

Parklets Open Space Program

Form Preview

Parklet Open Space Program | Lake Macquarie City Council

A parklet is a sidewalk extension that provides additional space and seating amenity for people using the street and adjacent shops. Parklets are generally installed in parking lanes, temporarily converting parking spaces to public recreation space.

Parklets can be constructed, designed and utilised in a variety of ways and to fit a variety of spaces. They are generally deployed in locations near cafés and restaurants.

The Lake Macquarie City Council parklets are 5m long x 2.25m wide x 2.4m high and include seating and vegetation. The parklet extends the sidewalk at the path level and provides additional space and seating for people using the street and shops. The parklets also are equipped with lighting, phone charging ports and a canopy providing shade.

To commence the Film Licence Approval process, please complete the below form. Once submitted, a Council staff member will be in touch to progress your application further.

Contact Details

Applicant Project Contact

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant Project Contact ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Applicant Project Contact Primary Address

Address

Applicant Project Contact Primary Email

Must be an email address.

Applicant Project Contact Primary Website

Must be a URL.

Applicant Project Contact Mobile Phone Number

Must be an Australian phone number.

Location and Intent

Location and Intent

When would you like the parklet delivered?

Must be a date.

When will the parklet be leaving the site.

Must be a date.

What is the street address of where the parklet should be located?

What are the latitude and longitude coordinates for the parklet?

What is the purpose fo the parklet and benefits to the community?

Provide a short description (100 words recommended) of your project - what are you out to do?

6. Do you intend to use the parklet exclusively for your patrons?

☐ yes ☐ no

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The following questions will be considered by Council staff in the assessment of your application. Any information you can provide in answering the questions will assistance its progression.

Does the site have high foot traffic?

Can the street accommodate a 5m long x 2.25m wide x 2.4m height parklet? (The location needs to retain a 3m roadway travel lane width or 3.5m roadway travel lane width for bus routes)

Is the site next to, adjacent or within close proximity (10-20m or within visual distance) of a food and drink premises?

Do you know if the site on, or adjacent to a Council owned and managed street?

12. Is the site relatively flat?

☐ yes ☐ no

14. Will the parklet impact loading zones, bus zones, bicycle lanes, or clear ways?

☐ yes ☐ no

15. Does the site potentially obstruct sight lines for corners, driveways or pedestrian crossings, drains or services?

☐ yes ☐ no ☐ If yes, please explain

What obstructions or obstacles do you think apply

(If applicable) Is there enough parking capacity in the locality to accommodate the potential loss of car park?

Supporting Documents

Please upload the film location map, where available

Attach a file:

Please upload your Public Liability Certificate of Currency (min 20 million)

Attach a file:

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Consultation

As part of the approval process, we require applicants to seek approval from neighbouring properties that may be impacted by the parklet when on site.

4. Have local and surrounding neighbours or businesses been consulted?

☐ yes ☐ no

If no, a template is available for you to use to provide notification to your neighboring properties available [HERE](#)

follow up question

What has been the level of support, has there been any issues raised?

Next Steps

Your Responsibilities

7. Do you consent to the following parklet host responsibilities:

- ☐ Consistent refilling of the water reservoirs (once per week)
- ☐ Maintaining cleanliness and removing rubbish
- ☐ Reporting vandalism, damage and accidents to Council staff

By ticking all, you consent to undertaking these actions. A Parklet Manual will be provided to you with additional information.

Next Steps

- 1.Once you press submit and Council's assessing officer will review confirm that the potential parklet location is a suitable location.
- 2.The assessing officer confirms the accuracy
- 3.Assessing officer will undertake an assessment of the proposal and make a recommendation
- 4.If the applicant is successful, the assessing officer will issue a successful application letter
- 5.If the applicant is unsuccessful, the assessing officer will issue the unsuccessful application letter