



Fraser Coast
Parklet Design Guidelines
2024



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Introduction

Parklets for Fraser Coast

Fraser Coast's Parklet Program supports eligible hospitality businesses to offer outdoor dining in what was otherwise used as car parking bays. The Program compliments the Fraser Coast's Footpath Dining Trading Program.

Parklet (definition): 'Parklets' are an urban space for sitting, dining, or enjoying the outdoors, established where the sidewalk meets the street. This often requires repurposing on-street parking spaces.

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, for the purpose of allowing increased outdoor dining options.

Parklet Approval and Fee

On approval of a Parklet Application, a **5-year Parklet Approval** will be issued to the applicant. This Approval requires payment of an annual **parklet permit fee of \$750** per carpark. At the end of the 5-year period, businesses may re-apply for a continuation.

Fraser Coast's Parklet Program will:

- support local business (both the Permit Holder and the area broadly).
- recognise the needs of Council services, emergency services, utilities, and other essential works.
- be safe, attractive, and complimentary to surroundings.
- provide high quality design that positively contributes to the local character.
- be accessible by people of all abilities and ages where possible.
- provide opportunities for greening using trees and plants.
- foster neighbourhood interaction.
- help activate our streets.

Business owners (the applicant) are required to abide by all policy and guideline requirements in setting up a parklet. Upon approval from Fraser Coast Regional Council, the applicant will be provided an approval letter which will inform of specific conditions for installation of the parklet.



FRESH & C SEAFOO

Sutherland KEBAB HOUSE

FRESH ROASTED CO

HOT BREAK

BLUE MARLIN
fish n chips

0493 153 013

chef's SPECIALS

Lunch Special 1 Large Battered Fish & 3 Calamari \$18.00	2 Grilled Fish & Chips or Salad \$18.00
Huge 250g+ Grilled Salmon & Salad or Chips	6 Jumbo KING Prawn Cream & B...



Eligibility

Who can apply for a parklet?

The Parklet Program is exclusively for hospitality businesses on the Fraser Coast. No other business types, industries or sectors are eligible for a parklet.

Parklets must meet the location requirements 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 line of site for drivers.
- At least 10m from an intersection (measured from the building line).
- A speed limit of 50km/hr or less.
- Streets which are not State controlled roads (unless specific approval is provided by Department of Transport and Main Roads).
- Any parklet within 20m of the departure side of a signalised intersection will be considered on a case-by-case basis.

Parklets are to be:

- Able to demonstrate how vehicle impact protection is incorporated into the design structure, or as a separate consideration, where devices are contained within the application car space.
- Certified by a structural registered professional engineer of Queensland (RPEQ).

- Built of high-quality materials and are able to withstand weather extremes.
- Provides a safe functional environment suitable for public use, transitions from footpath, have minimal steps and allow for disability access.
- No wider or longer than the applicable car space, including vehicle impact protection and set back requirements.
- Located directly adjacent to/in front of the business or venue hosting the parklet.

Due to safety reasons and vehicle access requirements, locations with the following elements are not suitable:

- within 10m of an intersection (unless approval from FCRC) where appropriate visibility can be maintained.
- Within 20m of a signalised intersection on the approach side.
- Streets with speed limits above 50km/hr.
- Areas obstructing access for deliveries, essential and emergency vehicle access, commercial carparks, buildings, and residences.
- Spaces designated for loading, disabled, no-stopping zone, 15 min, permit zone, mail zone and taxi zone.
- Police and emergency vehicle parking bays.
- Carparks with drainage grates, pits and outlet infrastructure.
- Areas prone to 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. **In some cases, Council may also use their discretion to specify what conditions are allowed under the approved permit.**

Applying for a parklet

1. Applicants should initially read the Fraser Coast Parklet Policy and Design Guidelines documents in full to understand the requirements for hosting a parklet. Once completed the Applicant can then complete a Parklet Enquiry Form.
2. On receiving the Parklet Enquiry Form, a council officer will check the required information is entered and organise a pre-lodgement meeting with the applicant to discuss their proposal. This meeting will determine the possibility of a parklet in the location, and that the parklet enquiry fits the guidelines to continue to a formal Parklet Application.
3. If Council supports the Enquiry to proceed, the applicant will then be required to complete the formal Parklet Application provided by Council.
4. Upon receiving the Parklet Application and \$750 Parklet Application Fee council officers will then assess the proposal against the Parklet Policy and Guidelines to determine approval.
5. If approved, the applicant will then receive a Local Law Approval letter for the parklet, which details required conditions.
6. The parklet is then able to be installed by the applicant in line with the approvals letter.

Business Engagement

Before a formal Parklet Application is completed, the applicants are to engage with businesses close by to the proposed parklet location. This is to inform and gauge their interest in the applicant hosting a parklet at the front of the business.

Site Plan

A scaled 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 outdoor dining area, parking space(s), traffic conditions, location relative to buildings, driveways, and existing features in the footpath.

Parklets will normally take up one car park. Where two car parks are proposed for a parklet, Council may use its discretion to stipulate the maximum number of permitted bays. The amount of carparking in the area will be considered in any request for a parklet permit.

Insurance requirements

The parklet Permit Holder is required to maintain a valid public liability policy, noting Fraser Coast Regional Council as an interested party. The policy must insure for \$20 million to 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 the conditions of the permit.

The insurance requirements must also indemnify the local government and the State against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the local government or the State as a result of the activity.

Other costs

Depending on the type of parklet proposed, there may be other costs that apply. For example, this could include:

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

Construction and installation of the parklet

On approval of the Parklet Application, the applicant may wish to hire or purchase outright any required parklet infrastructure that meets 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. It is recommended that a parklets pre-lodgement meeting be completed to discuss ideas before finalising any suppliers.
2. Design your own - ensuring you use a registered builder and engineer and adhere to the Design Guidelines outlined in this document, and whilst following permit conditions; can construct the designed parklet.

It is important to note that all parklets must be designed to provide safe separation from users and vehicles, incorporating appropriate vehicle impact protection for patrons.

Inspections may be carried out following complaints to ensure safety and compliance of the parklet.



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, engineer, landscape architect or industrial designer) is involved to ensure an efficient, robust, and quality design outcome is achieved.

Design guidelines cover several elements including:

- Edge treatments
- Accessibility
- Platforms
- Ramps
- Materials
- Planting
- Overhead structures
- Lighting
- Furniture

General design requirements

Parklets should be designed:

- To provide safe separation from users and vehicles and incorporate appropriate vehicle impact protection for patrons.
- 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

- to maintain the function and amenity of the footpath. Any parklets and associated footpath trading must maintain an adequate unobstructed footpath width.

Building requirements for structures

Applications must demonstrate that the structures are compliant and meet the requirements set out in this document.

All structures

- Engineer and design plans.
- Submission of construction details, suitable site plan, floor plan and elevations.
- Engineers Certificate of Compliance (Reg 126) - Inspection received at completion of works confirming installation compliance.
- 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.
- Any glass proposed, is to be built in accordance with current Australian Standards (AS1288). A Glazing Certificate must be provided.

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.
- 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 surface).
- sustainable or locally sourced where possible.

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.

Platforms/ramps

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 platform design requirements to ensure that they are comfortable to use and do not impact the function of the road underneath.

Platform Design

- Platforms must not be fixed to the road surface or kerb and channel. Any damage resulting from use/installation must be reinstated.
- Platforms ideally should be on a hinge to allow easier cleaning.
- 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.
- Platforms must comply with relevant building requirements.

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 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 certain instances.

Setbacks

As a minimum, parklets must provide setbacks, vehicle impact protection and signage/reflective tape.

Minimum setbacks from the edges of the car parking bay where they interface with adjacent parking bays: for parallel bays, a minimum 300mm setback at each end. 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 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.

Vehicle Impact Protection

The safety of parklet patrons must be considered in any parklet design application. Applicants are requested to design and demonstrate how vehicle impact protection is incorporated into the design structure, or as a separate consideration, where devices are contained within the application car space.

Signage/reflective tape

A chevron sign is required on the approach side on the planter box or parklet structure.

Reflective tape is required along the outside edges of the parklet.

In specific cases Council may request additional setbacks or vehicle impact protection to achieve safety requirements for a proposal.

Accessibility

The applicant is required to demonstrate that they have provided the best possible accessibility to the parklet. To allow people to access the parklet freely and easily 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:

- Provide a compliant temporary ramp into the parklet space.

Drainage

- Platforms are not allowed over drainage grates, pits and outlets.
- Parklets will not be considered in areas of significant flooding.
- Platforms must provide space to allow adequate drainage and cleaning of channel.

Please see requirements below which should be met:

Clearance 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 or;
- 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.

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. Permit Holders should 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
- provide hardy and drought tolerant species
- avoid noxious weeds / toxic plant species
- all plantings must still allow clear sightlines for traffic
- the parklet host is responsible to maintain all plants within the parklet.



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 that are built to provide shade and rain protection may be considered. These types of structures must:

- be open above the planter box or fencing
- meet the design criteria
- 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.
- meet building requirements. Depending on the overhead structure, may require planning approval.
- Be designed so that any roof structure manages water run-off and wind load.
- Designed and tied down to the appropriate wind speed as nominated by the engineer.

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.
- 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 any solar panels does not cause visual clutter.
- Electrical cables must not extend across or over the footpath. Any proposals to run 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.





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
- 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

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.

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.

Other requirements

Management of parklet

The Permit Holder is required to comply with all permit conditions outlined in their permit and all other Legislation or Acts associated with operating hospitality business and extending the operation onto the street.

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 the parklet is required to be removed by the previous owner.

However, if a new owner takes on the premises and they wish to continue the parklet, they will be able to pay a parklet renewal fee and host the parklet in line with the parklet conditions set.

Removal of parklet for emergency or road works

It is important that the parklet is designed for ease of removal and re-installation, as it could save time and money in the case of an emergency.

In limited cases, 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 provide 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 occur, or if emergency vehicles need access to the space, removal of all structures, furniture and equipment is required immediately. Reinstallation of the structure is the responsibility of the business owner.

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.

Managing noise, amenity and safety

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).

Hospitality service to the parklet must cease by 11pm. If patrons then use the parklet like an extension to the footpath, that is permissible.

Serving of liquor in parklets

If your business is licenced for alcohol, you will need to contact the Queensland Office of Liquor and Gaming to request changes to the liquor permit for the premises.

In Queensland, the Office of Liquor and Gaming Regulation (OLGR) regulates liquor licence and permit applications.

Street tree protection requirements

Council maintains many trees located along roadsides, providing shade to pathed areas. Parklets must not interfere with the trees.

- parklet 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.
- Awnings, umbrellas or any other overhead coverings must not be in contact with branches within the canopy of any public tree

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.

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, façade, function or size; Permit Holders will need to apply for an amendment to their parklet permit.

Appendix A Concept Design Ideas





Appendix B: Parklet Builders

Council is aware of the companies that provide options for built parklets, including ‘off the shelf’ options.

Company	Link
Plantabox	https://www.plantabox.com.au/placemaking/on-street-cafe-parklets/
Events 720	https://www.events720.com/custom-parklets
Skiplets	https://www.skiplet.com.au/
Emicro Pty Ltd	https://emicro.com.au/products/parklet-planter-parking-solutions/

Council does not provide any endorsement of the quality of the products provided by these companies. It is suggested that businesses complete their own investigations into the quality of the products prior to any investment.

In addition to the companies listed above, business owners can use a registered builder and engineer to design a parklet following these design guidelines outlined in this document.

Under the Parklet Guidelines outlined in this document, Fraser Coast Regional Council will consider parklet applications on a case-by-case basis due to the complexity of city streets, speed limits, traffic conditions and associated safety considerations.



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