

MOORABOOL SHIRE COUNCIL

TRIAL OUTDOOR DINING GUIDELINES

To 30 June 2021



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Outdoor Dining in Moorabool Shire Council

Moorabool Shire Council is introducing an outdoor dining permit program to local traders to utilise footpaths, on-street parking and/or other street space for outdoor dining.

This initiative is in response to the coronavirus pandemic to help support a resilient community that can adapt easily to potential community and economic changes. Outdoor dining has been an effective means of supporting local businesses while keeping the community safe.

The purpose of the Outdoor Dining Guidelines is to establish a set of key principles and processes to assist traders to implement outdoor dining for local businesses in Moorabool Shire Council.

These Guidelines will provide:

- an outdoor dining permit approval process, assessment and eligibility criteria,
- suggested site plan and outdoor dining arrangements,
- detail design suggestions considering, traffic safety measures, accessibility, materials and colours,
- final implementation ideas and examples to assist local traders to envisage outdoor dining in their local shopping strip context, and
- application requirements.

Eligibility and Assessment

Permits for Outdoor Dining are available to a registered food and drink business with a compliant working kitchen or food preparation area under the Food Act 1984.

While these Outdoor Dining Guidelines are tailored to hospitality venues and registered food and drink businesses, other businesses with ideas for external seating arrangements or public realm infrastructure to support their local commercial operation and centre are encouraged to contact Council to discuss further.

The cost of ongoing permits and permit modifications for more permanent outdoor dining structures will be assessed and reviewed on a yearly basis by Council. The outdoor dining permits will be subject to consultation with Council, as well as other responsible authorities where necessary such as the Department of Transport, Victorian Police, Emergency Services and Public Transport Victoria.

Note: Traders can renew existing footpath trading permits through the Outdoor Dining Application Form.



Responsibility of Traders

Traders are responsible for the following:

- compliance with all laws and regulations, in particular with the Food Act 1984, the Occupational health and Safety Act 2004 and State Government Regulations, Health Directions in response to COVID-19 (as applicable) and Moorabool Community Local Law 2019
- ongoing conversations with adjacent businesses to ensure that direct or indirect impacts of outdoor dining are appropriately assessed, considered and managed
- ongoing conversations with Council including reporting any modifications required to the outdoor dining permits or upgrades to outdoor dining infrastructure or any permanent fixtures
- supply of approved outdoor equipment and infrastructure in line with approved permit (more information around Costing are addressed on page 18 of this document)
- operation and management of outdoor dining areas in line with approved permit, to limit impacts on streetscape amenity, this includes cleaning and general maintenance of the area.

Placemaking and Activation

Placemaking is the process of creating a connection between people and their physical environment. Bringing people together, creating a sense of community and making places universally accessible and inclusive are key elements of placemaking.

People are at the centre of placemaking. People encourage activation and their presence is a clear indicator of the success of a place, street, town, or city.

There are a variety of benefits that result from placemaking. These include:

- Building stronger communities that are connected and united
- Improving safety in the public realm and perception of safety more broadly
- Encouraging universal design, creating accessible and inclusive places

Activation means to 'encourage activity', and can come from the placemaking process by creating places that people want to pause in for long periods of time and return to frequently. In essence, placemaking and activation work together to achieve Council's vision of 'vibrant and resilient communities with unique identities'.

OUTDOOR DINING AND PLACEMAKING

Outdoor dining is one of the simplest forms of placemaking. Outdoor dining spreads activation onto the street encouraging people to pause, sit, linger, engage and gather along the street edge, blending public space with the private realm in commercial centres.

For residents, outdoor dining creates more vibrant streets that are safer and more welcoming.

For traders, outdoor dining encourages more foot traffic and ongoing support for local businesses across all industries.

For visitors, outdoor dining establishes a sense of intrigue and invites people to stay and explore.

COUNCIL VISION

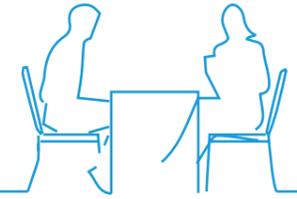
*Vibrant and resilient communities
with unique identities.*



What could Outdoor Dining look like for your business?

There are many forms of outdoor dining which present opportunities to both support business and contribute to placemaking within commercial centres, improving the appearance of streetscapes. Offering more attractive and comfortable outdoor dining spaces will draw more customers to restaurants and cafes, and encourage patrons to stay for longer periods, of time.

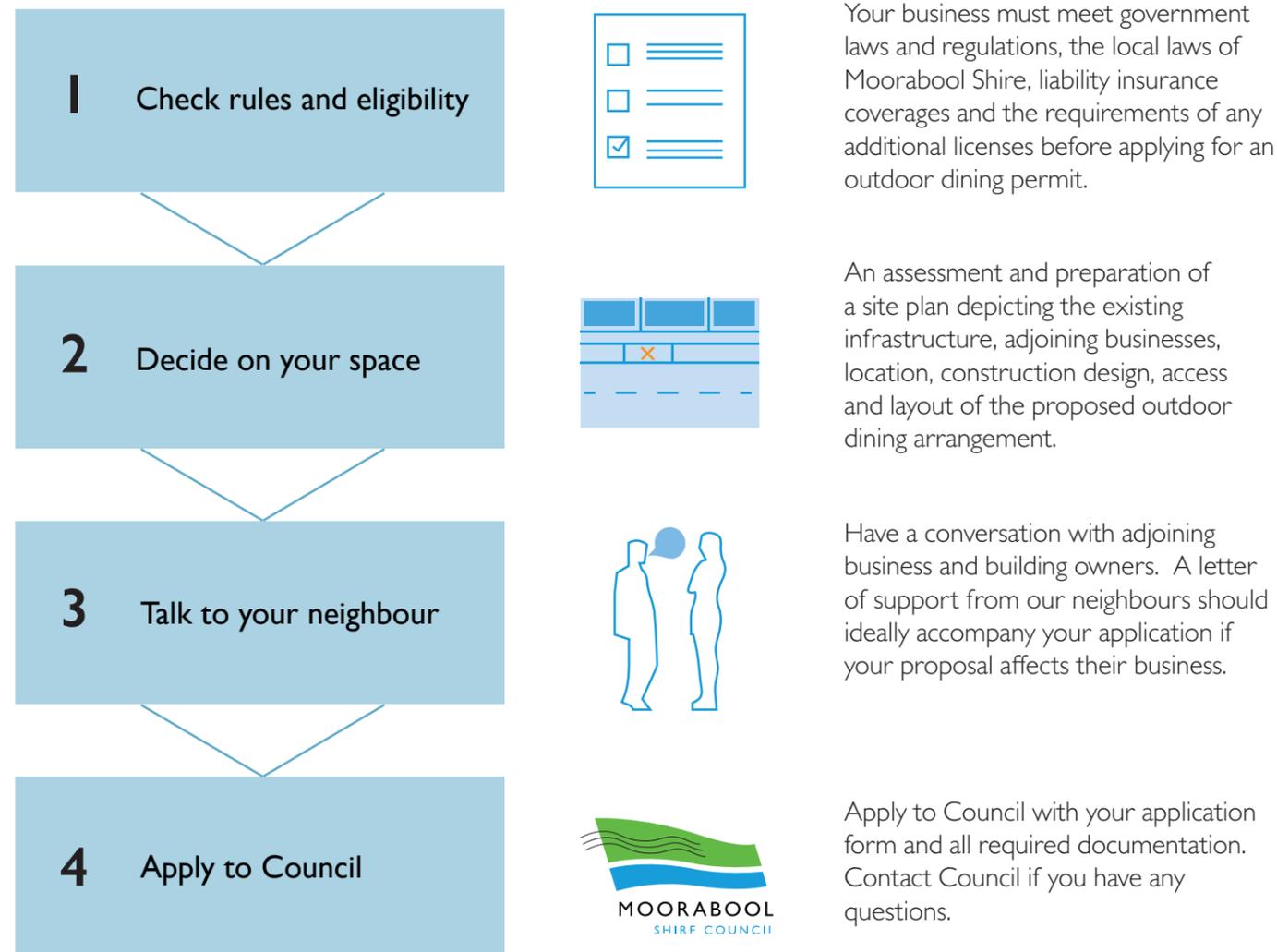
Traders that create thoughtful outdoor dining spaces for their business will create more lively public spaces in front of their own venues as well as contribute to the overall benefit of nearby businesses of all types. The photo collage below illustrates ideas and examples of various forms of outdoor dining.



Your Business and Outdoor Dining

Outdoor Dining for your business will be an ongoing conversation between traders and Council to arrive at an outcome that suits the needs of each business and leads to an outcome that is supportive of the broader community.

WHAT TO DO



I. RULES, REGULATIONS AND ELIGIBILITY

To be eligible for an outdoor dining permit your business and outdoor dining proposal must comply with the following government regulations and local laws. If you require further clarification please contact Council.

Government Regulations

Food Act 1984 - All businesses must be a registered food business and comply.

Occupational Health and Safety Act 2004 - All businesses must comply.

Government COVID Health Directions - Ongoing directions from the Federal and State Government for COVID Safe Outdoor Dining must be considered.

Disability and Discrimination Act (DDA) - All outdoor dining arrangements must be accessible and DDA compliant.

Community Local Law No.1 2019

Moorabool Shire Council

Outdoor Dining General Permit Conditions - This document sets out the general permit conditions for all outdoor dining applications addressing, use an occupation, risk, amenity, maintenance, safety and administrative laws and regulations. All outdoor dining arrangements must comply with the conditions set out within this document.

Insurance Coverage

All businesses must have a Certificate of Currency covering at least \$20,000,000 public liability insurance that identifies the business name, address and expiry date. The certificate must name Moorabool Shire Council as an interested party and must cover all outdoor dining activities within the proposed outdoor dining area and in front of any neighbouring businesses. All businesses applying must agree to indemnity and release Moorabool Shire Council in accordance with the Outdoor Dining Permit Conditions.

Serving Liquor - Is a Liquor License required?

The Victorian Commission for Gambling and Liquor regulation is fast tracking temporary limited liquor licenses for outdoor dining, subject to Shire Consent. Please advise Council if you already have a liquor license and draw a red line on your site plan to indicate liquor service in the proposed Outdoor Dining Area, as approved by VCGLR.

2. DECIDE ON YOUR SPACE

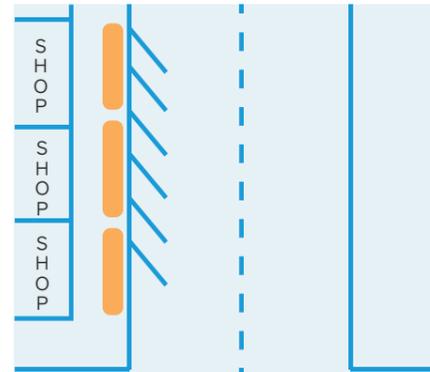
Location

There are three location options available to traders for outdoor dining applications, noting each application will be assessed against the general outdoor dining criteria.

1. FOOTPATH TRADING

Consider the width of the footpath and the location of fixed infrastructure such as rubbish bins, street furniture, posts or vegetation preventing accessibility. Consider the option to extend footpath trading in front of an adjacent shopfront, if appropriate. See page 15 about speaking to your neighbours.

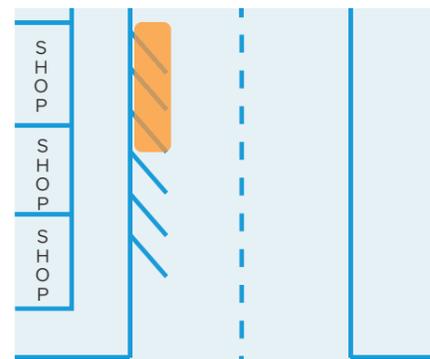
Permit Duration: up to one year



2. ON-STREET DINING

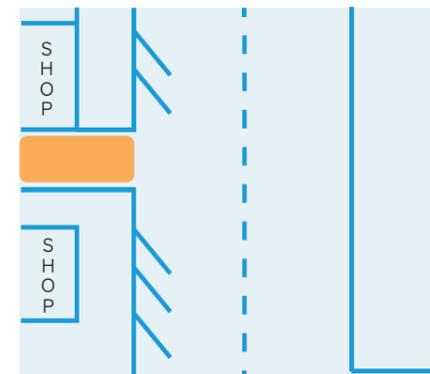
On-street dining, also known as the 'parklet', utilises on-street parking spaces. Consider this option when footpath trading is unavailable or existing footpath trading has reached capacity.

Permit Duration: up to 6 months (short-term) or 2 years (long-term)



3. OTHER PUBLIC SPACES

Other public spaces such as side street / laneway closures or car parks can be utilised for larger outdoor dining spaces. Full or partial road closures may be appropriate where footpath activity is high, and the closure will not adversely impact road network efficiency. These spaces will be assessed by Council on a case by case basis noting they will only be considered under specific circumstances.



LOCATION REQUIREMENTS

General Requirements

All outdoor dining arrangements must:

- be accessible to people with limited mobility, including wheelchair access
- be easily maintained and operated as to avoid untidy, unkept outdoor dining areas and to protect streetscape amenity,
- allow for the free and easy movement of pedestrians, considering social distancing rules,
- be within a reasonable distance from the business operating the outdoor dining area, for footpath trading this will be to the frontage of your storefront or along the frontage of adjacent shopfronts immediately abutting your store,
- not prevent access for essential services and emergency vehicles, entrances to buildings, residences, public transport, boosters, fire hydrant, utility cupboards and storm drainage,
- not be located within or obstructing clearways, loading zones, delivery areas or car park crossover,
- be located to limit noise impacts around sensitive uses such as residences where possible.

On-Street Dining Specific Requirements

On-Street Dining Area Arrangements must:

- be located within 10m of the business shopfront,
- on-street dining (Parklets) be located on a street with a speed limit of 40km/hour or less,
- not encroach into the trafficable lanes or remaining parking spaces,
- be highly visible when approaching in a vehicle,
- be more than 10m away from the approach of a street intersection,
- be more than 20m away from the departure of a street intersection.

Other Public Spaces Specific Requirements

Street or laneway closures or other public open spaces will be considered on a case by case basis if:

- Location option 1 and 2 cannot be adopted based on site constraints, or
- The road closure does not inhibit operation of neighbouring stakeholders or emergency accessibility,
- There is a clear opportunity to improve a public open space area, including, but not limited to an underutilised car park, or adjoining park.

Note: Council may have a location or design preference for certain outdoor dining applications depending on the site and/or based on external recommendations.

2. DECIDE ON YOUR SPACE

Buffer Zones

1. FOOTPATH TRADING - Minimum Buffer Zones

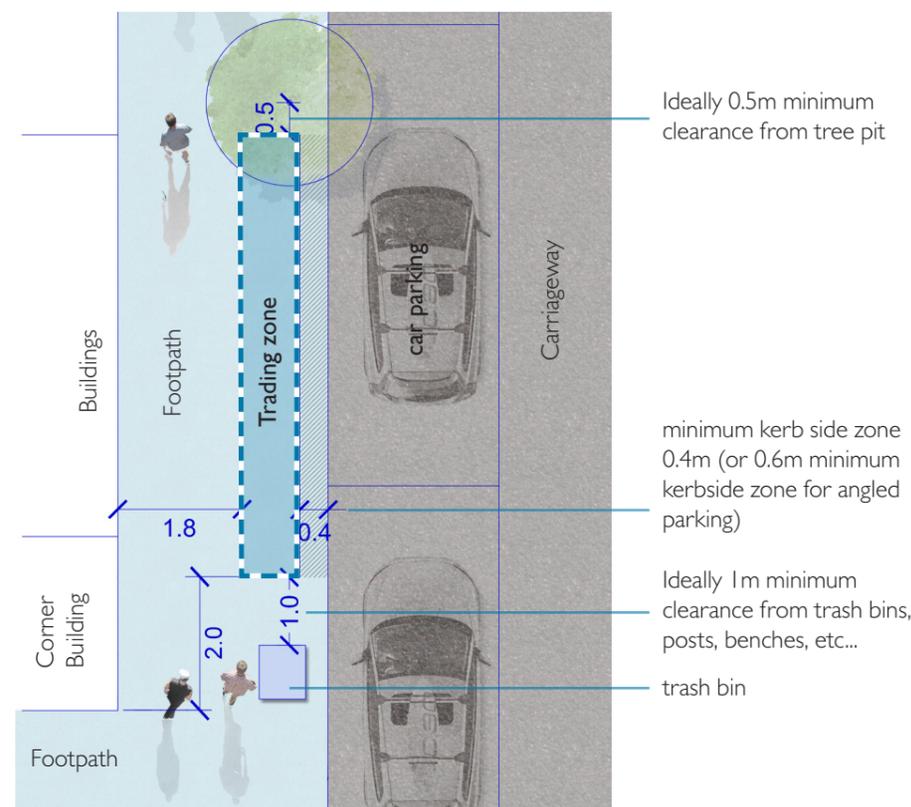
Footpath trading will be permitted on footpaths of a width no less than 2.5m to provide a clear and unobstructed footpath for pedestrian access. Clear footpath zone will need to be at least 1.8m in width.

Minimum Kerbside Zone:

- 0.4m from the kerb next to a parallel parking areas
- 0.6m from the kerb next to an angled/nose to curb parking area
- 1.5m from the kerb next to an accessible car parking space

A minimum of 2m clearance should be provided from the building's corner to ensure safe vehicle and pedestrian movement around corners. Council may increase these distances depending on the specific context.

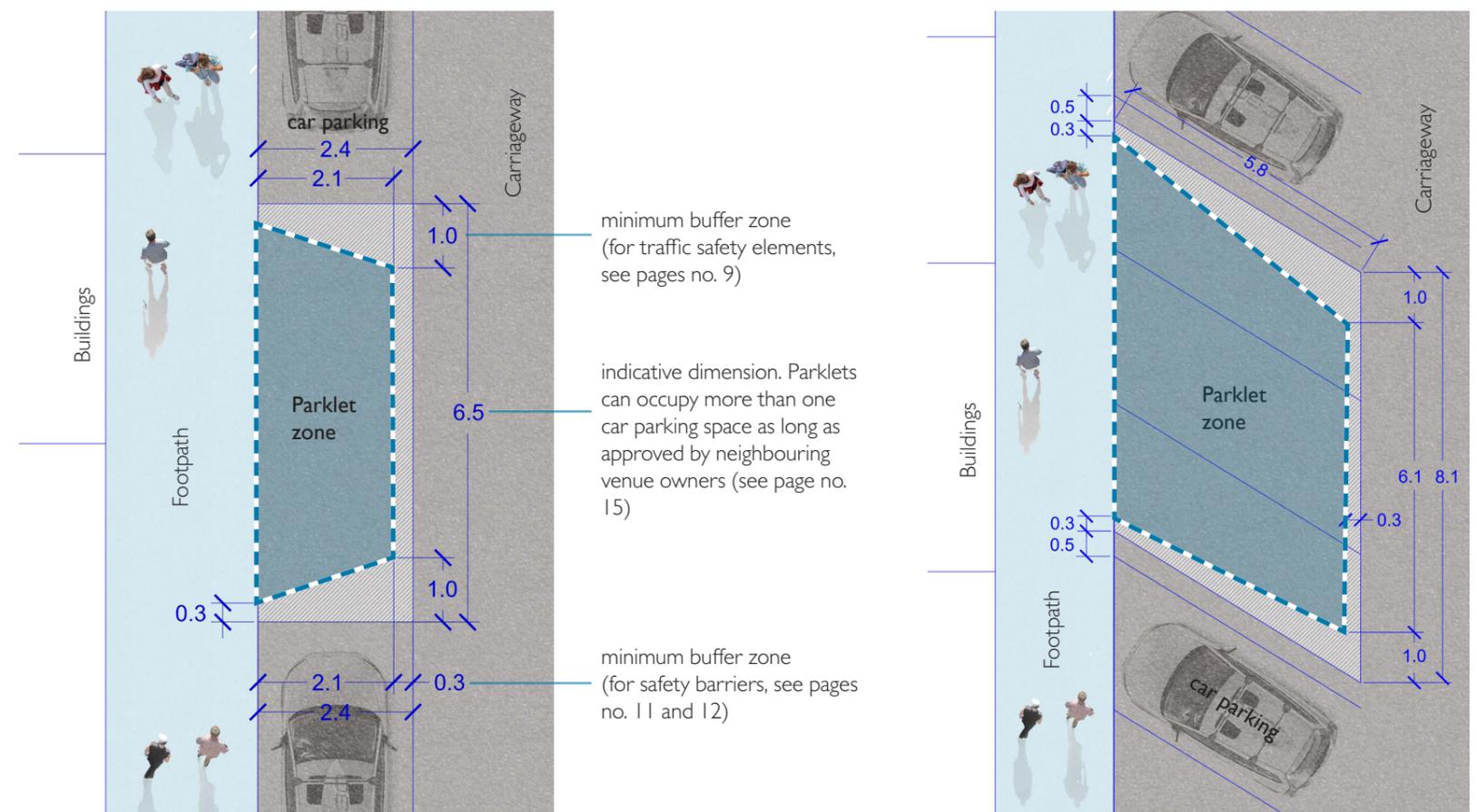
If the trading area is more than 12m in length, a 1.5m separation with the next footpath trading will be required, marked with a barrier.



2. ON-STREET DINING - Minimum Buffer Zones

The following diagrams show the minimum buffer zone required for parklet solutions. Council may require installation of traffic elements such as bollards, barriers, wheel stops and reflective tape for safety within the buffer zones marked in the diagrams. For more information about these traffic safety elements please refer to the next page.

In the event of an application for both Footpath trading and On-Street Dining immediately in front of the Footpath Trading area, the the Footpath Trading kerb buffer setback may be revised.



2. DECIDE ON YOUR SPACE

Traffic Management and Safety

Below are the types of traffic conditions that will require different outdoor dining infrastructure. These recommendations consider the advice of the Department of Transport relating to safety and buffer zones.

ROAD TYPE

Local Roads - On local streets parklet decks will not be required however, stand alone barriers that are sufficiently weighted with concrete blocks on corners must be adopted.



Short Term - concrete blocks with standard movable footpath trading barrier



Long Term - concealed design concrete blocks with picket fencing

Department of Transport Roads - On Department of Transport roads all parklet barrier structures need to be sufficiently weighted, min. 300mm wide, min. 600mm height (from road) and concrete blocks on corners and barrier treatments on either end. This can be in the form of concrete blocks on the corners or water-filled barriers across in front of the delineation.

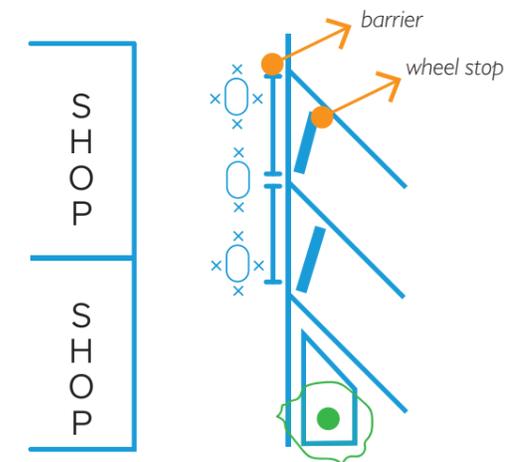


Long Term - raised deck flush with footpath, raised planter box barriers.
Please note: Street/laneway closures require barrier and concrete blocks at the end of each outdoor dining area.



PARKING ARRANGEMENT

90 degree or Angled parking - All footpath trading adjacent to 90 degree or angled parking must have a fixed, wheel stop installed to the front of the car park. As well, barriers along the footpath edge should be installed to reduce noise impacts or work to delineate footpath.



Long Term - fixed glass barrier
Short Term - wooden fence barrier with detachable shade sail



Short Term - moveable barrier to delineate parking from footpath

Parallel parking - All on-street outdoor dining parklets and barrier treatments must be contained to the parallel car park areas as marked.

2. DECIDE ON YOUR SPACE

Design Type

There are two outdoor dining design types, short-term and long term. You may wish to consider either or both of these options for your business. The following can help you decide what is right for you.

OUTDOOR DINING DESIGN OPTIONS

SHORT-TERM

Short-term outdoor dining solutions are temporary structures that are put in place to allow traders to:

- try outdoor dining for the first time
- trial different outdoor dining locations to expand existing outdoor dining spaces
- have seasonal outdoor dining spaces
- quickly respond to patron capacity limits reflective of COVID recommendations

BENEFITS

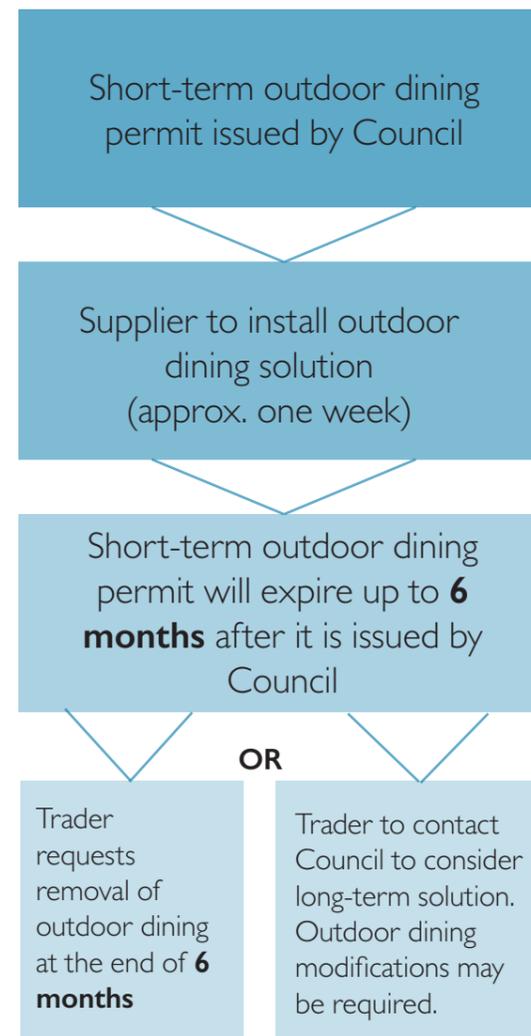
These short-term outdoor dining solutions will be made of 'quick to install' building materials to allow for fast installation and removal.

These short-term designs arrangements will be more cost effective solutions to the long-term parking solutions.

Please note: Short-term solutions will still need to meet traffic safety requirements.

Short-term outdoor dining solutions may not result in the preferred design outcome for the street. Accordingly, once a short-term permit expires please contact Council to consider options for a long-term outdoor dining arrangement.

Timing



COST OF MATERIALS, TRAFFIC MANAGEMENT & INSTALL

Cost of outdoor dining arrangements and associated traffic management will be dependent on the location and design type. Grants for materials and installation can be applied for with your permit application. More information on Costing is provided on page 18.

LONG-TERM

Long-term outdoor dining solutions are semi-permanent structures that are put in place to allow traders to:

- make temporary existing outdoor dining spaces semi-permanent
- expand space to allow for more patrons on an on-going basis
- engage with other traders to create interesting spaces for their local centres and activate the street

BENEFITS

These long-term outdoor dining solutions will be more attractive, thoughtful design solutions that will contribute to the ongoing activation of the street.

More creative outdoor dining solutions can be installed in place of short term designs.

Please note: Footpath trading permits can be considered long-term solutions, noting that tables and chairs may not be fixed. These will be considered as 'long-term footpath trading' permits.

Long-term solutions may take longer to install and require more consultation with Council to ensure the final design solution is safe and attractive.

Timing



2. DECIDE ON YOUR SPACE

Short Term Safety Barrier Options

When considering a on-street dining solution, a safety barrier between pedestrians and the roadway will be required. In some cases, footpath dining areas might also be benefited by implementing safety barriers. These barriers must not be taller than 1.2 metres high to maintain lines of sight. Planters (not including the plant height) should not be taller than 0.9m. Some Movable Safety Barriers types are:

Water filled barriers, concrete Jersey barriers or concrete blocks: This is the simplest way of creating a parklet solution since they act as both spatial configurators as well as a traffic safety element. Traffic Management Barriers are the only short term option for arterial roads and comply with Impediment requirements under the Department of Transport Outdoor Dining Guidelines. For Council Roads, traffic management barriers can be incorporated into barrier options as effective safety elements.

Pallets and recycled materials: This 'prefabricated element' provides different alternatives to configure outdoor dining areas. Due to their width, they are self-structured and don't require bolting. It is recommended to utilise plants to enhance the aesthetic of the intervention as per the example images. Sometimes, a mix of new and recycled material can create a positive design effect.

Picket fence: This prefabricated element is offered by different local parklet providers. They have a 'countryside' aspect and can be used in both parklet and footpath areas. They also require additional traffic safety elements, as shown on pg 9.

Self-structured fence: There are various types of movable barriers that can be utilised to configure outdoor dining spaces. Their material, colour and dimensions can vary depending on the specific needs. Council will be assessing each proposal to ensure they comply with the streetscape expectations for each locality.

Movable planter boxes: By adding small wheels, light planter boxes can become movable, allowing for good spatial configuration for temporary outdoor dining areas (see attached image). Isolated planter boxes of sufficient weight are suitable for physical impediment on Department of Transport roads.

Streetscape: Although the Council expects to receive different barrier solutions, it is also important to indicate that each intervention will have a significant impact on the way each street looks and feel (streetscape). Therefore, the following recommendation should be considered:

Colour palette: Moorabool's character is highly influenced by the presence of timber as a predominant material that contributes to the creation of the character of their Shires different localities. It is highly encouraged to provide solutions that consider the character of a site's context.

SHORT-TERM OUTDOOR DINING EXAMPLES

'Barrier only' structures



Movable fence / footpath dining



Pallets as parklets configurators



Picket Fence



Movable planters / recycled timber



2. DECIDE ON YOUR SPACE

Long Term Safety Barrier Options

Types of Semi-Permanent Barriers: These barriers must not be taller than 1.2 metres high (or 1.5 metres for fixed translucent screens) to maintain lines of sight. Some fixed Safety Barrier types are:

Planter Boxes: They are the most commonly used type of barrier for permanent outdoor dining solutions, positively contributing as they add more vegetation to streetscapes. Isolated planter boxes of sufficient weight may be used as safety barrier protection on the approaches of arterial road parklets. Sufficient weight means the structure can withstand low speed impacts without moving into dining areas

Fixed Translucent Fences: Depending on their height, they can act as a noise barrier. They are especially recommended for locations where the proximity to cars create incompatibility to outdoor dining areas (i.e. Ballan's 45° car parking spaces next to footpaths). For footpath dining areas, separations between venue's dining areas may not be required (agreement between neighbours). Minimum social distancing is encouraged (as per page no. 13)

Decking: Although they are not considered 'barrier elements' they will need to be considered as part of any long term parklet proposal. The technical requirements to be considered for their implementation is explained in page no. 14.

Planter boxes and translucent fences can be considered as elements to also divide premises outdoor dining areas with their neighbours. It is expected that these elements continue the colour and material palette utilized in the rest of the intervention.

Streetscape:

Although the Council expects to receive different barrier solutions, it is also important to indicate that each intervention will have a significant impact in the way each street looks and feels (streetscape). Therefore, the following material recommendations should be considered:

- High quality, durable, and environmentally friendly
- Non-reflective
- Low emission, recycled or salvaged, sustainably sourced or locally sourced
- Non-slip (walking surfaces)
- Weather resistant
- Easy to disassemble

The outside edges, as well as the inside edges of a parklet will need to be designed to ensure an attractive outcome from different view angles. Please consider to reduce blank walls. Addition of colour, patterns and textures in all faces of a parklet may help to create a more attractive streetscape.

LONG-TERM OUTDOOR DINING EXAMPLES

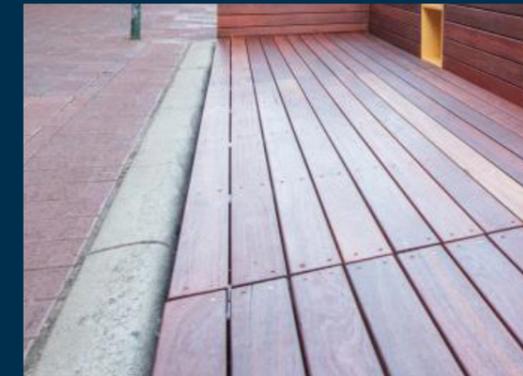
Fixed Parklet



Footpath dining - planter barriers



Decking area



Footpath dining - noise screen barrier



Outdoor Dining in Park Areas



Mix of recycled and new materials

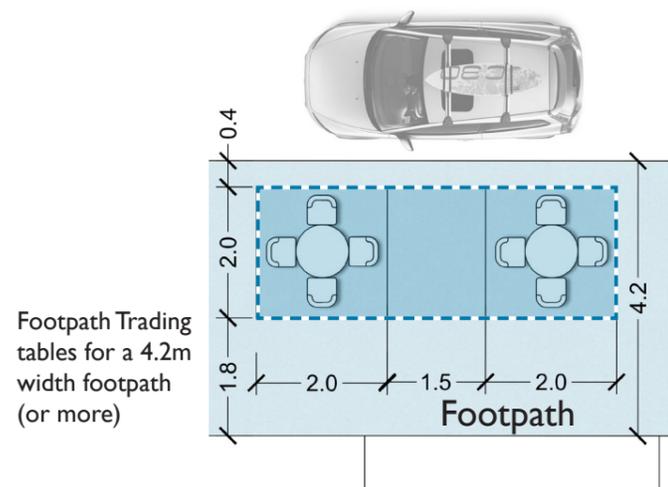
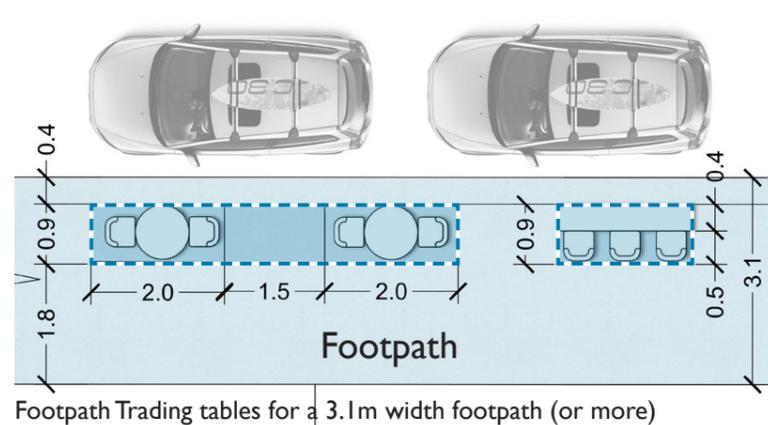


2. DECIDE ON YOUR SPACE

Minimum Space Requirements

MINIMUM SPACE FOR TABLES AND COVID DISTANCING:

Moorabool localities present different footpath widths. Depending on the minimum width of the footpath in front of your venue, you may be able to implement 2-seat tables, single-loaded table and/or 4-seat tables or more within the footpath. Please refer to the following diagrams showing the recommended space allocated for different table capacities.



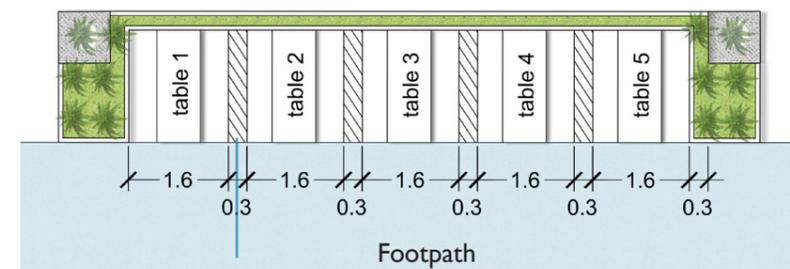
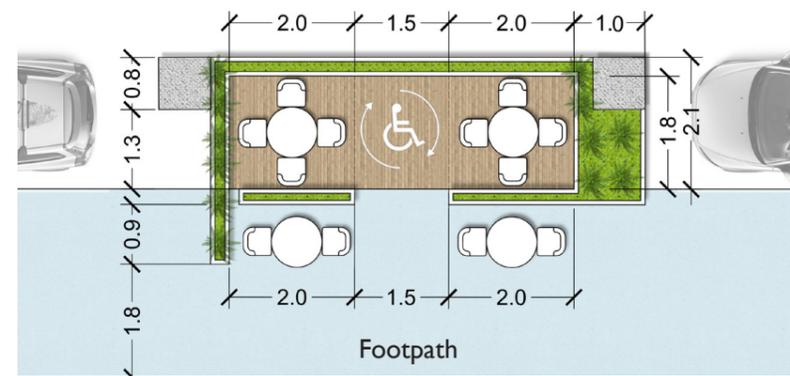
COVID: The Government recommends to maintain a minimum distance of 1.5m between people sitting in outdoor dining areas (this dimension may change depending on the evolution of the pandemic). Nevertheless, a 1.5m clearance between seats also allows for DDA accessibility.

It is recommended to add screens in between benches if there is the intention to fit in more seats within the same space (as per diagram below).

DDA Requirements:

Outdoor dining areas should be designed for people of all abilities and be DDA compliant.

- There must be an accessible path of travel into the parklet with a minimum 1.5m of width. This path should connect to the accessible entrance, wheelchair turning and resting space.

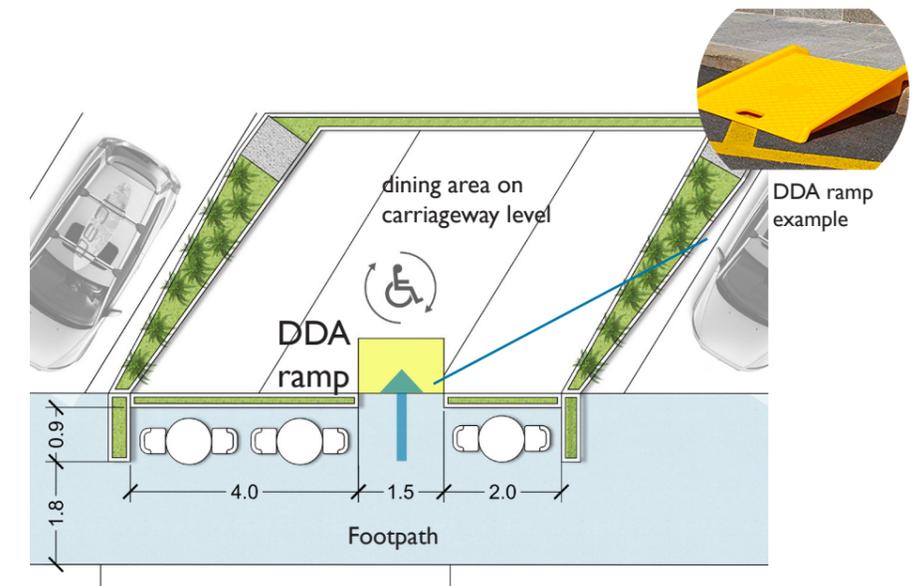


recommended screen separations /safety elements outside planters

- The best way to achieve a DDA accessible parklet is through the implementation of a decking platform.
- A wheelchair turning space should be provided within the parklet area and should have a minimum diameter of 1.5m (for a 180-degree turn).
- A wheelchair resting space will need to have a minimum of 0.8m width and 1.3m in length. The wheelchair resting space will need to have companion seating located nearby if there is fixed seating in the design.
- When there is no footpath trading zone, a 180-degree turning area for a wheelchair within the parklet area may not be required.

For temporary parklets without decking, a prefabricated PRAM **DDA Ramp** will be required. They will need to be located to allow for the minimum turning area dimensions mentioned before. Alternatively, existing crossovers may be used to allow DDA accessibility to the dining area situated on the carriageway's level. Ramps should have a maximum slope of 5%.

Where tables, counters and shelter are provided, at least one of each must be wheelchair accessible (table or counter of 70-85cm above the platform height and an unobstructed knee clearance area of 43-44cm underneath the table or counter).



2. DECIDE ON YOUR SPACE

What else to Consider

There are a number of key challenges that must be considered before applying for an outdoor dining permit. While some of the considerations are outlined within these Outdoor Dining Guidelines, traders must also understand the ongoing conversations required with Council and external stakeholders so that the best and safest solution can be achieved. For a long term solution it is recommended to hire a landscape architect, architect, industrial designer or alike.

Any fixtures, furniture and accessories must complement and enhance the character of the streetscape, be of good quality and design – meeting Australian Standards where required, improve customer amenity, and not pose a hazard to pedestrians or motorists.

Tables or chairs must not impede the vision or obstruct the movement and free passage of motorists or pedestrians and must be placed within the trading zone only.

Landscaping:

As mentioned before, landscaping elements help to bring more colour to the streetscape.

Plant species used should be evergreen; dense in cover, slow growing, non-toxic, low pollen and not picky. Consider using native and drought tolerant species. Artificial plants of a good quality and appearance may also be utilised. Think also not trespassing 1.5m in height. Plants can be incorporated into a parklet design in a variety of forms such as hanging baskets, green walls and planter boxes (see pages 11 and 12).



Hanging baskets



Plant pots inside pallets

Shades / Canopy:

A minimum 2.2m height clearance will be required above the footpath and only cover the Trading/Parklet Zone.

Umbrellas and other canopy structures should be located 0.6m minimum from the kerbside. Umbrellas to be removed at the end of the trading day and in times of strong winds.

A canopy will require a structural engineer to certify the structure.

Umbrellas to be constructed of materials to achieve a wind rating of up to 120km/h and to be of a neutral colour scheme.



Umbrellas



Timber structure

Existing Urban Furniture Obstruction:

In the scenario where there are permanent public benches or trash bins obstructing potential outdoor dining areas, please make a note in your Application to have that bench assessed for relocation.

Council will assess the case for further steps.

Decking and Drainage:

Traders are encouraged to develop their own parklet design, but quality materials and visual amenity is a must, as is DDA compliance, drainage under the platform to the kerb and a structure that can be removed for maintenance and services at short notice.

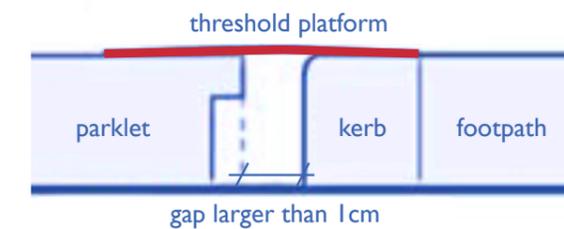
Decking:

- This platform forms the base of the parklet and refers to the main structure which will support all the other elements of the design.
- The structure must be built to allow for easy removal (no bolts to the road, footpath or kerb will be allowed).
- The decking must sit flush with the adjacent footpath. The maximum gap between kerb and decking is 1 cm (for accessibility).

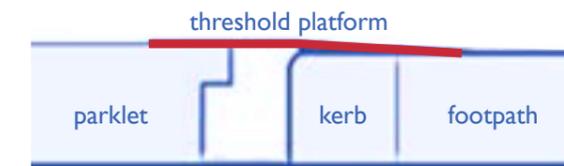
Threshold platform is the element that ensures a flush transition between footpath and decking when the gap between them is larger than 1 cm. or when their heights do not match.

Drainage:

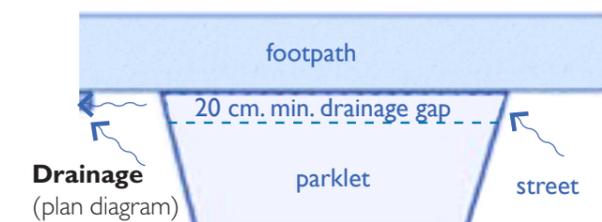
A small 20cm gap between the kerb and the base of the frame is required to allow for rainwater to run along the kerb as usual.



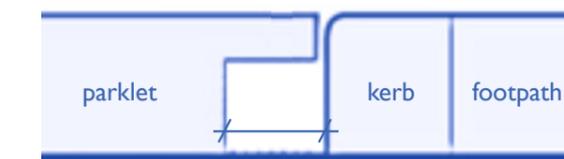
Platform Gap (section diagram)



Height difference (section diagram)



Drainage (plan diagram)



Drainage gap min. 20 cm

Drainage gap (section diagram)

3. TALK TO YOUR NEIGHBOUR

Consider neighbouring footpath

A written letter of support from neighbouring businesses is encouraged if your outdoor dining arrangement directly impacts their business or if you would like to use the footpath or road reserve along your neighbour's shop frontage.

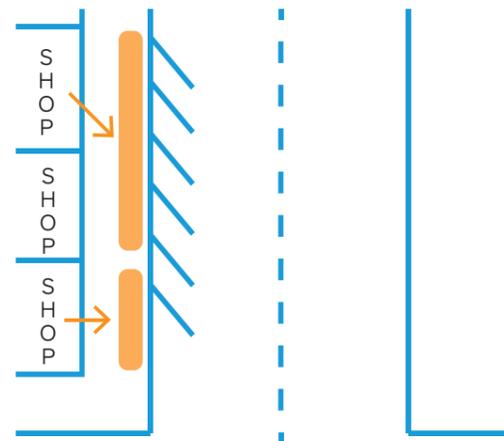
Footpath trading - In some instances some footpath trading can be extended across your neighbour's frontage if their business does not require footpath trading. If practically possible, speak to your neighbour and get written support before applying to Council.

On-Street Dining - Two or three adjoining food venues may be able to join together to create an expanded outdoor dining area across a longer stretch of a street. Clustering businesses together for outdoor dining can be advantageous when creating a more long-term, outdoor dining space. Noting a cafe may wish to occupy a parklet during the day and a restaurant may occupy the same parklet in the evening while the cafe is closed.

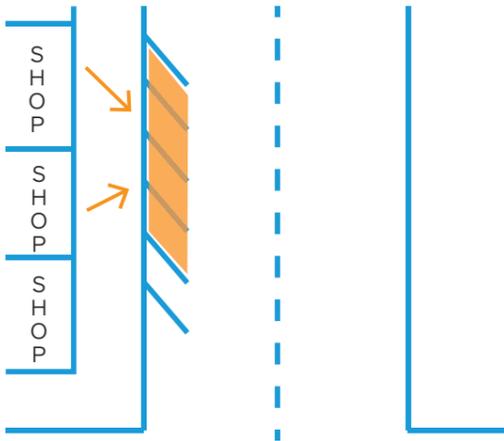
Flexible Spaces - On-street parklet spaces may be used for take-away zones, queuing areas or community gathering spaces. There are lots of opportunities!

Supporting local commercial centres is an important part of a resilient community. Consider how a neighbouring business could be supported by your outdoor dining space. If a neighbouring business is not supportive of your outdoor dining arrangement please contact Council to assist with discussing your options.

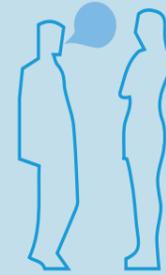
FOOTPATH TRADING extended footpath



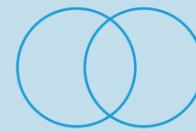
ON-STREET PARKLETS expanding or sharing spaces



SPEAK TO YOUR NEIGHBOUR



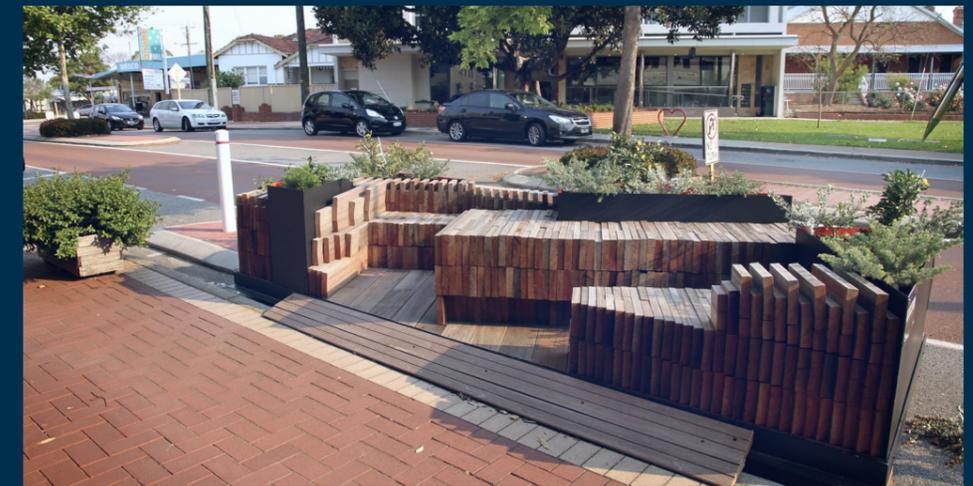
COLLABORATE OR GET A WRITTEN LETTER OF SUPPORT



APPLY



PHOTO EXAMPLES



Seating / waiting areas and gathering spaces can be created within parklets, enhancing the social life of a place



A mix of tables and seating areas can create a more lively space

4. APPLY TO COUNCIL

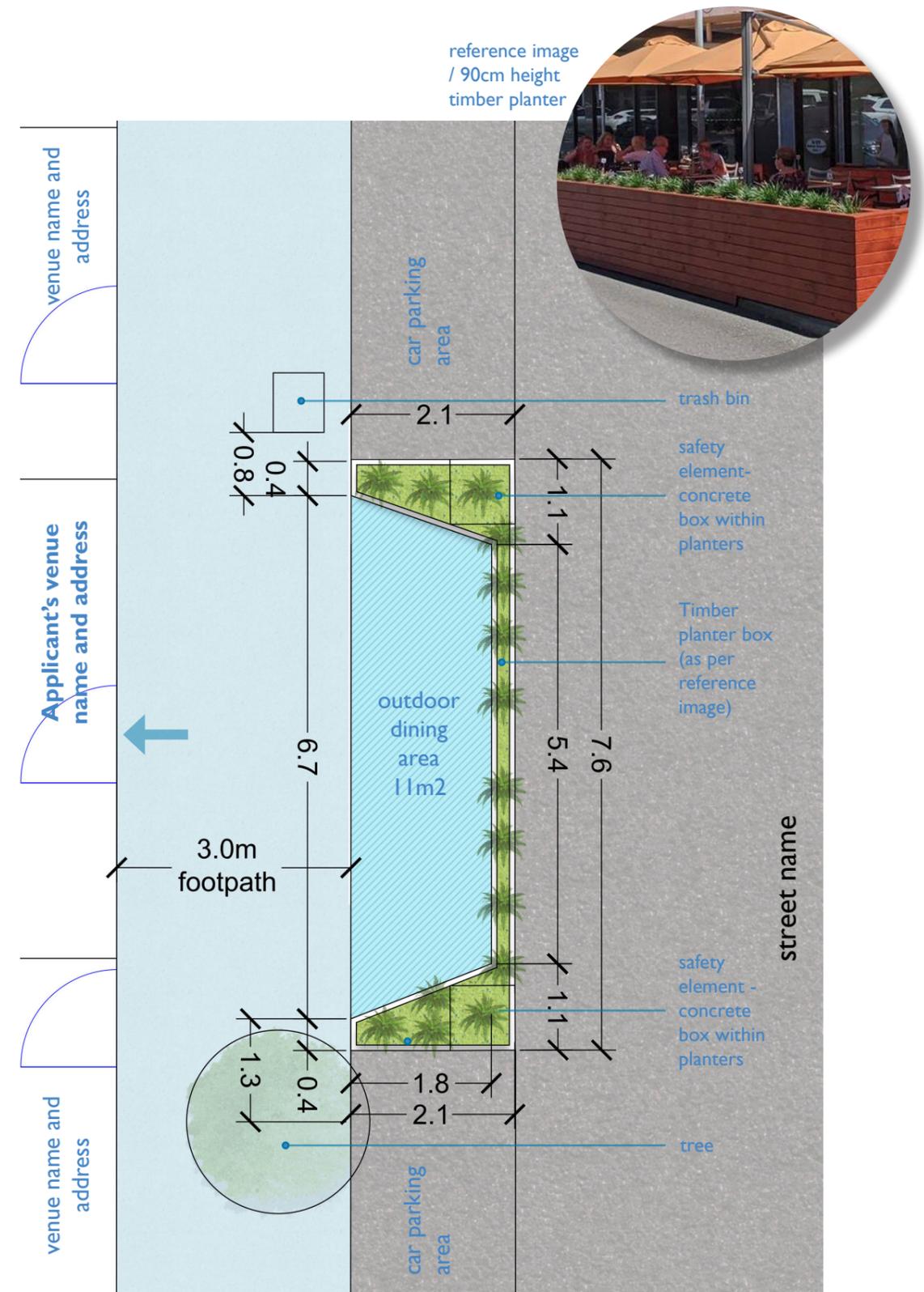
Prepare a Site Plan

Preparing a site plan is an important part of the outdoor dining application. The site plan will help inform Council of what a business would like from its outdoor dining space and how it is intended to be used. In the first instance, a site plan will help start conversations between traders and Council.

An example of what a site plan might look like is in the following image . A site plan must include the following:

- Location area of proposed outdoor dining, with buffer zones (as per page 8)
- Number of items that may be required e.g. barriers, decking areas, shade sails
- Location of existing street infrastructure i.e. rubbish bins / street furniture / lamp posts
- Street trees, tree grates and landscaped areas
- Pictures of outdoor dining examples that may be relevant
- Location of access points into shopfront including adjoining shopfronts
- Venue address and neighbouring venues addresses and names
- Existing parking spaces with dimensions
- Roadway, street name, footpath width, kerb line and driveways
- Any on-road services that may be covered, such as drainage pits
- Adjacent bike lanes if any.

A site plan grid has been provided on the Outdoor Dining Permit Application Forms to assist with dimensions and hand drawn designs.



4. APPLY TO COUNCIL

How to Apply

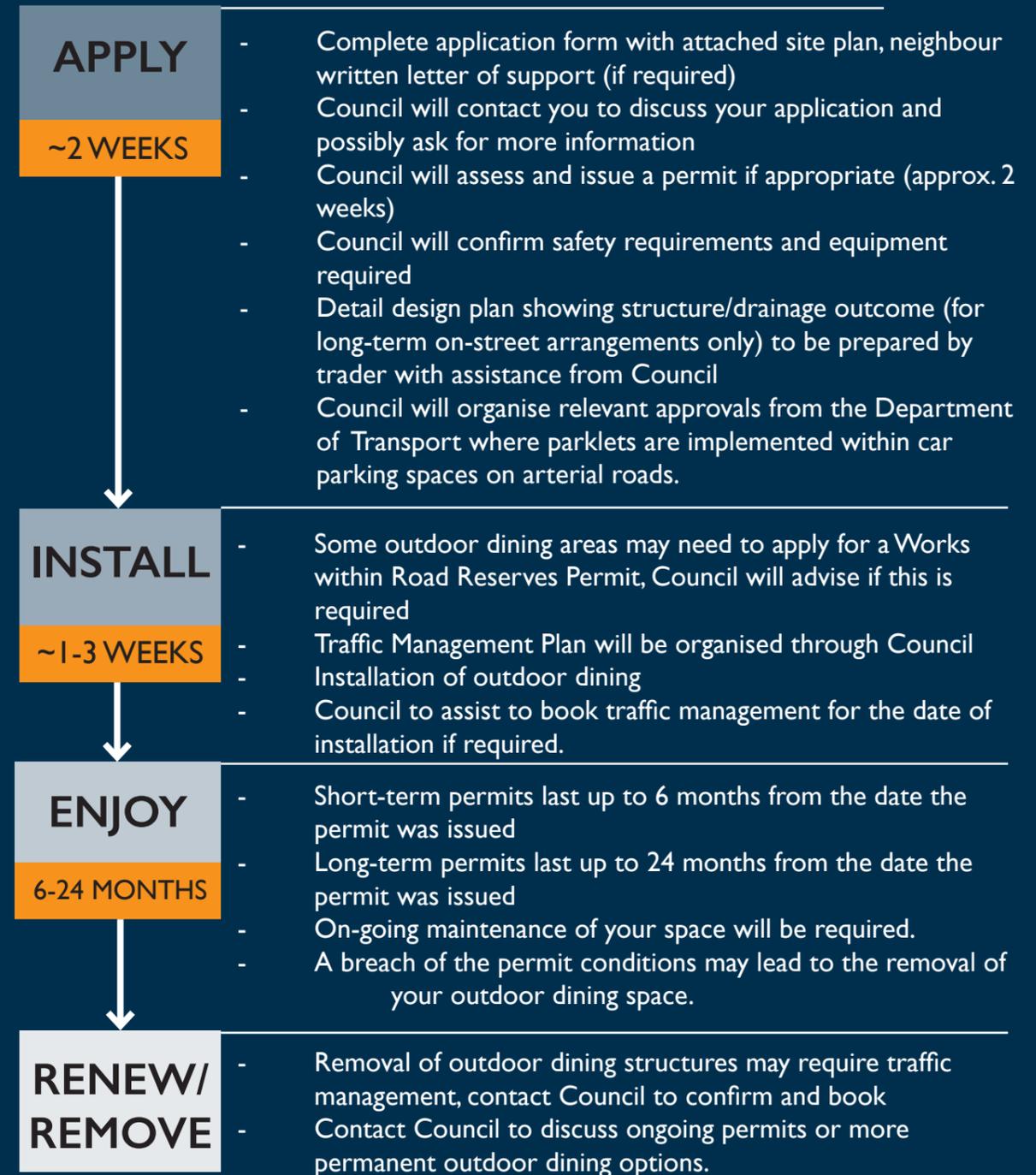
WHAT COUNCIL WILL CONSIDER... APPLICATION REQUIREMENT CHECKLIST



- I have checked **Rules and Eligibility** (page 6) including:
 - Registered Food Business
 - Certificate of Currency of Public Liability (\$20 million)
 - COVID Safe Plan
 - Outdoor Dining Permit Conditions
- I meet **Location Requirements** (page 7)
- I have considered the **Design Type** of my outdoor dining space (page 7)
- I have considered **Traffic, Safety, Accessibility, Drainage and COVID Safe** requirements where possible
- I have spoken with my **Neighbours** and received their written letter of support, if required (page 15)
- I have prepared a **Site Plan** showing relevant information (page 16)
- I have completed the **Outdoor Dining Permit Application Form**, and contacted Council if I required more information or uncertain about eligibility



Application Process and Timeline



Costing

Costing

The construction, modification and removal of outdoor dining structures utilising the public realm either on the footpath or on the road within on-street parking spaces will be at the cost of the trader.

Traffic management signage to specify 40km/hour speed and 'event in progress' signs may be required at the trader's cost for on-street outdoor dining arrangements. Council will confirm the traffic management required when the outdoor dining permit is issued.

Rough cost estimates for the hire or purchase of short and long-term structures to create outdoor dining spaces are provided below. If you wish to source and construct your own outdoor dining spaces please advise Council to confirm the materials being used.

If you require further information about suppliers, traffic management and costing please contact Council.

Cost Estimates

To purchase:

Cafe Barriers - \$250-\$350, depending on size and printed branding
Umbrellas - \$500-\$600, depending on printed branding and weighted bases
Parklets - \$5000-\$10 000, depending on how simple or robust the structure is.

To hire:

Concrete Blocks (300kg each) - ~\$6/day based on 7 day week (cost efficiencies can be quoted for a 3-month period) - these can be hired separately from event/party hire companies.

Concrete Barriers - ~\$5/day based on a 7 day week

Water-filled barriers - ~\$2.5/day based on a 7 day week

DDA ramps - ~180/week each

Note: Delivery, truck and/or forklift costs may apply

Traffic Management Signage \$10-20 a week per sign (suppliers include: Kennards Hire Construct Traffic, All Traffic Management Services, STA Traffic).

Once you have your Outdoor Dining Space

MAINTAIN YOUR SPACE

Outdoor dining permits are conditional on the ongoing maintenance and upkeep of the outdoor dining areas. Routine inspections will be carried out by Council to ensure that all outdoor dining areas comply with these Guidelines and the General Outdoor Dining Permit Conditions.

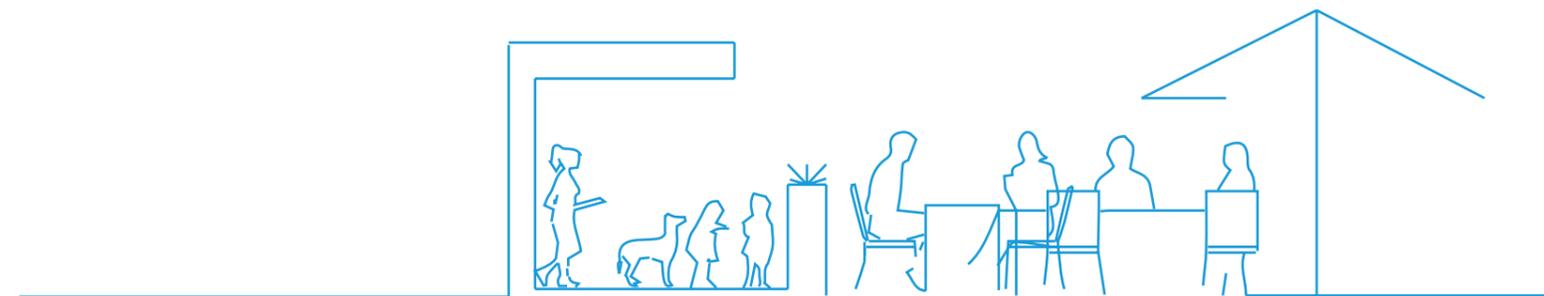
It is the trader's responsibility to ensure that outdoor dining areas are:

- free from debris or rubbish
- free from graffiti or grime
- free from slipping or tripping hazards, including the location of any access ramps
- not causing drainage issues
- maintained to prevent breakages
- accounted for in their entirety including any part of the structure that is separate or moveable
- allowing ongoing watering and care of vegetation
- secured and do not pose a tripping hazard when not in use or outside of business hours.

Any minor changes or modifications made to the outdoor dining structures can be undertaken without Council notification. Please contact Council if you are considering relocation or redesign of your outdoor dining structure. Note that any modifications, storage, re-installation or damage costs will be at the expense of the trader.

If there is a **change of ownership** please inform Council to cancel the Outdoor Dining Permit and remove outdoor dining structures, as required.

Removal of an outdoor dining structure may be required by Council in the event streetscape works are required to be undertaken. In this instance, Council will organise any removal. All parklets are designed as temporary structures and must be removable at short notice for works and maintenance.



Outdoor Dining Pilot Program

Council Grants

The Moorabool Outdoor Dining Pilot Program will be running until **30 June 2021** before being reassessed for potential extension. Permits during the pilot period will be **free of charge** to allow businesses to establish their short-term or long term outdoor dining spaces.

Each trader over the Pilot Program Period will be eligible to apply for a Grant from Council to assist in the installation and construction of the outdoor dining spaces where available and up to a fixed amount.

The Outdoor Dining Permit Application Form provides an opportunity to select “Apply for a Grant”. Once costing of your outdoor dining arrangement is undertaken by Council, an assessment of eligibility will be carried out and a grant amount will be agreed upon by Council will each application.

The number of implementations is at the discretion of Council, who reserve the right to set a limit on the number of parklets at any time. Applications may be held on a wait list for further consideration in which case Council will notify applicants as soon as is practicable. Not all Outdoor Dining Permit Applications will be eligible for a Grant.

Inclusions and Exclusions

Moveable tables, chairs, and outdoor dining heaters are excluded under the outdoor dining grant scheme and will be at the cost of the trader.

Fixed shade structures, sails, sound barriers and fixed tables or chairs will be considered as part of the grant. Bollards, blocks, barriers, other safety equipment, standard decks are also eligible under the Outdoor Dining Pilot Program grant.

Consultation with Council will be required for bespoke outdoor dining structures such as long-term fit out parklets and will be included under the Outdoor Dining Pilot Program grant.

Contact Moorabool Shire Council

Phone: (03) 5366 7100

Email: info@moorabool.vic.gov.au

Principal Office
15 Stead Street,
Ballan, Victoria 3342
Australia

