

STRATHFIELD COUNCIL

PARKLET POLICY

25 FEBRUARY 2025

 <p>STRATHFIELD COUNCIL</p>	<h2>PARKLET POLICY</h2>		
RESPONSIBILITY	Engineering and Operations		
DATE ADOPTED	25/02/2025	MINUTE	23/25
REVISED	2025	REVIEW	2029
CM10 NO	FY236-002		
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • Disability Discrimination Act 1992 • Local Government Act 1993 • Roads Act 1993 • Local Government (General) Regulation 2021 		
ASSOCIATED POLICIES	<ul style="list-style-type: none"> • Controls and Guidelines for Outdoor Dining Areas 2016 • Enforcement Policy 2021 • Licences and Leases Policy 2022 • Public Art Policy 2023 • Public Space Advertising Policy 2023 		

1. Introduction

1.1. Title and Commencement

This policy is titled *Parklet Policy*. This policy was adopted by Council resolution (23/25) after public exhibition from 03 December 2024 to 07 January 2025.

1.2. Purpose

The purpose of this policy is to establish guidelines for the construction of parklets within Strathfield Municipal Council.

1.3. Scope of the Policy

The scope of this policy applies to the following:

- Eligible streets within Strathfield Municipal Council boundaries.
- Registered businesses within a business, employment, or mixed-use land zone under the Strathfield Local Environmental Plan (LEP) 2012.
- Registered businesses which serve food that is consumed on their premises, such as a café, restaurant, bar, or cultural venue.
- Registered businesses which hold an existing development consent to operate as a food premises and/or hold a liquor licence.
- Registered businesses which hold an existing Outdoor Dining Permit issued by Strathfield Municipal Council.

2. Processes and approvals

Applicants wishing to construct a parklet must first ensure that they are eligible prior to submitting an application. Applicants must conduct their due diligence and ensure they meet the following evaluation criteria prior to starting the application process:

- The venue is a café, restaurant, bar, or other type of cultural venue
- The venue serves food which is consumed on the premises
- The venue is located in a business, employment, or mixed-use land zone under the Strathfield Local Environment Plan (LEP) 2012
- The applicant holds an existing development consent to operate as a food premises and/or holds a liquor licence (if applicable)
- The applicant has an existing and valid outdoor dining permit issued by Strathfield Municipal Council
- The applicant is proposing to install the parklet in a parking bay that is next to or adjoining the business venue, or a parking bay that is adjacent to the footpath adjoining the business.

The following considerations will be determined on a case-by-case basis by Council staff:

- Streetscape condition and number of other parklets in the vicinity
- Local parking demand
- Safety aspects pertaining to road users and pedestrians

Council will not consider parklets in the following locations:

- Roads with a speed limit of more than 50 kilometres per hour
- Bus stops or bus zones
- Clearways

- Australia Post, police, fire, ambulance, or car share parking spaces
- No stopping zones
- Bicycle lanes
- Accessible parking spaces
- Loading zones
- Laneways (can be determined on a case-by-case basis depending on width)
- Angled parking

The design of the applicant's parklet proposal will be assessed against the evaluation criteria listed on the page prior and the design standards listed in the following pages of this policy. Non-compliance with the design standards of this policy will delay the applicant's submission and require re-submissions to Council at the cost of the applicant until the correct design standard is achieved.

The applicant must include the following minimum supporting documentation in their application:

- Site plan showing the proposed parklet in context with the streetscape
- Two (2) cross-sections showing the proposed condition
- Detail drawings showing the elements of the design
- Proof of valid Public Liability Insurance to a value of twenty (20) million dollars
- Completed Traffic Guidance Scheme inclusive of a plan and report

Prospective applicants are recommended to call or email Council staff prior to starting an application to ensure they meet the evaluation criteria.

3. Setout

Parklets are only permitted within parallel and perpendicular parking spaces. Within perpendicular parking, two parking spaces may be required to facilitate a functional parklet. This will be assessed by Council as part of the application process. A 200mm offset must be provided from the edge of the parking bay line marking. The parklet must not have an incursion within the gutter in order to facilitate unobstructed stormwater flow.

4. Perimeter Treatments

Parklets must have a perimeter treatment made from either sandstone blocks, metal framed planter boxes, or a mixture of both. The minimum height for sandstone blocks are 500mm, the minimum width is 500mm, and there must be no gaps wider than 150mm between sandstone blocks to allow water to flow into the gutter. The minimum height for planter boxes is 800mm, the minimum width is 450mm, and there must be no gaps between the planter boxes. Planter boxes must sit on adjustable feet and be secured together with a minimum of 4 bolts per box, at a minimum M10 bolt classification. The minimum weight per linear metre for planter boxes must be 300kg.

All types of perimeter treatments must not be higher than 900mm to allow for views out of the parklet.

5. Flooring

Timber or composite decking, astroturf, or an artistic graphic surface may be used as a flooring solution within parklets. Drilling or structural securing into the road asphalt is strictly prohibited. Flooring should be permeable to allow water to infiltrate to the asphalt below the parklet and into the gutter. The floor structure and finished floor level must be no higher than the kerb height. All types of flooring must be supported using adjustable feet. Natural timber decking must have a protective finish applied, with reapplication at a minimum once per year to prevent splintering. If the flooring is not able to be permeable, a gentle 1% slope must be provided to the gutter. A 300mm inspection flap must be provided where the flooring meets the kerb to ensure the gutter is free from debris, and this must be checked monthly.

6. Furniture

Furniture can be chosen by the applicant. Compliance with the Disability Discrimination Act (DDA) must be adhered to by providing a space for one person who is assisted by wheelchair. Furniture should not be placed too close to the surrounding treatment of the parklet in order to discourage patrons from using it as seating. Furniture should not be heavy enough to compromise the structural integrity of the flooring.

7. Planting

Planting must be provided within the parklet, either through using a planter box surrounding treatment or by providing pots or other vessels within the parklet if only using sandstone blocks as a surrounding treatment. Planting selection should prioritise locally indigenous species first, Australia-wide native species second, and exotic species third. Do not select plants which produce thorns, thistles, spikes, or poisonous fruit. Plants must be well maintained and healthy; dead or dying plants must be removed and replaced promptly.

8. Overhead Structures

Pergolas or umbrellas may be used as overhead structures within the parklet. Umbrellas must not be deployed in windy weather, and it is not permitted to secure an umbrella to the property awning across the footpath. Shade sails are also not permitted to be attached to awnings. Pergolas must be integrated and structurally secured within the surrounding perimeter system. Pergola structures must be free-standing as securing to the asphalt is strictly prohibited. Construction of a pergola on site from individual building materials is not permitted; building elements must be prefabricated and erected on site within one (1) day.

Due to high complexity, all pergola designs must be designed or purchased outright from a qualified professional.

9. Signage

Signage is permitted to be displayed directly adjacent to the parklet only if a minimum two (2) metre thoroughfare can still be provided for pedestrians along the footpath. Signage must not have an incursion within the minimum two (2) metre pedestrian thoroughfare zone. A-frame and portable signs are permissible. Stickers, banners, flags, and billboards are prohibited.

10. Artwork

Artwork is permitted to be used in the parklet. Artwork containing profanity or content that is reasonably deemed to be controversial by a reasonably minority of people is not permitted. Artwork must be confined to the parklet extents and not extend into the footpath or roadway. All artwork proposals must be approved by Council along with the parklet. Artworks created without Council consent will be subject to removal and the applicant will be asked to submit their artwork proposal to Council.

11. Lighting

Lighting can be provided within the parklet. Optimally, power should be provided by solar panels and a small battery. Other options may be investigated and submitted to Council for approval. Flashing lighting, multi-coloured fairy lighting, and cold white lighting is not permitted. Rather, warm yellow lighting should be provided to create a comfortable and cosy atmosphere. Cables should be stored neatly and out of sight within the parklet confines. Cables must not run along the footpath and into the business property to be used as a power source.

12. Music and Noise

Music is permitted within the parklet zone, however must not be played before 8:00am or after 10:00pm. Lyrics must not contain profanity or offensive language. Music must not be louder than 75 decibels, meaning that music should not be heard more than 10 to 15 metres away from the source point in calm conditions. Applicants must be cooperative and considerate to their business and residential neighbours when considering music choice and volume. Noise complaints will be assessed by Council on a case-by-case basis. Persistent noise complaints will be investigated by Council, however to encourage a lively atmosphere evidence will be required by the complainant to demonstrate that the noise level is unreasonable. Bass beats must not persist longer than 15 seconds, and/or a song must not persist longer than one minute without a key/time change. The business operator of the parklet is encouraged to collaborate with their neighbours and be respectful in order to develop rapport and camaraderie in the community.

13. Temperature Control

Heating and cooling devices can be used within the parklet. Heating devices which can be used include common commercial movable gas heaters and strip heaters which can be attached to an overhead structure. It is not permitted to use plug-in space heaters, fire pits, or any other type of device which emits open flames. Cooling devices which can be used include ceiling fans attached to an overhead structure and misting technology. Plug-in pedestal fans and portable air conditioners are not permitted. Windbreaks can be used only in windy weather and must be retractable, i.e. pull up/down blinds that are fully integrated in the pergola structure.

14. Disability Discrimination Act (DDA) Compliance

The parklet must provide hassle-free access to people with a disability. No fuss should be needed for people with a disability to access the parklet; access must be universal and discrete. Parklets must have a finished floor level (FFL) equal to that of the footpath kerb. The flooring of the parklet must intersect flush with the kerb. Steps are prohibited, and only in special and challenging circumstances may a ramp be used after review and approval by Council. There must be no sharp edges within the parklet and materials must have a low level of reflectivity. Furniture selection must also be DDA compliant.

15. Professional Suppliers

Professional parklet suppliers may be used by the applicant, instead of designing and constructing a parklet from scratch. Engaging a professional parklet supplier can streamline the application process due to the criteria outlined in this policy already being satisfied in most circumstances.

16. Safety

Parklet's must be designed in a way which does not cause any safety issues to motorists, pedestrians, and patrons sitting inside the parklet. The design of a parklet will be scrutinised with safety considerations in mind by Council as part of the application review process. The following safety rules must be observed once the parklet is operational:

- Avoid leaning over into the roadway or sticking out limbs and other body parts into oncoming traffic
- Secure and monitor pets with a leash to a sturdy device to avoid escapism
- Monitor young children and be aware of their movements within the parklet and adjacent roadway
- Do not throw objects into the roadway

- Do not enter or exit the parklet in any other way besides the dedicated entrance point along the footpath
- Do not allow the parklet to become overcrowded which can increase the risk of people spilling onto the roadway
- For licensed venues, monitor customers as part of responsibilities under the Responsible Service of Alcohol (RSA) legislation and ensure patrons do not engage in reckless behaviour to themselves or others.
- Do not attach objects to the parklet which protrude into the roadway and distract or obstruct drivers

17. Fees and Charges

All fees and charges pertaining to parklets within Strathfield Municipal Council will be updated and published annually within the Strathfield Council Adopted Fees and Charges which can be found online through the council website.

18. Licensing

Alcohol can only be served in a parklet if the applicant has a liquor licence. Upon approval of a parklet, the applicant must extend their liquor licence to the parklet space prior to serving alcohol. Serving alcohol without a liquor licence is a serious offence. Doing so will result in an immediate termination of a parklet approval and possible investigation by Liquor and Gaming NSW.

19. Maintenance

The parklet must be kept in a clean and tidy state and it is the applicant's responsibility to maintain the parklet space. The parklet should be cleaned as part of the venue's standard daily closing procedure. The floor of the parklet should be swept each evening and rubbish collected and discarded to avoid attracting street pests such as rats and cockroaches. Timber decking must be treated yearly to stop splintering and to provide protection from natural elements such as sun, wind, and rain. A timber pergola will require the same treatment regime. In the summer, plants should be watered at least twice each week.

Avoid overwatering as this can also damage plant health. Plants should be watered to the conditions of the day and the weather forecasts for the coming week. Soil saturation should be monitored to gain an understanding of when the plants require water. In normal winter conditions, plants should be watered no more than once per week. During warm winter spells, this may need to be adjusted. The condition of the parklet and the planting within will be monitored by Council and notices will be given if the condition is found to be in a state of untidiness and disrepair.

20. Revoking, Suspending, and Amending

Three (3) warnings will be given to the applicant prior to revoking a parklet approval, except for violations involving serving alcohol without a liquor licence which will result in immediate revocation of a parklet approval as stated under ‘Licensing’ on Page 8 of this Policy. In some instances, a parklet approval may need to be suspended temporarily due to no fault of the applicant, such as for a special event or roadworks. In both instances, a minimum of seven (7) days’ notice will be provided by Council prior to the date of revoking or temporarily suspending. Reasons for revoking or temporarily suspending a parklet approval are as follows:

- The conditions of the approval are breached
- The conditions of a liquor licence (if applicable) are breached
- The use of the parklet has proven to compromise public safety
- The use of the parklet has proven to negatively disturb the amenity of the streetscape and the neighbourhood
- The parklet is in an area which is scheduled for public works
- The parklet is in an area which is needed for a special event

The applicant may amend their parklet approval at any time by contacting Council and following directions from the relevant officer.

21. Monitoring

The Parklet Policy will be monitored and implemented by Council’s Engineering and Operation’s directorate with support from other Council directorates.

22. Version Control

Date	Type	Minute
25 February 2025	Policy adopted	23/25