



GLEN EIRA
CITY COUNCIL

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BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

PARKLET PROGRAM GUIDELINES



INTRODUCTION

The *Parklet Program Guidelines* provide information on Council's *Parklet Program* for interested businesses located in Glen Eira.

Parklets involve the temporary use of on-street car parking spaces for outdoor dining and general trader use — enabling an adjacent business to safely extend their trading area beyond the footpath.

Council first rolled out parklets in 2020, after seeking input from traders and the community on options to use public space to support businesses to manage COVID-19 capacity restrictions.

Positive feedback informed the *Parklet Program* and it was established with aims to:

- support safe outdoor business activity options;
- provide a boost for local businesses;
- enhance our urban areas and street character;
- help attract visitors; and
- bring vibrancy to our shopping strips.

With the first roll-out a success, parklets are back for 2022

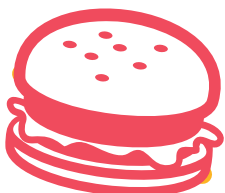
What do the Guidelines include?

The *Guidelines* include information on the *Program* and what's available, including eligibility considerations, and how to apply. Overall, they aim to ensure that:

- parklets are safe and patrons are protected from vehicles;
- trip hazards are minimised;
- pedestrian access is maintained and accessibility ensured for all community members;
- neighbouring trader requirements/impacts are considered;
- amenity impacts on surrounding properties, including noise and lighting are considered; and
- parklets are maintained and secure, including outside of trading hours.

All care has been taken to ensure the accuracy of the *Guidelines* at the time of writing. However, adjustments might need to be made to ensure the information remains up-to-date.

Have a question about anything contained in these *Guidelines*? Contact Council's City Futures Department on 9524 3333 or email parklets@gleneira.vic.gov.au



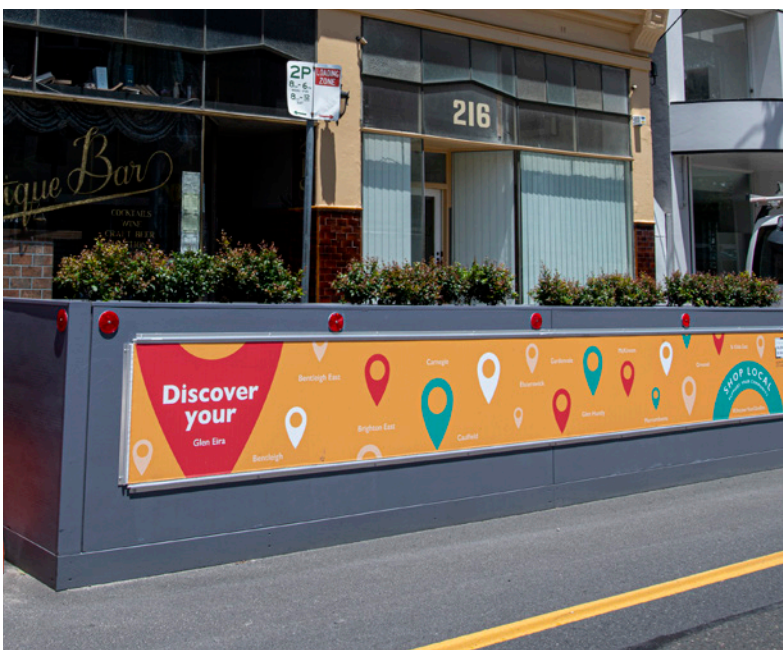
ABOUT OUR PARKLET PROGRAM

This year we are commissioning a limited number of new pre-prepared parklets that will look great for businesses and our activity centres.

Our *Parklet Program* offers businesses the opportunity to apply for a bespoke designed, pre-prepared parklet, for temporary placement in on-street car parking space to facilitate outdoor dining and other business activity.

Interested and eligible Glen Eira businesses who get in quick can apply to receive one of these parklets — which can range from a raised, protected and enclosed platform, to fixed planter barriers.

Parklet design may differ, depending on availability and individual business requirements. See below for examples of some of our recent parklets.



Where will we consider parklets?

To ensure community safety, we will consider parklets in areas that:

- have a maximum speed limit of 50km/hr or less;
- are not a clearway, or red parking zone (such as 'no stopping', disability, or loading zone);
- are more than 10 metres from an intersection;
- comply with the Yarra Trams guidelines relating to tram corridors and spacing;
- are a minimum of one parking space away from an intersection on the approach side;
- don't obstruct Council assets, utility and emergency access panels or storm drains;
- are directly adjacent to the applying business;
- are ordinarily occupied by a car parking bay;
- have parallel or 90 degrees parking; and
- are where Council/relevant agencies determine are able to meet safety requirements.

What *can* be put in the space?

Our *Parklet Program* offers bespoke designed, pre-prepared parklets, which can include:

- basic platform and edge panels;
- installation of parklets and break-down;
- traffic barriers to delineate the parklet;
- planter boxes (with plants) pending availability;
- surface covering;
- line marking and required surveying;
- additional bike racks if requested by the applicant; and
- safety control measures as determined by Council inspectors.

Traders will need to supply their own additional items including:

- tables, chairs other seating or cushions;
- replacement plants if required;
- rubbish bins.

What *can't* be put in the space?

- Awnings cannot be erected over the parklet or designated parking bay space.
- Cooking equipment and/or food preparation areas.

If traders would like umbrellas or heaters, they need to make an application to Council for review. Further information can be found on Council's website at www.gleneira.vic.gov.au/parklets

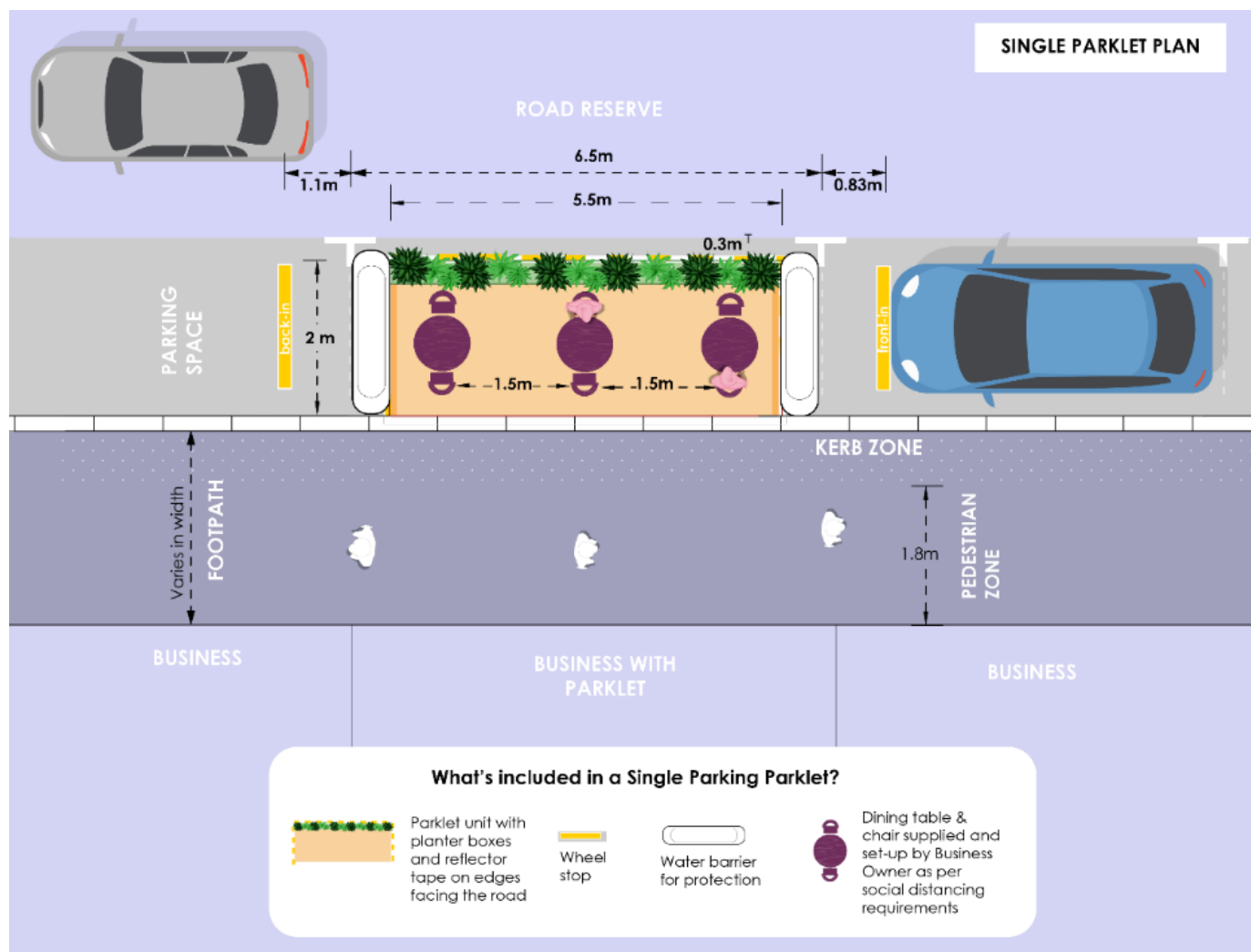
Please note: our pre-prepared parklets:

- **have limited availability;**
- **will be offered following applications at Council's discretion; and**
- **will be installed by Council-accredited suppliers.**

We may need to limit the term of the installation of a parklet in a particular area, or rotate installations for a term that is equitable. All fixtures and hardware provided by Council remain the property of Council. Engagement with businesses will be undertaken before the removal of fixtures and hardware.

What are the requirements around clearances?

To ensure that parklets are safe environments for customers and do not impede surrounding activity, clearance areas are required around the parklets. The following images indicate the minimum clearances for guidance.



*If a parklet application is received where a tram corridor is located, additional clearance guidelines are required which will be discussed with applicants.

Please note: if clearance guidelines cannot be met, Council will be unable to proceed with a parklet application or installation.

OPERATION AND MAINTENANCE

To ensure a positive experience for the community, there are operation and maintenance requirements that applicants must commit to which will be included in the parklet permit conditions. These include:

Upkeep

All parklets must be:

- cleaned and maintained in a neat and tidy condition (including watering of any plants);
- sanitised and kept clean according to CHO / State Government guidelines. For further information visit <https://www.health.vic.gov.au/covid-19/business-and-industry-covid-19>
- cleared of furniture (tables, chairs, any unfixed items) at the end of each day's trade; and
- kept clean of condiments, napkins, or utensils on tables at all times unless diners are seated and placing an order.

Service of alcohol

A liquor licence is required for the service of alcohol in a parklet.

A temporary limited licence (which does not require planning approval¹) is available on application to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) <https://www.vcglr.vic.gov.au/covid-19>

Note: this temporary limited licence option will be available for a limited time only until March 15th, 2022, at which point all licence applications will revert to previous requirements

VCGLRs consideration of applications by existing licence holders will be fast-tracked. For public outdoor areas (which include footpaths and on-street parking spaces), the VCGLR requires:

- written permission from Council enabling the use of the area (this can be issued in accordance with these *Guidelines*);
- a layout plan (showing the extended trading space) that clearly describes the boundary of the outdoor area endorsed by Council (the plans for the space that you will need to submit to us); and
- specified trading hours for the outdoor area from Council (this may be part of the permission issued with these *Guidelines*).

Permit holders are responsible for monitoring and managing patron behaviour. They must ensure that if they operate a licenced premise that staff are accredited for, they are practicing responsible service of alcohol in accordance with the liquor licence.

¹Under clause 53(1) of Council's Community Local Law, written consent from Council may be required for the supply of liquor in parklets that contains 40 or more people (whether or not all of the people are involved in the consumption of liquor). Council will engage individually with applicants to determine if such written consent from Council is required.

Lighting

Electrical cords which extend across the footpath are not permitted. Low voltage solar-powered lights are acceptable for individual parklets.

Parklet removal for works

A parklet may need to be removed temporarily or permanently for works as required by Council or its contractors. Council will provide as much notice as possible.

Exclusions

Victorian Legislation prohibits smoking (which includes the use of an e-cigarette) in outdoor dining areas at any time.

Applications from fully enclosed outdoor cafes and dining areas and the use of marquees, awnings or canopies in a parklet will be assessed on an individual basis.

SAFETY, ACCESS AND AMENITY

To ensure a safe experience for the community, there are safety, access and amenity expectations that applicants must commit to. These include:

COVID Safe Plan

All applicants must have a *COVID Safe Plan* in place: <https://www.coronavirus.vic.gov.au/covidsafe-plan>

The *Plan* must set out compliance with:

1. face-coverings: <https://www.dhhs.vic.gov.au/face-coverings-work-covid-19#do-i-have-to-wear-a-face-covering-while-working>
2. record keeping for COVID-19 contact tracing¹: <https://www.dhhs.vic.gov.au/record-keeping-contact-tracing-covid-19>

Disability access

As per the *Australian Disability Discrimination Act 1992*, people with a disability must be able to access public footpaths. Parklets must not compromise this access.

Emergency and essential vehicle access

Outdoor trading activities must not compromise access by essential or emergency vehicles, or obstruct loading areas, construction zones or entrances to private buildings and car parks.

¹This includes providing the State Government QR Code for check-in at the parklet entrance or on tables (plus the option to collect check-in information for those who do not have a smart phone).



ELIGIBILITY

To be eligible for our *Parklet Program*, businesses must commit to the operation and maintenance, and the safety, access and amenity expectations outlined in these *Guidelines*.

Businesses must also meet the following eligibility criteria:

1. Hold a current *Footpath Trading Permit*.
2. Operate from a commercial premise in a Glen Eira activity centre.
3. Be able to provide furniture/equipment to use in the space.
4. Provide current photographs of the space proposed to be used as a parklet.
5. Provide a description explaining the business plan for the space (please provide as much information as possible to help Council in reviewing and determining the application).
6. Provide evidence of extended proprietors' Public Liability Insurance policy for at least \$20 million (\$20,000,000). The *Policy* must cover injury, loss or damage to persons arising out of the activity carried out in the space. The *Policy* must cite Council as an insured party. Where the road is a non-local road, please ensure that the Department of Transport is also included as an insured party. Non-local roads in Glen Eira include Glenhuntly Road, Hawthorn Road, Murrumbeena Road, Centre Road, North Road and East Boundary Road.
7. Seek and obtain consent from the owners/operators and landowners of neighbouring businesses or residential properties on each side (up to two owners consent on each side). This consent should express 'no concerns' in relation to your business utilising a car parking space in close proximity to their business or residence as a parklet. You need to provide evidence of the written consent to Council (email parklets@gleneira.vic.gov.au), and you do need to declare (as part of your submission) that you have discussed your plans with your neighbours and have obtained their consent.
8. Seek and obtain consent from the relevant Traders Association/Traders Group representative (where present). This consent should express 'no concerns' in relation to your business utilising a car parking space within the activity centre as a parklet. You need to provide evidence of the written consent to Council (via email), and you need to declare (as part of your submission) that you have discussed your plans with the relevant Traders Association/Traders Group representatives (where present).



HOW TO APPLY

Applications can be made online through Council's website at www.gleneira.vic.gov.au/parklets

Step one

Parklet opportunities require you to have a current Footpath Trading Permit, so the first step in submitting your application is to make sure that you have one.

Our website has a separate application form for this purpose. See <https://www.gleneira.vic.gov.au/services/business-support/starting-and-growing-your-business/applications-and-permits/outdoor-trading> for more information.

We will fast track assessment of your application and advise you of outcomes in a maximum of four (4) business days. Please note from January, 2022 Footpath Trading Fees will apply

Step two

If you have a current Footpath Trading Permit and want to make an application for a parklet/s, you can do so via our online form here www.gleneira.vic.gov.au/parklets

This form will ask for:

1. your Footpath Trading Permit number;
2. evidence of Public Liability Insurance;
3. photographs of the trading space;
4. a description and supporting information on your plans for the space;
5. what hours of operation you will have;
6. whether you intend to serve alcohol in the space;
7. written consent from neighbouring businesses/landlords;
8. written consent from Traders Association/Traders Group representative (where present); and
9. your commitment to complying with these *Guidelines* and expectations.

We will fast track assessment of your application and advise you of outcomes in a maximum of ten (10) business days. There are no permit fees required for the provision of a parklet

WHAT FACTORS WILL COUNCIL TAKE INTO CONSIDERATION?

Council will assess applications with regard to:

1. whether the application meets all eligibility criteria; and
2. the extent to which activation of the space may interfere with or obstruct existing fixtures and assets (benches, poles, bins etc). As a general rule, public infrastructure already in place will not be moved or removed to allow for activation.

FREQUENTLY ASKED QUESTIONS

For questions not covered by these *Guidelines* or the list below, please contact Council's City Futures Department on 9524 3333 or email parklets@gleneira.vic.gov.au

How many tables and chairs could I have in the space, and what kind?

To ensure safety and amenity, our *Footpath Activities Guidelines* set out requirements to consider on tables, chairs and other furniture. Please review the *Guidelines* to find out more <https://www.gleneira.vic.gov.au/media/6125/footpath-activities-guideline.pdf>

COVID-19 physical distancing requirements and density quotas will limit how many customers can be accommodated, and determine the placement of furniture. Businesses will need to take responsibility for ensuring compliance with physical distancing.

What hours can I operate in the parklet space?

Hours of operation must be stated in your application and must adhere to local laws and traffic regulations. You will not be allowed to operate your parklet outside of the hours approved in your parklet permit.

Can I place umbrellas in my parklet?

To ensure the safety of adjacent road users and surrounding activities, Council will carefully consider the use of umbrellas, with a determination made on an individual basis depending on compliance with lines of sight and safety.

What if someone else wants to apply to use the same parking space?

If there is interest from more than one business in using a parking space, we will consider applications carefully and on a case-by-case basis to determine the allocation of access to the space.

What are Glen Eira activity centres?

Our activity centres are busy community hubs for shopping, walking, socialising, accessing services, employment and community facilities. They contribute to the local economy and are key locations for business in our City. To read more about Glen Eira activity centres, view our *City Plan* at <https://www.gleneira.vic.gov.au/media/6356/glen-eira-city-plan.pdf>

Service of alcohol in the parklet

It is also important to note that if you would like to include service of alcohol in the parklet, you will need to apply to the Victorian Commission for Gambling and Liquor Regulation for a temporary limited licence for parklet outdoor areas. <https://www.vcglr.vic.gov.au>



GLEN EIRA
CITY COUNCIL

Glen Eira City Council

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National Relay Service

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service and then ask for (03) 9524 3333.

Online: <https://internet-relay.nrs.vic.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

Social media

Glen Eira City Council:

www.facebook.com/GlenEiraCityCouncil

@cityofgleneira:

www.instagram.com/cityofgleneira

Glen Eira arts, gallery and events:

www.facebook.com/gleneiraarts

Glen Eira Leisure:

www.facebook.com/GESACOnline

<https://www.instagram.com/gleneiraleisure>

www.twitter.com/GESACOnline

Glen Eira Libraries and Learning Centres:

www.facebook.com/GlenEiraLibraries

<https://www.instagram.com/gleneiralibraries>

Glen Eira Youth Services:

www.facebook.com/GlenEiraYouthServices

www.instagram.com/gleneirayouthservices

Glen Eira sustainable living:

www.facebook.com/sustainablelivinggleneira

Discover Your Glen Eira:

www.facebook.com/discoveryourgleneira