



NEW PARKLET APPLICATION 2024-25

Overview	
<p>The Hobsons Bay Parklet Guideline allows eligible hospitality businesses to set up outdoor trading in eligible car parking bays. To apply for a parklet permit, please complete the information below. Please review the Guideline and other supporting information online at: https://www.hobsonsbaybusiness.com.au/Do-Business/Business-Support/Business-Permits/Parklet-Permits.</p>	
Applicant Details	
1. Applicant name:	
2. Applicant email:	
3. Phone number:	
Business Details	
4. Business name:	
5. Trading Name:	
6. ABN:	
7. Property Address:	
8. Postal address:	
Parklet Details	
9. Previous permits: Have you held an outdoor dining parklet permit in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Footpath Trading: I understand that this application is for parklets only and does not include footpath trading. <i>If you wish to trade on the Footpath you must apply for a Footpath Trading Permit Trading Permit found here:</i> https://www.hobsonsbay.vic.gov.au/Council/Regulations/Footpath-Trading	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Guidelines: Please confirm you have read the Hobsons Bay Parklet Guideline and Hobsons Bay Parklet Vendor Guideline https://www.hobsonsbaybusiness.com.au/Do-Business/Business-Support/Business-Permits/Parklet-Permits	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Location: At what address will your parklet be located? <i>Note: You will be required as part of this application to provide photos of the proposed parklet, design and location as an attachment when submitting this form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Line of site: Can you easily see the proposed parklet area from inside the business? <i>Note: To be eligible for an Parklet Permit you should have clear line of site of the parklet from inside the business.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Consent: Does your proposed parklet location be located in front of a neighbouring business? <i>Note: If yes you must supply a signed letter of consent with your application. An example template is available on the parklet website.</i> https://www.hobsonsbaybusiness.com.au/Do-Business/Business-Support/Business-Permits/Parklet-Permits	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Parking: How many car parking bays will your parklet occupy?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+
15. Parking: What type of parking bay will your parklet occupy?	<input type="checkbox"/> 90 degrees <input type="checkbox"/> Parallel parking <input type="checkbox"/> Angled parking <input type="checkbox"/> Other
16. Size: What is the size of your parklet in sqm (m ²) ?	
17. Safety: I agree to include information on parklet safety features within my parklet application. <i>Parklet designs must prioritise safety, such as incorporating barriers to protect patrons and pedestrians from traffic. This may include concrete blocks at corners to prevent vehicle intrusion. Council will assess each design to ensure safety standards are met and may request further information, such as a road safety audit, which could incur additional costs. The design must also comply with the Disability Discrimination Act 1992 (DDA) to ensure accessibility for all.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligibility Criteria	
18. Speed Limit: Is the parklet located on a street with a speed limit of 40km/h or less? <i>Note: You may be requested to supply a traffic report and if located in a greater speed zone, or additional conditions placed on the permit.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Intersection Proximity: Is the parklet at least 10m from an unsignalised intersection or 20m from a signalised one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Infrastructure Coverage: Will the parklet cover stormwater pits or utility access? <i>Note: If yes, you will be required to design in access to these pits.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Essential Spaces: Is the parklet in an accessible or restricted space? <i>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. If your parklet is in a restricted space council can conduct a review and potentially amend signage.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Liquor: Are you proposing to trade liquor in your parklet area? <i>Note: Applicants who have a liquor licence and intend to serve alcohol from their parklet must provide additional information. The Applicant must apply for a planning</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

permit for the sale and consumption of liquor with Council and a liquor license with Liquor Control Victoria to extend the red line area to the parklet.		
Parklet Furniture		
23. Assets: Please indicate the number of furniture items that will be included within the parklet area. <i>Note: You'll need to attach photos or designs of all furniture, logos, and safety patterns at the end of the application. You will be responsible for moving any moveable furniture out of the parklet at close of business each day.</i>	• Tables:	
	• Chairs:	
	• Umbrellas:	
	• Menu Board:	
	• Removable gas heaters:	
	• Removable lighting:	
	• Other furniture:	
24. Hours of operation: Please indicate the days and hours your business will be open and trading within the parklet. <i>Note: these cannot exceed any existing planning permit hours of operation.</i>	• Monday:	
	• Tuesday:	
	• Wednesday:	
	• Thursday:	
	• Friday:	
	• Saturday:	
	• Sunday:	
Supporting Documents		
25. Please attach all the following documents to support your application: <input type="checkbox"/> Site plan showing the parklet layout with proposed furniture and equipment and any infrastructure. <input type="checkbox"/> Photos and manufacturer's specifications of the design of the parklet infrastructure including addressing safety concerns. <input type="checkbox"/> Photo or designs of tables and chairs, umbrellas, or removable heaters <input type="checkbox"/> The applicant's public liability insurance certificate of currency to the value of \$20,000,000.00 <input type="checkbox"/> The installation contractor's insurance certificate of currency <input type="checkbox"/> Other documents in support of your application (e.g. letters of support from neighbouring businesses)		
Fee & Payment Summary		
26. Council calculates parklet fixed area fees when your application is assessed. If Council approves your application, final fees will be shown on the payment request. <ul style="list-style-type: none"> • Parklet Application Fee: \$500 <i>Note: One-off, non-refundable fee</i> • Parklet Fixed Area Fee: \$125 per square meter. <i>Note: 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. Parklet permits run on an annual basis from 1 September – 31 August. Applications outside of this period will be calculated on a prorated basis</i> • Make Good Bond: \$1,000 <i>Note: Refundable at termination of The Permit</i> 		
27. Payment Plan Frequency: (please tick <u>ONE</u>)	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
Terms and Conditions		
1. Agreements will only be considered as approved once confirmed in writing by Hobsons Bay City Council. 2. The applicant must hold valid public liability insurance to the value of \$20,000,000.00 concerning any one single event or such greater sum as reasonably required by Council and notified to the Licensee from time to time 3. Applicants must work with Council to transition from Council-installed infrastructure to vendor-owned infrastructure, establishing a transition plan with reasonable timelines to minimise any business disruptions. 4. All parklets must meet regulatory safety and design requirements as detailed in the Hobsons Bay Parklet Guideline. 5. Payments are to commence within one payment frequency cycle of the date of being made. 6. Payments are to be made using Council's accepted payment methods. 7. This agreement is only made in relation to the amount as of the date of the agreement confirmation and specified in the agreement details. 8. This agreement will be cancelled if the scheduled payments are missed and has not been paid after receiving notification by Council, or the agreement is in arrears by an amount that is equivalent to five (5) weeks. 9. Council will communicate with you by post, email or SMS. 10. Council may refer this agreement to a third party to monitor payments and correspond with the applicant. 11. Any changes to ownership or occupancy of the property will end this agreement. 12. Council reserves the right to review the terms of the agreement at any time. Any changes to this agreement will be communicated with the applicant no less than seven (7) days before being made. 13. Parklet permits may be cancelled at the end of any calendar month provided the parklet contact provides 14 days notice in writing to Council at business@hobsonsbay.vic.gov.au . At that point no further payment will be required and the parklet asset will be removed. 14. Council may apply any other terms or conditions to the agreement by noting these in an acceptance letter sent to the application.		
Declaration		
I confirm and declare that: <ul style="list-style-type: none"> • I have read and understood the relevant Parklet Guidelines and 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:		
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@hobsonsbay.vic.gov.au . A council officer will review your application as soon as possible. Any missing information will be requested by you.		