

Yarra City Council

# Yarra's Parklet Program

Policy and Design Guidelines

October 2021



## Acknowledgments

Yarra City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and true sovereigns of the land now known as Yarra. We also acknowledge the significant contributions made by other Aboriginal and Torres Strait Islander people to life in Yarra. We pay our respects to Elders from all nations - and to their Elders past, present and future.

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# Introduction

## Parklets in Yarra

Yarra's Parklet Program supports eligible hospitality businesses to offer outdoor dining in what was otherwise used as car parking bays. The Program sits alongside Yarra's Footpath Trading Program.

Originally developed to support local businesses through COVID-19 restrictions, the Parklet Program permits hospitality businesses to use (with approved consent) on-street car parking bay(s) directly outside of their business or the neighbouring business with permission.

There are two permit types businesses can apply for. The first option is a **12-Month Permit**, with the option to renew the permit annually.

Alternatively, a **Summer 'Daylight Saving' Permit** is available across the summer months which is roughly aligned with the start and finish dates of Daylight Saving.

Yarra's 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 area broadly)
- recognise the needs of Council services, emergency services, utilities and other essential works
- provide high quality design that positively contributes to the local character
- provide opportunities for greening
- foster neighbourhood interaction
- help activate streets and the perception of safety
- test public appetite for permanent streetscape improvements.

# Eligibility

## Who can apply for a parklet?

The Parklet Program is exclusively for hospitality businesses in Yarra. No other business types, industries or sectors are eligible.

All parklets need to be located in approved areas which have been determined by the Department of Transport (DoT), Yarra Trams, and Council.

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

## Location / traffic conditions

Parklets may be eligible 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](#).
- Streets which are not clearways.
- 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 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 Yarra Traffic Engineering will be required).
- Within 20m of a signalised intersection on the approach side.
- Within 20m from a tram stop flag (sign) on the approach side.
- Streets with speed limits above 40km/hr.
- Roads [controlled by VicRoads](#).
- Areas obstructing access for deliveries, essential and emergency vehicle access, commercial car parks, buildings and residences.
- Areas with clearways/tow-away zones.
- 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 what is allowed under the permit.

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.

### **Existing parklet Permit Holders**

Businesses that were part of the 2020/21 COVID response Temporary Parklet Program and who already have a temporary Parklet Permit will need to:

- demonstrate that the existing parklet meets current safety, accessibility and cleaning guideline requirements as detailed in this policy and the permit conditions
- pass a building and safety inspection
- pay the required application and occupancy permit fees
- agree to all permit conditions, including the requirement to transition across from the existing temporary program to the permanent program by end March 2022. Please refer to Council website for more information.

### **Submitting an application for a parklet**

Please refer to Yarra City Council's website: [yarracity.vic.gov.au/parklets](https://yarracity.vic.gov.au/parklets) for information on what is required to submit an application.

## Cost and installation of a parklet

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

The 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 both with, or without a parklet.

### Permit types

There are two permit types you can apply for.

Please ensure you are familiar with the [Design Guidelines](#) 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.

### 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 Yarra's annual footpath trading permits, meaning the parklet permit will run from October 1 – September 30 annually (with the exception of 2021 when the permit will run November 1 – September 30).

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 'Daylight Saving' Permit

Council recognises that many businesses only wish to operate a parklet during the warmer months of the year. The introduction of the Daylight Saving Permit which runs from October 1 – March 31 annually (with the exception of 2021 when the permit will run November 1 – March 31), and is a perfect permit to take advantage of the longer days.

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.

### Fees

#### Application and inspection fee

Council requires both new applicants and existing Permit Holders to pay a flat application and inspection fee per permit application, regardless of the size, location or type of permit.

## Parklet occupancy fee

The occupancy fee is dependent on the location of your parklet and has been calculated based off the value of the public space as well as the revenue that space would normally generate to Council. The fees within the below table are per carpark, per annum.

There are three categories that streets have been divided into being primary, secondary or neighbourhood.

- There are only three eligible **Primary Streets** within Yarra: Brunswick Street (between Alexandra and Victoria Parade), Smith Street and Gertrude Street. These three streets are also subject to Yarra Trams requirements.
- **Secondary Streets** are those that have on-street paid parking, but are not one of the three Primary Streets. Examples include Rathdowne Street & Peel Street.
- **Neighbourhood Streets** are any other streets that do not have paid parking. Examples include Highett Street and Gipps Street.

If you have any questions or would like confirmation on what category your parklet application falls under, please contact us at [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) or call 9205 5555.

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 24 meters in length and must occupy whole parking bays.
  - For streets with parallel parking this will mean a maximum of four parking bays before a 1.2m gap is required to allow pedestrians to cross the street.
  - For angled parking, there is a minimum two parking bays per parklet. Maximum length is also 24m per parklet.
- On primary streets with trams, Yarra Trams may impose further restrictions on the maximum length of parklets.
- Council may use its discretion to stipulate the maximum number of permitted bays and any related conditions.

Please visit [yarracity.vic.gov.au/parklets](https://yarracity.vic.gov.au/parklets) to view the occupancy and application fees.

## Insurance requirements

The parklet Permit Holder is required to maintain a valid public liability insurance policy, noting Yarra City Council as an interested party. The policy must insure for the amount determined appropriate by Council in the parklet permit, 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 and 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:

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

## Construction and installation of the parklet

If your application is successful, you may wish to hire or purchase outright any required parklet infrastructure that meet the [Design Guidelines](#) in this document.

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 Yarra'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 and is updated regularly. 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** - ensuring you use a registered builder and you adhere to the [Design Guidelines](#) and permit conditions; you are able to construct your own parklet.

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.



## 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 in 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.

### Sharing a parklet

Two hospitality businesses can share one parklet space, however each 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 Mon – Friday, 8am – 4pm.
- Permit Holder B uses the parklet from Thursday – Sunday, 4pm – 11pm.

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 service 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 trollies 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 applicant's property and neighbouring properties is essential.

### **Road reinstatement**

Permit Holders are responsible for any costs to reinstate the road, 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 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 11pm (unless there is a specific planning condition that stipulates otherwise).

Service to the parklet must cease by 11pm. 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 will require written consent from residents affected by the application. Council has the discretion to impose specific operational times when assessing applications.

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 licenced 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.

## COVIDSafe Plans

Any business wishing to provide table service in outdoor dining areas must hold a COVIDSafe Plan and comply with patron limits designated for outdoor spaces. For the latest information on Victorian Government requirements, please visit: [www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19](http://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19).

## Safe Parklets

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](#).

Permit Holders are also responsible for providing hand sanitising stations and other patron management systems as part of the COVIDSafe Plan.



# 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).

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 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.

## Other requirements

### Yarra Trams conditions

Yarra Trams has published guidelines to guide the construction of all new parklets along tram corridors. The guidelines specify where parklets can be built in relation to:

- the setback from tram tracks
- distance from a tram stop
- maximum length of a parklet
- gaps between the parklet and the next parked car.

To clarify these requirements, or to seek an exemption contact Yarra Trams directly at [dl-trafficengineer@yarratrams.com.au](mailto:dl-trafficengineer@yarratrams.com.au).

### Street tree protection requirements

- No furniture to be placed closer than 500mm 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.
- 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.

## 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 which is in an unobstructed area and is 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.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible](http://www.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible).

## 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 draftsman standard.
- Engineers Certificate of Compliance (Reg 126) - Inspection received at completion of works confirming installation compliance.
- Maintenance of the structures.
- 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

- Prefer to utilise carpet matting or similar suitably fixed non-slip/non-flammable material to the ground surface.
- If timber decking used then must be suitable condition 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.
- No smoking allowed to eliminate ignited butts dropped below decking.
- 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. The following choices of ramps may be utilised:
  - Option 1 Ramp  
An inclined surface on a continuous accessible path of travel with a maximum rise of 190 mm, a length not greater than 1520 mm and a gradient not steeper than 1 in 8.
  - Option 2 Ramp  
An inclined surface on a continuous accessible path of travel with a maximum rise of 190 mm, length not greater than 1900 mm and a gradient not steeper than 1 in 10.
  - Option 3 Ramp  
An inclined surface on a continuous accessible path of travel with a maximum rise of 35 mm, length not greater than 280 mm and a gradient not steeper than 1 in 8.
  - Option 4 Ramp  
An inclined surface on a continuous accessible path of travel between two landings with a gradient steeper than 1 in 20 but not steeper than 1 in 14.

- 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 as shown in the example not to incline causing possible head and body collision.
- In addition to concrete blocks/vehicle barriers also consider screen methods to prevent a child sitting on outside perimeter decking sticking hands/body out and being hit by passing vehicle if sticking hands or body out.
- Roof coverings to contain suitable fire indices and consideration of heating elements clear of flammables and roof coverings.
- Downpipe discharge from roofed structures posing trip or slip hazard.
- Designed and tied down to the appropriate wind speed as nominated by the engineer.

## Glossary

<b>Camber of the road</b>	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.
<b>Pro rata basis</b>	This is a fee based on the proportional number of remaining days in the permit.
<b>Public liability insurance</b>	This is insurance to help protect against claims of personal injury or property damage as a result of the business (or parklet) operation.
<b>Redundant crossover</b>	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.



Yarra City Council

# Yarra's Parklet Program

Appendix A - Design Guidelines

October 2021



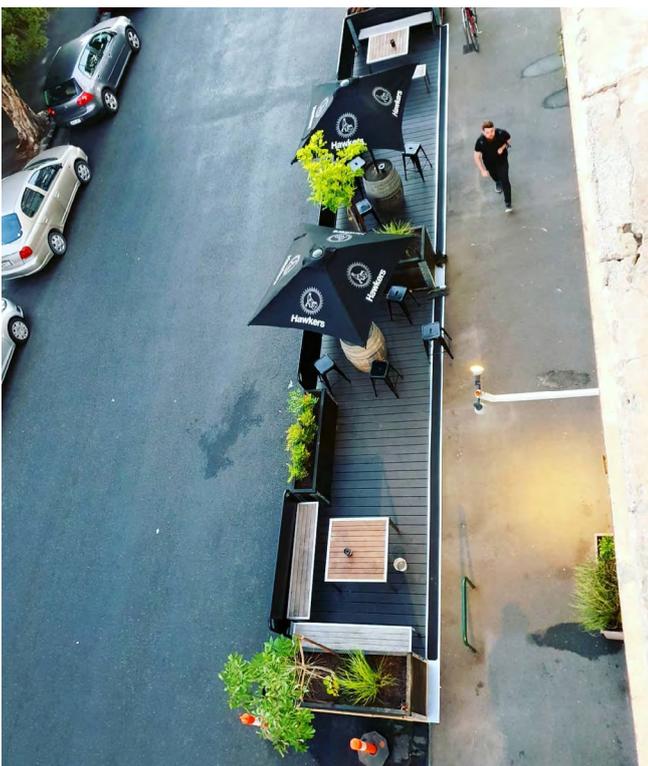
## Design guidelines

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

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



PARKLET GUIDELINES

## 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.

In addition, parklets along tram routes should meet any requirements from Yarra Trams.

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

- Minimum setbacks from the edges of the car parking bay where they interface with adjacent parking bays:
  - For parallel bays, a minimum 500mm setback at each end (see diagrams overleaf).
  - For angled or 90 degree parking, a minimum 300mm setback at each side.

- In some cases where there is no buffer space on the traffic side (e.g. cycle lane) or if the road width is constrained, a setback of 300mm may be required from the side/end of the parking bay where it interfaces with the traffic lane.
- All setbacks must be kept clear of any parklet structures and furniture.

### 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 as shown on the diagram overleaf. Alternatively, a continuous row of planters can also 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 in the following situations listed below (refer to diagram overleaf).
  - On primary streets (Brunswick, Smith and Gertrude), unless there is already a kerb extension or tree in the road space immediately next to the parklet on the approach side.

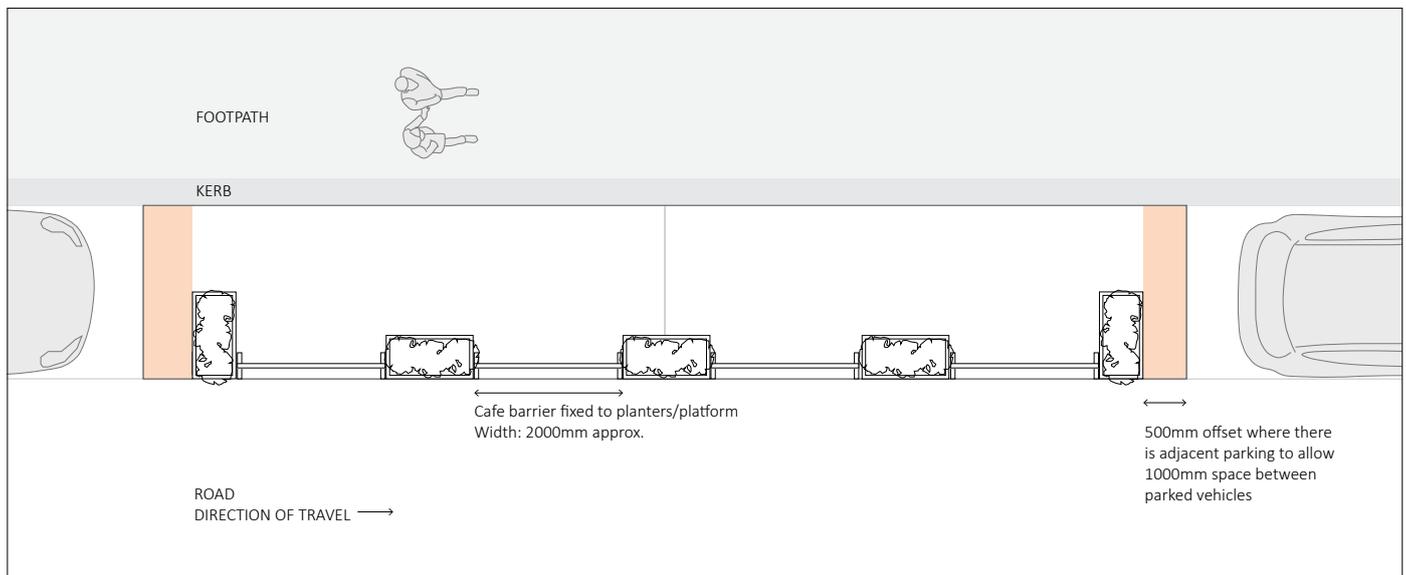
- On the departure side of an intersection (on any street), if there is no protection leading up to the parklet (e.g. through a kerb outstand, tree, parking).

These concrete planters with a tree must measure at least 800mm wide by 800mm long and 800mm high (above the road level) and be completely filled with soil (with an appropriate soil volume for the selected tree species).

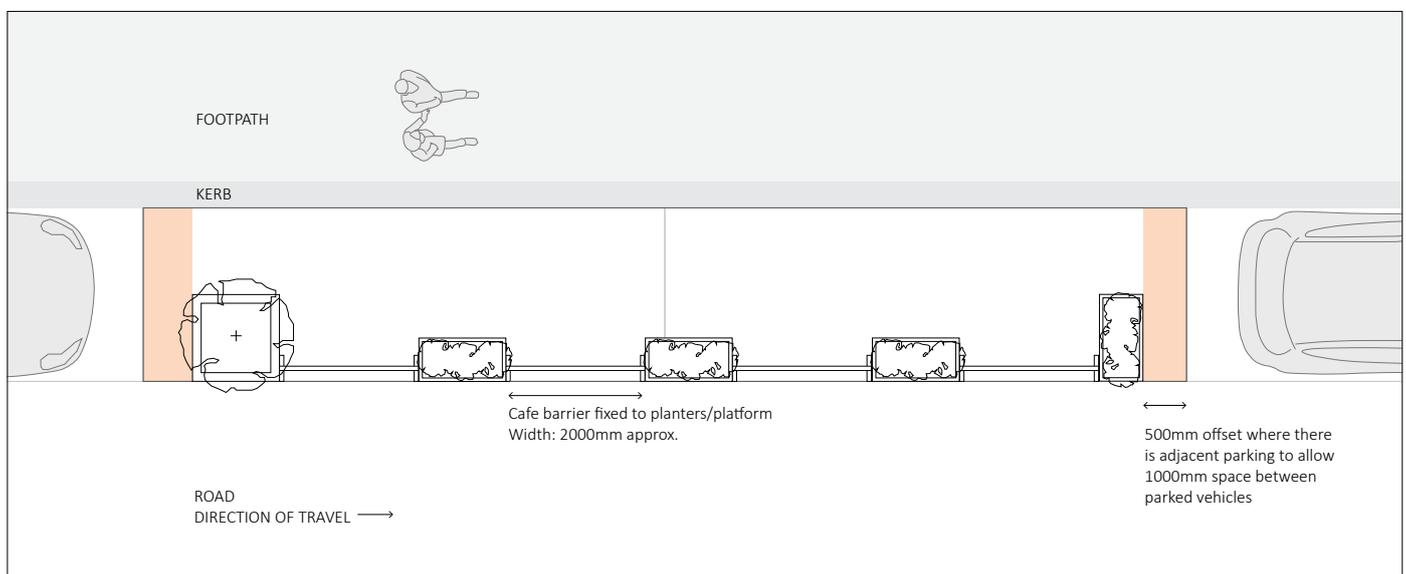
### Signage/reflective tape

- A chevron sign (a directional arrow sign) is required on the approach side on the planter box.
- Reflective tape is required along the outside edges of the parklet.

Council requires these to be uniform and therefore will provide the sign and reflective tape as part of a parklet approval.



Layout showing planters and fencing



Layout showing planters and fencing, with large concrete planter on the approach

## Accessibility

Yarra's different site conditions mean that a one size fits all parklet is not possible. 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: [www.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible](http://www.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible).

## Platforms

Platforms can enable easy access into the parklet and create a space that feels like an extension of the footpath. It is important that platforms meet the following requirements to ensure that they are comfortable to use and do not impact the function of the road underneath.

### Design

- Platforms must not be fixed to the road surface or kerb and channel (including any heritage bluestone kerb and channel). Any damage resulting from use/installation must be reinstated.
- Platforms should provide a generally level surface to allow for tables and chairs to comfortably sit in the space.
- The design should ensure that water drains effectively off the platform and does not pool in the space or onto the adjacent footpath.
- Surfaces should be non-slip and meet relevant Australian Standards.
- Where there is a gap between the platform and the footpath, a threshold platform can be provided to provide a more seamless transition.
- To enable level access where there is an incline along the footpath, the parklet should be constructed so that one portion of the parklet is level with the footpath.
- Platforms must comply with relevant [building requirements](#) which are set out at page 18 of the Parklet Policy.

### Drainage / street cleaning

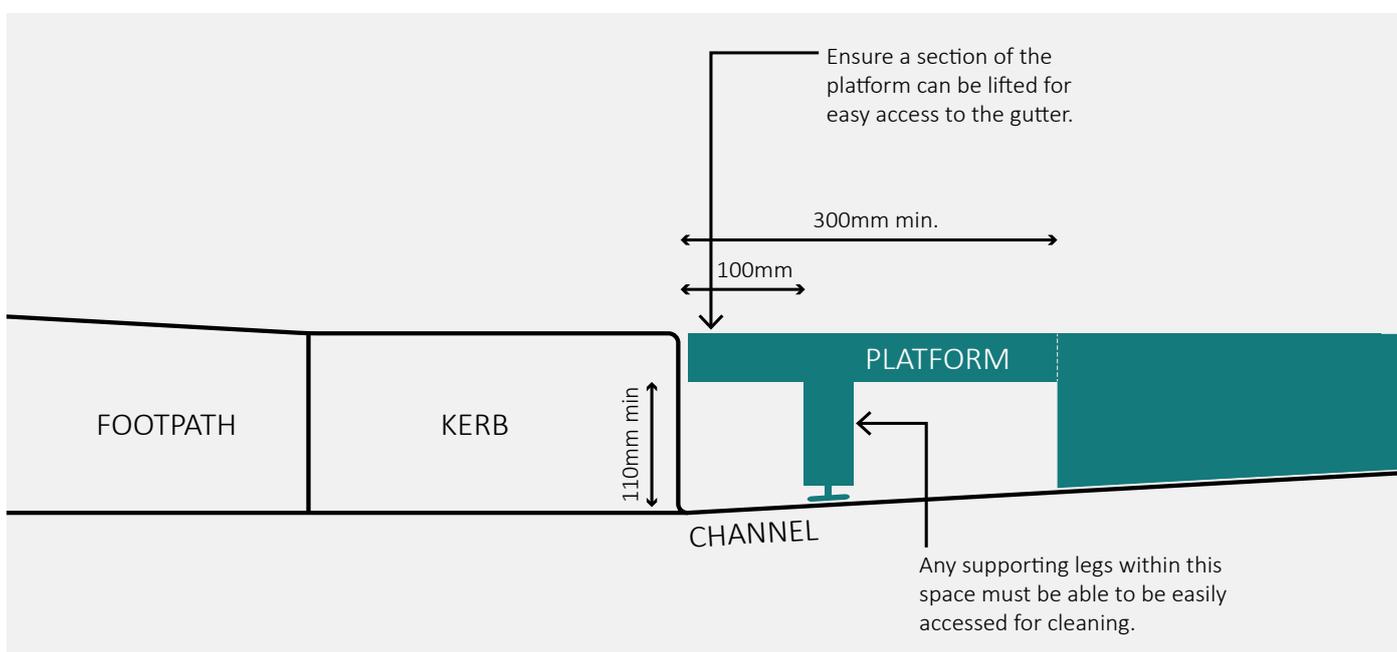
- Platforms are not allowed over drainage grates, pits and outlets.
- Parklets are not permitted in areas of significant flooding - check this with Council before you apply.

- Platforms must provide adequate space to allow adequate drainage and cleaning of channel, Please refer to diagram below 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 page 18 of the Parklet Policy.



## 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)
- long-lasting and weather resistant
- 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 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

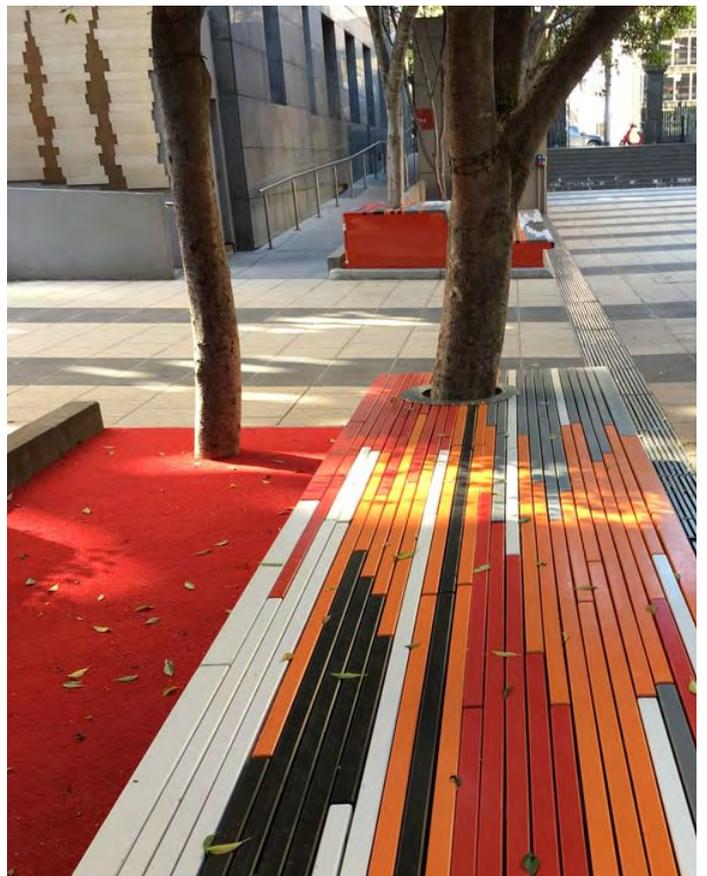
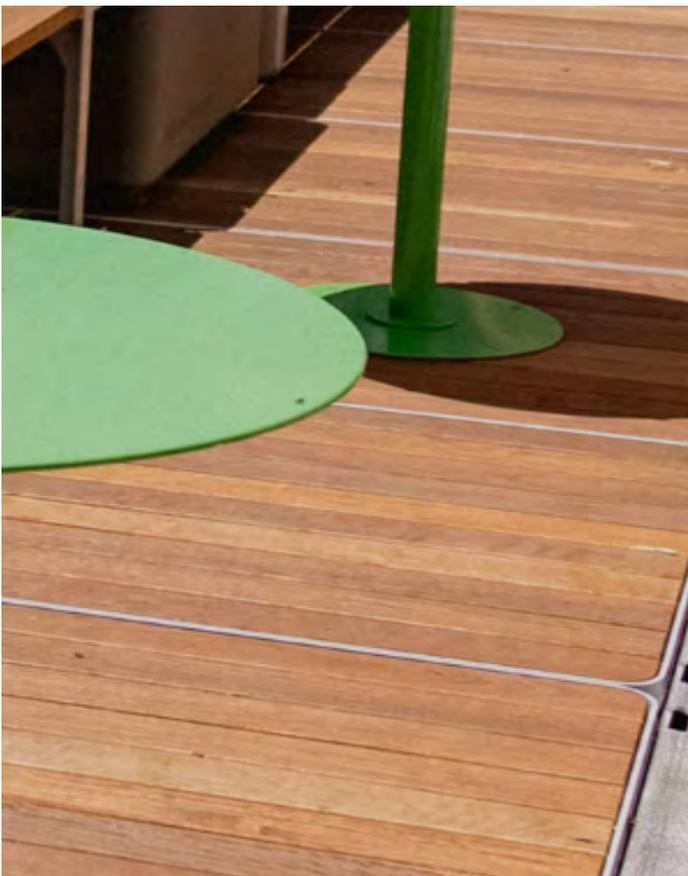
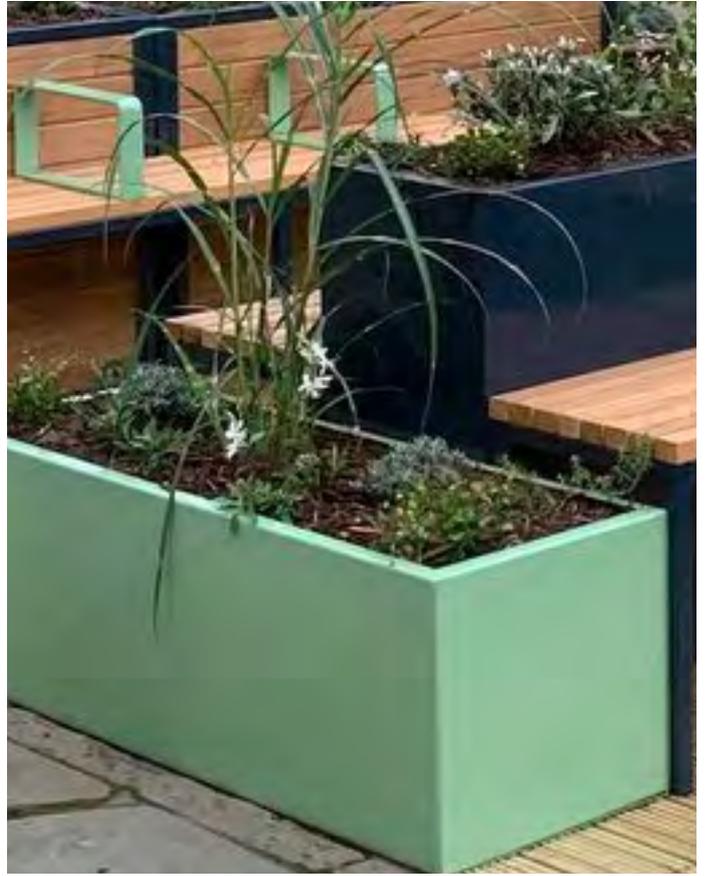
The following materials are generally preferred (refer to example images to overleaf).

- 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.
- Some timber materials
  - 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.
- Recycled plastic

## Materials that are discouraged

The following other 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

Providing planters within the parklet enables greening of the street and opportunities for tree planting.

**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.**

- Plant selection should:
  - 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.
- 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:
  - 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.



## 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?
  - 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 spacings 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. If used consider a combination with for example English box to provide structure.
  - 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.
  - Sometimes trailing plants can provide visual interest if you are using one type of small shrub in the planters.
  - Consider evergreen varieties to provide an abundant display throughout the year.
  - Consider native plants that are suitable for growing in containers, to increase biodiversity.
  - Consider the examples overleaf as a starting point, ensuring that the plants chosen are suitable for the local conditions.
- Trees
  - Some examples are provided overleaf. Consider evergreen varieties to provide greenery all year round.



## Examples

Here are some examples of plants that can grow well in pots/planters, with the right conditions and maintenance. These examples also show the type of quality and appearance that is expected.

**Ensure you seek advice from your local nursery or a qualified professional before finalising your plant selection.**

- ① Silver Ponyfoot
- ② Lilyturf
- ③ Common Box (varieties)
- ④ Lavender
- ⑤ Silver Bush
- ⑥ Sage (varieties)
- ⑦ Xanadu Philodendron
- ⑧ Rosemary (dwarf or prostrate varieties)
- ⑨ Olive
- ⑩ Magnolia/Michelia (evergreen)
- ⑪ Citrus
- ⑫ Bay

## 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 (see example below)
- meet the design criteria (see right)
- 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 to page 18 of the Parklet Policy)
- designed so that any roof structure manages water run off and wind load.



## Design criteria

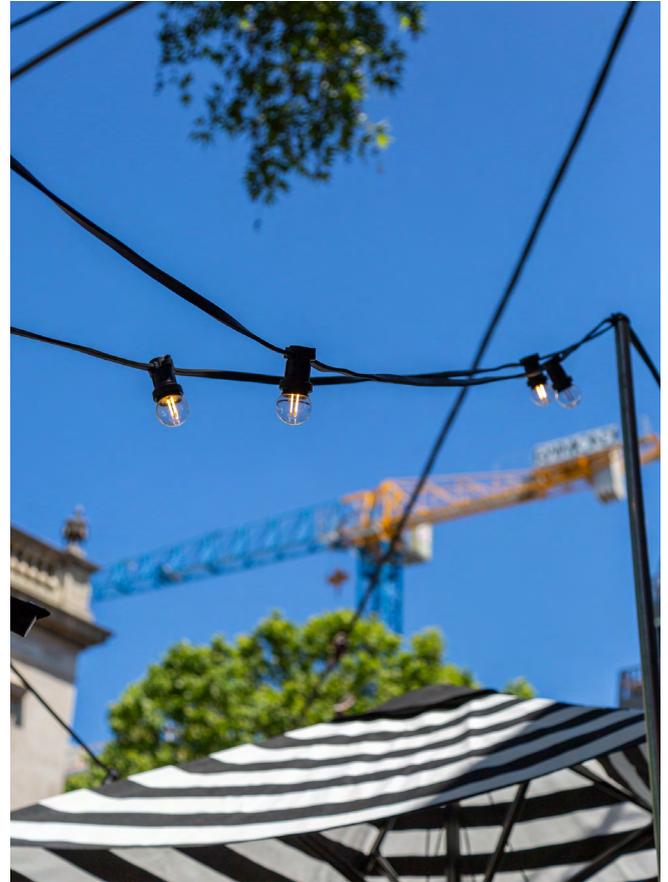
- *Retain views to heritage buildings and businesses*  
To ensure that structures do not obstruct or detract from heritage buildings/streetscapes and ground floor shops.
- *Welcoming spaces*  
Structures create open and inviting spaces that feel public and not privatised.
- *Activation on the street*  
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.
- *Easy to maintain*  
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.

## 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.

For more information on making your business accessible, please visit: [www.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible](http://www.yarracity.vic.gov.au/services/business-in-yarra/before-you-start/make-your-business-accessible).

## 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).

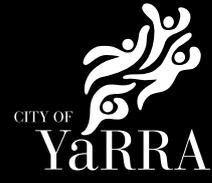
## Heaters

- 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.
- No overhead outdoor heaters are permitted within the parklet.

## Image credits

- pg 23 Grand View Hotel  
colliepl.com  
au/2019/10parkletspark-less/
- pg 29 Concrete planter  
<https://anston.com.au/products/architectural-outdoor-furniture/>
- Metal planter  
<https://www.meristemdesign.co.uk/parklets>
- Recycled plastic bench  
<http://www.rushwright.com/immigration-museum/>
- Timber decking  
<https://www.urbancommons.com.au/>
- pg 30 Planters  
<https://www.meristemdesign.co.uk/parklets>
- pg 32 Silver Ponysfoot, Lilyturf, Common Box (varieties), Lavender, Silver Bush, Sage (varieties), Xanadu Philodendron, Rosemary (dwarf or prostrate varieties), Citrus  
<https://www.warners.com.au/>
- Magnolia/Michelia (evergreen)  
[www.gardentags.com/profile/kassempervera/michelia-yunnanensis-scented-pearl-syn-magnolia-laevifolia-scented-pearl/876455](http://www.gardentags.com/profile/kassempervera/michelia-yunnanensis-scented-pearl-syn-magnolia-laevifolia-scented-pearl/876455)
- Bay  
[www.treeseedonline.com/store/p142/Bay\\_Tree\\_%28laurus\\_nobilis%29.html](http://www.treeseedonline.com/store/p142/Bay_Tree_%28laurus_nobilis%29.html)
- pg 33 Overhead structure  
<https://wparch.com/projects/civic/parklet/>





**Team**

email address

website

