



Vic Parklets

Small spaces creating lively places

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1.0 INTRODUCTION

What is a parklet?

Parklets are small 'pockets' of public space. They are temporary moveable structures, often placed in parking bays, which provide publicly accessible seating and amenities for the community. Parklets help re-purpose part of a street to create places for people to meet, gather and relax. Parklets create welcoming public spaces that improve walkability and provide a place for people to stop, to sit, and to engage with activities and businesses along the street.

What is an alfresclet?

Alfresclets are just like parklets, however, they offer table service and can be licensed by the hosting business. Alfresclets require additional approval from the Department of Planning, Lands and Heritage as they derive a commercial benefit through the use of the road reserve. Additionally, if you would like your alfresclet to be licensed, an application to the Department of Racing, Gaming and Liquor will be required.

Why have a parklet?

Bring life to your little pocket in the Town of Victoria Park!

Parklets activate spaces that would otherwise be underutilised or uninviting and foster vibrancy within activity centres. Parklets encourage people to stay longer, creating a safer public space and cultivate neighbourhood interaction. Parklets improve streetscape amenity by providing comfortable seating, landscaping, public art and bike racks. Despite being small, parklets bring a number of benefits to their hosts and the local community. Well-designed parklets can also heighten visibility and presence within the streetscape for host businesses and create places that people want to spend time and money in!

Who can apply to host a parklet/alfresclet?

Any business, property owner, not-for-profit/community groups can apply to host a parklet. The design, installation and day-to-day maintenance of parklets are fully funded by the applicant. The Town will consult adjacent businesses and property owners of the proposed parklet/alfresclets. Applicants are encouraged to speak with adjoining neighbours about their proposed parklet/alfresclet.

2.0 NEED TO KNOW

2.1 THE PARKLET PROCESS

1. Meet your ToVP Place Leader & Town Engineer on site
2. Determine if your site is suitable for a parklet
3. Get support for your parklet from your neighbouring businesses, property owners and community groups
4. Design your parklet
5. Prepare application documents
6. Submit application & pay fee
7. Consultation
8. Application assessed by the Town Officers
9. If application approved – sign agreement with the Town
10. Provide structural engineer certification for parklet design
11. Permit issued with signed agreement
12. Construct & install parklet
13. Enjoy parklet
14. Maintain parklet
15. Renew parklet permit before permit lapses!



Photo: Mickey Lee
Project: WMB Studio

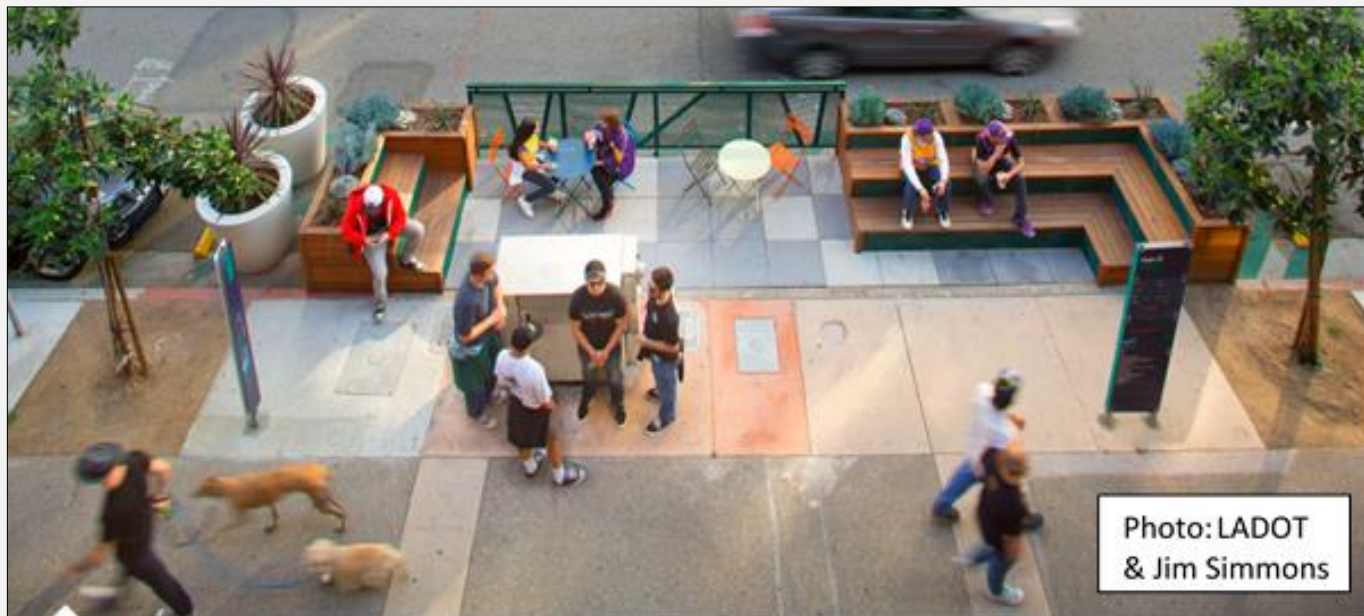
NEED TO KNOW

2.2 THE AFLRESCLET PROCESS

1. Meet your ToVP Place Leader & Town Engineer on site
2. Determine if your site is suitable for an alfresclet
3. Get support for your alfresclet from your neighbouring businesses, property owners and community groups
4. Design your alfresclet
5. Prepare application documents
6. Submit application & pay fee
7. Consultation
8. Application assessed by the Town Officers
9. Prepare Department of Planning, Lands & Heritage application documents
10. Submit application to Department of Planning, Lands & Heritage
11. Apply for licensed area – if alcohol service is proposed
12. If application approved – sign agreement with the Town
13. Provide structural engineer certification for alfresclet design
14. Permit issued with signed agreement
15. Construct & install alfresclet
16. Enjoy alfresclet
17. Maintain alfresclet
18. Renew alfresclet permit before permit lapses

2.3 Parklet or Alfresclet – What will suit your business?

Criteria	Parklet	Alfresclet
Suitably located in accordance with 'Location Guidelines'	✓	✓
Designed in accordance with 'Design Criteria'	✓	✓
Designed in accordance with 'Technical Guidelines'	✓	✓
Current Public Liability Insurance	✓	✓
Support from local community and neighbouring uses	✓	✓
Table service		✓
Service of alcohol (with license)		✓
Available to the public	✓	✓
Council permit	✓	✓
Permit with the Department of Planning, Lands and Heritage		✓
Licencing from the Department of Racing, Gaming and Liquor (for service of alcohol)		✓



3.0 ASSESSMENT CRITERIA

Each parklet/alfresclet will be assessed based on its merits, however, the following guidelines and list of criteria will provide you with guidance on what the Town will consider when assessing your application for a parklet or alfresclet.

A great parklet/alfresclet will have the following characteristics:

- In the right location (use our location guide to determine if your parklet is in the right location)
- A functional and inviting design (encourages use by the public)
- Moveable on short notice (easily moved in case of emergency or maintenance)
- Designed to interesting and creative but complementary to the surrounding street
- Incorporates built-in seating and landscaping
- Does not require alterations to infrastructure



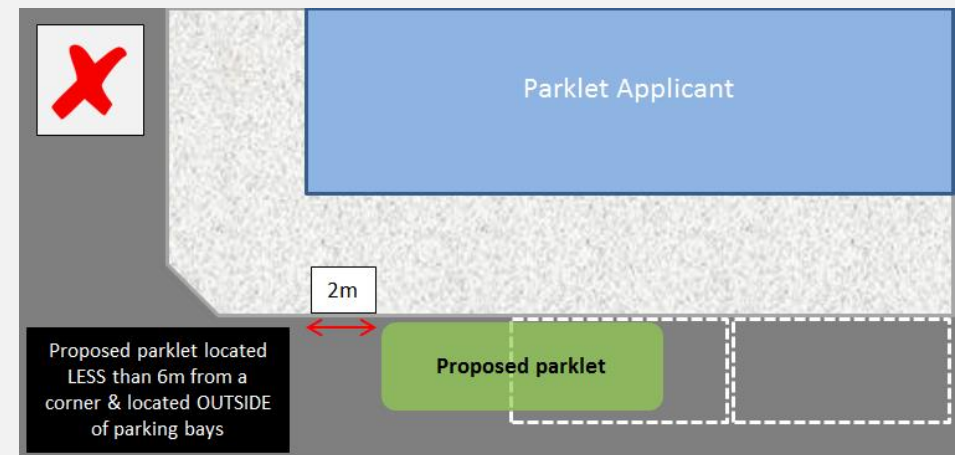
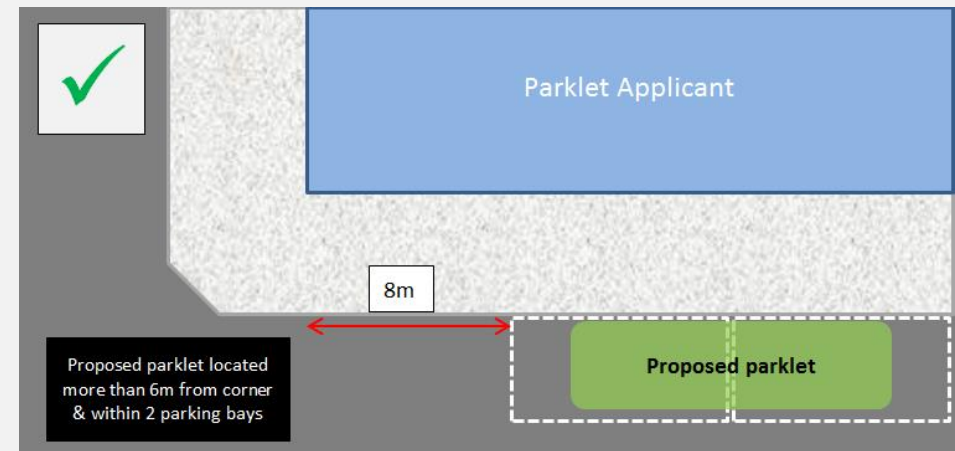
A parklet in Hammersmith Grove, London providing seating and greenery into the street. Photo: London Borough of Hammersmith & Fulham

4.0 IS YOUR SITE RIGHT?

Location is key!

It is important that parklets/alfresclets are suitably located for safety, functionality and useability. Sites which require alteration to civic infrastructure may be cost prohibitive for a parklet/alfresclet host. Use our handy guide below to help determine if your site is suitable. Remember, we will meet you on site if you think you might be eligible.

Location Criteria		Complies
L1	The parklet would be located at least one (1) car space from a street corner (min. 6m)	Y / N
L2	Parklet would not exceed 2 parking bays	Y / N
L3	Parklet would be located on a road with a speed limit less than 50kph	Y / N
L4	Parklet is located directly adjacent to the host business or community organisation venue/premises.	Y / N
L5	Parklet would not be located adjacent to, or on top of the following: <ul style="list-style-type: none"> • ticket machines; • street signs; • existing street furniture; • access points to water connectors for firefighting; • manholes; and • inspection chambers 	Y / N
		Y / N
		Y / N
		Y / N
		Y / N
		Y / N
L6	Parklet would not be located within parking spaces/bays which are designated for the following: <ul style="list-style-type: none"> • taxi rank; • bus stop; • public transport; • loading zone; and • disabled parking 	Y / N
		Y / N
		Y / N
		Y / N
		Y / N
L7	The location of the parklet will not interfere with the function, and/or negatively impacting vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc.	Y / N



5.0 DESIGN GUIDELINES

The Town will assess your parklet application against the following design criteria.

Design Criteria	
D1	Parklet design is open and welcoming
D2	Access into parklet is clear and can be readily accessible by members of the community
D3	Parklet access point(s) are flush and level with the footpath/pavement
D4	Where necessary, the parklet is stepped to follow the slope of the parking space
D5	Parklet incorporates plantings into the design
D6	Complementary to the surrounding character of the host area
D7	Design of parklet is interesting, creative, improves the quality of the public space, compatible with the established streetscape character and encourages use and interaction by the public
D8	Design of parklet incorporates permanent seating so when temporary seating is removed, the parklet remains usable
D9	Design incorporates interesting elements and articulation (avoids large blank walls or panels)
D10	Varying heights to create interest whilst maintaining visibility to vehicles and pedestrians (and not obscuring your shopfront)
D11	Design shall not impair safe pedestrian or vehicle movements and shall not be constructed of materials that adversely impact sight for moving vehicles e.g mirrored and reflective materials/solid panels near intersections should be avoided
D12	Vertical elements and pergolas to remain below 2.4m in height, and not exceed 10m ² in area, if seeking building code exemptions
D13	Parklet shall be of a design and construction that can be removed readily in the case of maintenance or emergency
D14	Parklet is free standing and does not require fixture to an adjacent structure or building to remain upright or stable
D15	Material has been locally sourced where possible
D16	Materials and finishes are high quality, weather resistant and durable
D17	Where recycled or repurposed materials are proposed to be used, materials are in good, stable and functional condition
D18	Design incorporates safe electricity connection if needed
D19	Sufficient space for public parklet signs provided by the Town
D20	Parklet has a name and identity – becomes a referrable destination for its users. Note: Parklets cannot incorporate business signage or advertising



Photo: Ask Studio – B A. Schipper

6.0 TECHNICAL GUIDELINES

Use the following guidelines when creating your Vic Parklet paradise! Our Team will work with you to help your design comply!

Technical Guidelines		
T1	Parklet design does not impede, require the alteration, removal or extension of any public service, landscaping, utilities, kerbing, or civic infrastructure*	Y / N
T2	Overall structure will not exceed 2.4m in height	Y / N
T3	Overall parklet platform area does not exceed 10sqm* <i>*to avoid building permit under Building regs 2012, Sch 4, Clause 2. Where the parklet design exceeds building code exemptions under Building Regulations 2012, Sch 4, clause 2, the parklet application shall include a building permit.</i>	Y / N
T4	Wheel stops to be placed adjacent to parklets located in a parallel position and set a minimum 1.5m away from outer edge of parklet	Y / N
T5	Parklet is set in a minimum 0.5m from edge of parking bay for safety	Y / N
T6	Parklet design will not negatively impede or divert the natural stormwater or overland flow of the site, (design will allow for stormwater to access drains without causing harm or hazard to the property or adjoining properties)	Y / N
T7	Parklet is designed to accommodate the natural gradient of the land	Y / N
T8	Parklet can be dismantled or removed within 24hrs, for maintenance or remedial works	Y / N
T9	Parklet design has structural certification from a suitably qualified engineer	Y / N
T10	Traffic management plan to be submitted with the application/prior to commencement of works (where required by the Council))	Y / N
T11	No advertising signage is incorporated into the design	Y / N
T12	The design of the parklet will not interfere with the function and/or negatively impacting on vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc	Y / N
T13	A safety audit will be submitted with the application/prior to commencement of works (where required by the Council)	Y / N
T14	Parklet flooring has no slip or anti slip finish	Y / N

*It is the preference that parklets/alfresclets will not require the relocation, removal or alteration of any civic infrastructure as these works can be costly and may result in a parklet/alfresclet being cost prohibitive for a host. However, should a host seek to undertake these works, the Town will consider such a request on a case by case basis. It is important to note that all costs associated with these works are at the expense of the Applicant and will be carried out to the standard and satisfaction of the Council.

6.1 Public Liability Insurance

Applicants wishing to host a parklet will be required to obtain and hold a current, policy of insurance for Public Liability for an amount of not less than \$20,000,000.00 (twenty million dollars).

A copy of the current certificate is to be provided to the Town prior to the Parklet Permit being issued.

6.2 Support from your community & neighbours

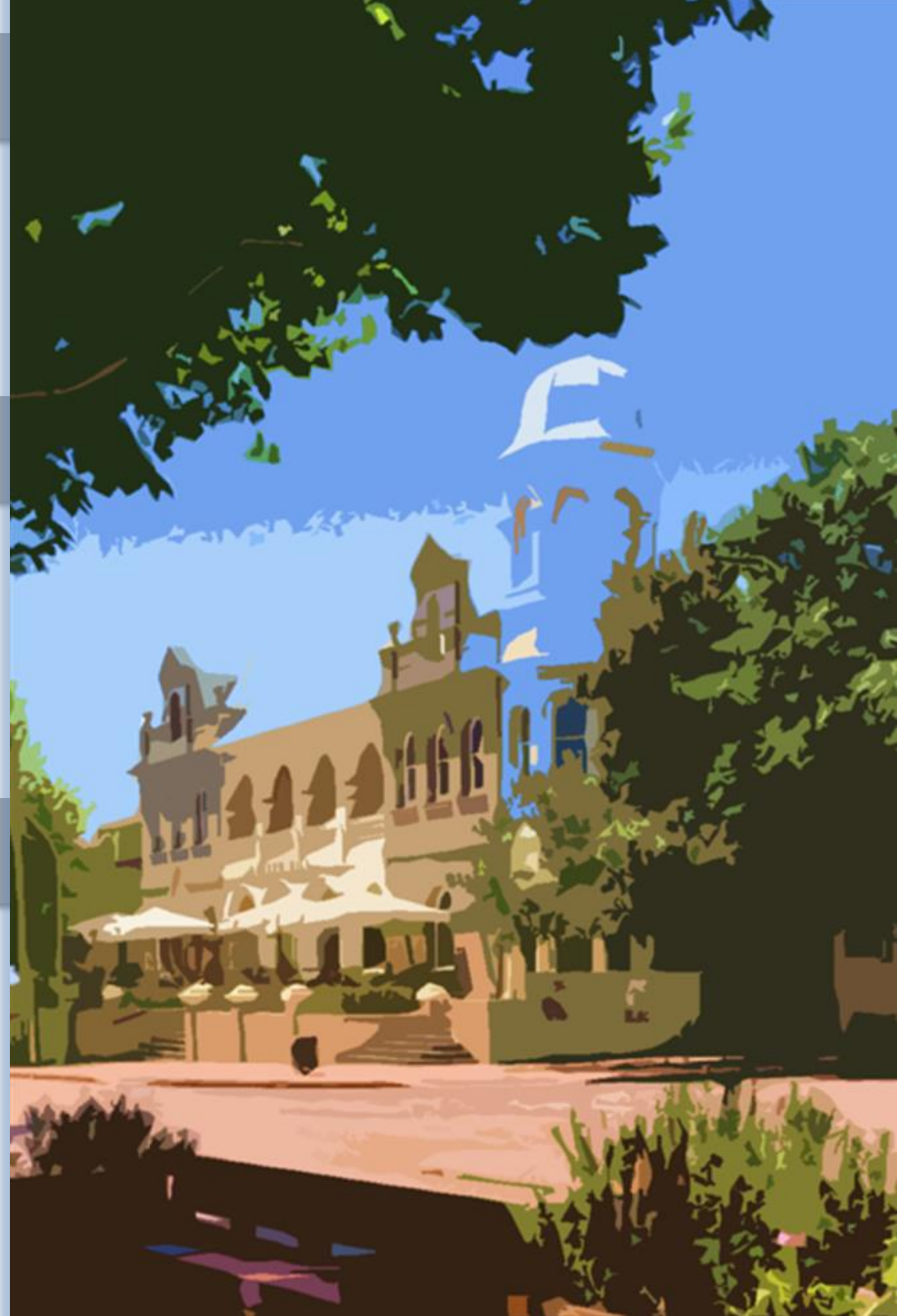
Parklets are for the community's benefit. Including letters of support from neighbouring businesses, property owners and community groups will greatly benefit your application. Letters of support can include but are not limited to:

- letter of support from the property owner
- letter(s) of support from the adjacent property owners (the more letters of support the better)
- letter of support from a local community group e.g Vic Park Collective

6.3 Who will be consulted about your parklet?

The Council is committed to activating public realms to the betterment of the community. The Council is also committed to ensure that the community and businesses are appropriately consulted prior to the approval of a parklet or alfresclet.

Your direct neighbours will be consulted. This includes both tenant(s) and owner(s), and above ground tenants (for example, where the building is a multi-storey building, all businesses and residents within the building will be consulted).



7.0 HOST RESPONSIBILITIES

Hosting a parklet/alfresclet can bring its host a number of benefits; however, hosting a parklet also comes with responsibility. Once you've received your approval to host a parklet/alfresclet, hosts will be required to keep their parklets clean, keep their plants alive and encourage public use.

All costs associated with the construction (including alterations to civil infrastructure), maintenance (including the greenery) and removal of a hosted parklet must be borne by its proponent.

Keep in mind the "Keep it" criteria below!



Keep it Clean

The parklet host will be required to ensure that the parklet is kept clean of litter, graffiti and grime. Parklet surfaces and platforms should be cleaned by hose down or sweeping on an as needed basis.



Keep it Green

Plantings in the parklet must be kept in good health, including watering, weeding and trimming where necessary.



Keep it safe

Where mobile and movable items are furnished within the parklet, these moveable items are to be either locked down or secured of an evening, when parklet host is closed for business or operation, or during inclement weather.



Keep it Non-Smoking

Hosted parklets are a public space. Smoking and consumption of alcohol within unlicensed parklets, is not permitted and the host has a duty of care to prevent these activities where possible.



8.0 WE'RE HERE TO HELP!

Let your Place Leader know you're keen to bring life to your pocket of Vic Park.

The Place Leader will meet you on site to discuss plans, concepts and provide advice on how to get a Vic Parklet in your street. Contact the Town today to discuss your parklet or alfresclet proposal.

Parklets and alfresclets are great and inviting if they are loved and cared for, if you see a parklet or alfresclet that is damaged or needs attention, please let the Town know!

Town of Victoria Park
Place Planning Team
Email: placeplanning@vicpark.wa.gov.au
Phone: 08 9311 8111



9.0 MAKE AN APPLICATION

You've read our location and design guidelines and met the criteria, so what is next?

Hooray! You're ready to apply for a parklet!

Apply for your parklet!

Once we receive your application, your Place Leader will make contact to meet with you onsite to discuss your proposed parklet, this will usually occur within 10 business days of receiving your application.

After our site meeting, the Place Leader will assess your application and have a decision to you within 28 days of the site meeting.

To ensure that the Town has all the information it needs to process your parklet application as quickly as possible, use the application checklist below.

APPLICATION FEE

The application fee covers the administrative and signage costs of your parklet. Each parklet will be provided with 2 signs which are to be prominently displayed on the parklet. Where your parklet is not approved, the fee for signage will be refunded to the applicant.

Application Checklist	
Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Design Concept Plan (with dimensions)	<input type="checkbox"/>
Evidence of current public liability insurance for an amount no less than \$20,000.00	<input type="checkbox"/>
Structural Certification from Engineer	<input type="checkbox"/>
Traffic Management Plan (if required)	<input type="checkbox"/>
Site photographs	<input type="checkbox"/>
Letters of support	<input type="checkbox"/>

9.1 APPLICATION FORM

Proposed parklet / alfresclet address:	
Business/Organisation name:	
Postal address:	
Postcode:	
Contact name(s):	
Contact phone(s):	
Email address:	

Proposed Park:	<input type="checkbox"/> Parklet	<input type="checkbox"/> Alfresclet
Permit type:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
Park permit:	<input type="checkbox"/> 12 months	<input type="checkbox"/> 24 month
Proposed Installation Date: (Note: retrospective permits will not be considered)		

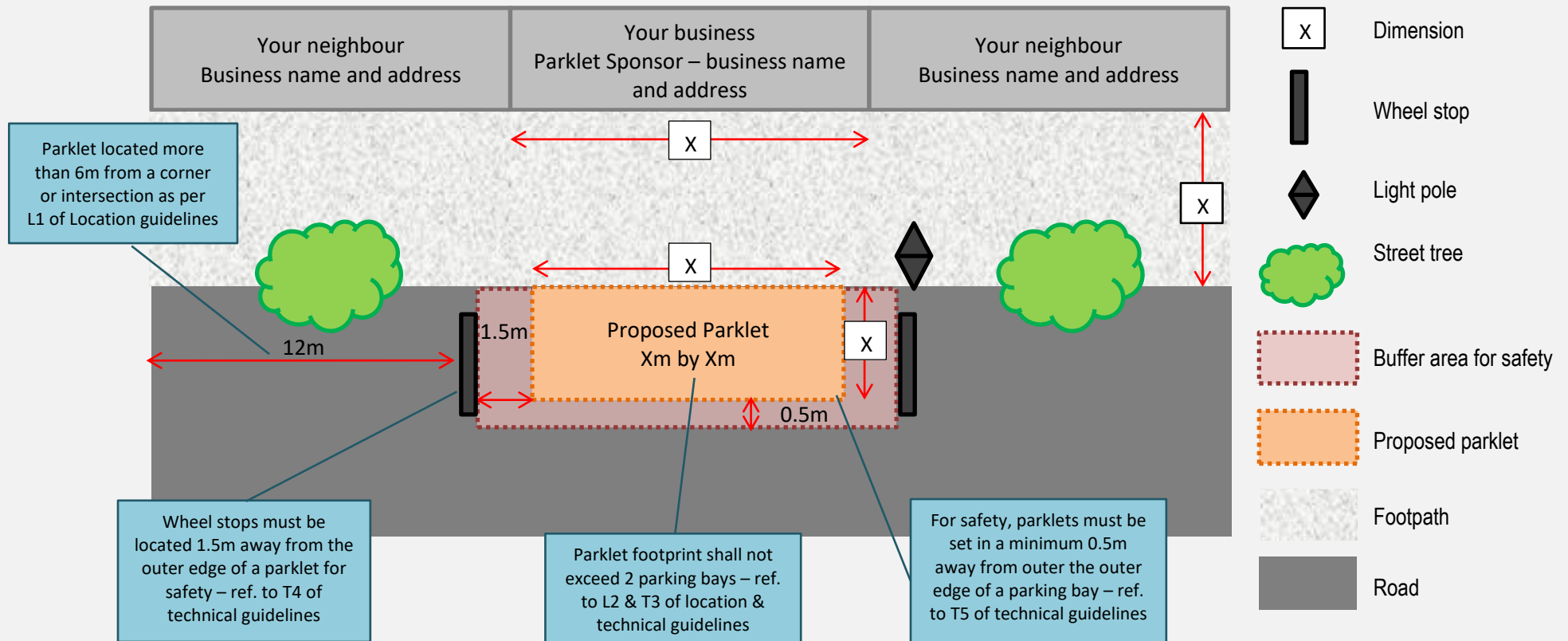
9.2 SITE PLAN

Your application will require a site plan to be submitted for assessment.

You will need to include the following information in your site plan:

- Your building/business and neighbouring business/premises (include street address)
- Parklet location and dimensions
- On street and off-street features (trees, ticket machines, services, stormwater drains, streetlights, bike racks)
- Site specific features

Below is a sample site plan that can be used as a template. This example site plan can be provided by your designer, or self-produced.



9.3 What photographs to include

Use the diagram on the best location to take photographs

