



# OUTDOOR DINING AND TRADING **DRAFT DESIGN GUIDELINES**

2024

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# INTRODUCTION

Darebin encourages local businesses to help activate our city with outdoor dining and footpath trading on footpaths, nature-strips and road-spaces, ensuring that it's done in a balanced way, with safety and accessibility at the forefront.

The draft Darebin Outdoor Dining and Trading Design Guidelines (the Guidelines) have been prepared to provide businesses with clear design and siting requirements, helping them plan and design proposals for outdoor dining and/or footpath trade.

Section 1.0 provides design advice for all elements of outdoor dining and footpath trade located on the Footpath.

Section 2.0 provides design advice for Proposals which seek to occupy Road Space, Laneways and On-Street Parking (Parklets).

These Guidelines are to be read in conjunction with its sister document – the draft Darebin Outdoor Dining and Trading Policy.



# POLICY PRINCIPLES

The following principles have been developed to provide guidance for successful Outdoor Dining and Footpath Trading applications. All permit applications should respond to the following principles:

## Safe and Welcoming

Outdoor dining and trade proposals must be designed with safety in mind. Darebin's streets are to remain welcoming and accessible for users of all abilities, without obstacles or hazards for walkers and wheelers. Safety and perceptions of safety is essential for a successful and enjoyable public realm. Outdoor dining and trading areas must be and feel safe to use to succeed.

Applications must consider the safety of all public realm users and how they will use, perceive, interact with, and be impacted by outdoor dining and footpath trading. This includes the arrangement, design and location of street and business furniture, structural integrity of proposed furniture, services and equipment, opportunities for passive surveillance, access and conflicts between pedestrians, cyclists, and vehicles.

## Equitable and Accessible

Outdoor dining and trade proposals facilitate safe, functional, active, and inclusive public streets and spaces.

Applications must consider the access needs of all public space users and modes of transport to ensure their passage is convenient, safe, equitable and efficient. All proposals can be accessed, used, and enjoyed by people of all ages and abilities. They also prioritise access for active modes of transport like walking and cycling over motor vehicles.

## Attractive and Enjoyable

The design and appearance of outdoor dining and trade should positively contribute to the public realm experience and entice people to use these spaces.

Proposals should consider and respond appropriately to the surrounding context and preferred character of the area through considered use of material, colour, planting and furniture selection. Outdoor dining should be considered as part of street design and incorporate and enhance existing features such as trees and verandas.

Outdoor dining approaches and furniture should be of high quality and design and make a positive contribution to the street experience. Interesting and innovative approaches which are built for purpose are encouraged. Proposals which are well designed and maintained are essential in providing comfortable spaces for people to enjoy, sit and linger without any obstructions.

## Resilient, Sustainable and Well Maintained

Furniture and materials used for outdoor dining and trade should be robust, weather resistant and easy to maintain, aligning with the Design Guidelines. The use of locally sourced materials which aligns with Council's Environmental Sustainable Design (ESD) principles is strongly recommended. Businesses need to ensure outdoor trading spaces are maintained regularly, with furniture to be stored inside building when the business is not operating.





# SECTION 1.0: OUTDOOR DINING OR TRADE ON FOOTPATHS

## 1.1 Outdoor Furniture: General Requirements

Well-designed outdoor dining areas can make a positive contribution to the character of the local retail centre and its public spaces. An Outdoor dining set-up can contain a variety of items including tables, chairs, umbrellas and heaters.

All Outdoor Furniture must:

- Be approved by Council prior to use.
- Be placed within the approved Trading Zone during trading hours only.
- Only be placed outside premises which are registered under the Food Act 1984 to serve food and/or beverages (for outdoor dining only).
- Not obstruct vehicle or pedestrian sightlines and movement.
- Be kept clean and presentable.
- Be of a high-quality design, construction and finish complementing the local character of the streetscape and contributes to the visual and urban amenity of the area.
- Not be fixed to any Council infrastructure (unless approved by Council ie Fixed Screens).



*Correctly placed outdoor furniture*



## 1.2 Outdoor Tables and Chairs

Outdoor Tables and Chairs must be:

- Designed for the outdoors so that it is functional, durable, won't discolour and is wind-proof.
- Good quality and design and where required meets Australian Standards.
- Designed so that it contributes to the streetscape character and local place in a positive way.
- Easy to handle and stackable to allow ease of storage, after trading hours.
- Safe and comfortable with no hazards presented to users.
- Accessible in design and placement for all users, with the inclusion of accessible table and chairs to be provided in the outdoor dining space.
- Positioned so no chairs are placed with their back to the roadway or pedestrian zone.
- Designed meeting the following requirements to prevent damage to the footpath:
  - Have a minimum 30mm, diameter solid leg in areas where the pavement is of asphalt (i.e. Reservoir and Northcote retail centres).
  - Have rubber stoppers on legs in all other locations.

Where a business proposes a bespoke and unique outdoor dining furniture in response to local context, our City Design team will assess applications of this nature on a case-by-case basis. An accessible alternative with appropriate seat height and backrest must also be available.



## 1.3 Outdoor Umbrellas

- Umbrellas are not permitted where a seating area has shelter from a building awning.
- The use of umbrellas where a partial awning exists gives a cluttered appearance and detracts from the building façade and appearance of the street and is also discouraged.

All proposals for Outdoor Umbrellas:

- Be of good quality and design to achieve a wind rating of up to 120km/h.
- Have a height clearance of 2.4m (from the lowest edge of the umbrella/canopy) from the ground to not obstruct pedestrian movement and safety.
- Have one centre pole and be positioned to ensure that when open the umbrella does not extend outside of the Trading Zone.
- Use quality commercial canvas covers for the umbrellas and must be neat and presentable.
- Ensure that business identification and promotional advertising on umbrellas does not exceed 50% of the total area of umbrella panel surface.
- Ensure that promotional advertising is limited to products or services sold by the business excluding tobacco, alcohol, gambling or any offensive material. Other information and photography is not permitted.



*Incorrectly placed outdoor umbrellas*





Temporary umbrellas must:

- Contain bases that are safe, simple and compact to avoid any trip hazards for pedestrians.
- Be securely anchored to the footpath to the satisfaction of Council. Weight bags and other items should be placed to ensure clear accessible paths of travel remain. These items are to be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.

Fixed Umbrellas must:

- Use an in-ground lockable socket and sleeve. Such systems must cause no damage to the footpath and be flush with the footpath to prevent trips and falls.
- Inground sleeve must be no deeper than 350mm. *Dial Before You Dig* must be conducted and submitted as part of permit application.
- Ensure that the installation of the in-ground socket and sleeve is undertaken by a professional to the satisfaction of Council.
- Prior to installation of an in-ground socket, an application must be made to Council to apply for and receive a Council Road Opening permit.
- All proposals will require an upfront 'footpath reinstatement fee' (refer to section 10 of the Policy).
- Apply for a building permit if required.

## 1.4 Advertising Signage

### A-Frames

Where a business is undertaking Footpath Trading activities, the display of moveable advertising signage may be permitted.

Any moveable A-Frame Sign must:

- Be placed in the Trading Zone and not against the building line or shop front.
- Not interfere with the Pedestrian Zone within the footpath.
- Not be greater than 1.2 metres in height and 0.75 metres in width or have a total advertising area of 1.5m<sup>2</sup> metres.
- Not comprise of any moveable parts (e.g., balloons, streamers attached brochures etc.) or offensive material.
- Be weighted or secured to prevent being blown over. Any weights must be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.
- Be displayed directly in front of the business it relates to.

For street level businesses with one street frontage, one (1) board is supported. For street level businesses with multiple street frontages, Council will consider (1) one board for each different street frontage. Where multiple tenants share a building, only one (1) additional board sign will be supported for businesses at basement or upper levels.



*Correctly placed outdoor umbrellas*



*Incorrectly placed A-Frame sign*



## Real Estate Pointer Boards

Real Estate Pointer Board signs require an A-Frame permit. All proposals must:

- Be located on the located on the nature strip at or near a property for which the agent is acting.
- Not obstruct pedestrian or vehicle sightlines, when located on a road, on any roundabout, traffic island or nature strip.
- Be placed within two hours of the activity that they are advertising, and removed within two hours after the activity has ceased.
- Not be attached to any Council assets.

## 1.5 Outdoor Display of Goods (Stands or Racks)

A maximum of one (1) Display of Goods (stands or racks) may be placed on the footpath within the Trading Zone directly in front of the business it relates to. Council will consider applications for two (2) or more on a case-by-case basis.

Applications for the Display of Goods must:

- Be temporary and removable. No permanent displays will be considered by Council.
- Be secured with an approved locking device.

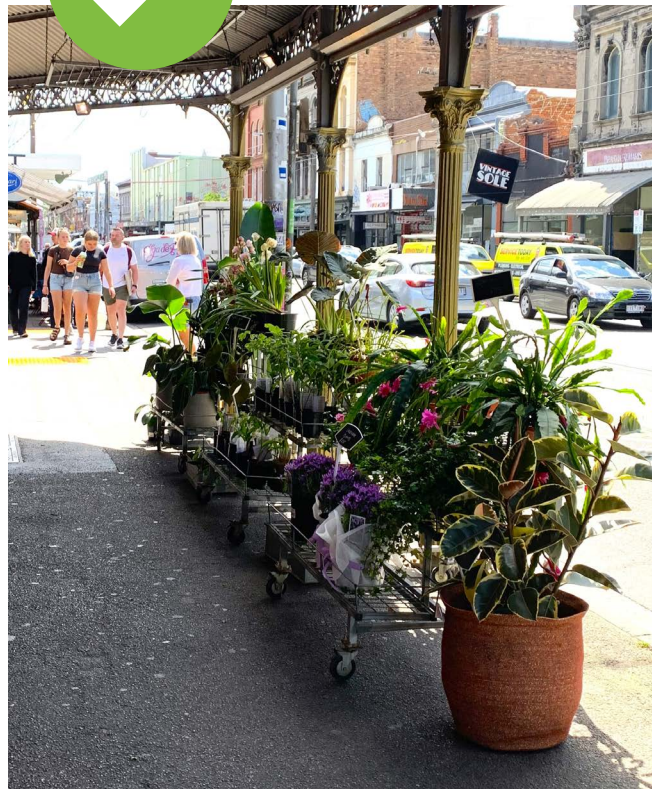
- Each Display of Goods stand shall be a maximum width of 0.75 metre, with a maximum height of 1.2 metres and a length of 1.8 metres.
- Where a single item displayed on the footpath exceeds any one of these dimensions or cannot be displayed on an approved Display of Goods stand, they will be classified as a bulky good and will not be permitted to be placed on the footpath.
- Ensure that display racks are secured or removed so they do not become a risk in adverse weather conditions.
- Not interfere with the Pedestrian Zone within the footpath.
- Be displayed on stands approved by Council.
- Not have any movable parts, be illuminated, easily deteriorate, or discolour.
- Ensure that proposals for display cases and racks are free of all coverings.
- Comply with Council's Health requirements (for the display of food items).
- Be for sale and not for storage purposes. This includes tables used for displaying goods for sale and not outdoor dining.



*Incorrectly placed display of goods*



*Correctly placed display of goods*





## 1.6 Outdoor Heating

Outdoor dining areas should be made as all-weather comfortable as practically possible before introducing any active heating. Consider providing blankets, non-metal seating and physical shelter from the cold air. Outdoor heating must be safe, efficient, and non-polluting.

Applications for outdoor heating:

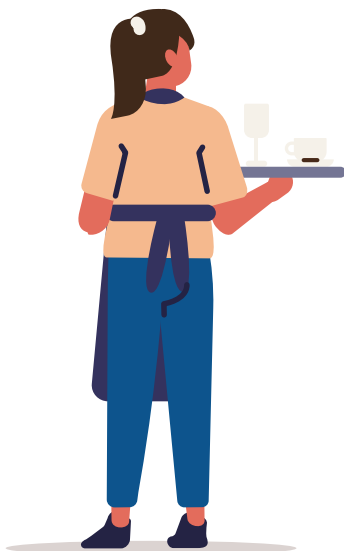
- Must complement outdoor dining applications.
- Which proposed to fixed heating to awnings or verandahs:
  - Must achieve a minimum height clearance of 2.4 metres.
  - May require building and/or planning permit.
  - Will need to comply with the requirements of Energy Safe Victoria.
  - Must comply with the Gas Safety Act, Gas Safety (installation) Regulations and AS5601.1. This standard covers the minimum heights, ventilation requirements and offsets from combustible materials etc.

### Electric heating

Electric radiant heating is strongly encouraged as the preferred option for outdoor heating proposals in Darebin.

Applications for electric heating must:

- Be installed by a registered electrician. A certificate of compliance issued by a registered electrician is required to be produced to Council on the completion of works.
- Not have any exposed wiring, ensuring that the risk of tripping or other hazardous events are minimised.



### Gas Heating

Outdoor gas heaters contribute to greenhouse gas emissions. Local businesses can assist the Darebin to reduce its emissions by minimising the use of gas heaters in open public places. Outdoor gas heaters are at high risk of causing fire and explosion if not properly managed and maintained.

Applications for Gas Heating must:

- Must not be permanently fixed and removed from the Trading Zone outside of business hours.
- Must be at least 2.1m high (for free standing gas heating).
- Comply with relevant Australian and Safety Standards AS 1596 for radiant Gas heaters and installations.
- Ensure that Gas cylinders are contained in lockable housing with cylinder hoses and fittings regularly checked for leaks.
- Ensure that the appropriate guards are provided to prevent public (children) from accessing any fittings or hot surfaces.
- Ensure that LPG bottles are to be stored safely in accordance with the Energy Safety Victoria code of practice.
- Comply with any relevant code of practice for safety, use and storage. No more than 50 kilograms of LPG can be stored on your business premises at any one time.
- Be installed by a licensed and registered practitioner in accordance with the VBA (plumbing division).



*Incorrectly placed gas heaters*



## 1.7 Outdoor Dining Screens and Barriers

Outdoor dining screens and barriers are often used to provide separation from other businesses. They can only be used for outdoor dining applications.

All applications must:

- First be approved by Council and only be associated with the use of the footpath for an outdoor eating area.
- Be located in the Trading Zone of the Footpath space.
- Ensure that pedestrian safety, permeability, and access is prioritised in our retail centres, all applications for outdoor dining must have a spacing of 1.5 metres minimum if the length of the screens extends longer than 10 metres in a continuous line.
- Have a gap of 150mm from the pavement to the underside of the café screen or barrier , to allow for street cleaning activities.
- Ensure that any business branding/logos on the screen must not take up more than 25% of the total size of each screen. It should be restricted to the lower part of the screen.
- Comply with the Tobacco Act 1987.
- Not impede vehicle and driver sightlines.

### Fixed Glass Screens

Fixed Glass screens must:

- Not exceed a height of 1.5m.
- Be secured by a lock in device (inground or bolted down). The device should be inserted no deeper than 350mm into the footpath. Sandbags, bricks and improvised devices are not permitted.
- Be accompanied by a *Dial Before You Dig* search, ensuring that underground services are not impacted by the proposal.
- Use permanent safety glass or equivalent which is fire resistant and does not easily deteriorate or discolour.

- Be designed to withstand wind loads and provide reasonable resistance to vandalism.
- Ensure that if a screen is vandalised or damaged, it must be removed immediately, and all remaining screens must be secure, so they do not pose a public safety risk.
- Include standard glass safety stickers and/or advertising along the glass for visual awareness under the Disability Discrimination Act. The decal strips can be decorative or contain business logos or designs. The minimum height to be 900mm and the max height of 1200mm.
- Ensure that any business branding/logos on the screen must not take up more than 25% of the total size of each screen. It should be restricted to the lower part of the screen.
- Restrict writing of the menu and specials to the 'end' sections of fixed glass café screens. It must not be positioned below 1.2m, be handwritten with a removal marker and be specific to menu items, costs and daily specials only.
- Be always maintained free of damage and cleaned regularly. Any failure to maintain the fixed screen including immediate replacement when scratched, cracked or broken and repair of damage to the frame structure will result in cancellation of the permit and removal of the screen at the applicant's cost.

### **An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application.**

This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

If a permit lapses, and the fixed glass screen is not removed from the Article Section, Council will remove the screen at the applicant's cost.



### Fixed Screens (non-glass)

Applications for fixed screens (non- glass) must:

- Not exceed a height of 0.9m.
- Must be constructed from a durable material and achieve a 30% permeability.

### Moveable Screens or Café barriers

Applications for moveable screens or café barriers must:

- Not exceed a total height of 0.9m.
- Be placed on the footpath during business hours only.

- Be secured by a locking mechanism or weighted for stability. Weight bags and other items should be placed to ensure clear accessible paths of travel remain. These items are to be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.
- Not be placed independently to serve the purpose of branding.
- Be constructed from durable material.
- Not be a fluorescent, neon or reflective colour.



*Correctly placed café barriers*





## 1.8 Blinds and Awnings

Applications for blinds or awnings must comply with the following:

- May only be fitted subject to Council approval.
- Must be removed/retracted outside of trading hours.
- Full length awnings or blinds which enclose public spaces or adversely affect the openness of footpaths or create the effect of an 'outdoor room' (i.e., private or discourage use of footpath) are generally discouraged.
- Retractable awnings extending from the building which do not require any support structure must maintain a minimum vertical distance of 2.4 metres between the underside of the awning and the footpath.
- May only be installed under verandahs or balconies as ancillary to the more permanent verandah or balcony.
- Awnings may only be secured or anchored in a way that has the prior approval of an authorised Council officer and cannot be lashed or secured to street furniture or any other public infrastructure.
- Advertising is not permitted on blinds.
- If the blinds form a continuous barrier along the kerb, a 2.0 metre minimum wide Pedestrian Zone must be provided every 10.0 metres to allow access to and from the road.
- Must be fixed firmly in position when down to avoid extensive 'flapping, and so that any sharp exposed plastic edges are protected. Ground level restraints have to be designed and constructed so as to avoid hazardous situations.
- Retractable blind must be rolled up or removed:
  - Outside trading hours.
  - When the weather does not warrant their use.
  - As frequently as possible to avoid 'closure' and cluttering of the streetscape.
- A Building Permit is required for retractable blind. Permit can be sourced from a private Building Surveyor.
- Weather blind anchors/ eyelets can be installed into the footpath and used to secure weather blinds. The only type of anchors that will be considered must be flush with the pavement and do not present as a trip hazard.
- They must also be located within the Trading Zone.
- An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application. This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

### Outdoor Structures (i.e., Pergolas, overhead structures)

- Other weatherproof structures will be considered on a case-by case basis.
- Proposals which seek to enclose public spaces or adversely affect the openness of footpaths, nature strips, parklets or laneways or create the effect of an 'outdoor room' (i.e., private or discourage use of footpath) will not be supported.



## 1.9 Power, Lighting and Speakers

- Lighting can provide a warm and inviting atmosphere in outdoor dining proposals.
- Solar-powered lighting is strongly preferred. The size and placement of solar panels does not cause visual clutter.
- Applications for lighting and illumination within a Trading Zone will be considered on a case-by-case basis and to Council satisfaction.
- Any approved electrical works must be undertaken by a registered electrician. A certificate of compliance issued by a registered electrician is required to be produced to Council on the completion of works.
- Exposed wiring will not be considered to ensure risk of tripping or other hazardous events can be prevented.
- Speakers and speaker systems are not to be installed outside the shop. They must be located entirely inside the shop and situated not less than three metres from any public entrance.

Should electrical lighting be installed, no electrical cables can 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 by a registered electrician.

### 1.10 Planter Boxes

Planter boxes can enhance the existing landscape features on public and private land and contribute to the Darebin's amenity. Maintaining and enhancing the leafy environment of the city through design and effective plant choice ensures outdoor cafés make a positive contribution to the city environment.

Planter boxes will be considered on a case-by-case basis and in accordance with the following principles:

- Non fixed Planters must not fully enclose a Trading Zone on a footpath and may only be provided where they positively contribute to the streetscape and amenity.
- They are securely anchored to the footpath with a lockable castor or by weight.
- they don't exceed a total of 1.2 metres in height (including plants) and 1.5 metres in length.
- They have a gap of 150mm from the pavement to the underside of the planer box, to allow for street cleaning activities.
- Planters cannot have sharp corners or edges or pose other safety risks.
- The use of only annuals or vegetable in planters is not recommended as their lifespan is short and they need regular watering and replacement. If you want to use these, consider a combination with other hardy and longer-lived plants.
- the business is responsible for the ongoing care, maintenance and replacement of plants and planter boxes. Plants and greenery are required to be kept in good health and present well throughout the year.
- Advertising on planter boxes is not permitted.

Fixed Planter boxes will be considered on a case-by-case basis. Applications which 'give back to the streetscape' by integrating seats, benches and/or bike parking for broader community use may be supported.

An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application. This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

### 1.11 Windproof Ashtrays

Under the Tobacco Act 1987, smoking is banned from outdoor dining areas. Where smoking is permitted:

- Windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.
- Business operators must maintain the area clean and free of litter including cigarette butts. Failure to provide suitable windproof ashtrays may result in the cancellation of the permit.
- Business operators found sweeping cigarette butts into the gutter, immediately forfeit all rights to trade on the footpath.

# SECTION 2.0: DESIGN GUIDELINES FOR TRADING ZONE ON ROAD SPACE (PARKLETS)

## 2.1 Parklet Siting: Footprint, Buffers and Edges

### Parklet Footprint

- Parklets in parallel parking bays cannot occupy no more than 2 car parking bays.
- Parklets in perpendicular bays cannot occupy more than 2 car parking bays.
- Parklets in angled parking bays cannot occupy more than 2 carparking bays.
- If your proposed parklet location is adjacent to a kerb outstand and/or no stopping area, we will consider applications which use this road space on a case-by-case basis.

### Buffers

Within this footprint, all parklets must have a:

- Perimeter buffer setback of 450mm from all adjacent traffic/bicycle lanes. This aligns with AusRoad Guidelines part 3.
- Buffer setback of 450mm from all adjacent carparking bays. Wheelstops must be installed within this setback at the cost of the parklet host.

### Setbacks from Street infrastructure

When siting the Parklet, ensure that:

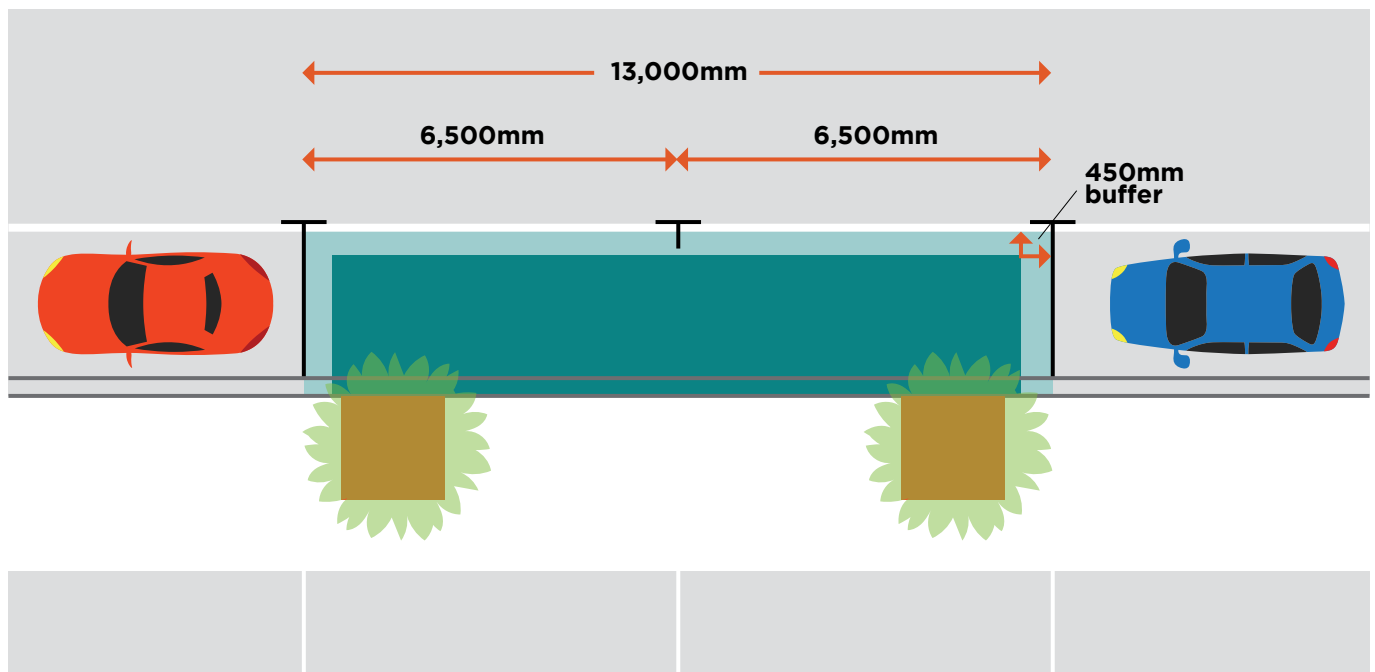
- its setback 1000mm from any street infrastructure (ie rubbish bins, seats, fire hydrants, bike racks), as per Darebin's Footpath trading policy.
- it's setback 500mm from any street tree, to minimise damage to the tree root and/or tree grate.
- Parklet platforms are not installed over drainage grates, pits and outlets.
- Parklet platforms are not installed over kerb ramps or crossovers, unless there is another accessible ramp/crossover in easy distance to ensure access is maintained.
- A 600mm clearance is required from the side of any stormwater pit.
- A parklet can be considered where there is a stormwater pit, provided a lid is placed beneath the platform for inspections and access to that pit.
- Any service pits on footpath need to be identified on application/design/plans.
- Access to services such as sewers, gas, water, telecommunications and electricity conduits should not be obstructed.
- Street furniture including seats, bins and bike hoops may be relocated should an agreed alternative location be found, at at costs to the officers will help in considering the requests.



## Edges

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 or a combination of both. The following requirements should be met:

- The height of planters/edge fencing above the road surface to be at least 800mm and no higher than 1200mm (including plants to a max height of 500mm).
- 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.



## Safety Elements – 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.
- Consider the back of the parklet:
  - While not visible from the footpath the outside of the parklet enclosure is highly visible from across the street.
  - Large blank walls can be an invitation for graffiti and tagging. This can be mitigated by adding visual interest like pattern, color, surface, texture and planting.
  - Consider a high contrast colour approach for the back of parklets to help visibility for community members with a vision impairment.

## 2.2 Accessibility

Parklets must be designed so they are accessible for all customers, including those using wheelchairs, prams and walkers. Parklets should be flush to the footpath ensuring that there are no gaps, steps or trip hazards as you enter and exit the parklet.

The design of parklets must comply Australian Standards for designing for access and mobility (AS 1428.1:2021).

Key elements of an accessible parklet must include:

### Accessible entries

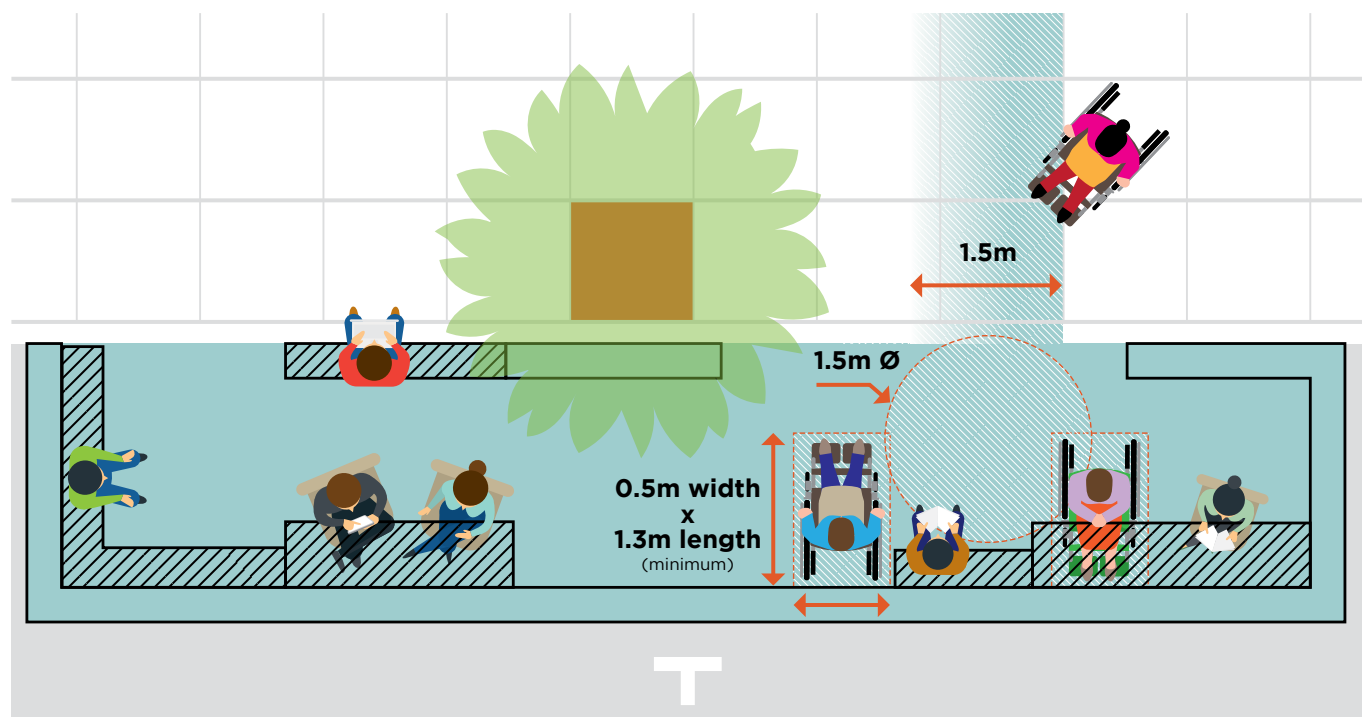
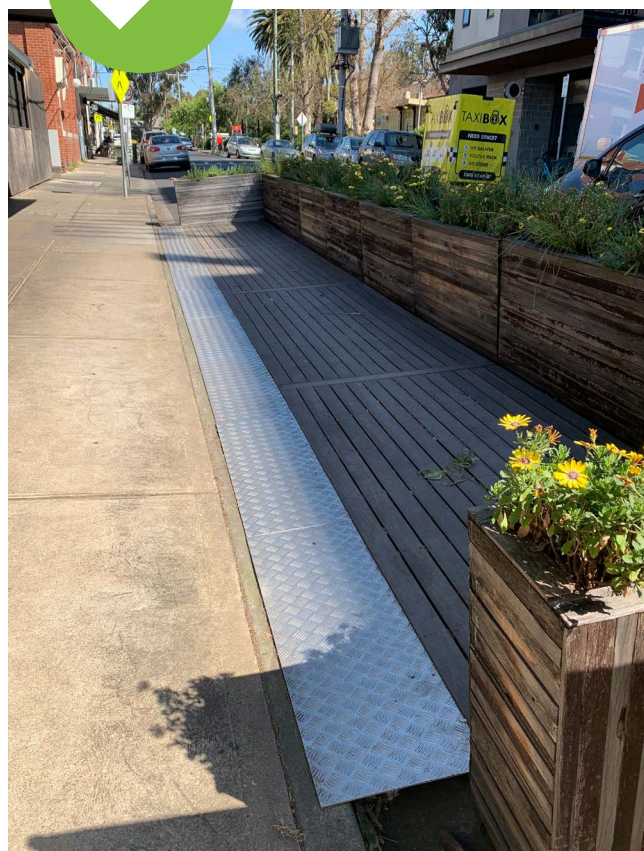
- Each parklet must provide at least one accessible entry point, with a minimum width of 1.5 metres.

### Accessible paths of travel

- Clear, unobstructed paths of travel into the parklet from the footpath must be provided for community members who are visually impaired or use mobility devices such as wheelchairs, walking frames and prams.
- To facilitate this, outdoor dining on the footpath may need to be removed, particularly where a footpath is narrow (or less than 3.5m wide).



*Correct accessible path*



Accessible Parklet configuration

### Wheelchair turning area and resting space

- A wheelchair turning area must be provided, ensuring a wheelchair can make a 180° turn, with a minimum diameter of 1.5m.
- A wheelchair resting space must be provided and have a 0.8m minimum width and 1.3m minimum length. The wheelchair resting space should incorporate companion seating.

### Accessible tables and chairs

- Accessible tables and chairs to be provided within the dining space.

### Accessible toilet

- An accessible toilet is provided by the business host or they know where an accessible toilet is located within easy distance of the dining area.

### High contrast edges to the parklet

- Ensure that the outer edges which define the from the road (e.g. bright colour and high contrast).
- Planting can also act as a good contrast.

### Platform

- Refer to section 2.3 for detailed guidance.





## 2.3 Platforms

Platforms can enable easy access into a parklet and create a public 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.

Due to the high levels of pedestrian movement, parklets applications in Major Activity Centres must have a raised platform to create an extension of the footpath

### Platform design requirements

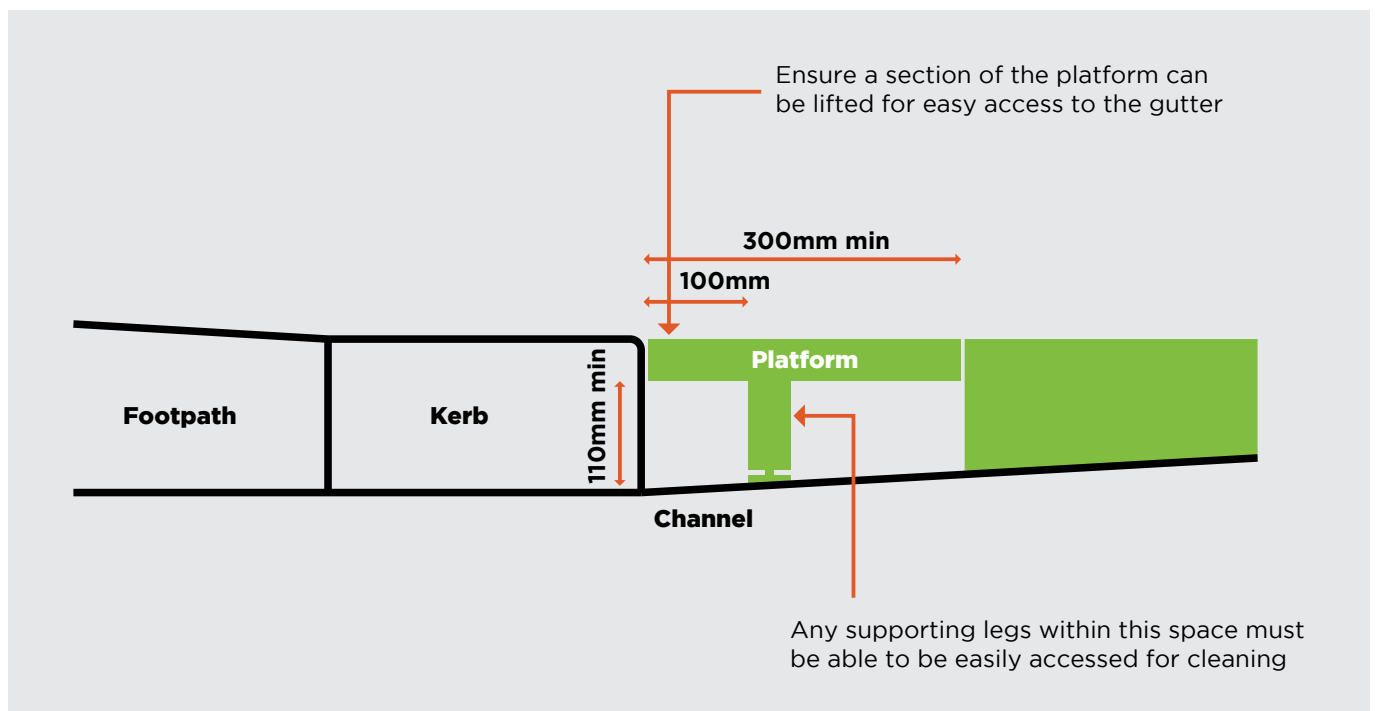
- Platforms must be flush with the footpath to ensure seamless transition between footpath and parklet spaces, preventing any tripping hazards.
- Where there is a gap between the platform and the footpath, a threshold platform can be provided to provide a more seamless transition. Rubber access matting can also be explored as a joining surface.
- 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 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 at the expense of the parklet host.
- Platform material to be durable and withstand outdoor weather.
- Platform surface must be non-slip and meet with the relevant Australian Safety standards.

### Platform-Kerb Interface

Platforms must provide adequate space to allow drainage and cleaning of channel.

As outlined in the diagram below, the following requirements are to 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.



Platform configuration

## Drainage and Street cleaning

The design of a parklet should not prohibit drainage of stormwater runoff.

- Please check this with Council if your area is impacted before you apply.
- Generally, Parklet platforms are not supported over drainage grates, pits and outlets. A parklet can be considered where there is a stormwater pit, provided a lid is placed beneath the platform for inspections and access to that pit.
- Design must ensure sufficient water drainage with no pooling in the parklet or footpath.
- Any raised platform must ensure stormwater flow is not obstructed. The removal of leaves and litter is the responsibility of the permit holder/ business.
- Rubbish grates to be placed at either end of the platform. (Parklet Host is responsible for clearing the rubbish grate).
- Parklets are not permitted in areas of significant flooding.

## 2.4 Materials

When considering a material palette for the your parklet, you should ensure that it is:

- Fit for purpose and suitable for public use.
- A high quality finish 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 for ground/floor surfaces.
- Sustainable and/or locally sourced where possible.
- Able to be reused/recycled where possible to prevent materials going to landfill at the end of its useful life.



*Non-compliant platform*



## Preferred materials

The following materials are generally preferred :

- 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.
- Recycled plastic.
- Hardwood timber, Treated Pine or Marine Ply are timber materials are suitable for outdoor uses. Ensure that timber materials are painted and/or sealed.
- 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.

## 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.

- Astroturf.
- Loose materials.
- Sand or loose stone.
- Hay-bales.

## 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.
- 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.
- 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.

## 2.5 Parklet Amenities

### Furniture

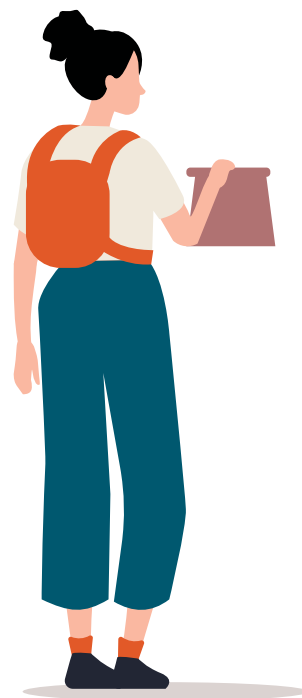
- Furniture and seating must be suitable for outdoor use and be either fixed or removable.
- Council officers will assess all furniture before it is purchased and installed.

Moveable furniture should be:

- For outdoor use only (no indoor furniture).
- Sturdy and able to resist wind gusts.
- Stackable.
- Easy to clean.
- Made from materials that are long lasting and weather resistant.
- Brought in each night after use in the parklet.

Fixed furniture should be:

- Hardy, sturdy and fixed in place.
- Easy to clean.
- Constructed of materials that do not deteriorate quickly.
- Integrated into the design that uses the space efficiently.
- Maintains seating for community use when removable furniture is removed.
- Free from commercial advertising.





## Lighting

Lighting can provide a warm and inviting atmosphere in the parklet:

- Solar-powered lights are strongly preferred.
- All lighting fixtures and infrastructure (e.g. solar panels) must be contained within the parklet.
- Internal lighting of parklet is low level and does not impact approaching/passing motorists. Illuminance should generally not exceed 5 lux. No flashing/ coloured lights that may cause distraction to drivers.
- The size and placement of solar panels does not cause visual clutter.
- Should electrical lighting be installed, no electrical cables can 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 by a registered electrician.

## Umbrellas

Umbrellas are encouraged to provide shade and must:

- Comply with the requirements set out in the Darebin Footpath Trading Policy.
- Not extend out beyond the Parklet area.
- Be secured at all times and removed in times of strong winds or storms.
- Be removed at the close of permitted hours of operation.

## Shelter and permanent structures

- Permanent structures covering Parklets 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.

## Outdoor heaters

- Stand-alone portable heaters that meet Australian Standard AS 1956 and are certified by the Australian Gas Association will be permitted but will need to be removed at the close of permitted operating hours. Heaters must be installed, tested and tagged so they do not pose a hazard. Parklet Hosts must ensure all infrastructure is safely secured to address wind loading.

## Planter Boxes

- Planter boxes are permitted and must be located inside the parklet.
- The construction of the planter box can be a maximum height of 0.75 metre with planted foliage to a maximum height of 0.5 metres or a total combined height of 1 metre.

### *Standard detail for planter boxes*

Typical suggested detail for a planter is as follows:

- 50mm recess below top of planter (prevents mulch and dirt spilling over).
- 50mm mulch (wood chip or pre-washed gravel).
- 500-800mm of soil (sandy loam or high quality organic soil).
- Geotextile layer to prevent soil migration into drainage.
- 50-100mm drainage layer (scoria or similar no fines aggregate).

Drainage at base could either be free drainage with holes in the base, or an agg pipe draining to a point of discharge

This comes up with a height of 650mm to 1000mm, which should work in well with the current specification for planters.

## Advertising Signs

- Must align with Footpath policy.

## Play Elements

- Interpretive Play elements can be a great way to appeal to young families. ??

## Bike Parking

Incorporating bike parking into the design of your parklet is strongly encouraged and can be incorporated the following ways:

- On the parklet platform – custom or off the shelf bike parking can be provided within the parklet platform.
- On-street (adjacent to the parklet). Bike Parking / Bike corral can be installed adjacent to a parklet.

## 2.6 Planting

- Planting enables greening of the street and must form part of all parklets. They also create a buffer to the road space, for parklet users.
- Plants grow and change over time and require regular and ongoing maintenance and replacement. Council can offer support on selecting plants that are well suited to the local conditions and require less maintenance.

### Design requirements:

- Planter boxes are permitted and must be located inside the parklet.
- 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.
- Artificial plants are discouraged.
- Parklet Hosts must ensure plants are watered and maintained.
- Parklets etc should be 1m from street trees.
- Ensure no infrastructure is in conflict with trees – e.g. umbrellas, blinds, awnings etc.
- Tree sizes to be chosen based on surrounding infrastructure – i.e. no conflict with awnings to avoid ongoing pruning for clearance etc.

### 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.

### Maintenance requirements

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.



## Plants suitable for Parklets – Recommended Species List

### Shrubs/Grasses:

- Silver Ponysfoot
  - Lavender.
  - Silver Bush.
  - Sage (varieties).
- Rosemary (dwarf or prostrate varieties)
  - *Correa*.
  - *Westringia*.
  - *Salvia*.
  - *Poa*.
  - *Kunzea pomifera* – Muntries (bush food)
  - *Carpobrotus rossi/modestus* – Pig face (Bush Food).
  - *Cymbopogon ambiguus* – Native Lemon Grass (Bush Food).

- *Themada triandra* – Kangaroo Grass.
- *Dianella caerulea* – Blue Flax cultivars (bush food).
- *Disphyma crassifolium* – Rounded Noon Flower.
- *Dichondra repens* – Kidney Weed.
- *Viola hederacea/banksii* – Native Violet.

### Trees in constrained environments:

- *Olea europaea* ‘Swan Hill’.
- *Hakea bucculenta*.
- *Pistachia chinensis*.
- *Ficus microcarpa* var. *hillii*.
- *Magnolia/Michelia* (evergreen).
- *Citrus*.
- *Bay*.
- *Callistemon* ‘Slim’.



# SECTION 3.0:

## PERMIT APPLICATION REQUIREMENTS

Council is committed to making the application process for Footpath Trading and Parklet Permits as easy as possible for businesses.

An approved permit is required prior to any Footpath Trading or Parklet activity commencing. It is recommended any prospective investor/business operator review these Guidelines prior to committing to any lease or contract.

### 3.1 Pre-application checklist

- ☐ Review the Darebin Outdoor Dining and Footpath Trading Policy & Guidelines.
- ☐ For Parklets Only – Submit a 'Expressions of Interest' via Council's Business Concierge, who will liaise with our Transport, City Design and Drainage teams to understand the feasibility of the parklet location and provide any additional requirements. A site visit may be required.
- ☐ Determine the proposed design layout, including trading furniture and/or signage.
- ☐ Obtain written neighbouring property consent, if applicable.  
Refer *Outdoor Dining and Footpath Trading Policy*.
- ☐ 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 financial considerations for businesses

Depending on the type of outdoor dining or footpath trading proposed, there may be other costs that apply including:

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





## 3.2 Application Requirements: Footpath Trading

Submit an application with the prescribed application fee and include the following documentation:

1. Application form: including Business details and location, Applicant contact details.
2. Existing conditions site plan:
  - Prepared to scale 1:100 and full dimensions to show:
    - Building frontage, and footpath.
    - Abutting properties with business names.
    - Infrastructure - trees, light poles, litter bins, public seats, bicycle stands, fire hydrants, stormwater pits, utility or telecommunication assets.
    - Maybe provide a *Dial Before you Dig* enquiry and response.
    - Parking bays and parking restrictions.
    - Any adjacent footpath outdoor dining or advertising boards.
    - Any other relevant features.
3. Proposed Site Plan: of footpath trading/dining
  - Prepared to scale 1:100 and full dimensions to show:
    - Host business and adjacent buildings including their entrances and street address.
    - Roadway with road name shown.
    - Footpath and its width.
    - Kerb line and driveway locations.
    - Traffic and bike lanes.
    - Existing street furniture such as bicycle parking, streetlights, street signs, fire hydrants, utility.
    - Location of access points (pits).
    - Street trees, tree grates and landscaped areas.
    - Layout and type of furniture you intend to put in the footpath trading area (e.g., tables, chairs, umbrellas, heaters, screens).
4. Proposed furniture and Plant Palette: including photographs, design specifications and materials to show compliance with the guidelines.
5. Details of any advertising: a colour photograph or detailed design drawings of any proposed advertising logo, and clear indication of its size and all locations within the trading zone.
6. Public Liability Insurance: Covered by Council and included in the Permit fee.
7. Written neighbouring property consent: if applicable.



### 3.3 Application Requirements: Parklets/Trading in Road Space

1. Aerial Photograph (eg. Google maps satellite view): with the carparks/roadspace that you wish to occupy marked up.
2. Photographs: of the site, immediate surrounds and proposed Parklet location.
3. Existing Conditions Site Plan:
  - Prepared to scale 1:100 and full dimensions to show:
    - Building frontage, and footpath.
    - Abutting properties with business names.
    - Infrastructure - trees, light poles, litter bins, public seats, bicycle stands, fire hydrants, stormwater pits, utility or telecommunication assets.
    - Parking bays and parking restrictions.
    - Any adjacent footpath outdoor dining or advertising boards.
    - Any other relevant features.

#### 4. Proposed Site Plan of Parklet:

- Prepared to scale 1:100 and full dimensions to show:
  - Host business and adjacent buildings including their entrances and street address.
  - Roadway with road name shown.
  - Footpath and its width.
  - Kerb line and driveway locations.
  - Traffic and bike lanes.
  - Existing parking spaces including their width and length.
  - Parking restriction details.
  - Existing street furniture such as bicycle parking, streetlights, street signs, fire hydrants, utility.
  - Access points (pits).
  - Street trees, tree grates and landscaped areas.
  - Existing footpath trading area of your business.
  - Proposed Parklet footprint and the buffer zones including all dimensions.
  - Location of barriers around the Parklet including their dimensions any proposed landscaping.
  - Safety measures in accordance with the Guidelines.
  - Location of DDA compliant access into your Parklet.
  - Layout and type of furniture you intend to put in the Parklet (e.g. tables, chairs, umbrellas).



5. Proposed elevation of the parklet:

- Prepared to scale 1:100 and full dimensions to show:
  - Details of the continuous barriers including their height and length.
  - Materials used, labelled on the plan and images if possible.
  - Clearances from the stormwater drain and rubbish grates for any platform proposals.
  - Details of the treatments at the edges of the buffer zones (eg. soft hit posts, wheel stops, traffic cones).
  - Other vertical elements such as canopy structures, lighting, umbrellas.
  - Details of reflective materials on each side.
  - Location of signage (safety chevron signage and advertising).

6. Proposed furniture and Plant Palette: including photographs, design specifications and materials to show compliance with the Guidelines.

7. Detailed Construction Drawing Designs:

- Details of how infrastructure (eg. barriers, umbrellas) will be safely secured to address wind loading, safety of occupiers.
- Detailed construction drawings/shop drawings, including site plan, floor plan and elevations (as relevant).
- Platforms will require Certificate of Compliance Inspection and Structural design Certification in accordance with Regulation 126 of the Building Regulations 2018 from a Registered Structural engineer.

8. Other Information: Any additional evidence or statement in support of your application.

- This can include a discussion of how your Parklet would meet the program and design objectives?

9. Valid Public Liability Certificate for \$20 Million.

10. Any other relevant details: where applicable including:

- Current registration to serve food and/or beverages under the Food Act (Vic.) 1984.
- Liquor license that includes the footpath as part of the 'licensed area' when alcohol is to be consumed or served in this area.



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