

SURF COAST SHIRE COUNCIL

Draft Outdoor Dining (Parklet) Guidelines



Acknowledgments

Surf Coast Shire spans the traditional lands of the Wadawurrung, Gulidjan and Gadubanud Peoples. We acknowledge them as the traditional owners and protectors of this place.

We acknowledge their ancestors who cared for the land, rivers and sea - and all of its creatures - for thousands of generations. We pay our respects to elders past, present and future who continue on this path.



Contents

1. About the Parklet Program	2
2. Introduction	2
3 How to set up a parklet	2
4. Eligibility	4
5. Permit Types	5
6. Fees	5
7. Insurance Requirement	5
8. Construction and installation of the parklet	6
9. Advertising	6
10. Management of Parklet	7
11. Sharing a parklet	7
12. Maintenance of parklet	9
13. Other Requirements	9
14. Building requirements for structures	10
Glossary	11
Attachment one: Design Guidelines	12

1. About the Parklet Program

These Guidelines have been developed to explain how on-street parking spaces may be utilised by the community to facilitate outdoor dining through the creation of parklets

The primary objective of creating parklets is to create community led public spaces that foster neighbourhood interaction, help local businesses to prosper, and assist in street activation and the perceptions of safety. The benefits to the local community include the provision of public amenity at no cost to the rate payers.

The design of parklets may differ, depending on availability and individual business requirements. Please read these guidelines to assist in understanding the eligibility requirements.

2. Introduction

Outdoor dining parklets were originally developed to support local businesses by allowing them to continue trading during the COVID-19 restrictions.

Council's Parklet Program allows hospitality businesses to occupy on-street car parking bay(s) directly outside of their business or the neighbouring business with permission, after obtaining a permit from Council.

Council's Parklet Program supports eligible hospitality businesses by offering outdoor dining in what is otherwise used as on-street parking. The Program is to be considered in conjunction with Surf Coast Shire Council's [Footpath Trading Policy](#).

The Parklet Program does not allow a business to exceed its maximum occupancy limits under the Building Regulations 2018.

The Parklet Program will:

- be safe, attractive and sympathetic to surroundings.
- be accessible by people of all abilities and ages where possible.
- support local business (both the permit holder and the surrounding area).
- recognise the needs of Council services, emergency services, utilities and other essential works.
- provide high quality design that positively contributes to local character.
- provide opportunities for greening.
- foster neighbourhood interaction.
- help activate streets and improve the feeling of public safety.

3 How to set up a parklet

They key steps in how to set up a parklet are explained below.

Before you apply

It's important to consider whether your needs could alternatively be met by a footpath trading permit, or an extension to an existing footpath trading permit.

Not all applicants will be granted a parklet, as there are a number of criteria and requirements to consider and some locations have limitations with regards to safety or on the number of parklets that can be permitted.

Applicants are encouraged to review these Guidelines to understand the full requirements. Refer to Council's website for further information



4. Eligibility

Who can apply for a parklet?

The Parklet Program is exclusively for hospitality businesses that operate within Surf Coast Shire. No other business types, industries or sectors are eligible to apply.

All parklets need to be located within areas that have been approved by Council.

Parklets must meet all the location requirements below in order to be considered.

Location / traffic conditions

Parklets may be established in streets with the following elements:

- Parallel parking or angled parking.
- Straight road geometry ensuring uninterrupted sight lines for drivers.
- At least 10m from an intersection (measured from the building line).
- A speed limit of 40km/hr or less.
- Streets which are not controlled by VicRoads/ Department of Transport (DTP).
- Redundant crossovers.
- Any parklet within 20m of the departure side of a signalised intersection will be considered on a case-by-case basis.

Due to safety reasons and vehicle access requirements, locations with the following elements are not considered suitable:

- Within 10m of an intersection (unless appropriate visibility can be maintained and there is adequate parklet protection – a favourable road safety audit and approval by Surf Coast Shire Traffic Engineering will be required).
- Within 20m of a signalised intersection on the approach side.
- Streets with speed limits above 40km/ hr.
- Roads controlled by Department of Transport and Planning (DTP) - Vic Roads
- Areas obstructing access for deliveries, essential and emergency vehicle access, commercial carparks, buildings and residences.

- Areas with protected cycle lanes.
- Spaces designated for loading, disabled, no stopping zone, 15 min, permit zone, mail zone and taxi zone.
- Construction zones, unless relocated with support of the construction Permit Holder and Council.
- Police and emergency vehicle parking bays.
- Around utility access panels or storm drains within the parking space unless there is no fixed furniture, or platform within the space.
- Areas prone to significant flooding. Applicants will need to contact Council in the first instance to check if their proposed parklet location is in an area of significant flooding.

Depending on site-specific constraints such as access, traffic, the structure of the street and parking conditions, permits may be issued with specific conditions to minimise any negative impacts. An authorised Council officer may also use their discretion to specify appropriate permit conditions.

Permits may be subject to change at any time during the permit period to ensure that safety and amenity is not compromised.

Council may approve an amendment to a permit and in making its decision, it will consider any Council requirements as well as the current operation of the parklet.

Cost and installation of parklet

There are a number of costs associated with a parklet, including permit fees, insurance, other professional fees (e.g. builder or architect where required), as well as the costs to construct/install and remove the parklet.

Council permit fees have been developed in a way that considers the value of the public space, takes into account any forgone revenue to Council, as well as providing an equitable arrangement for businesses either with, or without a parklet.

5. Permit Types

There are two permit types you can apply for.

12-Month Permit

The first of the two options is a 12-Month Permit, with the option to renew the permit annually. This permit will align with Surf Coast Shire's annual footpath trading permits, meaning the parklet permit will run from October 1 – September 30 annually.

This permit is great for those businesses who are looking to take out a parklet permit for a number of years, and are willing to invest in the materials and design of the parklet.

Summer Permit: 6 months - 1 November - 30 April

Council recognises that many businesses only wish to operate a parklet during the warmer months of the year. The introduction of the Summer Permit allows parklets to be established between 1 November to 30 April.

It is strongly recommended that the design of the parklet is built so that it can be disassembled and stored easily should the Permit Holder choose to reassemble the parklet the following year.

For each of the permits there is no deadline or cut off for parklet applications. You will be charged on a pro rata basis for the period of your permit. If you were to change your mind and decided to cancel your permit, a pro-rata refund will be provided to you starting from the date the parklet space has been reinstated to its original condition.

Non-use of permit

A business that is granted a permit but fails to construct a parklet within the first 3-months of the permit period, may have the permit revoked, and the Council may allocate the opportunity to another trader.

Please ensure you are familiar with the Design Guidelines shown in Attachment 1 in this document as there are requirements that apply regardless of the permit you choose. Building a parklet with robust and weather resistant materials and

designing it so that the parklet can be easily disassembled and packed away are just a few of the considerations you may need to factor in.

6. Fees

Application and inspection fee

Council requires both new applicants and existing Alfresco Dining Permit Holders to pay an application and inspection fee for each Parklet permit application, regardless of the size, location or type of parklet.

Parklet occupancy fee

The occupancy fees are calculated per parking bay. The following should be considered regarding the minimum and maximum number of bays permitted:

- All parklets must not exceed 12 meters in length and must occupy whole parking bays.
 - For streets with parallel parking this will mean a maximum of two parking bays.
 - For angled parking, there is a minimum two parking bays per parklet. Maximum length is also 10 Meters including a 500mm offset required where there is adjacent parking.

Council may use its discretion to stipulate the maximum number of permitted bays and any related conditions.

7. Insurance Requirement

Each Permit Holder is required to maintain a valid public liability insurance policy, noting Surf Coast Shire Council as an interested party. The policy must insure for the amount of \$20m and must cover injury, loss or damage to persons or property arising out of the activity carried out under the permit or the granting of this permit.

Council will require a copy of a current 'certificate of currency' as part of each permit application which must be sighted prior to the issuance of a permit.

Additionally, when the certificate expires, the new certificate of currency must be supplied.

Other costs

Depending on the type of parklet proposed, there may be other costs that apply. This includes for example, the cost of engaging:

- Registered builder
- Building surveyor
- Architect
- Road Safety Audit
- Traffic Management

8. Construction and installation of the parklet

Activity centres within the Shire have their own character that can be enhanced through the design of parklets.

The design and appearance of parklets and furniture must be high quality, robust and structurally sound to be able to withstand prolonged exposure to all weather conditions.

If your application is successful, you may wish to hire or purchase any required parklet infrastructure that meets the Design Guidelines shown in Attachment 1.

Installation of the infrastructure and any traffic management requirements is a cost incurred by the Permit Holder.

Permit Holders will be able to select from one of the following options when considering parklet infrastructure:

1. Purchase or hire a **ready-made or 'off the shelf'** option, so long as it, and the location of the parklet have been approved by Council. Please contact Surf Coast Shire's Compliance team to discuss this option before engaging any suppliers.

A list of some of the companies that provide ready-made options is available on Council's website. Of course, there are many other companies to choose from if you wish to hire or buy a ready-made parklet.

2. **Design your own** – Permit Holders may design their own parklet however must ensure that they use a registered builder and adhere to the Design Guidelines and permit conditions.

Regardless of what type of option is chosen, it will need to be self-maintained, and meet Council requirements.

Regular inspections will be carried out to ensure safety, accessibility, and compliance of the parklet, so it's important to understand the requirements and to speak with Council first if you have any questions. If a trading zone extends greater than 10metres in length, a gap or opening of no less than one metre must be created in the centre of the trading zone to allow pedestrian access to the kerb.

Where a parklet has been installed adjoining the footpath, all of the trading zone of the footpath and the entirety of the parklet is considered a single combined trading zone.

If the Permit Holder needs to make any alterations to Council infrastructure, they are required to apply for a Consent for Works Permit and pay a separate permit fee.

Note: Council reserves the right to prescribe an alternative width to ensure a safe environment and unobstructed footpath access for all pedestrians to move without hindrance or danger from trading activities. In some instances, footpath trading and parklet installation will not be permitted on grounds of road traffic and/or pedestrian safety.

9. Advertising

The Permit Holder may feature the name of their business or relevant products/s name on umbrellas and barriers only. The business/company logo can be displayed on every second panel and on two ends closest to the kerb.

Parklets must not be used for the display or sale of goods sold within the premises. If you propose advertising goods or services, include this in your application for consideration.

10. Management of Parklet

The Permit Holder is required to comply with all permit conditions outlined on their permit and all other legislation or Acts associated with operating a business or a food premises and extending the operation onto the street. If non-compliance of any

of the conditions is proven, enforcement action may be taken.

11. Sharing a parklet

Two hospitality businesses can share one parklet space, however both are required to hold permits to use the space. Both Permit Holders will be responsible for the maintenance and management of the parklet.

Both businesses cannot use the parklet simultaneously and will need to agree to the times and days at which each will be operating.

For example:

- Permit Holder A uses the parklet from Monday – Friday, 8am – 4pm.
- Permit Holder B uses the parklet from Thursday – Sunday, 4pm – 10pm.

Permit Holders must provide information documenting:

- operating days and hours
- for licenced businesses who serve alcohol, the Red Line extension from the Victorian Commission for Gambling and Liquor Regulation (VCGLR) needs to reflect the parklet operating hours.

Change of ownership or permanent closure

If a business changes ownership or closes permanently, Council must be informed and the existing permit will be cancelled, and any prepaid fees will be refunded on a pro rata basis to the original Permit Holder.

If the new business operator would like to retain the parklet, they will need to apply to Council for a new permit as they are not transferable.

Removal of parklet for emergency or road works

It is important that the parklet is designed for easy removal and re-installation as it could save time and money in the future.

Parklets may need to be removed temporarily or permanently for streetscape improvements or

other works as required by Council, its contractors or other third-party construction managers. Council will give the Permit Holder as much notice as possible in these situations, but in instances where emergency works such as a burst water main, gas leak or fallen power line need to occur, or if emergency vehicles need access to the space, removal of all structures, furniture and equipment is required immediately.

Where a parklet is required to be temporarily removed or accessed, the cost to disassemble, remove, store, and re-install is incurred will be at the Permit Holder's expense. Any damage incurred during emergency access will also be at the Permit Holders' expense.

Further, if the parklet presents a major public safety hazard or if the Permit Holder fails to comply with the permit conditions, Council may require the permanent removal of the parklet. If the parklet is removed permanently, it is still the Permit Holder's responsibility to restore the street area to its original condition.

Waste services vehicle access

The establishment of a parklet must not compromise waste vehicles access or obstruct loading, construction zones or entrances to private buildings and carparks.

Parklets should not impede pedestrian flow (including waste transport trolleys and bins) access to waste bin storage areas (including Council's communal waste service locations).

Waste collection and service vehicle access must be maintained to all properties or public land where bins are stored. This should consider the size of the bins (which can vary) as well as collection days and nights.

Ability to maintain waste services to the Permit Holder's property and neighbouring properties is essential.

Road reinstatement

Permit Holders are responsible for any costs to reinstate the road or to fix any damage to the road as a result of the parklet.

Managing noise, amenity and safety

Permit Holders are responsible for monitoring and managing patron behaviour, and must ensure that if they operate a licensed premises, that staff practice responsible serving of alcohol in accordance with their liquor licence.

No amplification equipment is permitted within parklets. No speakers, amplifiers or other audio equipment may be used to direct sound into the public domain without Council's prior written consent.

Hours of operation

Relevant planning permits and conditions take precedence over the conditions in this policy.

Parklets that are not abutting or within residential zones will be permitted to operate Monday to Sunday, from 7am to 10pm (unless there is a specific planning condition that stipulates otherwise).

Service to the parklet must cease by 10pm. If patrons then use the parklet like an extension to the footpath, that is permissible.

Applications in or abutting a residential zone

Applications located in, or which abut a residential zone, will be carefully considered to ensure that safety is upheld and the residential amenity in the area is maintained.

Parklets within these areas will be subject to review throughout the permit period. Applications to extend after that period will be carefully weighed against impacts on local residents.

Access, safety, amenity conditions and restrictions will apply. Parklets in a residential area must cease trading by 9pm. Applications to operate past 9pm will be considered strictly on a case-by-case basis and may be requested to have written consent from residents affected by the application.

Businesses seeking a parklet permit in a residential zone or abutting a residential zone are required to inform all neighbours adjacent, and opposite the proposed parklet.

Serving of liquor in parklets

If your business is licenced for alcohol, you will need to extend your licensed area (known as a red line plan) with the Victorian Commission for Gambling and Liquor Regulation (VCGLR). You will need to get your Parklet Permit from Council prior to applying to the VCGLR for the red line extension.

Safe Parklets

As the permit-holder you are responsible for ensuring the amenity of the immediate areas are protected and enhanced by:

Complying with the permitted use, hours and conditions of any relevant Parklet Permit, Planning Permit, Liquor Licence or other permit.

Complying with the Local Law, including preventing adverse impacts on the amenity of the area from the emission of noise, smell or appearance of the premises.

Complying with Environment Protection Authority (EPA) requirements in respect of noise, and ensuring that no external address system, or sound amplification equipment is used, (refer to www.epa.vic.gov.au).

Avoiding visual clutter of repetitive, inappropriately scaled signage.

Parklets contribute to public safety by maintaining clear lines of sight through public spaces and streets, which increases opportunities for casual surveillance and provides a sense of activity and safety.

Areas within and around parklets should also minimise the potential for personal injury.

Appropriate selection of furniture and fittings, as well as regular maintenance of items is important as outlined in the Design Guidelines.

12. Maintenance of parklet

Cleaning requirements

Cleaning and maintaining of parklet spaces will be the responsibility of the Permit Holder including permanent street furniture (planter boxes, café screens, barricades, bollards etc.) and parklet

ground surfaces (e.g. timber decking). All waste and litter originating from the parklet must be placed into the Permit Holder's commercial waste bins, not public bins. Ideally Council would like to see all food and beverages served using reusable plates where possible.

In the instance of any damage or graffiti, the Permit Holder must remove or paint over graffiti on permanent infrastructure located on or within the parklet such as planter boxes, fences, bollards, barricades, screens etc.

Parklets should not contain loose material that can overflow onto surrounding roads and gutters (e.g. gravel, pebbles, stones, bark etc.)

Following the removal of a parklet, the Permit Holder must remove all litter and debris, and any spills or stains are to be washed.

Permit Holders must safely carry out all routine parklet maintenance duties on an as-needed basis, including:

- sweeping the parklet surface.
- watering and maintaining the parklets vegetation, including replacing dead/ dying plants.
- litter picking (including cigarette butts) from inside planter boxes.
- cleaning the parklet platform, seating and other elements as required.
- removing debris, grime or graffiti from the parklet.
- safely cleaning around the edges of the parklet.
- removing any debris that is impeding drainage flow (for example autumn leaves) along the gutter and beneath the parklet surface.
- remove any slip / trip hazards from the parklet.

Minor cosmetic changes

The Permit Holder can make minor changes to the parklet as required such as changing the arrangement of furniture or adding plants. For major changes to the appearance or structure of the parklet, such as changing the materials, function or size, Permit Holders will need to apply for an amendment to their parklet permit.

13. Other Requirements

Street tree protection requirements

- No furniture is to be placed closer than 1m to the tree trunk as this will damage the tree and its roots.
- Furniture must not be placed within the tree plot (as defined by granitic sand, timber mulch or bonded gravel).
- The fixing of anything to the trunk or canopy of any public tree is not permitted unless with prior written approval of Council. i.e. festoon lighting.
- The pruning of public trees is not permitted.
- No hard materials may come into direct contact with the tree bark.
- No outdoor heaters may be placed within the canopy of any public tree.
- Awnings, umbrellas or any other overhead coverings must not be in contact with branches within the canopy of any public tree.
- No signage to be installed on any public tree or Council asset.

Accessibility requirements

Council is committed to the principles of equitable access and compliance with the requirements of the Disability Discrimination Act 1992. It is important that every member of the community feels welcome in a parklet.

While parklets are by their nature small spaces, where possible the design must enable users of all abilities to approach, enter and move around. This includes the following:

- At least one entrance must be in an unobstructed area with a minimum width of 1m (with no running slope).
- An accessible path of travel into the parklet. This path should connect to the accessible entrance, wheelchair turning and resting space.

Additional requirements related to accessibility of structures is set out in the section below. For more information on making your business accessible, please visit: www.surfcoast.vic.gov.au/business.

14. Building requirements for structures

Where a building permit is not required for the parklet structures (e.g. decking, ramps, overhead structures), a number of requirements must still be met to ensure the structures provide adequate safety and accessibility.

Applications must demonstrate that the structures are compliant and meet the requirements set out in this section. Please also refer to the Design Guidelines which set out other requirements to ensure the structures provide high quality design.

All structures

- Engineer and architect designed plans.
- Engineers Certificate of Compliance (Reg 126) - Design.
- Submission of construction details, duration of structure, suitable site plan, floor plan and elevations generally equivalent to drafts person standard.
- Engineers Certificate of Compliance (Reg 126) - Inspection received at completion of works confirming installation compliance.
- Decks/structures setback 1m clear of fire hydrants (including L type) and other fire plugs, sluice valves or other services as per service authority requirements.
- Decks/structures to be setback at least 1m from trees and other permanent structures/fixtures.
- Any glass proposed to be suitable thick and fixed type A safety glass built in accordance with current Australian Standards (AS1288). A Glazing Certificate must be provided.
- No decks or structures in flood prone areas or over drains without Council Drainage Engineers approval.

Platforms /ramps

The platform forms the base of the parklet and refers to the main structure which will support all the other elements of the design.

It is preferable to utilise carpet matting or similar suitably fixed non-slip/non-flammable material to the ground surface.

If timber decking is used then it must be a suitable, structural timber framework (preferable floor joists treated pine, stress grade 5, 45mm thick, spaced no more than 400mm apart, midspan and end blocking with clearances for rainwater/rubbish escape, suitable, fixed and stable support/sole plate blocking, 22mm thick exterior grade non slip decking all fixed and constructed to current Australian Standards (AS1684).

- Drainage inlets and kerbs not to be impeded for rainwater to escape and referred to the Drainage Engineers for comments.
- Suitable truck and personnel access also required to service authority requirements.
- Disability Access non-slip ramps generally in accordance with current Australian Standards (AS1428.1). The ramp must be at least 1000mm clear width containing solid sides at least 450mm high.
- Ensure no trip hazards created on decking, end of ramp/walkways and steps.
- Steps to be made consistent, minimum 250mm clear width nosing to nosing, consistent risers maximum 190mm and minimum 115mm along with illuminance non slip nosing strip.
- Perimeter handrails/balustrading to be at least 1m above finished floor level.

Overhead structures

- Head height clearances of any angled barriers must incline to avoid causing possible head and body collision.
- In addition to the display of concrete blocks or vehicle barriers, Permit Holders should also consider screening methods to prevent a child from being able to sit on the outside perimeter decking and being able to stick their hands/body out onto the road.
- Down pipe discharge from roofed structures posing trip or slip hazard.
- Designed and tied down to the appropriate wind speed as nominated by the engineer.
- Roof coverings to contain suitable fire indices and consideration of heating elements clear of flammables and roof coverings.

Glossary

Camber of the road - This relates to the shape of the road and slope from the middle of the road to the edges (kerb and channel) to assist with water running off the surface of the road.

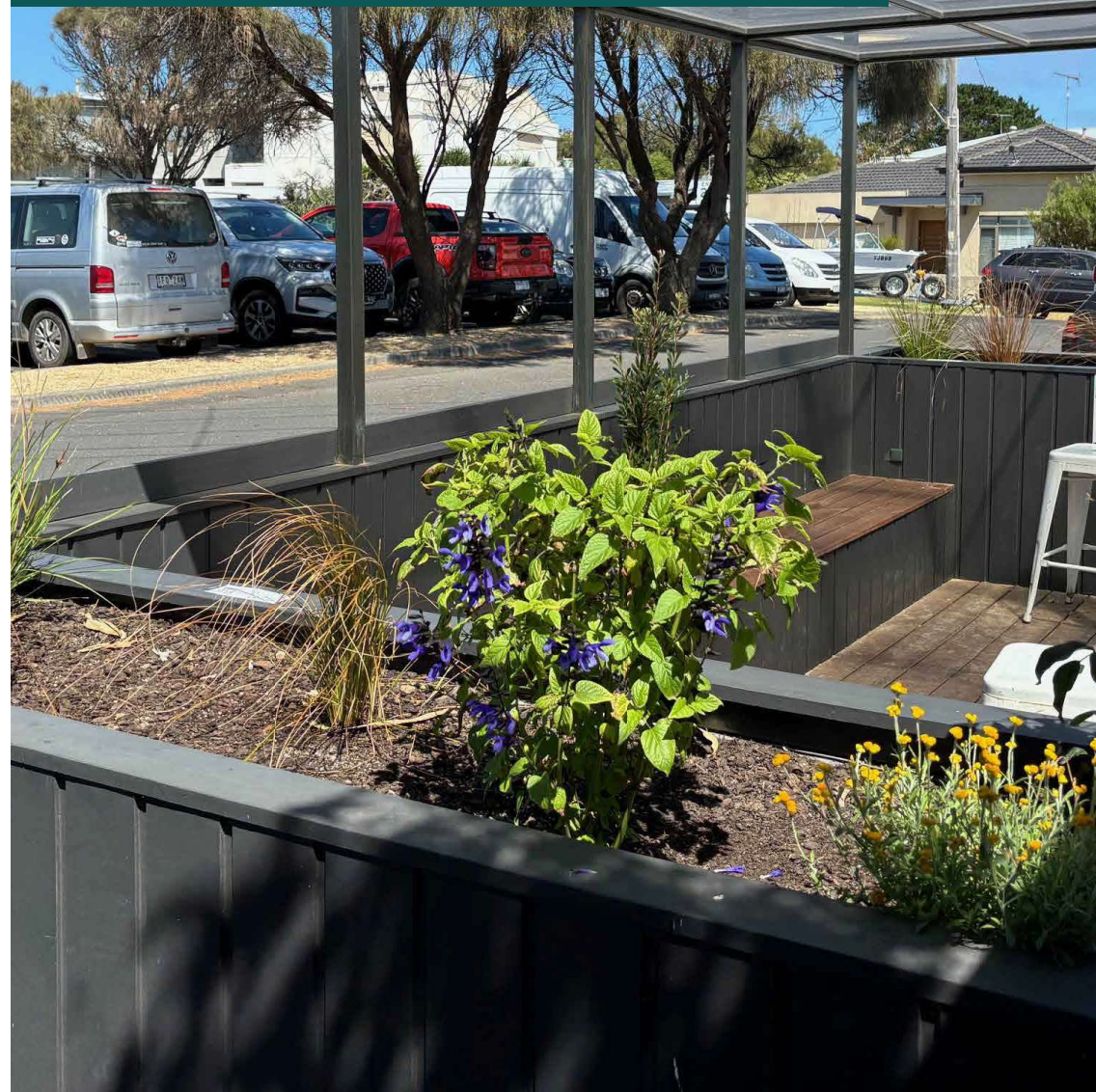
Pro rata basis - This is a fee based on the proportional number of remaining days in the permit.

Public liability insurance - This is insurance to help protect against claims of personal injury or property damage as a result of the business (or parklet) operation.

Redundant crossover - This is a vehicle driveway / access point that is no longer needed or in use. The crossover relates to the section that crosses over the footpath and ramps down to the road to provide vehicle access.

Attachment One

Draft Outdoor Dining (Parklet) Design Guidelines



To minimise the need for design revisions, Permit Applicants are encouraged to use the following design guidelines to inform your application.

Design criteria

- Welcoming spaces.
- Structures create open and inviting spaces that feel public and not privatised.
- Activation on the street.
- Structures allow outdoor dining to be seen from along and across the street and do not create hiding spaces.
- High quality design and materials.
- Structures are appropriately designed and engineered with long-lasting and robust materials that complement the surrounding context, and compliment the adjacent heritage building (where applicable).
- Recessive in the streetscape.

Structures are designed to be recessive in the streetscape, with lightweight structures, muted colours and no advertising.

- Structures are easy to maintain and clean.
- Retain amenity and function of the footpaths.
- Structures do not impact the amenity and function of the footpath, for example, tree foliage, branches and canopies, reasonable solar access, street furniture, management of water runoff.

It is also recommended that a professional designer (architect, landscape architect industrial designer) is involved to ensure an efficient, robust and quality design outcome is achieved.

These design guidelines cover a number of elements, so please ensure that you consider all that apply.

- Edge treatments
- Accessibility
- Platforms
- Ramps
- Materials
- Planting
- Overhead structures
- Lighting
- Furniture

General design requirements

Parklets should be designed:

- by a qualified professional, and structures designed by a registered Engineer or Architect.
- The Engineer must certify the structural design by submitting a Certificate of Compliance (Reg 126) - Design.
- Upon completion of works, the Engineer must inspect and issue a Certificate of Compliance (Reg 126) - Inspection.
- to be easily packed up and moved away if required, to allow for any utility, maintenance or capital works.
- so that it continues to appear as a parklet (and prevents vehicle access), even when smaller items are packed away at night.
- to maintain the function and amenity of the footpath. In particular, any parklets and associated footpath trading must maintain an adequate unobstructed footpath width as set out in the Footpath Trading Policy.
- It is important to check if the proposed parklet in terms of its design, size and extent of works, triggers the need for a building and/or planning permit.

Edge treatments

- The edge treatment relates to the outside edge of the parklet which interfaces with parking bays and traffic/cycle lanes.
- Parklets must provide an edge treatment to protect the space from vehicles and also keep patrons within the parklet space. The type of treatment must be suitable for the context and type of street that the parklet is on.
- Applications will be assessed on a case- by-case basis and Council may require additional traffic safety measures to respond to the local conditions.
- As a minimum, parklets must provide the following setbacks, physical barriers and signage/reflective tape. Applicants are able to propose an alternative edge treatment to what has been suggested below, provided they submit a Road Safety Audit with the parklet application to demonstrate that the design meets any road safety requirements.

Setbacks

The setback space refers to the setbacks required between the parklet edge and the adjacent parking spaces and traffic or cycling lanes. This space is to be kept clear of physical barriers and planting.

There must be a minimum 1 metre buffer on either end of the parklet and a minimum 30cm setback against the traffic lane.

Parklets must provide a physical barrier around the outside edge to protect the space from vehicles and to keep patrons within the parklet space. This may consist of fencing and planter boxes which cannot exceed a height of 1.2m to maintain visibility.

Concrete blocks (which can double as planter boxes) must be provided at both ends of the parklet to reduce the risk of injury to parklet occupants by an errant vehicle, and to minimise risk of damage to

the parklet from cars entering and exiting adjacent parking spaces.

A chevron sign is to be fixed to the concrete block on the approach side of the parklet to alert driver to the presence of a parklet.

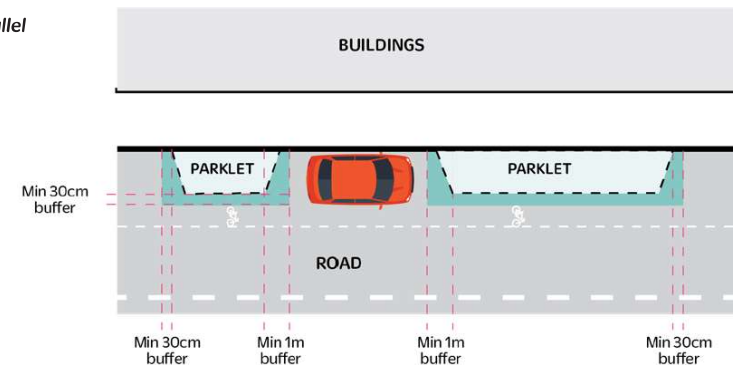
Reflective tape is to be provided around the outside edge of the parklet to maintain visibility at all times. This must be fixed in place with galvanised staples or similar. Red reflectors may be used as an alternative.

Physical barriers

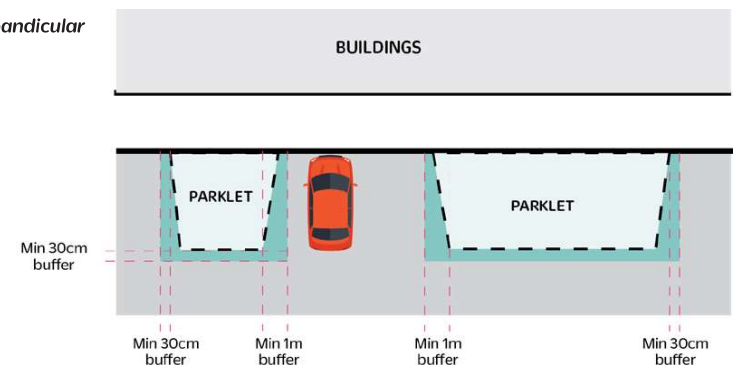
All parklets must provide a visible and continuous physical barrier around the outside edges of the parklet, keeping the setback space clear. This can be in the form of planter boxes and fencing.

Alternatively, a continuous row of planters can also

Edge buffer for parallel parking spaces



Edge buffer for perpendicular parking spaces



be provided. The following requirements should be met:

- The height of planters/fencing above the road surface to be at least 800mm and no higher than 1200mm (consider plants in max height).
- Planters to measure at least 800mm long and 400mm wide.
- Planters to be filled completely with soil (or similar) to ensure items are sturdy and have a low centre of gravity.
- Fencing to be up to 2000mm in length and be fixed to other items (e.g. planter boxes, platforms) so that they are secure and remain in place. In addition, a concrete planter with a tree would be required on the approach to the parklet.

Accessibility

Surf Coast Shire's different conditions and townships means a number of factors will influence the design of the parklet including drainage and contours, camber of the road, footpath width and crossfall, on-street furniture and fixtures.

The applicant is required to demonstrate that they have provided the best possible accessibility to the parklet. To allow people to freely and easily access the parklet without assistance, parklets should provide the following:

- A platform that is level with the footpath, or otherwise with a compliant ramp that is integrated into the platform structure.
- A minimum 1m access into parklet and adequate turning space.
- Access to accessible tables and chairs within the parklet.
- If it is demonstrated that the above arrangement is not possible, then the following may be acceptable, however this requires staff to be proactive in offering assistance and opening up spaces when needed.
- Provide a compliant temporary ramp into the parklet space.
- Provide accessible tables and chairs on the footpath adjacent to the parklet.

For more information on making your business accessible, please visit: surfcoast.vic.gov.au/business.

Platforms

All parklets must be provided with raised platforms unless special circumstances require otherwise. The platform of the parklet must appear as an extension of the footpath to ensure safety and accessibility and cannot be fixed to the road surface or kerb.

The platform needs to be relatively flat to allow tables and chairs to be placed comfortably. The design must ensure that water drains effectively and does not pool in the space or on the adjacent footpath. The surface of the platform is to be non-slip, heel safe and meet relevant Australian Standards.

The gap between the platform and the kerb cannot exceed 1cm. If the gap is greater than 1cm, or the height of the platform does not match the kerb height, a platform threshold treatment is required. This threshold treatment is to be robust and fixed down and must be compliant to DDA requirements.

Drainage / street cleaning

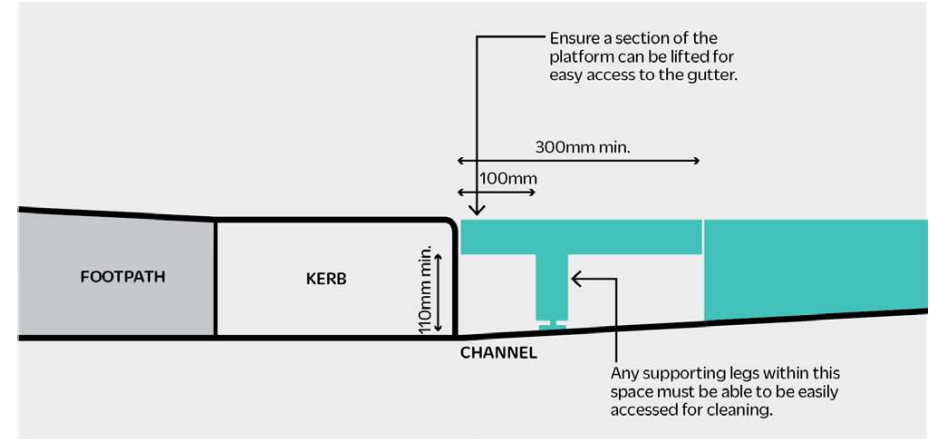
Platforms are not allowed over drainage grates, pits and outlets. Parklets are not permitted in areas of significant flooding.

- Platforms must provide adequate space to allow adequate drainage and cleaning of channel, Please refer to diagram (right) which shows the following requirements which should be met:
- 300mm wide x 110mm high clear space underneath the platform next to the kerb and channel, to allow water to drain freely along the channel.
- A liftable threshold platform/gutter (or similar) along the length of the platform over the channel, to allow for the channel to be accessed and cleaned out regularly by the Permit Holder.
- Supporting legs set back from the kerb and easily accessible for cleaning.
- An overflow hole or clear space (away from the channel) to **allow for excess water to run through as needed.**

Ramps

Where a ramp is proposed, the following requirements must be met:

- Preferred that ramps are integrated into design to allow for ease of access without requiring assistance from staff.



- Ramps should be accommodated within the parklet space wherever possible.
- Ensure that ramps do not create a trip hazard.
- The use of metal ramps is discouraged.
- Ensure ramps are non-slip.
- Ramps must comply with relevant building requirements which are set out at on page 10.

For more information on making your business accessible, please visit: (surfcoast.vic.gov.au/Community/Businesses)

Materials

Materials used for the construction of the parklet should be:

- fit for purpose and suitable for public use.
- of a high quality design that minimises visual clutter.
- suitable for the local context and streetscape character.
- complimentary to the surrounding architecture (without replicating heritage styles) if applicable.
- long-lasting and weather resistant. If the parklet is to be located in close proximity to the foreshore, a marine-grade metal should be used.
- easy to maintain.
- appropriately treated/finished to manage graffiti/vandalism.
- visible during the day and evening.

- non-reflective.
- non-slip (ground/floor surfaces).
- sustainability or locally sourced where possible.
- able to be reused/recycled where possible with UV stabilisation to prevent materials going to landfill.

Maintenance and repair

Materials should be carefully selected to ensure that they are long-lasting and can be easily maintained over time. For all materials used, it is important to have a plan in place for how any items will be maintained, cleaned and repaired.

Any damage or graffiti should be swiftly dealt with by the Permit Holder to ensure the parklet maintains a smart presentation and prevent it becoming a graffiti hotspot. Ensure that materials are appropriately sealed/finished so that graffiti can be cleaned off, or have spare matching paint on hand to touch up painted items.

Preferred materials

The following materials are generally preferred.

- Natural materials such as timber preferred.
- Timber must be treated and finished to ensure its longevity.
- Hardwood timber is preferred, however treated pine may be used as an alternative provided it is painted/sealed.

- Plywood is not appropriate for outdoor use, however marine plywood is more suited for different weather conditions.
- Consider appropriate construction methods to avoid timber items buckling/warping over time. For example, timber planters may benefit from using a steel frame with timber slats to provide a more robust structure.
- Concrete (for planter boxes).
- Consider lightness of concrete to provide visual contrast with road surface.
- Metal (for planter boxes and fencing).
- Consider thickness of metal to avoid denting.
- Recycled plastic with UV stabilisation.

Materials that are discouraged

The following materials are generally discouraged as they cannot be recycled. If the applicant wishes to use these and can demonstrate exceptional circumstances/ public benefit, they must speak to Council and get approval before finalising their design and purchasing any items.

- Composite materials
- Astroturf

Planting

Planting is strongly encouraged within the parklet to enable greenery and improve the aesthetic of the parklet. The plants cannot exceed a height of 1.2m from the road surface to maintain visibility.

The maintenance and watering of the plants is the responsibility of the business owner.

Plant selection should consider the local weather conditions and sunlight exposure, maintenance requirements and soil volume of the planters.

Providing planters within the parklet enables greening of the street and opportunities for tree planting. Note – refer to nature strip planting guidelines (e.g. no spikey plants) and naturestrip preferred species list. Refer to our weeds and noxious plants. (surfcoast.vic.gov.au/Environment/Natural-environment/Weeds-of-the-Surf-Coast).

Plants grow and change over time and require regular and ongoing maintenance and replacement. It is crucial that Permit Holders choose plants that are well suited to the local conditions and

understand the maintenance requirements. See Diagram below for local plants suitable in the Surf Coast Shire.

The incorporation of artificial plants is not permitted.

To maintain clear sightlines for traffic:

- the height of plantings should generally not exceed 1.2 metres from road level (except for trees), particularly where visibility is needed for vehicles (e.g. corners).
- trees should be pruned to provide a clear trunk.

The parklet host is required to:

Plant selection should:

- maintain regularly to ensure healthy and attractive appearance.
- regularly water, prune and fertilise plants.
- replace/rotate plant stock as needed.
- bring any small potted plants inside at night to reduce instances of theft.
- remove any rubbish or cigarette butts on a regular basis.
- manage water runoff.
- consider solar aspect and local conditions.
- be suited to the soil volume.
- prioritise larger plant stock to minimise opportunities for plant theft.
- provide hardy and drought tolerant species.
- avoid noxious weeds / toxic plant species.

Considerations

Always seek advice from the local nursery or a qualified professional to ensure the proposed planting is suitable for the location and type/size of planters, and that the maintenance requirements are understood.

However here are some things to consider to get you started, and should be read in conjunction with the requirements on the previous page.

- Understand the position of your parklet and local weather conditions and choose plants to suit. For example:
 - Is it located in full sun all day?
 - Is it shaded in the morning but receive the sometimes hot afternoon sun?



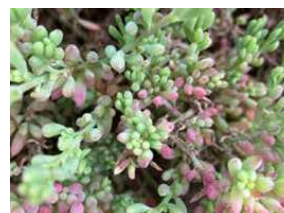
Common Everlasting
(*Chrysocephalum apiculatum*)



Blunt Everlasting
(*Argemone obtusifolium*)



Button Everlasting
(*Coronidium scorpioides*)



Coast Bone Fruit
(*Threlkeldia diffusa*)



Karkalla
(*Carpobrotus rossii*)



Milky Beauty Head
(*Calcephalus lacteus*)



White Fanflower
(*Scaevola albida*)



Common Rice Flower
(*Pimelea humilis*)



Kangaroo Grass
(*Themeda triandra*)



Dwarf Mat-Rush



Erect Guinea-flower
(*Hibbertia riparia*)



Short Purple Flag
(*Patersonia fragilis*)

Source: iNaturalist

Local suppliers

Bellarine Landcare Nursery [Link](#)
 Otways Indigenous Nursery [Link](#)
 Queenscliffe Indigenous Nursery [Link](#)

West Coast Indigenous Nursery [Link](#)
 Geelong Community Nursery [Link](#)
 Otway Greening [Link](#)

- Is it an exposed and windy site?
- Setting up the planters
 - Provide good quality topsoil, a drainage layer and a drainage outlet to ensure the soil drains properly.
- Ensure that the soil depth is appropriate for the plant types.
- Ensure the planter has a low centre of gravity and does not become top heavy.
- When planting think about spacing's and avoid large gaps which can fill up with weeds and hinder an effective plant display. Consider mature plant size to guide you.

Maintenance

How much time will you spend on maintenance and upkeep? Potted plants (depending on plant species) require varied amounts of watering which also changes throughout the seasons depending on available rainfall and wind present. Some plant species will require pruning as they grow and flowering plant species will benefit from tip pruning.

Be aware that on a hot Summer day, some plants may require watering twice daily. During Winter/ rainy periods, some plants may not be able to solely rely on rain and may need additional watering.

Plant species selection.

- Not recommended to use only annuals or vegetables in planters given their short lifespan and need for regular replacement.
- Annuals and vegetables tend to require high amounts of watering especially during hot and dry periods.
- Consider the height of the plants, do you want the plants to provide a "solid" green screen or views onto for example the street for sitting patrons.
- Consider native plants that are suitable for growing in containers, to increase biodiversity.
- Consider the examples on page 17 as a starting point, ensuring that the plants chosen are suitable for the local conditions.

Trees

Consider evergreen varieties to provide greenery all year round.

Overhead structures

Structures with full height walls are not permitted. This includes marquees and floor to ceiling glass and plastic blinds. These types of structures result in privatisation of the public realm as well as impacts on amenity, visibility and safety for the public.

Only open structures which are built for the purpose of providing shade and rain protection may be considered. These types of structures must:

- be open above the planter box or fencing and lightweight in appearance.
- meet the design criteria.
- be designed by a qualified registered Engineer or Architect. The Engineer must certify the structural design by submitting a Certificate of Compliance (Reg 126) - Design. Upon completion of works, the Engineer must inspect and issue a Certificate of Compliance (Reg 126) - Inspection. All works must be carried out by a suitably registered builder.
- meet building requirements (refer page 10 & 11).
- designed so that any roof structure manages water run off and wind load.

Lighting

Lighting can provide a warm and inviting atmosphere in the parklet, however it is important to make sure the design and installation of any lighting is safe.

- All lighting fixtures and infrastructure (e.g. solar panels) must be contained within the parklet.
- Lights must not face oncoming traffic (travelling on both sides of the road), be flashing or coloured so that they cause a distraction to drivers.
- Lighting should not face upwards, unless within the platform.
- No lights in or attached to trees.
- Lighting must be resistant to water, dust and dirt to a rating of IP65.
- Illuminance should generally not exceed 5 lux.
- Solar lights are preferred as they minimise the need to connect to another power source. However it is important to make sure that the size and placement of solar panels does not cause visual clutter.

- Electrical cables must not extend across or over the footpath. Any proposals to run in wiring would be assessed on a case by case basis. If it is deemed acceptable it would need to be installed and signed off by a qualified electrician.

Lighting to a parklet would generally be for atmosphere rather than function - if the applicant is concerned about street lighting levels they can speak to Council to see if improvements can be made.

Furniture

Furniture should be suitable for outdoor conditions and practical in terms of traders being able to bring furniture in and out each day. Please consider the recommendations below when purchasing your furniture.

Furniture should be:

- for outdoor use (no indoor furniture).
- sturdy and able to resist wind gusts.
- Stackable.
- easy to clean.
- made from materials that are long lasting and weather resistant.

Tables and chairs

The following should be considered to provide accessible and comfortable furniture and minimise hazards:

- The angle of legs should not cause a tripping hazard.
- Chairs with backs are preferred.
- Ensure table heights and position of legs provide ample space.
- A 30mm solid leg / rubber pads should be provided to protect asphalt surfaces.

Umbrellas

- Must be safely secured to comply with high/very high wind zone loading.
- Must be fully within parklet space and must not be closer than 750mm to adjacent traffic lanes when fully opened (should also consider local conditions).

Heaters

If patio heaters / freestanding heaters are proposed, they must be fully located within the parklet area and covered by the Permit Holder's public liability insurance.

Preferred materials

- The following materials are generally preferred.
- Natural materials such as timber preferred.
- Timber must be treated and finished to ensure its longevity.
- Hardwood timber is preferred, however treated pine may be used as an alternative provided it is painted/sealed.
- Plywood is not appropriate for outdoor use, however marine plywood is more suited for different weather conditions.
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