

Hobsons Bay Parklet Permit Application Form

Overview

The Hobsons Bay Parklet Policy is intended to support eligible hospitality businesses to offer outdoor trading in car parking bays.

The Policy details the eligibility requirements, proposed application process, potential associated costs, and permit holder commitments associated with a parklet.

The Parklet Policy should be read in conjunction Council's Community Local Law which can be found at www.hobsonsbay.vic.gov.au under Local Laws and sits alongside Hobsons Bay [Footpath Trading Program](#).

Advise when completing the form:

- Where possible, please type responses. If completing the form in writing, please use **BLOCK** letters.
- Proposed Plans **MUST** be submitted with the application form and will **NOT** be assessed without them.
- Please email completed form and relevant documentation (e.g. plans, photos, title, etc) to business@hobsonsbay.vic.gov.au

Applicant Details

Applicant details	
First Name	Surname
Postal address:	
Street Address:	
Telephone:	Mobile:
Email address:	

Business Details

Business details (if same as above, state "AS ABOVE")	
Business Name:	
Business Trading Name:	
ABN:	
Property / House No:	
Street Address:	
Suburb:	Post Code:

Eligibility criteria

Note: Please circle, tick, or highlight your responses to the following questions

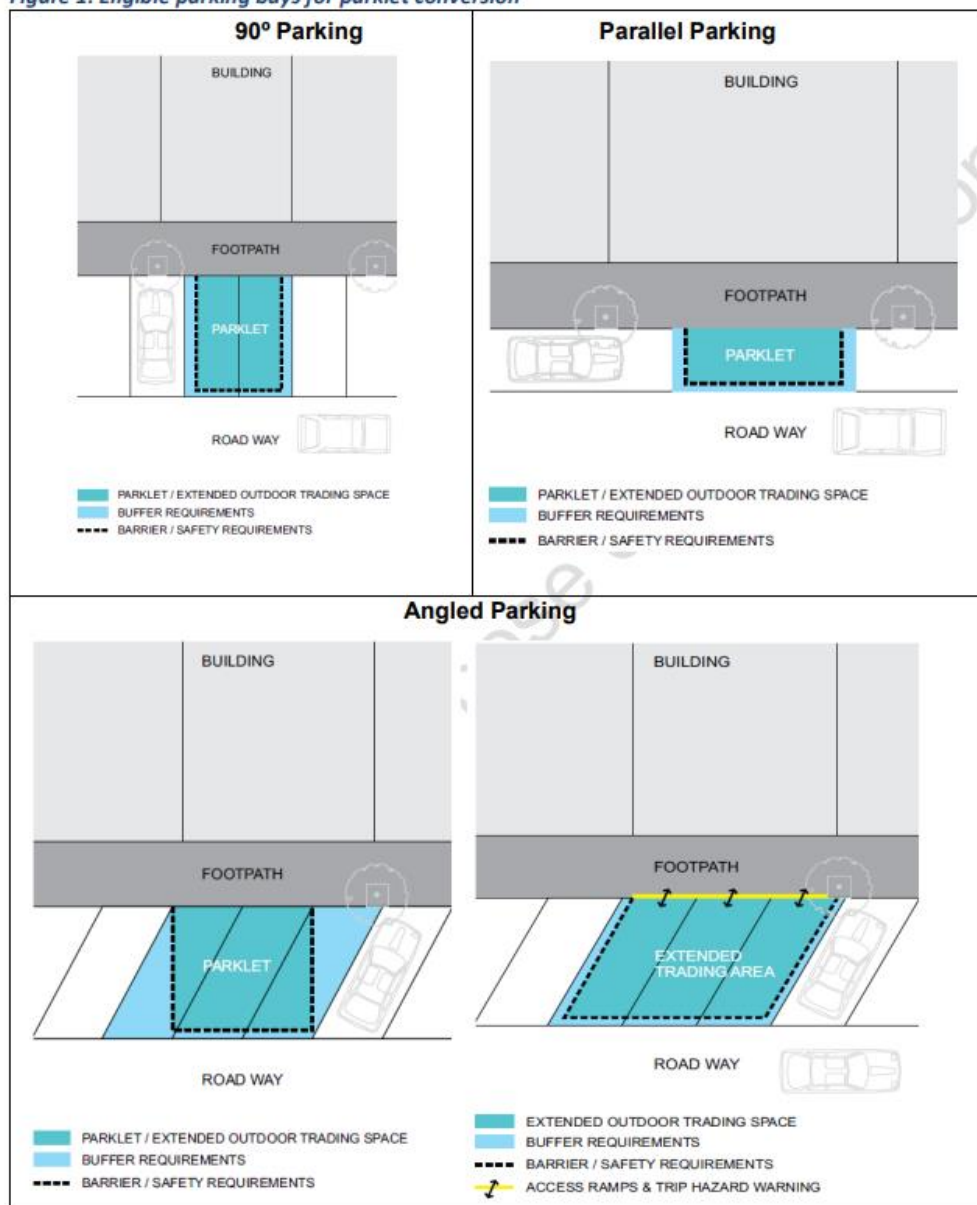
1. **Have you held an outdoor dining parklet permit in the past 12 months?**
 - a. Yes
 - b. No
2. **Are you also intending to trade on the footpath?**
 - a. Yes
 - i. You will need to apply for a Footpath Trading Permit (<https://www.hobsonsbay.vic.gov.au/Council/Regulations/Footpath-Trading>)
 - b. Both
 - i. If selected:
 1. You'll also need to apply for a Footpath Trading Permit
 2. Before you continue with this application, please make sure you have read the Hobsons Bay Parklet Policy requirements. Note, Parklet applications require a longer processing time.
3. **Have you read the Parklet Policy and understand the application requirements?**
 - a. Yes
 - b. No
 - i. Before you continue with this application, please make sure you have read the Hobsons Bay Parklet Policy requirements (<https://participate.hobsonsbay.vic.gov.au/outdoor-trading-framework>)
4. **Are you a lawfully existing food premises (cafe or restaurant) and have a working kitchen or food preparation area.**
 - a. Yes
 - b. No
 - i. Parklet permits are intended for hospitality businesses located in an activity centre that has an eligible parking bay in front of their business, and meets all parklet selection principles as outlined in the Policy.
 - ii. The Policy does not apply to hospitality businesses located in private areas and / or managed by a body corporate.
 - iii. Council reserves the right to approve non-hospitality businesses to install a parklet, or for a parklet to take up a non-parking bay location, under exceptional circumstances and where there is substantial evidence of community support.
5. **Can you easily see the proposed parklet area from inside the business?**
 - a. Yes
 - b. No
 - i. To be eligible for an Parklet Permit you should have clear line of site from inside the business. Council reserves the right to make exceptions to this rule if required.

Parklet Location

- **Road User Safety – Speed**
 - Will your proposed parklet be located on a street with a speed limit of 40km/h or less?
 - Yes
 - No

- Note: If located in a greater speed zone, a speed limit reduction may be required, or additional conditions placed on the permit.
 - **Road User Safety – Intersection**
 - Will your proposed parklet be located at least 10 metres from an unsignalised intersection and 20 metres from a signalised intersection.
 - Yes
 - No
 - Your application may not be supported. Exceptions may be granted at the discretion of Council officers.
 - Unsure
 - **Parking Bays**
 - Note: Parklets may be eligible in streets with the following parking bay elements (see Figure 1 below).

Figure 1: Eligible parking bays for parklet conversion



- What type of car parking bay will your proposed parklet occupy?
 - 90° Parking

- Parallel Parking
 - Angled Parking
 - Other
 - Note: A Council officer will review the proposed location.
- **Transport Network – Essential Infrastructure**
 - *Note:* Will your proposed parklet have any ground structure, furniture or infrastructure built over, or covering a stormwater pit or cover utility access panels?
 - Yes
 - Council may place additional requirements on your permit to ensure that these assets are not negatively impacted.
 - No
 - Unsure
 - A council officer will check this when reviewing your application. Note, applications that cover or are built over stormwater pits or cover utility access panels won't be supported.
- **Transport Network – Essential spaces**
 - *Note –* A parklet must not be located in essential spaces such as accessible parking bays, police / emergency vehicle parking zones, public transport pick up zones and public biking lanes unless deemed acceptable by Council.
 - Will your proposed parklet be located in any of the above areas?
 - Yes
 - Council may not support this parklet location.
 - No
 - Unsure
 - A Council officer will assess your application.

Parklet Design

- Council is supportive of parklet designs that are functional and high-quality design elements that preserve residential amenity and enhance streetscape image. A permit application must demonstrate how it will positively activate the local precinct. Please review the full list of design requirements in the Hobsons Bay Parklet Policy. <https://participate.hobsonsbay.vic.gov.au/outdoor-trading-framework>
- Council has also developed a list of pre-approved parklet vendors. Businesses are encouraged to apply via this or another application option. Please see the attached vendor and design guide
- Please attach a copy of your parklet design with your application

Outdoor Furniture

Please list below all furniture items that will be included within the parklet area. *Note: You'll need to attach photos or designs of all furniture, logos, and safety patterns at the end of the application*

Outdoor Furniture	Number
Tables	
Chairs	
Umbrellas	
Menu Board	
Removable gas heaters	

Removable lighting	
Other furniture (please specify)	

Hours of Operation

Please list below the days your business will be open and trading within the parklet

Outdoor Furniture	Trading Hours for your parklet
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Neighbouring business

- **Are you proposing to trade in front of a neighbouring business?**
 - Yes
 - If you wish to place a parklet in front of the business next door a letter of consent from the tenant and owner or owners' corporation of the building is required and must be attached to your application. Find a sample letter (Appendix C)
 - No

Liquor

- **Are you proposing to trade liquor in your parklet area?**
 - Yes
 - *Note:* Applicants who have a liquor licence and intend to serve alcohol from their parklet must provide additional information with their parklet application. It is advised to speak to a Council planning officer about how to proceed. Note, the Applicant must:
 - Amend their existing planning permit to include the parklet area, and alter the number of patrons included in the premises. For further information on how to obtain planning permission refer to Councils website or contact Council's statutory planning department
 - Once your red line plan is extended, a business must apply for a permanent variation of their liquor licence with Council and the Victorian Gambling and Casino Control Commission (VGCCC) Liquor Control Victoria to extend the red line area to the parklet
 - Note – Liquor must not be supplied or consumed in this area until the necessary planning permission and liquor licence variation has been granted
 - No

Supporting Documentation

Please attach all documents to support your application

- Site plan showing the parklet layout with proposed furniture and equipment
- Photos and manufacturer's specifications of the design of the parklet infrastructure
- Photo or designs of tables and chairs, umbrellas, or removable heaters
- The applicant's public liability insurance certificate of currency
- The installation contractor's insurance certificate of currency
- Other documents in support of your application

Applicant Declaration

I confirm and declare that:

- I have read and understood the relevant conditions and wish to apply in accordance with these conditions
- all activities will comply with relevant legislation, Hobsons Bay City Councils Local Laws and all conditions of approval
- all information provided is true and correct
- I understand it may be an offence under relevant legislation to provide false or misleading information and that permit misuse may be referred to Victoria Police for investigation
- I acknowledge application fees are not refundable, unless required by law.

Applicant Name:

Applicant Signature:

Date:

Fee Summary

These are fee estimates only. We calculate fees when we assess your application. If we approve your application, final fees will be shown on our payment request.

- Parklet Application Fee: \$500
 - Note: One-off, non-refundable fee
- Parklet Fixed Area Fee:
 - Note: \$125 per square meter. Renewable every 12 months. This charge is the 2023-24 Parklet Fixed Area fee and inclusive of any furniture (e.g., tables and chairs) within the space.
- Make Good Bond: \$1,000
 - Note: Refundable at termination of The Permit

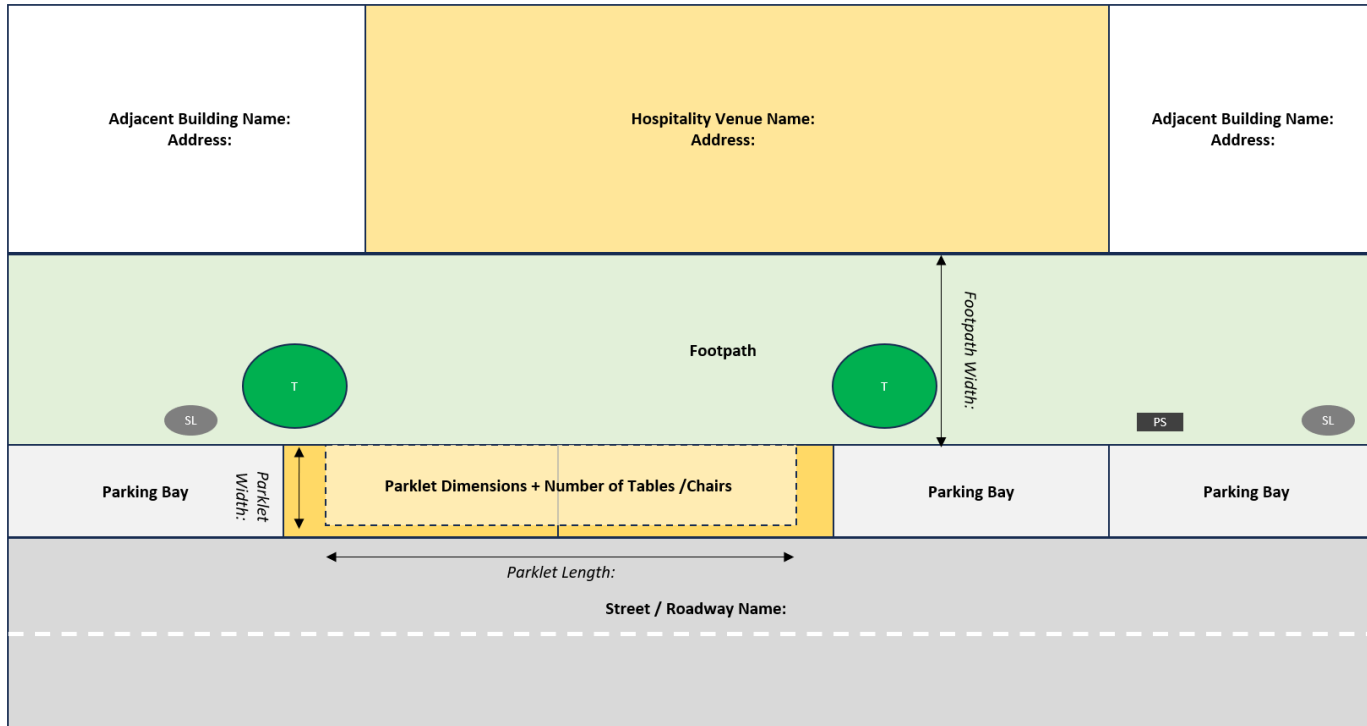
Review and Submit

If your permit application is completed, please email the completed form and relevant documentation (e.g., completed application form, site plan, design, and photo of proposed fixed infrastructure assets) to business@hobsonsabay.vic.gov.au.

A council officer will review your application as soon as possible. Any missing information will be requested by you.

Appendix A - Parklet Site Plan Requirements

A drawn parklet site plan must be submitted with the parklet application and should extend 10m on either side of the parklet footprint. Photos should be included, clearly showing the proposed parklet area, parking space(s), traffic conditions, location relative to buildings, adjacent properties, driveways, residential dwellings or residential buildings and existing features in the footpath. Please refer to example parklet site plan below:



Legend



Appendix B - Public Liability Insurance FAQs

Why do I require public liability insurance?

Having public liability insurance could serve as a safeguard for you or your organisation providing coverage in the event of a claim for compensation or costs due to personal injury or property damage caused by negligence. This insurance is a requirement if you're seeking a permit for activities in municipal public spaces. Your insurer will provide you with a certificate of currency, which we will request when you apply for a permit.

What are the public liability insurance requirements?

Applications must include a Certificate of Currency for Public Liability insurance to the sum of \$20,000,000 and noting "Hobsons Bay City Council" as an interested party, and commitment to maintaining currency.

Your public liability insurance must also meet all the following requirements:

- The cover is for a value of at least \$20 million for a single claim.
- The person (or company) applying for the permit is named on the certificate as being insured by the policy.
- The insurance is for public and products liability, or general liability.
- The insurance class is relevant to the activities being undertaken.
- Hobsons Bay City Council is named as an interested party for their respective rights and interests under the policy.
- The insurer is based in Australia. If not, they have a local claim management agent that is bound by Australian law.
- The certificate of currency is signed or has the name and contact details of the insurer.

If your certificate doesn't meet the above requirements, your permit may not be issued or renewed.

Appendix C - Parklet Letter of Consent Template

Date:

Hobsons Bay City Council
115 Civic Parade
PO Box 21
Altona VIC 3018

Telephone (03) 9932 1000
Email: business@hobsonsbay.vic.gov.au

Parklet LETTER OF CONSENT

Dear Parklet Permit Officer

Business Name:

I confirm that I am the tenant/property owner/ owner's corporation (please select) of ADDRESS:
.....

We give ongoing consent for the abovementioned business to utilise the parking area located directly in front of our tenancy for the purpose of operating a parklet.

I understand that this unconditional consent will be valid for the duration of the Parklet Permit granted by Hobsons Bay City Council. If the consent is withdrawn during the permit period, we acknowledge that Hobsons Bay City Council may allow the permit holder to trade in front of our premises until the expiry of the permit.

Should we later decide to withdraw consent we will notify Hobsons Bay City Council in writing.

Yours sincerely,

ADJOINING BUILDING OWNER:

Signature:

Name:

Company: Position:

ADJOINING TENANT

Signature:

.....

Name:

Company: Position: