

MORELAND PARKLET PROGRAM



Moreland City Council

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INTRODUCTION

1.1 WHAT IS A PARKLET?

Parklets are re-purposed parking bays which are designed to create spaces for pedestrian activity. It may include things like seating, greenery and bike parking facilities.

Benefits to the local community include:

- Provision of public amenity at no cost to rate payers.
- Pedestrian activation of vehicle dominated public space.

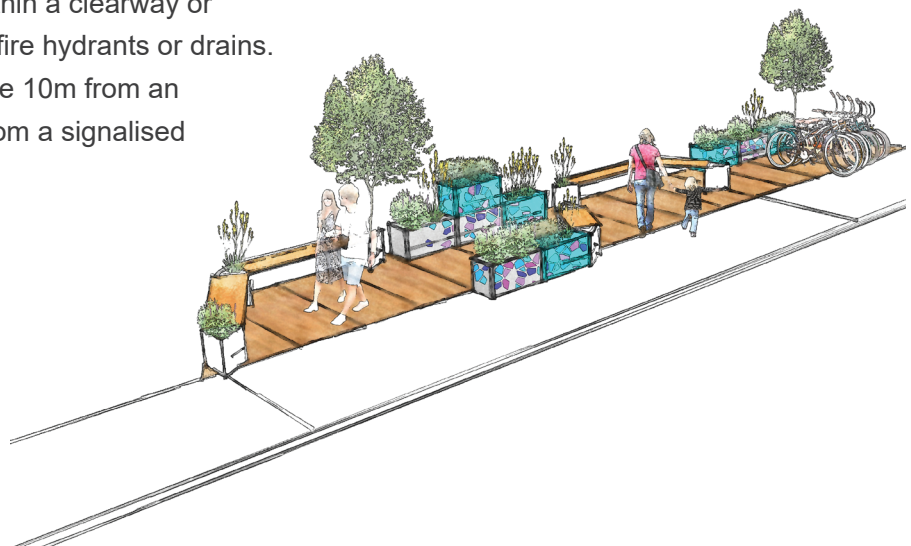
Benefits to the host include:

- Heightened visibility and street presence.
- Opportunity to extend seating and offer outdoor dining options.
- recognition of community contribution

1.2 WHERE ARE PARKLETS SUITED?

To ensure the safety of Parklet users, Moreland uses some key criteria to determine site suitability.

- The bay must be on a Council owned straight section of road which is posted 50km/h (or less).
- The bay must not sit within a clearway or contain service pit lids, fire hydrants or drains.
- The parking bay must be 10m from an intersection and 20m from a signalised intersection.





I.3 ABOUT THE PARKLET PROGRAM

Moreland's Parklet Program is divided into two streams; Short-term and Long-term.

a. Short-term stream

Council owned Parklet pieces are hired by a host and installed outside their property within an existing carparking bay for a period of 6 months.

b. Long-term stream

The Host designs, constructs and maintains their own Parklet. It can be installed for 1 year with the option to renew the permit annually.

The table below summarises the two streams.

PARKLET PROGRAM		
	SHORT-TERM	LONG-TERM STREAM
OWNER	MORELAND CITY COUNCIL	HOST
DURATION	6 MONTHS	1 YEAR RENEWABLE
COST	HOST PAYS FEE TO COVER DELIVERY, INSTALLATION & REMOVAL OF TEMPORARY PARKLET	HOST PAYS FOR DESIGN & BUILD, COUNCIL PERMIT FEE & ANNUAL RENEWAL FEE.
LIABILITY	MORELAND CITY COUNCIL	HOST
USE	PUBLIC SPACE - HOST CAN SERVE FOOD & DRINK	PUBLIC SPACE - HOST CAN SERVE FOOD & DRINK



1.4 PROGRAM OBJECTIVES

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

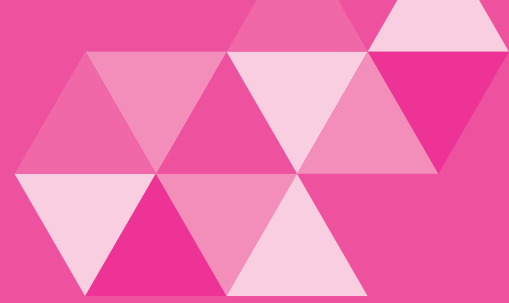
- foster neighbourhood interaction
- help local businesses grow
- prioritise and promote sustainable transport
- are inviting to all members of the community
- help activate streets and the perception of safety
- test public appetite for further street intervention.

1.5 WHO CAN HOST A PARKLET?

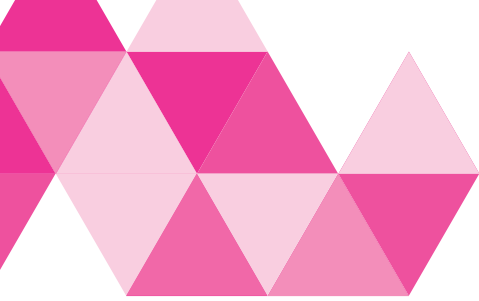
Anyone within Moreland community with carparking adjacent their property.

1.6 COSTS INVOLVED

SHORT-TERM STREAM	LONG-TERM STREAM
COUNCIL FEES	DESIGN & DOCUMENTATION FOR COUNCIL APPROVAL
- ONE CAR PARKING SPACE \$2121.80	CONSTRUCTION
- EACH ADDITIONAL CARPARK \$1060.90	PUBLIC LIABILITY INSURANCE (COVERAGE OF \$10 MILLION)
	COUNCIL FEES
	PARKLET PERMIT APPLICATION \$212.50
	ANNUAL RENEWAL
	- ONE PARKING SPACE \$530.45
	- EACH ADDITIONAL PARKING SPACE \$371.30



SHORT-TERM PARKLET PROCEDURE



SHORT TERM PARKLET PROGRAM > WHATS INVOLVED?

A Short term parklet is a Council owned parklet hired by the host and installed in a car parking bay adjacent the Host property for a duration of up to 6 months.

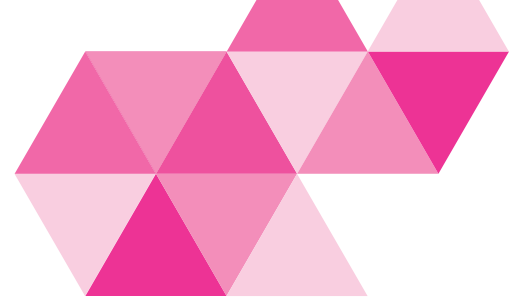


*Piera Street Parklet, Brunswick East
Hosted by: Small Block Cafe & Bikes Please*

2.1 LOCATION CRITERIA

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.



2.2 APPLICATION SUBMISSION REQUIREMENTS

- We strongly encourage a letter of support from adjacent neighbours.
- Petition of support - At least 30 signatures from nearby businesses and the local community (see example template in the appendix)
- Copies of any material used to inform the community (posters, flyers etc).

2.3 SELECTION CRITERIA

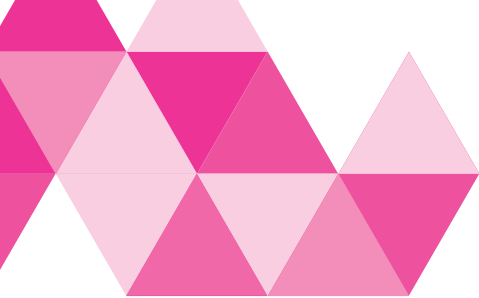
To submit a favourable application, 3 main criterias must be addressed by the host:

- Location: Does the site meet the Location criteria? (See 1.1)
- Parklet Host: The host understands that a Parklet is Public space, and everyone is welcome to use it. They also understand their duty to care for the setup for the duration of the installation.
- Neighbourhood Support: The host is able to illustrate community support.

2.4 PERMIT FEES

Delivery, Installation & Removal Fees

- | | |
|---------------------------------|-----------|
| • One parking space | \$2121.80 |
| • Each additional parking space | \$1060.90 |



APPROVAL PROCESS

GET IN TOUCH

Get in touch with us via email : parklets@moreland.vic.gov.au
We can help determine whether your location meets site requirements.

SUBMIT AN APPLICATION

If you get the go ahead from our team, complete a **Short term Parklet Permit Application (Form 1)**. The host will be notified of the outcome of their application within 2 weeks. If approved, an invoice will be issued. The Host will need to sign **the Short term Parklet Permit Agreement (Form 4)** and pay the invoice to secure their Short-term Parklet Permit.

INSTALLATION

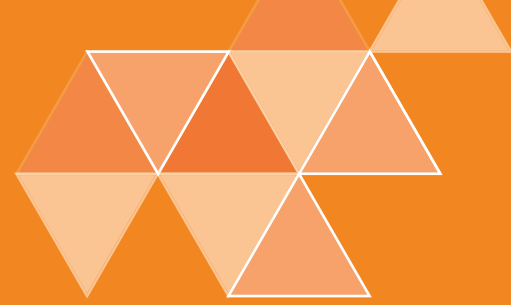
Once the invoice is paid, your Moreland contact will schedule the installation in consultation with the Host. Installation may take up to 2 days to complete.

DURATION

During the 6 month installation, The Host will need to complete monthly **Host Maintenance Checklist (Form 4)** to ensure ongoing safety and cleanliness is maintained.

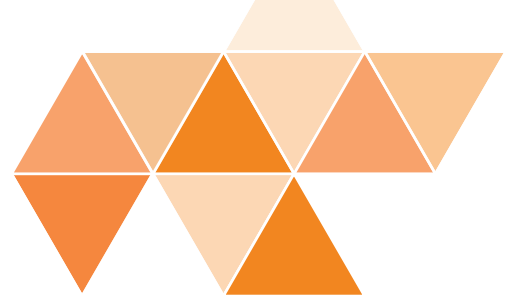
REMOVAL

At the end of the 6 month install, your Moreland contact will schedule the removal of the Parklet in consultation with the Host.



LONG-TERM PARKLET PROCEDURE





LONG TERM PARKLET PROGRAM > WHATS INVOLVED?

A Long term Parklet can be created by re-purposing parking bays (adjacent the host property) into spaces for pedestrian activity. The Host is responsible for managing the design, construction and maintenance of the Parklet. It can be installed for 1 year with the option to renew the permit annually.



Parklet in use on Florence Street, Brunswick

3.1 LOCATION CRITERIA

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.



3.2 PARKLET APPLICATION REQUIREMENTS

- We strongly encourage a letter of support from adjacent neighbours.
- Petition of support - At least 30 signatures from nearby businesses and the local community (see example template in the appendix)
- Copies of any material used to inform the community (posters, flyers etc).

3.3 COSTS INVOLVED

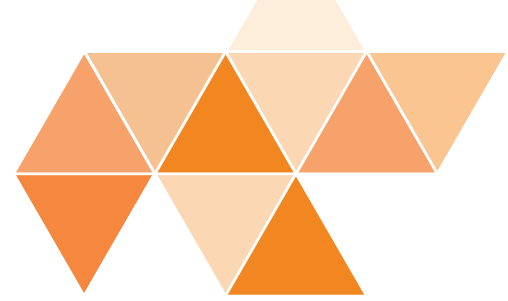
Indicative Costs	
Design Documentation - Up To \$5000	
Materials and Construction \$5,000 - \$80,000	
Public Liability Insurance (Coverage of \$10 Million)	
Council Fees	
Parklet Permit Application	\$212.20
Annual Renewal	
- One Parking Space	\$530.45
- Each Additional Parking Space	\$371.30

THINGS TO KEEP IN MIND
<ul style="list-style-type: none">• The parklet host is responsible for the maintenance and upkeep of the parklet.• Parklet are public space and can be used by everyone.• As Parklets are public space, no advertising is permitted.

3.4 PUBLIC ACCESS

It is important to remember that parklets are public space. This means that anyone can use the parklet despite their patronage of the host business. The host cannot;

- 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.
- Use place settings in the parklet.



APPROVAL PROCESS

GET IN TOUCH

Get in touch with us via email : parklets@moreland.vic.gov.au
We can help determine whether your location meets site requirements.

SUBMIT AN APPLICATION

If the site is approved, the Host can complete a **Long term Parklet Permit Application (Form 2)**. The host will be notified of the outcome of their application within 2 weeks. If approved, an invoice will be issued. The Host will need to sign the **Long term Parklet Permit Agreement (Form 3)** and pay the invoice to secure their Long-term Parklet Permit.

INSTALLATION

Once the invoice is paid, the Moreland contact will work with the Host to schedule an installation date. Your Moreland Contact will assist in the application for an **Occupation Permit** (so that works can happen within the road reserve) . A certificate of compliance will be provided to the Host by Council once construction is finalised and complies with Council requirements.

DURATION

The Parklet will be installed for 1 year with the option to renew the permit annually using the **Parklet Permit Renewal (Form 6)**. The Host will need to complete monthly **Host Maintenance Checklist (Form 5)** to ensure ongoing safety and cleanliness is maintained.

REMOVAL

If there is a change in ownership of the business, the Host will need to submit a **Change of Ownership Application (Form 7)**. Likewise, if the Host would like to remove the installation, a **Parklet Removal Application (Form 8)** will need to be submitted.



3.6 SELECTION CRITERIA

To submit a favourable application, the following criteria must be addressed:

1. Parklet location:

Is the Parklet located in a suitable and safe location (See 1.1)? Will the Parklet activate the streetscape?

2. 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 after completion?

3. Vision:

Will the proposed vision for the Parklet provide an improved, valuable and attractive public space?

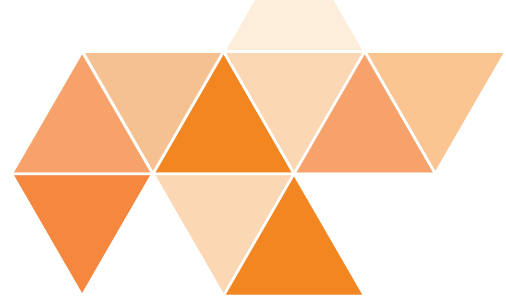
4. Neighbourhood Support:

Is the local neighbourhood and the adjacent properties supportive of the Parklet proposal?

5. Public Amenity:

Does the proposal provide a welcoming, accessible and positive space to be used by all?

The design of a parklet will impact its useability and popularity within the community. Therefore, careful consideration is needed when designing the parklet. A set of design guidelines are available in the next section of this document.



3.7 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 or,
2. Cancel the permit and remove the Parklet.

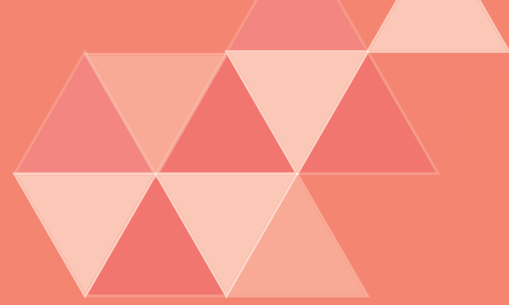
3.8 MINOR CHANGES

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.

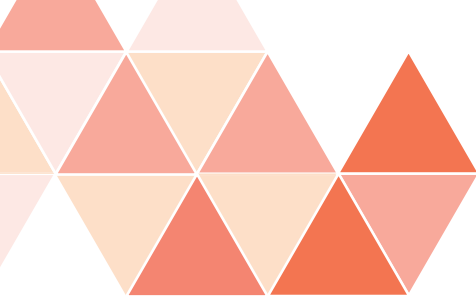
3.9 REMOVAL

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, re-installation 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 re-installation as it could save time and money down the track.





DESIGN GUIDELINES LONG-TERM PARKLET



4.1 INTRODUCTION

To minimise the need for design revisions we strongly encourage using the following design guidelines to inform your application. We also recommend that a professional designer (architect, landscape architect, or industrial designer) is involved to ensure an efficient, robust & quality design outcome is achieved.

4.2 LOCATION AND SITING

a. Parklet footprint & edge buffer

When nominating the parklet footprint on your site plan, it should take into account the minimum buffer areas shown in the diagrams below.

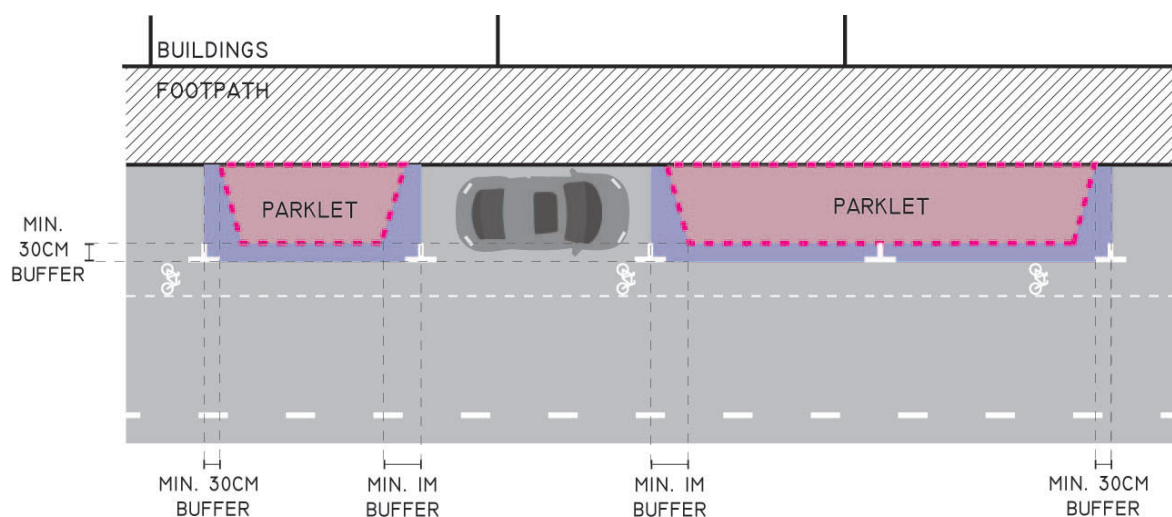


Diagram - Edge buffer for parallel parking spaces

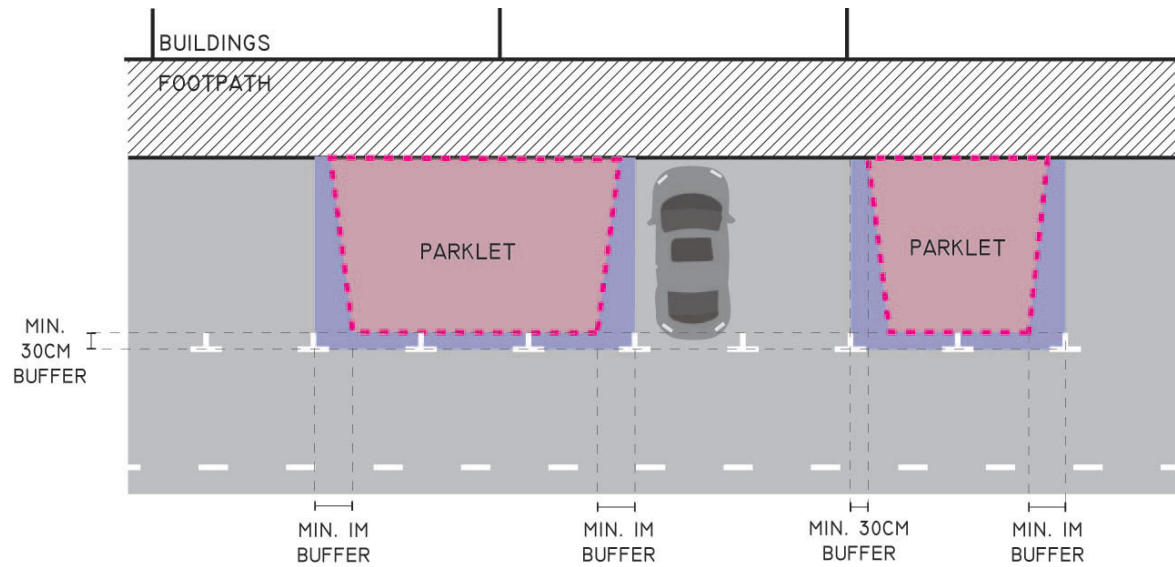
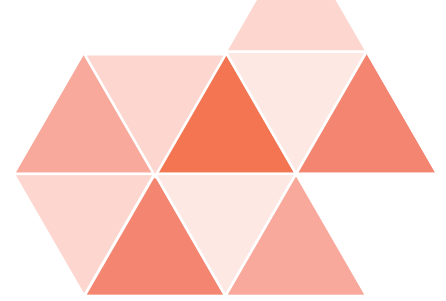
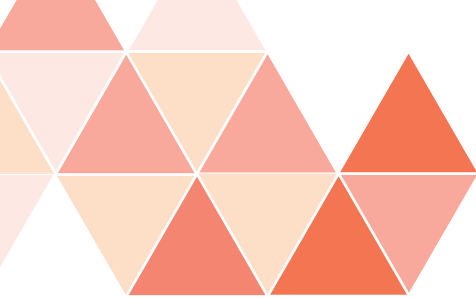


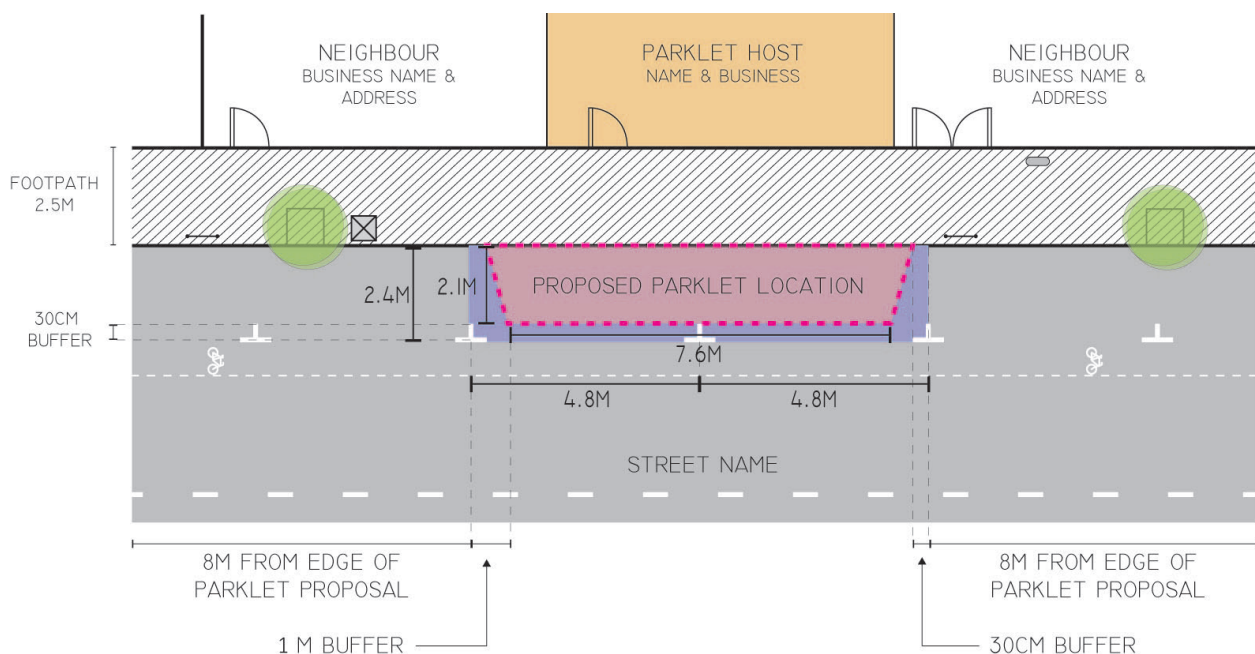
Diagram - Edge buffer for perpendicular parking spaces



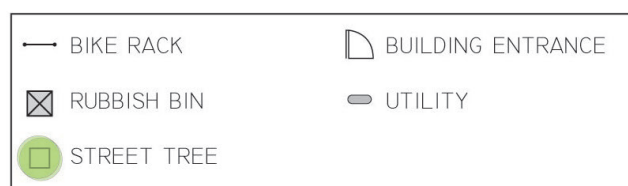
4.3 SITE PLAN

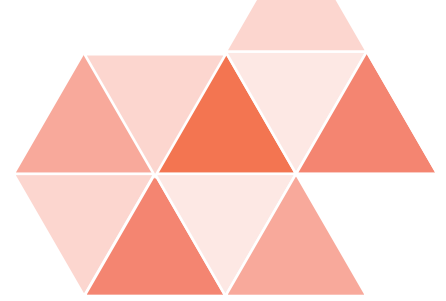
A site plan will need to be submitted with the parklet proposal application. The site plan needs to extend to 8m on either side of the Parklet footprint and should include:

- The host building and its entrance
- Adjacent buildings (include addresses and entrances)
- Roadway (inc name), Footpath (with width shown), Kerb line & Driveways
- Adjacent traffic/bike lanes
- Existing parking spaces and their dimensions
- Existing Street furniture such as bicycling parking, street lights, street signs, fire hydrants, utility access points.
- Street trees, tree grates and landscaped areas.
- Parklet proposal footprint and its dimensions, make sure siting allows for buffer requirements (see adjacent diagram).



Site Plan Example



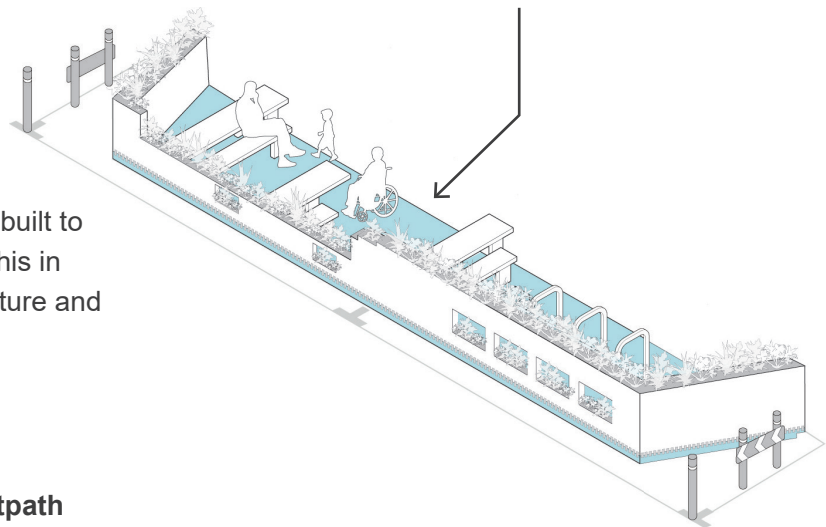


4.4 PLATFORM

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

b. 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.



c. 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** allowed is 1cm. This will help to ensure that the parklet remains accessible to everyone.

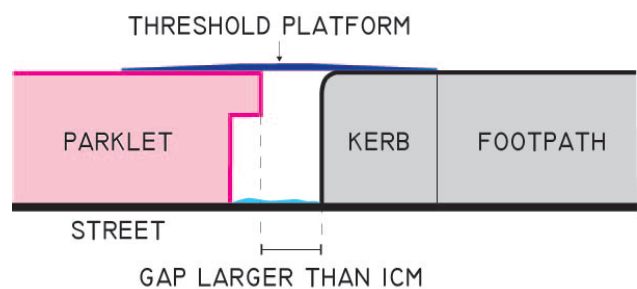


Diagram - Platform Gap

A **threshold platform** can be used if there is a gap larger than 1cm between the platform and the kerb, or if the parklet height does not match the height of the kerb.

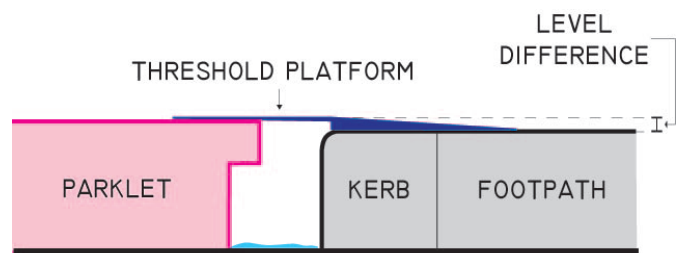
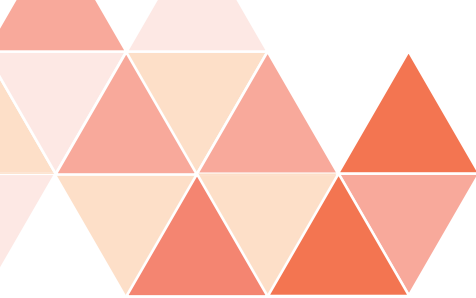
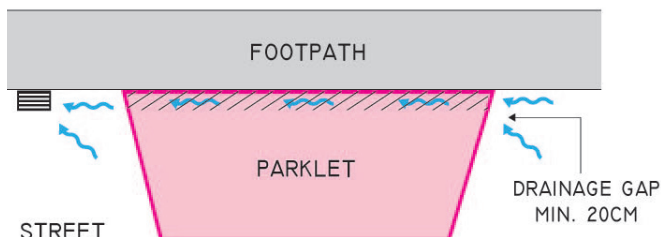


Diagram- Threshold platform

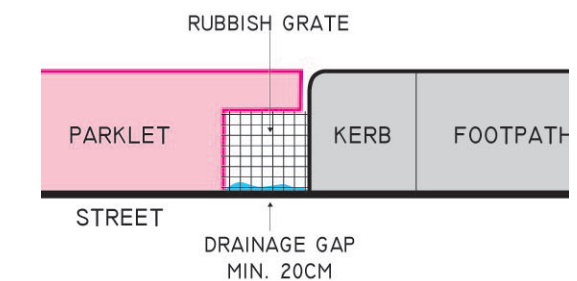


b. Drainage

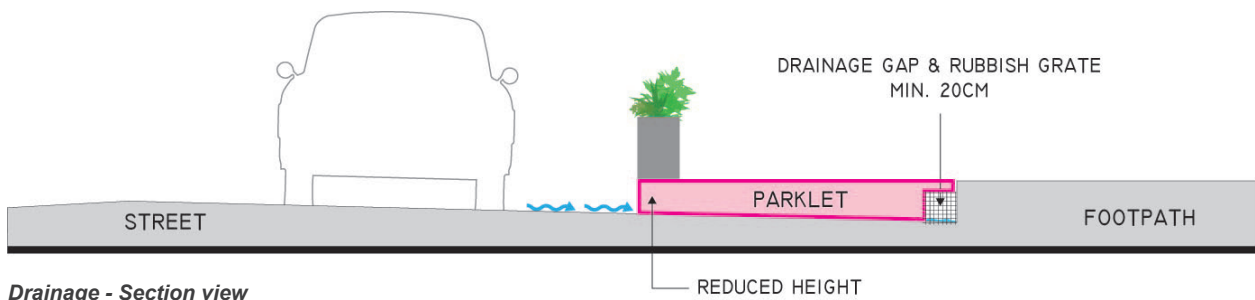
A small 20cm gap between the kerb and the base of the frame will need to be included to allow for rainwater to run along the drain as usual.



Plan - Drainage



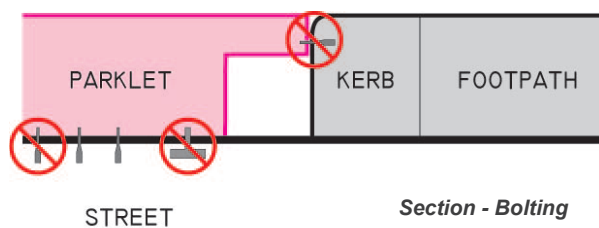
Section - Drainage gap and rubbish grate

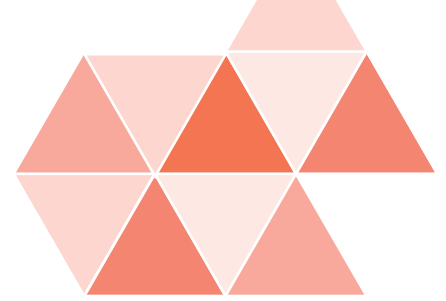


Drainage - Section view

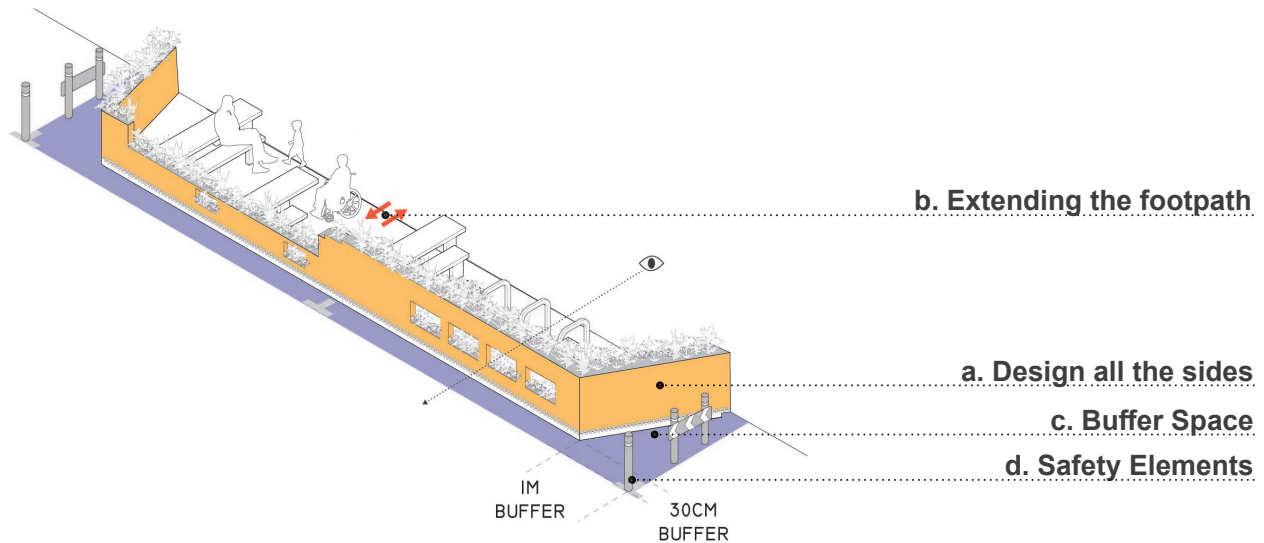
a. Bolting

The platform cannot be bolted or attached to the street surface or the kerb.





4.5 EXTERNAL EDGES



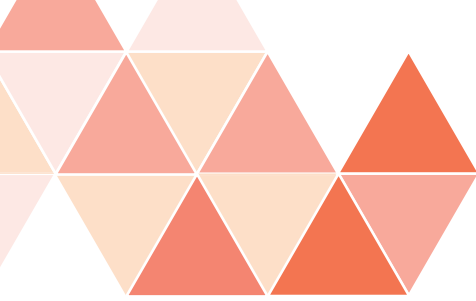
The external edges refers to the areas where the parklet meets the road, adjacent parking spaces and the footpath. This includes the elements that might be on top of the platform or within the buffer space.

a. 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.

b. Extending the footpath

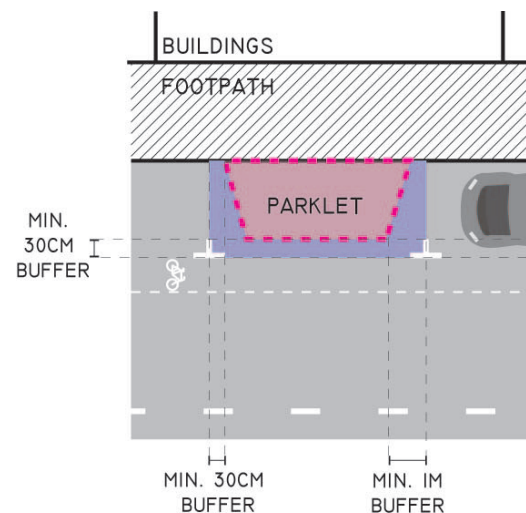
Keep in mind that a parklet is an extension of the footpath. Therefore, the edge to the footpath will need to be open and welcoming. One way to achieve this is to ensure there are multiple points of entry to the parklet and to minimise elements which might discourage pedestrians from entering.



c. Buffer space

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

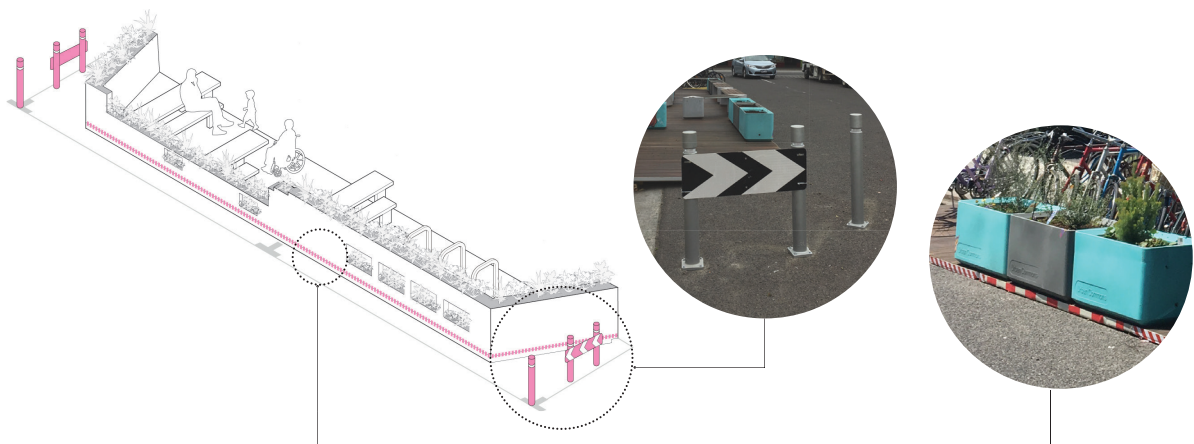
- The edge of the parklet will need to be 1m from adjacent parking bays and 30cm from adjacent traffic/bike lanes.
- This space doesn't need to remain empty though. We encourage this space to be used to provide bicycling parking, landscaping or something else which will improve the amenity of the area.

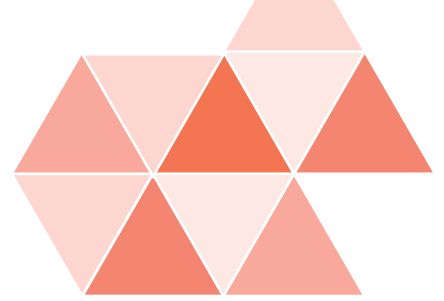


Plan - Buffer requirement

d. Safety Elements

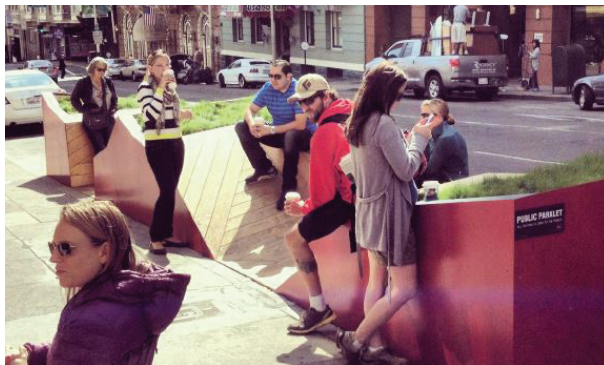
In order to ensure that the parklet remains safe from the surrounding traffic, safety elements will need to be installed. Chevron signage and soft hit posts will need to be installed at the edge of the parking space between the adjacent parking bays. Reflective tape will need to be placed along the edge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





e. Visual Connection

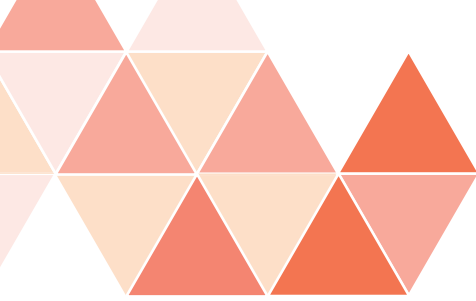
It is important that pedestrians on either side of the street can see through the parklet. We don't want the parklet to block sight lines to oncoming traffic or adjacent businesses. Therefore, please ensure that any non-transparent elements along the edge aren't higher than 0.9m.



Public Parklet, San Francisco



Public Parklet, San Francisco



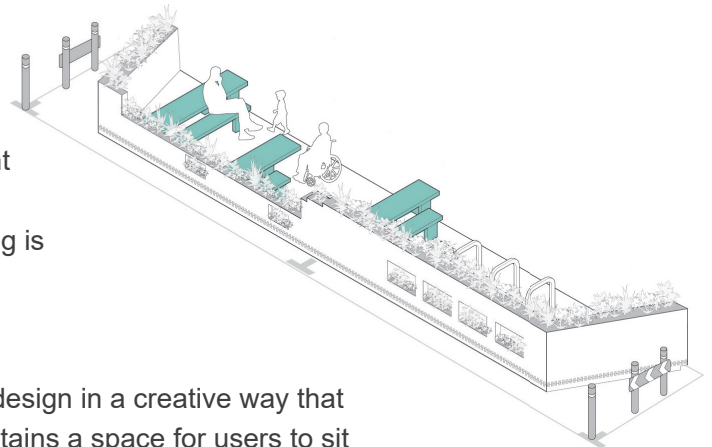
4.5 AMENITIES

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

a. Seating

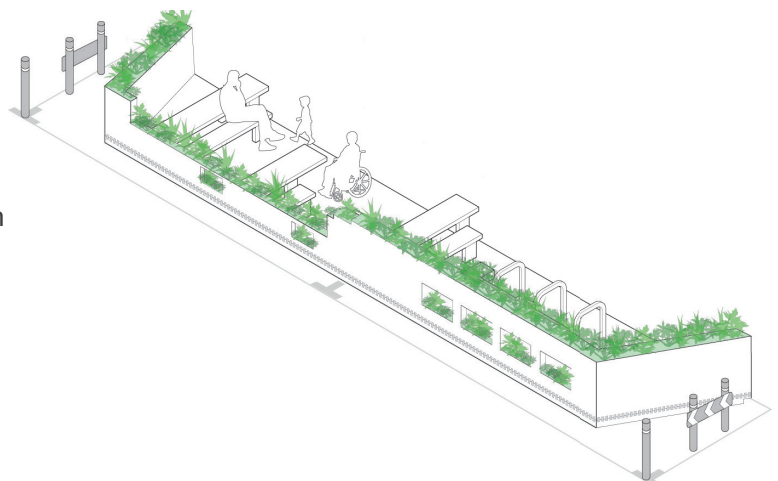
Creating comfortable places to sit is important when designing inviting public spaces. Incorporating both fixed and moveable seating is recommended.

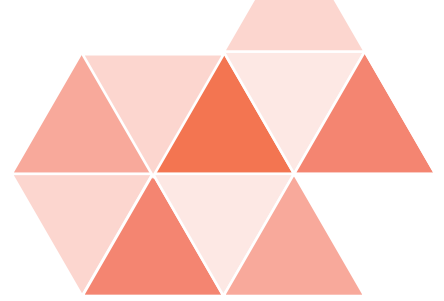
- Fixed Seating can be integrated into the design in a creative way that utilises the space efficiently but also maintains a space for users to sit when moveable seating is packed away.
- Movable Seating allows for flexibility in use of the Parklet. It allows hosts to cater to different group sizes as well as giving them the option to pack all temporary seating away when platform space is needed.



b. Planting & landscaping

Integrating planting elements into the design of the parklet can help soften the hardscape it sits within whilst also creating a buffer to the adjacent road. To give your greenery the best chance at success, consider using native and drought tolerant species. When selecting your palette, think about the incorporating different textures, colours and fragrances and forms (such as hanging baskets, planter boxes & green walls).





c. Bicycle Parking

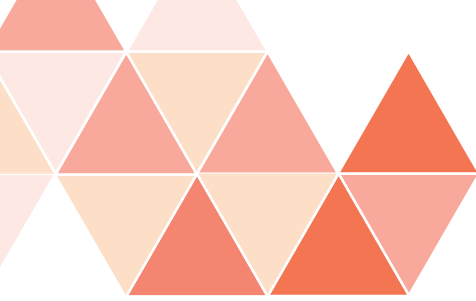
Incorporating bicycle parking into the parklet design is highly encouraged. This will allow for non-car users to utilise the parklet whilst promoting alternative forms of transport.



d. Play Elements

Interpretive Play elements can be a great way to appeal to young families. Outdoor exercise equipment can be a unique destination point for hosts wanting to attract health conscious sport enthusiasts.





4.7 ACCESSIBILITY

It is important that every member of the community feels welcome in a parklet. Therefore, the design must enable users of all abilities to approach, enter and move around.

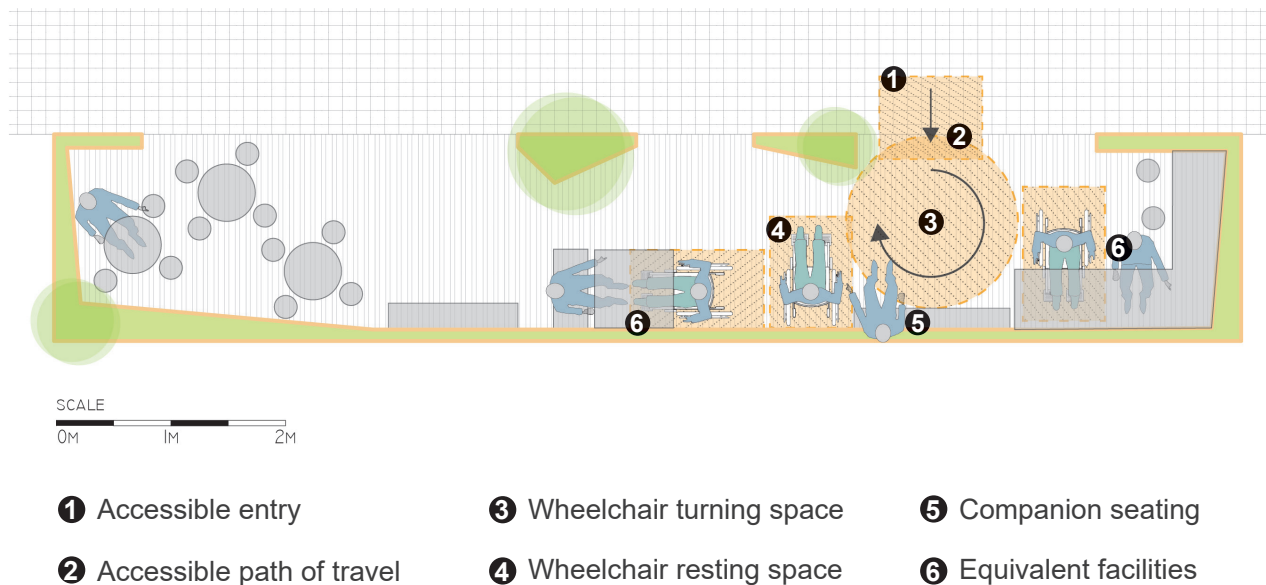


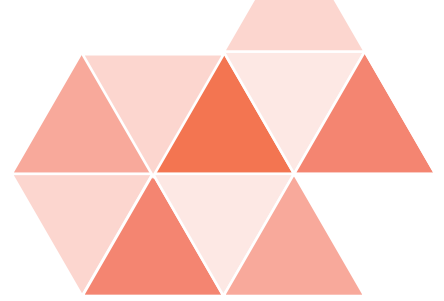
Figure # - Parklet accessibility

a. 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 (with no running slope).
- There must also be an accessible path of travel into the parklet. This path should connect to the accessible entrance, wheelchair turning and resting space.

b. 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.



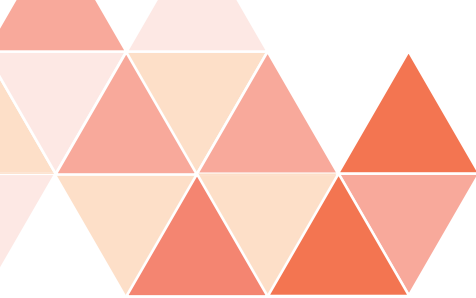
c. Accessible Amenities

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.

d. 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.



4.8 MATERIALS

Materials chosen to create the parklet should be of high quality, durable, environmentally friendly and aesthetically appealing. Therefore, when choosing materials for the parklet, consider the following checklist:

- Non-reflective
- Aesthetically appealing
- Low Emission, Recycled or Salvaged, Sustainably sourced or locally sourced
- Non slip (walking surfaces)
- Weather resistant
- Easy to disassemble
- Potential to recycle or reuse the material at the end of its life as a Parklet.



Devil's teeth baking company parklet



Historian hotel parklet

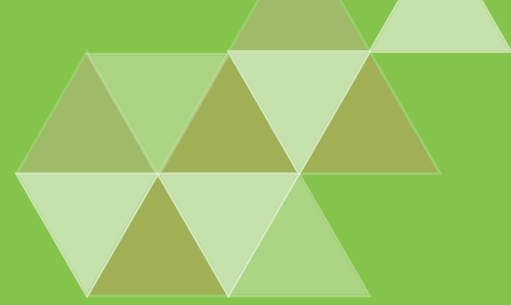


Cibo parklet

4.9 PUBLIC PARKLET SIGNAGE



Signage will be provided upon approval of your application required to be fixed to the parklet.



APPLICATION FORMS



FORM 1 - SHORT TERM PARKLET PERMIT APPLICATION

Use this form to lodge a Short-term parklet proposal application. Once lodged, a Council officer will contact you within 10 working days to discuss the success of your application.

Please fill in your details and attach this form and a copy of the required information and submit to Moreland City Council for assessment to either:

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

Applicant Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	

Parklet Proposal Information

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

Fees

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

Short Term Fee structure:

- | | |
|---------------------------------|-----------|
| • One parking space | \$2121.80 |
| • Each additional parking space | \$1060.90 |

Required Information

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

Short-term stream requirements

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

Agreement

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

Date Signed ____/____/____

Applicant Signature

Office Use Only

Application number: _____

Allocated to: _____ Date Received / /

Allocated by: _____ Date Allocated //



FORM 2 - LONG TERM PARKLET PERMIT APPLICATION

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

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

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

Applicant Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	

Parklet Proposal Information

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

Agreement

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

Required Information

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

Documentation requirements

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

Community support requirements

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

Fees

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

Long Term Fee structure:

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

Applicant Signature

Date Signed ____/____/____

Office Use Only

Application number: _____

Allocated to: _____ Date Received / /

Allocated by: _____ Date Allocated //



FORM 3 - LONG TERM 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. MCC reserves the right to remove the parklet if the host fails to comply with the following agreement.

☐ **Parklets are public space**

- As the Host, we agree to keep our parklet free and open to all members of the public, regardless of whether they patronise my business/organisation.

☐ **Routine Maintenance & Support**

As the Host, we agree 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 slip / trip hazards from the parklet.
- Complete and submit the Host Maintenance Checklist to Moreland Parklet officers once a month.

☐ **Parklet Removal & Change of Ownership**

- As the Host, we understand 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.
- As the Host, we understand 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.
- As the Host, we understand that MCC might require the permanent removal of my parklet if the parklet presents a major public safety hazard or if we the Host fail 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**

As the Host, we understand that a parklet permit needs to be renewed on an annual basis. Therefore, we agree to:

- Pay the renewal fee of \$530.45 for the first parking space, plus \$371.30 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.

Date Signed ____/____/____

Applicant Signature

Host Name(s)	
Business / Organisation	
Parklet Address	
Contact Number	
Permit Number	

Office Use Only

Date Received / /

Renewal Date //



FORM 4 - SHORT TERM 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.

The following conditions ensure that parklets remain clean, safe and in a state of good repair for all members of the public to enjoy. MCC reserves the right to remove the parklet if the host fails to comply with the following agreement.

☐

Parklets are public space

- As the Host, we agree to keep our parklet free and open to all members of the public, regardless of whether they patronise my business/organisation.

☐

Routine Maintenance & Support

As the Host, we agree 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 slip / trip hazards from the parklet.
- Complete and submit the Host Maintenance Checklist to Moreland Parklet officers once a month.

Date Signed ____/____/____

Applicant Signature

Host Name(s)	
Business / Organisation	
Parklet Address	
Contact Number	
Permit Number	

Office Use Only

Date Received / /



FORM 5 - HOST MAINTENANCE CHECKLIST

MORELAND PARKLET PROGRAM - SHORT-TERM & LONG-TERM STREAMS

The host is required to fill out this checklist and submit a completed version to Council once per month. This checklist is to be used by hosts of a parklet to ensure that the parklet is being regularly maintained.

Name			
Host Business / Organisation			
Permit Number			
Host Signature		Date	

Office Use	
Date Received:	Checked by:

	Maintenance Checklist		
Items	Yes	No	Comments
The parklet is free from grime, debris and graffiti.			
There are no slipping hazards.			
There is no debris blocking the drainage below the parklet platform.			
All the parklet pieces are accounted for.			
The location of the parklet pieces is not posing a tripping hazard.			
Any access ramps remain securely in place and don't pose a tripping hazard.			
The vegetation appears to be watered and maintained.			
The items that the parklet hosts place on the parklet during business hours do not pose a tripping hazard.			
Have you experienced any issues in the last month? Please outline on the following page.			
Has there been any damage to the parklet?			

Issue	
Date	
Description	
Action taken to repair / solve the issue	

Issue	
Date	
Description	
Action taken to repair / solve the issue	

Issue	
Date	
Description	
Action taken to repair / solve the issue	

MORELAND PARKLET PROGRAM - LONG-TERM STREAM

[illegible]

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 \$530.45 for the first parking space, plus \$371.30 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.

Date Signed ____/____/____

Applicant Signature

Office Use Only

Allocated to:

Date Received

/ /

Allocated by:

Date Allocated

//

FORM 7 - CHANGE OF OWNERSHIP APPLICATION

MORELAND PARKLET PROGRAM - LONG-TERM STREAM

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

Parklet permit number	
What year was the parklet constructed?	

Current Owner Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	
Host Business or Organisation Name	

New Owner Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	
Host Business or Organisation Name	

Agreement

I, as the new owner and Host;

- ☐ 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.
- ☐ have included a signed copy of the Parklet Permit Agreement.
- ☐ acknowledge that this parklet is public space and that everyone is welcome.

New Owner Signature

Date Signed ____/____/____

I, as the current owner agree to transfer ownership of the parklet to

Current Owner / Host Signature

Date Signed ____/____/____

Office Use Only

Allocated to:

Date Received

/

/

Allocated by:

Date Allocated

/

/

FORM 8 - PARKLET REMOVAL APPLICATION

MORELAND PARKLET PROGRAM - LONG-TERM STREAM

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

Applicant Contact Information

Applicant Name	
Postal Address	
Email Address	
Contact Phone Number	
Business / Organisation Name	

Parklet Permit Information

Parklet permit number	
What year was the parklet constructed?	

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

--

Applicant Signature

Date Signed ____/____/____

Office Use Only

Allocated to: Date Received / /

Allocated by: Date Allocated //



SUBMISSION DOCUMENT EXAMPLES



30 Example Street,
Brunswick 3056
PH: xxxx-xxxx
Mobile: xxxx xxx xxx

17 February 2019

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 parklet proposal at the neighbouring business, Dean's Bar and Restaurant.

Dean Smith has always been supportive of the local community, often holding local events and fundraisers. 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 parklet proposal. Please don't hesitate to contact me for further information.

Kind Regards,

Shelley McFee



PUBLIC PETITION

HELP DEAN'S CAFE 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!

	NAME	ADDRESS	CONTACT NUMBER	SIGNATURE
1				
	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:			