

Pop Up Parklet Trial – Moorabool Shire

Frequently Asked Questions, Guidelines & Application Criteria

Expressions of Interest must be submitted by Monday 8 March 2021.

Expressions of Interest will be assessed by Council in consideration of Application Criteria, a road safety audit and site assessment, and other variables as required to necessitate swift installation and a safe trial. The selection of successful parklet trial locations to be at Council's discretion Council's decision is final. Council will contact applicants to advise if they have or have not been successful.

FREQUENTLY ASKED QUESTIONS

What is a Parklet:

Parklets are car parking spaces that are temporarily transformed into a place to meet, eat and relax with outdoor seating and in some cases greenery. Food businesses may consider a parklet to extend their outdoor dining options. To learn more about Parklets in general, you may wish to review the Trial Outdoor Dining Guidelines to 30 June 2021.

Who can host a Parklet?

Registered hospitality businesses who may benefit from hosting a parklet space, are encouraged to apply. Two businesses could aim to share Parklet space and therefore apply for 2 car parking spaces next to each other. There are a limited number of Parklets available for the pop up trial expression of interest period. For more information on eligibility, please see guidelines below.

When are the Parklets available?

Parklets will be installed as soon as possible, with exact dates to be determined based on availability and site-specific requirements. A limited number of parklets are available. Pop up trial parklets may operate up until 30 June 2020.

Fees

There are no parklet fees for the parklet infrastructure or to apply for the car park space for the purpose of outdoor dining during this specific trial period. However, there is an agreement that successful parklet EOI applicants need to sign, including agreement on use maintenance and duration of the installation. Any successful applicant must also have a Certificate of Currency for \$20,000,000 which covers use of the outdoor dining space during the trial period, and this should name Moorabool Shire Council as an interested party. Insurance is at the applicant's cost.

If my Expression of Interest is successful, what happens after 30 June 2021.

Ultimately, Council would arrange to remove the parklet at this time, at cost to Council. There may be future opportunities to consider parklets and more information will be provided towards end financial year.

If my Expression of Interest for a Council-sponsored Pop-up Parklet is unsuccessful, can I still apply for and fund my own?

Self-funded parklets can be considered, and the required process is outlined in the Trial Outdoor Dining Guidelines to 30 June 2021

GUIDELINES AND CONSIDERATIONS FOR HOSTING A PARKLET

Your temporary parklet location will need to be safe and manageable. The following are general guidelines:

- Parklet will be located adjacent, or in proximity to your business or venue and may occupy one parking space. You must obtain the written support of any business or resident the parklet is adjacent to.
- Parklets should be placed where kerbside parking is permitted i.e. avoid No Stopping or Clearway areas.
- The removal of special parking zones, such as disabled, bus, loading or taxi, will not be supported.
- Parklets cannot be placed near intersections of any kind, to ensure there are no negative impacts to road users. Safe distances from intersections will be assessed on a site-by-site basis.
- Preference will be given to Parklets that are not adjacent to underground services or drains, as well as existing street furniture/items such as fire hydrants.
- Parklets will be located where appropriate traffic measures are in place or can be implemented safely.
- Parklets will remain public infrastructure and as such are not to include business logos or private advertising signage.

Note: Expressions of Interest will be assessed via the Application Criteria plus a road safety audit and site assessment. The submission of an Expression of Interest does not guarantee success. As such, Moorabool Shire Council is not responsible for any perceived commercial losses arising from the inability to provide a parklet. Should Council choose to accept your Expression of Interest, you will be expected to provide signed acceptance of Moorabool Shire's Parklet Trial Terms & Conditions as contained with the Letter of Offer.

APPLICATION CRITERIA

Applications are reviewed by teams in Community Safety, Traffic Management, and Economic Development.

These criteria will need to be met for an application to be eligible:

- You are a Council registered hospitality business with a publicly accessible shopfront
- Proof of neighbour / community support
- Site is on a street slope of 5% or less
- You agree to submit a COVID Safe Plan
- If your application is successful, that you agree provided written acceptance to the Moorabool Shire – Trial Pop up Parklet Terms & Conditions Letter of Offer

Further criteria will be considered, but is not limited to the following, in the assessment of eligible applications for the Trial Pop Up Parklet Program:

- Site is a safe distance from a road intersection
- Carpark site is directly outside or in proximity to the business
- Number of carparks applied for (1 space per individual business application)
- Any Council capital works planned in the local area
- Planning compliance / outstanding fees owing to Council

Applicants who pass through the key points and considerations above will be ranked in priority order using a scoring system based on:

- Extent of neighbouring business support
- Does the business have alternatives available to them (existing private outdoor dining space) and have these been maximised?
- Does the business have public footpath dining available to them and is a permit in place?
 - If yes, has footpath dining been maximised/is there justification for the additional space to be provided?
- Speed limit on the road where the parklet is proposed and ability for Council to seek to lower the speed limit temporarily
- Suitability of site in terms of parking restrictions (does the parklet impact special parking zones such as disabled, bus, loading, taxi, clearway, or other type of pick up/drop off facilities)
- Suitability of site in terms of infrastructure (does the parklet impact any public services, trees or landscaping, utilities, kerbing, or other public assets and infrastructure)
- Has the business already applied for a parklet in Moorabool Shire at another address?
- Business trading hours when the parklet will be in use and therefore available to the local community for the purpose of outdoor dining?
- Commitment from the business to care for, service and clean the parklet?

Council reserves the right to make adjustments to the final ranking at its discretion.