

PARKLETS

design guidelines



support
local



MORNINGTON
PENINSULA
Shire



Information and events contained in this publication are current at the time of printing. Subsequent changes to events/ information may occur. Although the publication may be of assistance to you, Mornington Peninsula Shire does not guarantee that it is without flaw of any kind or is wholly appropriate for your particular purposes. It and its employees do not accept any responsibility, and expressly disclaim any liability, for any loss or damage, whether direct or consequential, suffered by any person as the result of or arising from reliance on any information contained in the publication. Kerb diagrams and design instructions courtesy of Moreland City Council with thanks.

Parklets on The Mornington Peninsula-Design Guidelines

Mornington Peninsula Shire has introduced temporary Parklet permits to allow for the safe use of parking spaces for outdoor trading.

Applications

Applications for Parklets are open all year, excluding those townships with capped parklet numbers. For these townships, applications must be assessed against the prioritisation criteria and are therefore open on the following dates each year for four weeks. This ensures we can meet any approvals from internal departments or statutory authorities before each parklet program begins.

- Summer Parklets Open 15 August annually
- Peak Season Parklets Open 15 May annually
- Annual Parklets Open 1 February annually

These guidelines provide information on the requirements and recommendations of Council to inform the design of a business parklet. Use of these guidelines is required to ensure that parklet design and installation is safe for users and the greater community.

These design guidelines give consideration to:

- Parklet dimensions and buffer zones
- Physical barriers and edge treatments
- Platforms and drainage
- Accessibility
- Materials

These guidelines should be read in conjunction with the Mornington Peninsula Shire's Parklet Policy.

The program

The Parklet permit is about extra space to support the success of our traders and provide an experience that is loved and valued by the community. If you don't have enough space on the footpath, you can apply to use a parking space in front of your business (a 'parklet') or join with other businesses to apply to request a temporarily closed lane or street.

Parklets repurpose parking spaces outside shopfronts into additional outdoor dining space. They use seating and planting to create an inviting social space to sit and dine.

These Shire requirements are in many cases subject to consultation with the Department of Transport, Victorian Police, Emergency Services and Public Transport Victoria. You must still cap customers as per your planning permit where applicable

Eligibility

Permits for Parklets must be adjacent to a registered food business with a compliant working kitchen or food preparation area under with the Food Act 1984. Traders must either provide table service or cleaning for take away and waiting areas.

Assessment criteria

Applications must meet all technical requirements set out in these Guidelines, the Parklet Permit General Conditions and for footpath trade, the Commercial Activities on Footpaths Policy 2008.

Responsibilities

You are responsible for:

- supply of approved equipment and furniture for your outdoor area in accordance with an approved site plan and these Guidelines.
- operation, cleaning and maintenance of your outdoor area in accordance with an approved site plan to a high degree of community amenity.
- compliance with all laws and regulations, including strict compliance with the Food Act 1984 (if applicable), the Occupational Health and Safety Act 2004



Parklet applications

How to apply for a Parklet permit on a parking bay.

These guidelines set out the application process and requirements for your Parklet area.

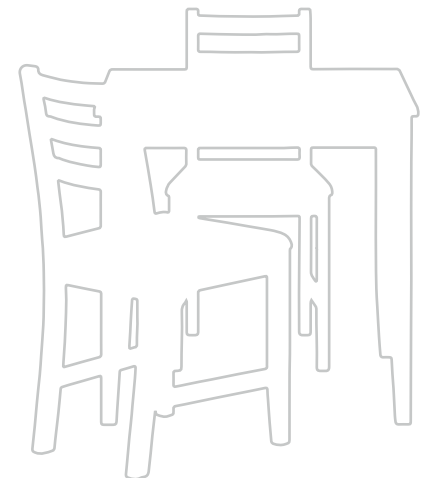
Applications for Parklets are open all year, excluding those townships with capped parklet numbers, Mornington, Mt Martha, Mt Eliza and Sorrento. For these townships, applications must be assessed against the prioritisation criteria and are therefore open on the following dates each year for 4 weeks.

- Summer Parklets Open 15 August annually
- Peak Season Parklets Open 15 May annually
- Annual Parklets Open 1 February annually

Parklet application requirements

Applications must include:

- A site plan with measurements showing:
 - location of proposed parking spaces plus any new or existing footpath trading space
 - location of item/s place on the parklet and footpath
 - 1.8 metre footpath clearance for pedestrians (typically between the shopfront and parklet), and
 - existing infrastructure such as bins and seats etc, including 1.0 metre clearance.
 - If applicable, your amended planning permit
 - Your Footpath Trading Permit
 - Department of Transport approval (if you are on a DoT road)
 - If applicable, your intention to amend your liquor license
- A Certificate of Currency of public liability insurance covering at least \$20 million that identifies the business name, address and expiry date. The certificate must name Mornington Peninsula Shire as an insured and you must demonstrate that the insurance covers the public realm area including in front of any neighbouring business.
- A letter of support from six neighbouring businesses (3 each side).
- a concept plan for built structures.
- A certificate of Compliance (Reg 126) – Design



Location Criteria

All parklets must be safely located including:

- adjacent to your existing business
- on a street with speed limit of 40 km/h or less
- on a sufficiently straight street for driver and pedestrian lines of sight
- on 90 degree or parallel parking – angled parking needs additional consideration
- more than 10 metres from any intersection and 20 metres from any signalled intersection, and
- a minimum of one parking space from the intersection on the approach side.

Additionally, parklets must:

- not prevent access for deliveries, essential and emergency vehicles, commercial parking spaces, buildings, residences, and public transport
- allow access to service or utility access panels, storm drains and grease traps, and
- not be placed directly adjacent to a designated accessible parking space, bus stop, formalised pedestrian crossing, loading zone or fire hydrant.

Where an Officer of the Shire or the relevant road authority deems that there is a safety risk due to the undertaking of a commercial activity on a street corner no commercial activities will be permitted. Loading zones, no stopping zones and disabled parking may be considered for relocation in some circumstances. Public transport may only be relocated in consultation with Public Transport Victoria.

The Shire will consider impacts on existing street furniture, signs, bins and other infrastructure.

On Shire-owned roads, Council will provide and install bollards/blocks at each roadside corner of the parklet, leaving a 500mm buffer between adjacent parking bays to allow cars to manoeuvre safely around the parklet. The operator is to provide cafe barriers and/or planter boxes in between to enclose the parklet area.

If you are unsure if you are located on a Shire-owned road or VicRoads road you can look it up on the Shires website. VicRoads roads – Mornington Peninsula Shire (mornpen.vic.gov.au)

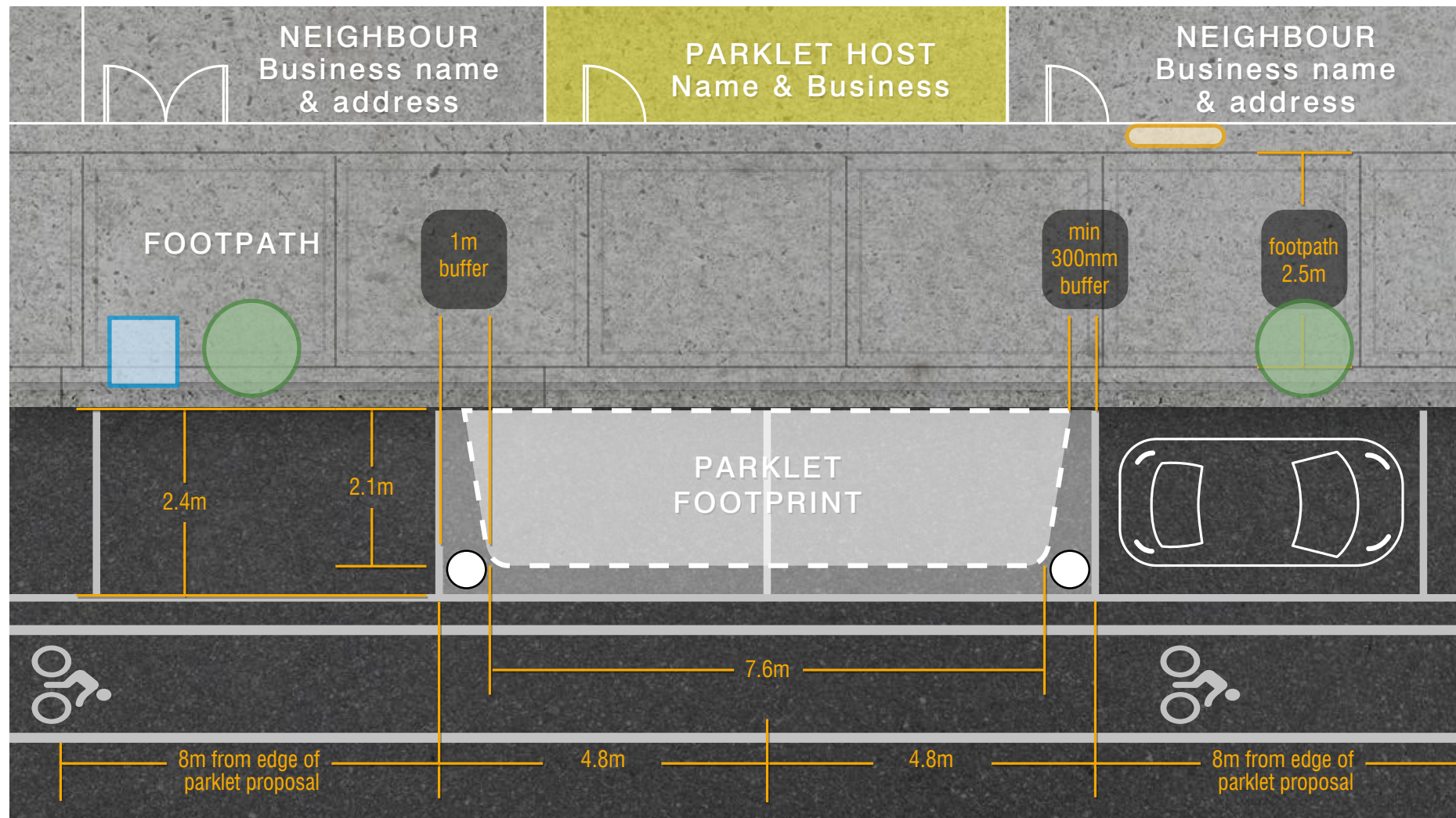
Once safely separated from traffic, you can commence with the installation of your Parklet in accordance with your approved plan.



Your 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:

- your business' existing building and its entrance
- adjacent buildings (include business names, addresses and entrances)
- roadway (including name), footpath (with width shown), kerb line and driveways
- adjacent traffic/bike lanes
- existing parking spaces and their dimensions
- existing Street furniture such as bicycling parking, streetlights, street signs, fire hydrants,
- utility access points including sewer, stormwater and mains water isolation valves
- street trees, tree grates and landscaped areas,
- Proposed locations for Council installed vehicle exclusion devices, and
- parklet proposal footprint and its dimensions, make sure siting allows for buffer requirements (see diagram on next page).

Diagram – Sample site plan



-  Rubbish Bin,
existing street chair/infrastructure
-  Existing street tree

- Utility
- Building entrance
- bollard

Safety and buffer zones

Council will install traffic elements such as bollards, barriers, wheel stops and reflective tape for safety where required. Screens must not be taller than 1.2 metres high (or 1.5 metres for fixed screens) to maintain lines of site. You will need to provide screens or planters

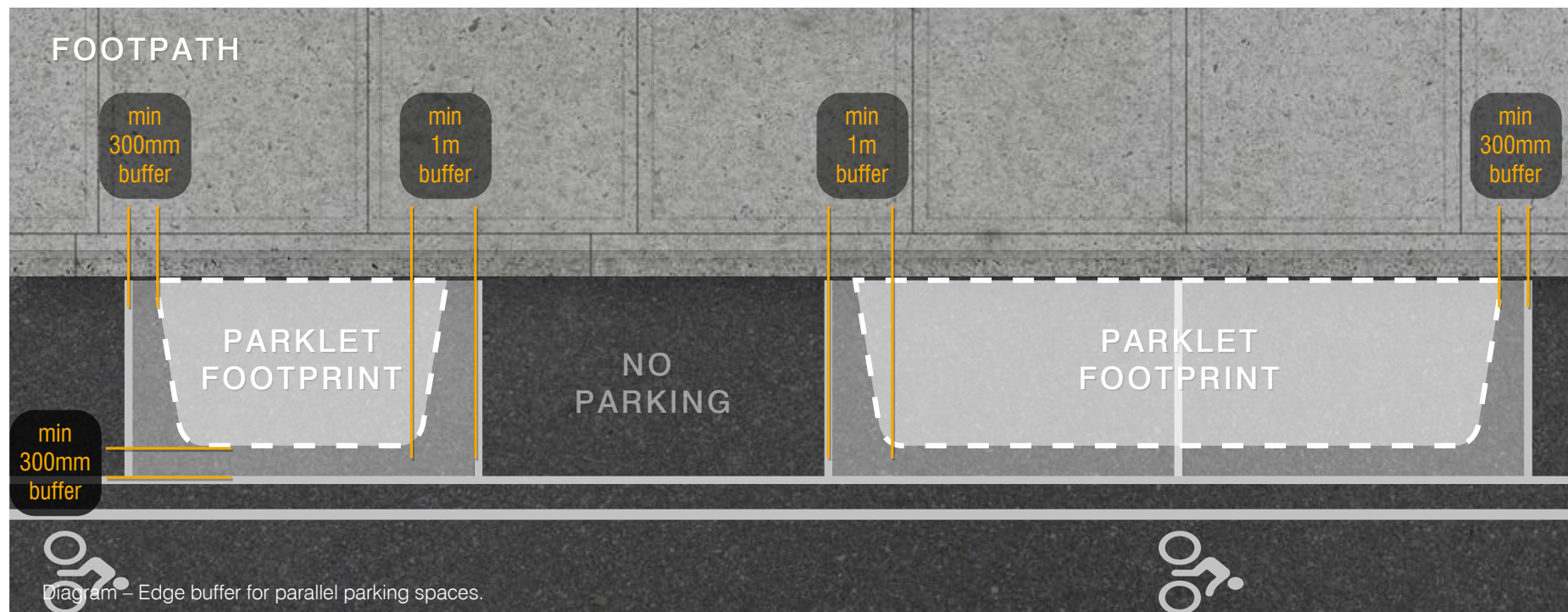
When nominating a parklet footprint on your site plan, it should include the minimum buffer areas shown in the diagrams below. The edge of the parklet will need to be 1m from adjacent parking bays and 30cm from adjacent traffic/bike lanes.

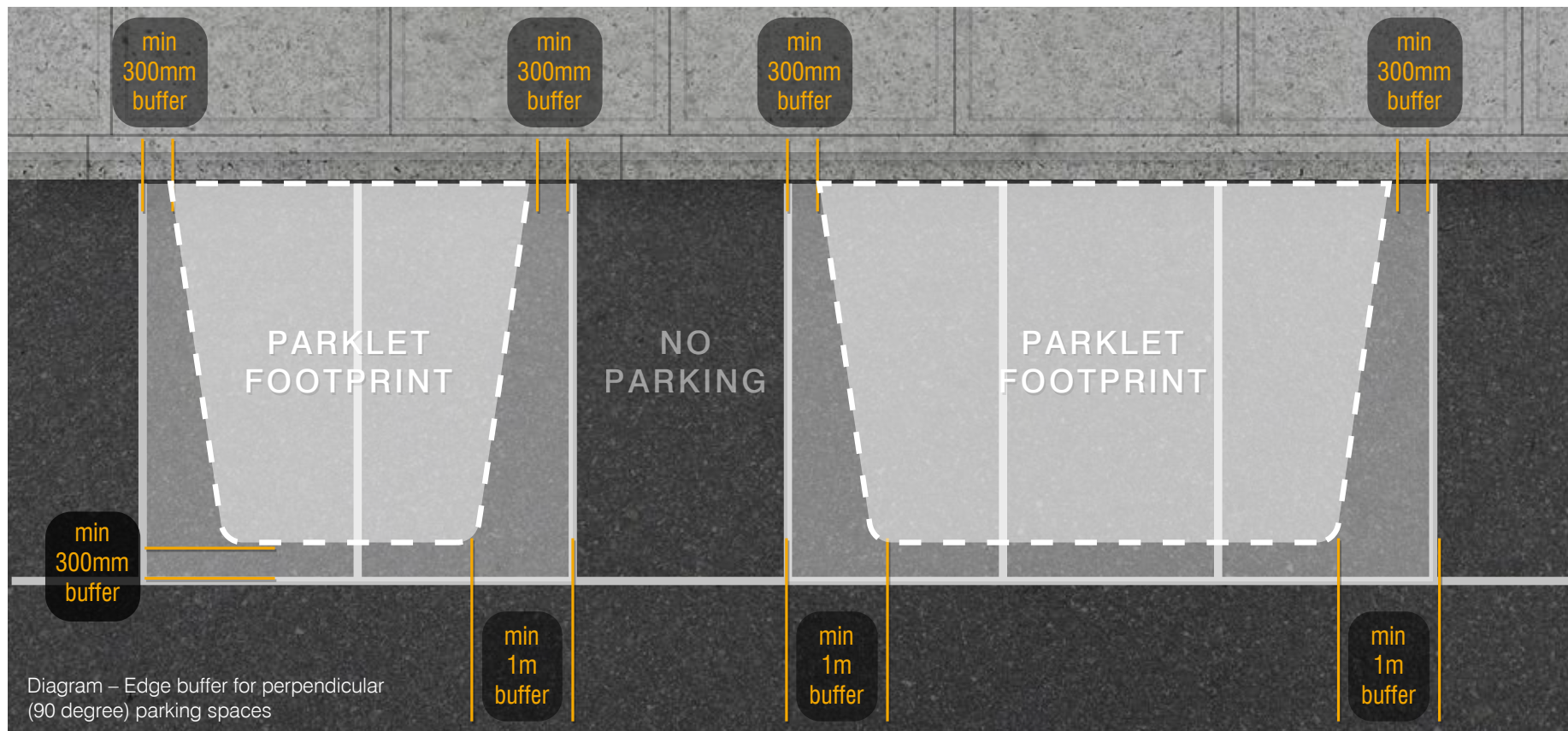
The outdoor space must be delineated with a suitable physical barrier such as planter boxes, café fencing, picket fences, canvas screens or other infrastructure approved by the Shire.

Note: These buffer zones are the expected minimum. We will advise final buffer zones for your site based on specific traffic conditions.

A minimum of two car parks must be available between parklets for parallel parking to be permitted.

A minimum of three car parks must be available between parklets for perpendicular (90 degree) parking to be permitted.





Accessibility

Every member of the community must feel safe and welcome in the parklet. The layout must enable users of all abilities to enter and move around in the parklet.

a. Accessible entrance and path of travel

- There must be at least one entrance, which is in an unobstructed area, with regulation width and 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-degree 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 nearby if there is fixed seating in the design.

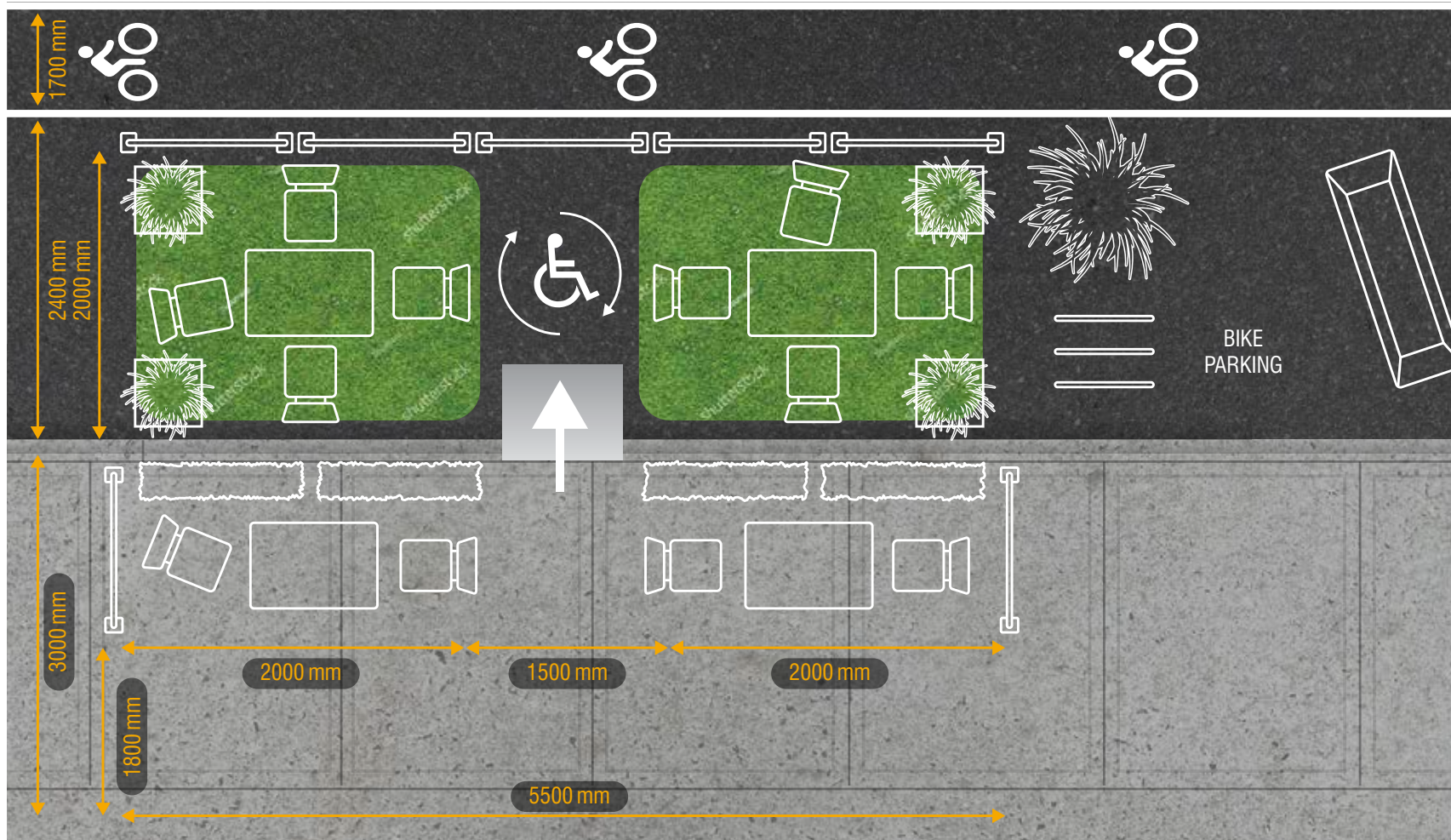


Diagram – accessible entry and 1500 mm turning space in parklet

Council infrastructure

The Shire may consider modification to footpaths – including relocating existing street furniture (e.g. bins, fixed seats, benches, tables, bike racks) to facilitate Outdoor Activity and related temporary structures. Please mention any requests in your application.

Parklet process

Well-designed parklets will add vibrancy and interest to the streetscape and have higher visual, functional and DDA amenity.

Complex bespoke designs will require significant review by council and may take longer to approve.

General Design Requirements

Before purchasing or designing a parklet, business owners must gain approval from Council in regard to their proposed parklet location. The business owner must also have a valid Footpath Trading Permit and is to follow the application process as outlined in the Parklet Policy.

The parklets are to be designed by a qualified professional, with 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 construction, the Engineer must inspect and issue a Certificate of Compliance (Reg 126) – Inspection.
- The parklet must be installed by a registered builder.

The parklets must be designed such that they:

- Continue to appear as a parklet even when/if furniture is packed away, to prevent vehicle access at all times;
- Can be easily packed up and moved if required, to allow for any utility, maintenance or capital works; and
- Maintain the function and amenity of the footpath, leaving adequate unobstructed footpath width as set out in the Footpath Trading Policy.

There are now many companies who can create purpose-built hire or purchase parklet equipment should you wish to create a bespoke parklet. It is recommended checking with suppliers that designs, and documentation can be supplied or adjusted to meet the Shires guidelines.

- Traders will be responsible for ongoing maintenance of their parklets including ensuring gutters adjacent to the parklet are kept free of debris.
- Quality materials and visual amenity is a must, as is accessibility for all, drainage under the platform to the kerb and a structure that can be removed for maintenance and services at short notice.
- Under clause 9 of the Shire's General Purpose Local Laws 2012, construction or installation of a parklet requires a permit for works in the roadway.

Any contractor engaged to install or construct the parklets must meet all legislative OHS requirements, including the use of appropriately trained and qualified personnel, use of a "safe work management system" and appropriate levels of public liability insurance.

- Most parklets will need traffic management for installation with an approved Traffic Management Plan. Council will install bollards/blocks and can assist you to engage with traffic management for your installation through our contractors at your cost. Alternatively you can use your own suitably qualified traffic management
- Shade structures, such as a marquee, can be used but must only be weighted and not fixed into the pathway or road. A shade structure must only consist of a roof structure; no sides are permitted. If you wish to use a shade structure it must be supplied and installed by a registered operator and signed off by a registered building practitioner. Weighted marquees should have a wind rating of greater than 100kph. A letter from the registered operator must be supplied to council confirming installation information, wind rating and sign off from a registered building practitioner.
- Traders will be responsible for supplying furniture, plants etc for their parklets.
- Traders must ensure the parklet and associated furniture is accessible to those with mobility constraints

Platform

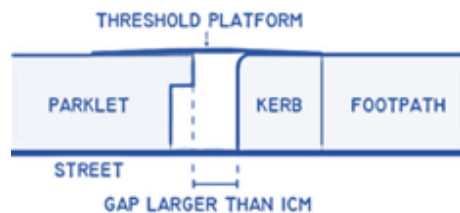
All parklets must be provided with raised platforms unless special circumstances require otherwise. The platform of the parklet must appear as an extension of the footpath to ensure safety and accessibility and cannot be fixed to the road surface or kerb. The platform needs to be relatively flat to allow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

Threshold with adjacent footpath

The parklet platform needs to sit flush with the adjacent footpath.

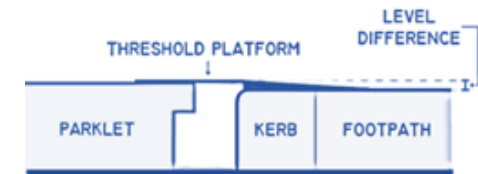
Between the platform and the kerb, the maximum gap allowed is 1cm. This will help to ensure that the parklet remains accessible to everyone.

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.

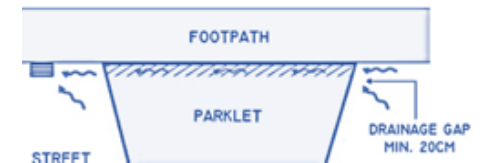
Diagram
Threshold platform



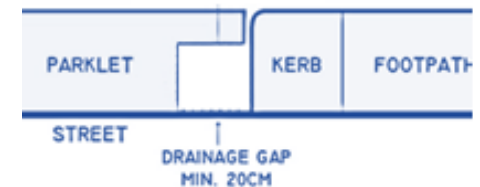
Drainage

A small 20cm gap between the kerb and the base of the frame is required to allow for rainwater to run along the kerb as usual.

Plan
Drainage



Section
Drainage Gap



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:

- where possible, sustainably sourced and locally sourced
- non-reflective
- weatherproof and windproof
- high quality and well designed
- non-slip (walking surfaces)
- easy to disassemble and carry
- potential to recycle or reuse the material at the end of its life as a Parklet.

Design and amenity

Parklets must be temporary and removable at short notice for works and maintenance. Parklet infrastructure must allow drainage. Parklets must not be enclosed structures.

- The parklet should be well designed and maintained to promote access for all. Outdoor Activity should promote vibrant commercial and community precincts. Street furniture should complement the local streetscape character with quality, durable design. Unfixed furniture and items must be packed away each night and semi-permanent elements (as approved by the Shire) must be built to withstand all weather. Fencing is required to be fixed to the supplied bollards/blocks and must remain in place for the duration of the permit.

See our tips for an environmentally sustainable parklet and supporting local below.

Approvals process



- Draft your parklet design
- Schedule a meeting with our planning team to understand if you will need an amendment to your planning permit
- Finalise your parklet application and submit
- Your parklet CANNOT be installed until you have received your permit and the necessary infrastructure has been installed by the Shire.



- Most deck structures will need traffic management for installation with an approved Traffic Management Plan
- We will install bollards and barriers and can help you book traffic management for your install date through our contractors



- You will need to complete the monthly Maintenance Checklist on our website



- Most deck structures will need traffic management for removal with an approved Traffic Management Plan
- Council will help you book traffic management for your removal date through our contractors and will remove bollards and barriers

Once you have your parklet

Inspections

The Shire will conduct routine inspections for strict compliance with all criteria, these Guidelines and the Commercial Activities on Footpaths Policy 2008 (if applicable). Use of the public realm is a privilege and must balance community safety and amenity at all times. Your permit may be revoked if conditions are not satisfied.

Maintenance checklist

- 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.

Complaints procedure

Public complaints should be sent for investigation to:

✉ customerservice@mornpen.vic.gov.au

Change of ownership

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

1. Apply to Council to transfer the Parklet permit.
2. Cancel the permit and remove the parklet.

Minor changes

Traders 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 materially the function or platform size you will need to contact Council for approval.

Removal

A parklet might need to be removed temporarily or permanently for streetscape improvements or to access utilities. Council will give the trader 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 trader. 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.

The Shire will provide further information to help traders comply with safety and other obligations.



Tips for an environmentally sustainable parklet

1. Design for waste reduction

Re-use, repurpose and upcycle during design. This will reduce waste and save you money on set-up costs. You may have excess furniture such as tables, chairs and umbrellas that cannot currently be used due to indoor capacity limits. Even plants may appreciate the change of scenery outside.

Where extra furnishings are needed, consider hiring rather than buying. This can save you money and is a great choice if you wish to 'try before you buy'. Many local event hire businesses offer this service and can be found on our Mornington Peninsula business register.

Think about the lifespan and end use of your parklet. How long will you use it for? What will you do when not in use, for example at the end of permit? Can you repurpose or store the infrastructure, or will it be sent to landfill? These simple questions, and factoring in the cost of disposal, can save a lot of resources in the longer term.

2. Design for a greener footprint

When deciding materials for your parklet, consider their environmental footprint and where possible go for recycled and/or recyclable options. Did you know that producing cement products can use up to 11 times more energy than hardwood timber? Virgin plastic (not recycled) of any kind, including plexiglass, is strongly discouraged.

Support local. All the expertise and supply capabilities to complete your install can be found on the Mornington Peninsula, think local, and help to reduce the carbon emissions associated with transport.

Depending on your available space, consider promoting active transport by having amenities such as bicycle racks and water fountains. This can strengthen community connection and can have economic benefits for the trader.

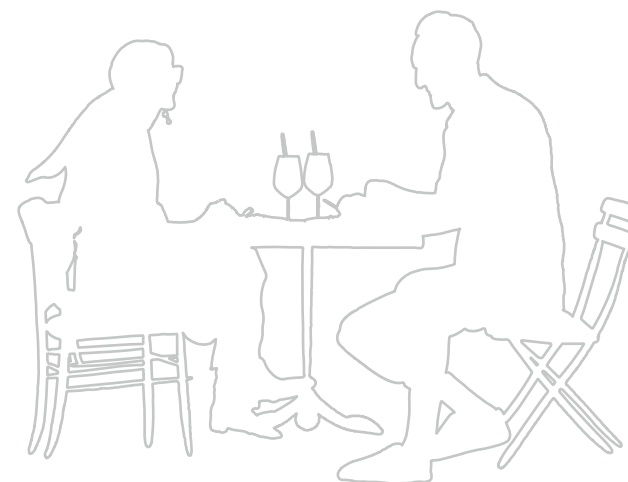
For further information on low emissions building materials and sustainable design, visit the Buy Recycled Directory, or contact us at: ecolivingdisplaycentre@mornpen.vic.gov.au.

3. Design for biodiversity



Planting is encouraged in your parklet. We encourage using Indigenous plants, which provide habitat and are more drought tolerant than alternatives. Plants make your parklet look and feel great, attracting more customers more often. Our suggestion is to 'Be Creative'! Check out our list of plants indigenous to your area on our Shire plant guide.




Consider incorporating micro herbs or vegies into your design. As well as adding to the appeal of the design, your customers will love you for the fresh produce.

To help get you started The Briars Nursery has offered half price discounts on stock for all Parklet Permit holders (proof must be provided). Our staff recommend using six – inch native plants, which can be viewed on The Briars nursery website. Delivery options can be discussed with Nursery staff.



Contact Mornington Peninsula Shire

 1300 850 600 (24 hours) or 5950 1000
TIS: 133 677 then ask for 1300 850 600
NRS: connect to NRS on www.relayservice.com.au
then ask for 1300 850 600
 customerservice@mornpen.vic.gov.au
Private Bag 1000, Rosebud 3939 DX 30059

 facebook.com/mornpenshire
 @MornPenShire
 MornPenShire

Mornington Peninsula Shire Service Centres

ROSEBUD

90 Besgrove Street, 3939

MORNINGTON

2 Queen Street, 3931

HASTINGS

21 Marine Parade, 3915

SOMERVILLE

1085 Frankston-Flinders Road, within Somerville Library, 3912