working days after lodgement.

Please fill in your details and attach this form and a copy of the required information and submit 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
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**Neighbourhood Support**

The following information should be provided with this application:

- **Letter of support from property owner directly outside the proposed parklet (if the owner is not the applicant)**
- **Petition of support - At least 30 signatures from nearby businesses and the local community**
- **We strongly encourage a letter of support from adjacent property owners.**
- **Copies of any material used to inform the community (posters, flyers etc).**

**Dates of installation & removal**

The installation of this parklet will occur between _____/_____/____ and _____/_____/____

The removal of this parklet will occur between _____/_____/____ and _____/_____/____

**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.

**Short-term parklet fee structure:**

<table>
<thead>
<tr>
<th>One parking space</th>
<th>$2000</th>
<th>OR</th>
<th>Two parking spaces</th>
<th>$3000</th>
<th>OR</th>
<th>Three parking spaces</th>
<th>$4000</th>
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Parklet Permit Agreement

Parklet permits issued by Moreland City Council (MCC) are subject to specific maintenance and support conditions that are the responsibility of the parklet host and/or partnering businesses.

The following conditions ensure that parklets remain clean, safe and in a state of good repair for all members of the public to enjoy. If the terms of this agreement are not met, the Parklet Permit will be rescinded and the Parklet will be removed.

☐ Parklets are public space
  • My business/organisation agrees to keep our parklet free and open to all members of the public, regardless of whether they patronise my business/organisation.

☐ Routine Maintenance & Support
  My business/organisation agrees to carry out all routine parklet maintenance duties on an as-needed basis.
  Routine maintenance includes:
  • Sweeping the parklet surface
  • Watering and maintaining the parklet’s vegetation.
  • Cleaning the parklet platform, seating and other parklet elements as required.
  • Removing debris, grime or graffiti from the parklet.
  • Removing any debris that is impeding drainage flow along the kerb and gutter beneath the parklet surface.
  • Remove any slipping and tripping hazards.
  • Complete and submit the Host Maintenance Checklist (form 5) to MCC once a month.

☐ Parklet Removal & Change of Ownership
  • My business/organisation understands that if we dissolve or the business is sold, we will need to either notify MCC that we will remove the parklet or notify MCC that there will be a change of ownership (form 7).
  • My business/organisation understands that MCC or another service authority may require me to temporarily remove the parklet under certain circumstances.
  • My organisation understands that MCC might require the permanent removal of my parklet if the parklet becomes a major public safety hazard or if my business/organisation fails to comply with the conditions specified in this permit agreement.

Date Signed ______/______/______
Applicant Signature

Office Use Only

Date Received / / Permit Number: __________________________
Renewal Date / /
Please fill in your details and attach this form and a copy of the required information and submit 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
* Please Note that there is an e-mail limit of 10MB

Use this form to apply for a parklet permit. This is the second application required for a long-term parklet application process. Once lodged, Council will internally review this application and will contact you within 10 working days after lodgement.

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Site Proposal meeting Information

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<th>Date of Site Proposal meeting</th>
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<tr>
<th>Name of Council Officer</th>
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Dates of installation

The installation of this parklet will occur between _____/_____/___ and _____/_____/____.

Long-term parklet required information - Parklet Design and Construction Package

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

- Parklet location and context plan - showing safety elements and buffer space.
- Accessibility Plan
- Detail Plan
- Landscape / planting plan
- Elevations - minimum of two
- Sections - minimum of two
- Construction Details
- Material Palette
- Perspectives / Renders (Optional)
After this application has been approved, an invoice will be sent out for you to make payment of the prescribed amount. Please see the long-term parklet fee structure below.

### Long-term parklet fee structure:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>One off application fee</td>
<td>$200</td>
</tr>
<tr>
<td>One parking space</td>
<td>$500</td>
</tr>
<tr>
<td>Each additional parking space</td>
<td>$350</td>
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### Parklet Permit Agreement

Parklet permits issued by Moreland City Council (MCC) are subject to specific maintenance and support conditions that are the responsibility of the parklet host and/or partnering businesses.

The following conditions ensure that parklets remain clean, safe and in a state of good repair for all members of the public to enjoy. If the terms of this agreement are not met, the Parklet Permit will be rescinded and the parklet host will be required to remove their parklet permanently.

- **Parklets are public space**
  - My business/organisation agrees to keep our parklet free and open to all members of the public, regardless of whether they patronise my business/organisation.
  - My business/organisation acknowledges that we are responsible for fabricating and installing two public parklet signs (see the design guidelines) before the completion and opening of the parklet.

- **Routine Maintenance & Support**
  My business/organisation agrees to carry out all routine parklet maintenance duties on an as-needed basis.
  Routine maintenance includes:
  - Sweeping the parklet surface
  - Watering and maintaining the parklet’s vegetation.
  - Cleaning the parklet platform, seating and other parklet elements as required.
  - Removing debris, grime or graffiti from the parklet.
  - Removing any debris that is impeding drainage flow along the kerb and gutter beneath the parklet surface.
  - Remove any slipping and tripping hazards.
  - Complete and submit the Host Maintenance Checklist (form 5) to MCC once a month.
☐ Parklet Removal & Change of Ownership
☐ My business/organisation understands that if we dissolve or the business is sold, we will need to either notify MCC that we will remove the parklet or notify MCC that there will be a change of ownership (form 7).
☐ My business/organisation understands that MCC or another service authority may require me to temporarily remove the parklet under certain circumstances. In the event of this occurring, we understand that we are responsible for the costs associated with the parklet removal and storage.
☐ My organisation understands that MCC might require the permanent removal of my parklet if the parklet becomes a major public safety hazard or if my business/organisation fails to comply with the conditions specified in this permit agreement.
☐ If the parklet is removed permanently, my business/organisation understands that it is our responsibility to restore the street area to its original condition.

☐ Annual Responsibility
My business/organisation understands that to keep the parklet in place after 1 year, a parklet permit needs to be renewed on an annual basis. Therefore, we agree to:
☐ Pay the renewal fee of $500 for the first parking space, plus $350 for each additional parking space.
☐ Replace or repair any broken or worn parklet components.
☐ Submit to MCC an updated certificate of public liability insurance that has a reference to the inclusion of the parklet, minimum coverage of $10 million and current expiry dates.

Applicant Signature
Date Signed  _____/_____/_____

Office Use Only
Date Received  /  /  Permit Number: __________________________
Renewal Date  /  /
This checklist is to be used by hosts of a short-term or long-term parklet to ensure that the parklet is being regularly maintained.

The host is required to fill out this checklist and submit a completed version to Council via email (parklets@moreland.vic.gov.au) once per month.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position within business / organisation</th>
<th>Business / Organisation Name</th>
<th>Permit Number</th>
<th>Host Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Office Use**

Date Received: [Date] Checked by: [Name]

**Maintenance Checklist**

<table>
<thead>
<tr>
<th>Items</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The parklet is free from grime, debris and graffiti.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>There are no slipping hazards.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>There is no debris blocking the drainage below the parklet platform.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>All the parklet pieces are accounted for.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>The location of the parklet pieces is not posing a tripping hazard.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Any access ramps remain securely in place and don’t pose a tripping hazard.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>The vegetation appears to be watered and healthy.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>The items that the parklet hosts place on the parklet during business hours do not pose a tripping hazard.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Have you experienced any issues in the last month? Please outline on the following page.</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Has there been any damage to the parklet?</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Issue</td>
<td>Date</td>
<td>Description</td>
<td>Action taken to repair / solve the issue</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>-------------</td>
<td>------------------------------------------</td>
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</tbody>
</table>
FORM 6 - PARKLET PERMIT RENEWAL APPLICATION
MORELAND PARKLET PROGRAM - LONG-TERM STREAM

Use this form to renew a parklet permit. Once lodged, Council will internally review this application and will contact you within 10 working days after lodgement. Parklet Permit Renewal is not automatically granted. It is dependent on proven performance, reliability and commitment to the signed Parklet Permit Agreement.

Please fill in your details and submit 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

* Please Note that there is an e-mail limit of 10MB

<table>
<thead>
<tr>
<th>Applicant Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>Position within business / organisation</td>
</tr>
<tr>
<td>Postal Address</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Business or Organisation Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit number</td>
</tr>
<tr>
<td>What year was the parklet constructed?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parklet Information - Tell us about how your parklet is going?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have there been any problems with your parklet? □ Yes □ No</td>
</tr>
<tr>
<td>Has Council had to contact you about any issues regarding your parklet? □ Yes □ No</td>
</tr>
<tr>
<td>Have any community members been unsatisfied with the cleanliness and / or maintenance of your parklet? □ Yes □ No</td>
</tr>
</tbody>
</table>

If you answered yes to any of the above, please provide us with some details.

<table>
<thead>
<tr>
<th>Details</th>
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</tbody>
</table>
What makes your parklet successful?

________________________________________________________________________

How does the community use your parklet?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Other comments?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Parklet Changes

Do you wish to make any changes to your parklet? □ Yes □ No

If yes, please provide details of these changes in an attachment to this document.

Fees

A permit renewal fee of $500 for the first parking space, plus $350 for each additional parking space is required for your permit to be successfully renewed. Once the permit renewal has been assessed and approved by a council officer an invoice will be issued.

Public Liability Insurance

□ I have attached a copy of current valid Public Liability Insurance Policy that has a reference to the inclusion of the parklet, minimum coverage of $10 million and current expiry dates.

Applicant Signature

Date Signed       /       /

Office Use Only

Allocated to:     Date Received     /     /

Allocated by:     Date Allocated     /     /
Use this form to change ownership of a parklet permit. Once lodged, Council will internally review this application and will contact you within 10 working days after lodgement.

Please fill in your details and submit 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

*Please Note that there is an e-mail limit of 10MB*

### Parklet Permit Information

<table>
<thead>
<tr>
<th>Parklet permit number</th>
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<tbody>
<tr>
<td>What year was the parklet constructed?</td>
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</table>

### Current Owner Contact Information

<table>
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<tr>
<th>Applicant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
</tr>
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<td>Email Address</td>
</tr>
<tr>
<td>Contact Phone Number</td>
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<tr>
<td>Business or Organisation Name</td>
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</table>

### New Owner Contact Information

<table>
<thead>
<tr>
<th>Applicant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
</tr>
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<td>Email Address</td>
</tr>
<tr>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Business or Organisation Name</td>
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### Agreement

_I, as the new owner;_

☐ have read and understood the Moreland Parklet Design Guidelines.

☐ understand that as a parklet host, I am responsible for the maintenance and upkeep of the parklet and need to fill in the Host Maintenance Checklist *(form 5)* monthly.

☐ have included a signed copy of the Parklet Permit Agreement *(form 4)*.

☐ acknowledge that this parklet is public space and that everyone is welcome.
I, as the current owner agree to transfer ownership of the parklet to

New Owner Name

Date Signed  _____/_____/_____

New Owner Signature

Current Owner Signature

Date Signed  _____/_____/_____

Date Received  /  /  /

Date Allocated  /  /  /
Use this form to apply to remove your parklet and cancel a parklet permit. Once lodged, Council will internally review this application and will contact you within 10 working days after lodgement.

Please fill in your details and submit 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

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**Parklet Information - Tell us about why you wish to remove your parklet.**

<table>
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<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Date Signed</td>
<td>/</td>
</tr>
<tr>
<td>Applicant Signature</td>
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**Office Use Only**

<table>
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<tbody>
<tr>
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<td>Date Received</td>
<td>/</td>
</tr>
<tr>
<td>Allocated by:</td>
<td></td>
</tr>
<tr>
<td>Date Allocated</td>
<td>//</td>
</tr>
</tbody>
</table>
17 February 2016

Moreland City Council
Parklet Program
Locked Bag 10, Moreland VIC 3058

To whom it may concern,

I am writing to you to express my support for the Site Proposal out the front of Dean's Bar and Restaurant at 32 Example Street Brunswick.

Dean Smith has always been supportive of the local community, often holding local events and fund raisers. I believe Dean's business is a great location for a parklet due to the narrow footpath which therefore limits the street dining availability. The property also doesn’t have a rear outdoor area so this additional outdoor space would offer something new to his customers.

Dean has expressed to us here at The Bean, that our customers are more than welcome to utilise the space and has explained that the parklet will be public space. This is therefore an exciting addition for our business as well as being a new permanent space for the local community to use out of business hours.

Thank you for considering Dean's Site Proposal. Please don’t hesitate to contact me for further information.

Kind Regards,

Shelley McFee
HELP DEAN’S BAR AND RESTAURANT
GET A PARKLET!

Please help us apply for one of the first parklet’s in Brunswick! A parklet turns street parking spaces into public space for pedestrians. We are proposing to transform the two parking spaces in front of our business. This space can then be used by either the public or our customers and can continue to be used outside of our business hours.

Please sign to show your support and briefly explain why you wish to support a local parklet!

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>CONTACT NUMBER</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>1</td>
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</table>

Reason for your support:

| 2    |         |                |           |

Reason for your support:

| 3    |         |                |           |

Reason for your support:

| 4    |         |                |           |

Reason for your support:

| 5    |         |                |           |

Reason for your support:

| 6    |         |                |           |

Reason for your support:

| 7    |         |                |           |

Reason for your support:

| 8    |         |                |           |

Reason for your support:
PHOTO INDEX

8. Detail Lucy Lucy artwork - Wheatsheaf Road parklet, Glenroy. Photo by Moreland City Council.

8. Detail planting - Small Block & Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

8. Detail coffee machine - Small Block Cafe. Photo by Small Block Cafe.

8. Piera Street Small Block Party, Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

8. Detail coffee drinking, Small Block and Bikes Please parklet, Brunswick East. Photo by Small Block Cafe.

20. bottom left. Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

21. bottom right. Wheatsheaf Road parklet, Glenroy. Photo by Moreland City Council (Moreland City Council).

32. bottom left. Parklet pod at James Street Bakery, Geelong. Photo by David O’Reilly (Moreland City Council).

32. bottom right. Parklet pod at James Street Bakery, Geelong. Photo by David O’Reilly.

34. top left. Newtown Sydney parklet. Photo by Will Coogan (Moreland City Council).

34. top right. Detail Lucy Lucy artwork - Wheatsheaf Road parklet, Glenroy. Photo by Moreland City Council.

36. top left. Installation - Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

36. top right. Installation - Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

37. bottom left. Piera Street Small Block Party, Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

37. bottom right. Piera Street Small Block Party, Small Block and Bikes Please parklet, Brunswick East. Photo by Moreland City Council.

45. Example photo, Union St Brunswick. Photo by Moreland City Council.