

Frankston City Council Footpath Trading & Parklet Policy Guidelines 2023



opportunity >> growth >> lifestyle



Acknowledgement of Country

Frankston City acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the lands and waters in and around Frankston City, and value and recognise local Aboriginal and Torres Strait Islander cultures, heritage and connection to land as a proud part of a shared identity for Frankston City.

Council pays respect to Elders past and present and recognises their importance in maintaining knowledge, traditions and culture in our community.

Council also respectfully acknowledges the Bunurong Land Council as the Registered Aboriginal Party responsible for managing the Aboriginal cultural heritage of the land and waters where Frankston City is situated.



March 2023

This document was prepared in partnership with LatStudios

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1.1 Purpose Of These Guidelines

The purpose of the Footpath Trading and Parklet Policy Guidelines (the Guidelines) is to provide clear and simple guidance to assist businesses with their applications to establish new or extend existing outdoor dining and trading areas.

The Guidelines will provide Council with a clear decision-making framework for the evaluation of applications and the enforcement of Footpath Trading and Parklet permits.

Frankston City Council (Council) is committed to supporting local businesses and maintaining a high quality and functional public realm through the delivery of well-designed outdoor dining and economic opportunity. These areas contribute to creating great places, economic opportunity, vibrant streetscapes and promote a rich and dynamic public life.

1.2 Where Do These Guidelines Apply & To Whom?

These guidelines apply to all businesses seeking to use a public footpath, street, laneway, nature strip, car park, or other public space for the purpose of trade, advertising, decoration, outdoor dining and are applicable in the following locations:

- Directly outside their business
- Directly outside their business and onto a neighbouring property
- A laneway or street with or without an existing intermittent closure
- Extended outdoor dining (Parklet).

If a business wishes to place any item on the footpath to support its trading it must first obtain a permit from Council. Items placed within the public realm can include:

- Outdoor dining elements (including tables and chairs, screens, umbrellas, outdoor heaters)
- Planter boxes & landscaping elements (e.g. pot plants)
- Display of goods (e.g. fruit and vegetable stands)
- Temporary advertising signs (including A-Frame signs)

It is important to remember that the commercial use of public space is not a right but a privilege. Council will only approve Footpath Trading and Parklets where access, community safety and the amenity of the streetscape can be guaranteed.

Footpath Trading and Parklets will not be permitted where:

- It obstructs the safe, continuous and dignified access of pedestrian traffic along the footpath
- It obstructs the movement or safe operation of vehicular traffic along a road or intersection
- It impairs the vision or lines of sight of pedestrians or drivers along a road or at an intersection of a road (including driveways and other private access points).

Council will only accept and assess Parklet applications on Local Roads. The relevant state authority will need to be consulted by the business for any interventions on a State Road.

1.3 Legal Context

Council has adopted Footpath Trading & Parklet Policy Guidelines for the purposes of the *Community Local Law 2020*, which identify principles to be upheld when considering applications for permits, to ensure a practical balance between the needs and interests of pedestrians and adjoining businesses, and:

- the whole of the Guidelines is incorporated into and forms part of this Local Law; and
- the Guidelines must be made available for inspection at the Council offices and service centres during normal business hours and published on Council's website.



2.0 Principles & Design Guidance

2.1 Guiding Principles

The following principles have been developed to provide guidance for successful Footpath Trading and dining areas. All permit applications should adhere to the principles of being safe, accessible, attractive, enjoyable and well maintained.

WHAT DO THE PRINCIPLES MEAN?



SAFE

Safety and the perception of safety is essential for a successful and enjoyable public realm experience. Footpath Trading and dining areas must be and feel safe to use to succeed. This principle considers the safety of all public realm users and how they will use, perceive, interact with and be impacted by Footpath Trading and outdoor dining. This includes the arrangement, design and location of street and business furniture, services and equipment, opportunities for passive surveillance, access, and conflicts between pedestrians, cyclists and vehicles.



ACCESSIBLE

This principle seeks to facilitate safe, functional, active and inclusive public streets and spaces. It considers the access needs of all public space users and modes of transport to ensure their passage is convenient, safe, equitable and efficient. In particular, it seeks to facilitate Footpath Trading and dining that is able to be accessed, used and enjoyed by people of all ages and abilities. It also prioritises access for active modes of transport like walking and cycling over motor vehicles.



ATTRACTIVE

The design and appearance of Footpath Trading and dining should contribute positively to the public realm experience and entice people to use the spaces. Their design should consider and respond appropriately to the surrounding context and preferred character of an area (e.g. coastal or industrial locations) through a considered use of materials, colour palette, planting and furniture selection.



ENJOYABLE

Well-designed and maintained Footpath Trading and dining is essential to providing comfortable spaces for people to enjoy, sit and linger without any obstructions. Outdoor elements such as furniture, signage or planters should be integrated into the street in a way that does not compromise existing uses, services, building or driveway entrances, emergency access and all equitable access.



WELL MAINTAINED

The material used in the palette should be relevant to the Design Standard Guidelines and be robust, weather resistant and easy to maintain. Locally sourced material that aligns with Council ESD principles is strongly recommended. The aging of the built environment should also be taken into consideration and speculate into the future. It is expected that furniture is stored inside building premises when not in use.

2.2 Footpath Zones

Footpath Zones have been identified to facilitate Footpath Trading while maintaining a functional and accessible footpath environment. These zones are aimed to maintain clear and unobstructed access for pedestrians walking along the footpath, as well as pedestrian access from vehicles in kerb side parking.

These zones are identified as (See Figure 01):

- **Pedestrian Zone**
- **Trading Zone**
- **Kerbside Zone**

Footpath Trading is usually considered appropriate where the footpath is greater than 3.3 meters wide to allow space for all three identified zones. Footpath Trading may be possible where the footpath width is less than 3.3 metres based on an assessment and approval from Council officers.

2.2.1 PEDESTRIAN ZONE

The Pedestrian Zone extends from the property boundary to the potential Trading Zone for a minimum of 2.0 metres into the footpath, allowing for a clear unobstructed path for pedestrians. Although 2.0 metres is the preferred Pedestrian Zone width, existing street scape widths will be reviewed on a case-by-case basis.

Council reserves the right to vary the Pedestrian Zone depending on pedestrian needs, vehicle traffic and access, and existing footpath widths.

2.2.2 TRADING ZONE

The Trading Zone is the remaining area of the footpath between the Pedestrian Zone and the Kerbside Zone. It is the only section of the footpath which may be used for commercial activity in accordance with a permit. There is a minimum Trading Zone width of 0.7 metres.

Where deemed appropriate, the Trading Zone may occupy part of a nature strip. Works may be required to be undertaken at the expense of the businesses to ensure a safe and accessible Trading Zone is achieved. Council expects the remediation of the site back to its original condition if outdoor trading is discontinued.

2.2.3 KERBSIDE ZONE

The Kerbside Zone is located between the Trading Zone and the back of kerb. The Kerbside Zone has a minimum width of 0.6 metres and is important for the safety of pedestrians crossing the road, allowing access to and from parked vehicles. It must always be kept clear from any items or structures.

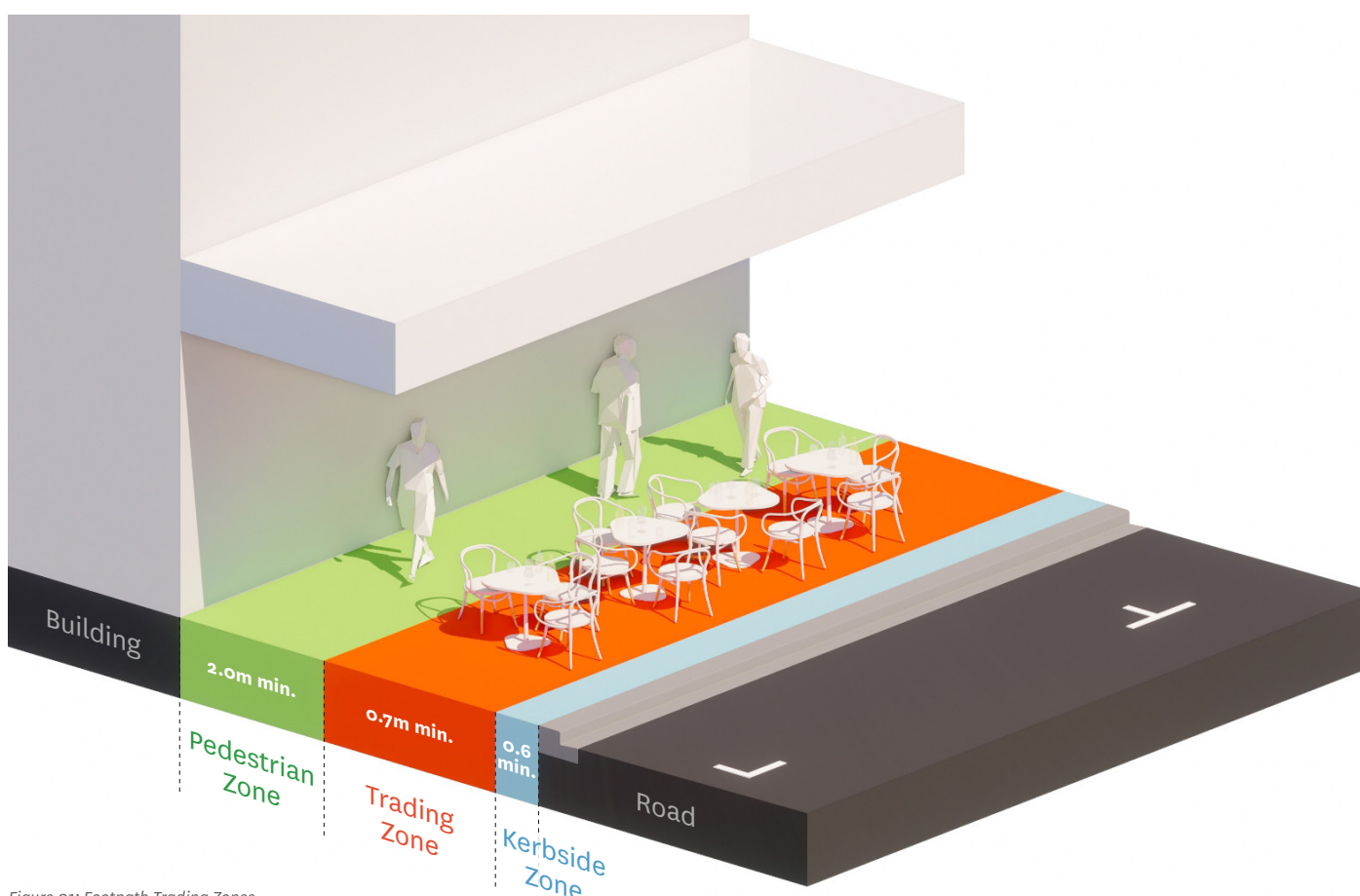


Figure 01: Footpath Trading Zones

2.3 General Clearances & Setbacks

A setback of 0.6 metres is required from each property boundary of a business to ensure pedestrian access to car parking and the broader streetscape.

Items (including signs and awnings) may only be hung from a building where a minimum clearance between the hanging object and the footpath directly below is a minimum of 2.4 metres. Consent will not be given to reducing this clearance distance. The item must be secured to the satisfaction of Council to ensure it does not fall onto pedestrians.

A 1.5 metre offset (less if permitted by an authorised officer of Council) must be provided from existing street furniture or other infrastructure, including, but not restricted to:

- Seats and benches
- Bollards
- Litter bins
- Bike racks
- Post boxes
- Telephone boxes
- Public transport stops and shelters
- Traffic signal boxes and service pits
- Fire hydrants and other emergency assets
- Street trees/garden beds/public planter boxes
- Taxi ranks
- Disabled parking bays
- Loading zones.

Council officers may review the location of existing street furniture and facilitate the relocation to enable the creation of a Footpath Trading Zone during the application process.

The request to relocate existing street furniture will be considered on a case-by-case basis and identify opportunities to provide an appropriate alternative location/s for existing street furniture to maintain streetscape amenity. The applicant may be responsible for the cost of relocating existing street furniture.

See **Section 4.2 - Outdoor Elements & Furniture**

Guidelines for a detailed list of conditions and clearances of furniture and infrastructure. Location of existing furniture can be assessed as part of a new application.

2.4 Operation & Compliance

A footpath may only be used for Footpath Trading during a business' operating hours. All furniture should be removed and stored by the operator within their premises outside of trading hours. This is to allow Council to undertake programmed maintenance and street cleansing.

All activities must be positioned and contained within the Trading Zone, and cannot pose a trip hazard or impede the safe flow and movement of pedestrian traffic. Business operators must ensure all relevant legislation, permits, licences, leases, local laws are complied with at all times.

2.5 Eligibility

Note that each site is subject to individual assessment, based on context, amenity, urban design & traffic outcomes, safety and overall contribution to the street. Parklets have an added layer of complexity, where Council needs to consider the wider parking availability, speed limits and traffic conditions for each site.

Footpath Trading and Parklets are not intended to privatise the public realm. Any proposal which fully encloses outdoor dining or creates visual and physical privatisation of the public realm will not be approved.

2.6 Consent Conditions

Council will consider requests to occupy unused footpath space in front of immediately neighbouring businesses. Applicants must obtain prior consent from the property owner and occupier of the neighbouring property.

Consent must be written and provided as evidence in the application process. If consent is not provided by adjoining businesses, council may refuse the application.

2.7 Permit & Associated Costs

Footpath Trading and Parklets can raise the profile of a business, attract more customers and increase revenue but the costs of applying, providing furniture and infrastructure should be considered.

Annual fees are determined for the upcoming 12 month period as a part of Council's annual budget process. For 2023-24 application and permit fees go to:

www.frankston.vic.gov.au

1300 322 322.

All fees are charged as a yearly fee, allowing businesses to trade seasonally, at a minimum of 6 months per year. Fees are paid annually.

FOOTPATH TRADING

Fees for Footpath Trading have changed to be charged per m², per year, rather than by item.

PARKLETS

Fees for Parklets are charged per m², per year.

2.8 Traffic Implications

FOOTPATH TRADING

Council will assess applications on a case-by-case basis taking into consideration traffic conditions, patron safety, amenity and access for pedestrians, residents and all other road users. There may be some areas that are not appropriate for Footpath Trading because of safety and amenity conditions.

PARKLETS

Council will only accept and assess Parklet applications on Local Roads. The relevant state authority will need to be consulted by the business for any interventions on a State Road.

To ensure safety, Parklets must first be approved by Council's Traffic Engineer from the Engineering Services department. Parklets will require a review by Council relevant to it's specific location to ensure safety.

Risk assessments of on-street Parklet applications will be carried out by Council during the approval process. Independent road safety audits will also be carried out as required.



2.9 Site Plans

A drawn site plan for both the existing conditions and the proposed works must be submitted with the application. Photographs of the site should also be included in the application, clearly showing the proposed Footpath Trading or Parklet area relative to buildings, adjacent properties, residential dwellings and existing features in the footpath.

2.9.1 EXISTING CONDITIONS

A site plan of existing conditions at a scale of 1:100, or a full colour photograph which clearly shows:

Footpath Trading	Parklet
Property address, north point, site boundary	Property address, north point, site boundary
Width of the business frontage and width of the footpath from front of kerb to the front property boundary	Width of the business frontage and dimensions of the parking area from front of kerb to the back of the parking area
At least 20m either side of trading area	At least 20m either side of Parklet
Location of adjacent buildings and use	Location of adjacent buildings and use
Location of building entrances	Location of building entrances
Location of existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking, bus stops and other infrastructure on the footpath	Location of existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking, bus stops and other infrastructure on the footpath
	Traffic conditions including parking (e.g. loading zone, 1hr park, bus stop, DDA parking and speed limits etc.)

2.9.2 PROPOSED WORKS

A site plan of proposed Footpath Trading and/or Parklet proposal at a scale of 1:100 which clearly shows:

Footpath Trading	Parklet
Property address, north point, site boundary	Property address, north point, site boundary
Trading Zone	Trading Zone
Proposed location of chairs, tables, screens, awnings, heaters, umbrellas, or planter boxes	Proposed location of Council supplied infrastructure
Number of tables and chairs to comply with the density quotient as outlined by the Chief Health Officer	Proposed location of any chairs, tables, screens, awnings, heaters, umbrellas, or planter boxes, vehicle mitigation barriers and details of DDA access
	Proposed location vehicle mitigation barriers, DDA access and weather protection

2.9.3 EXAMPLE PLANS

See **Appendix A-H** for examples of both Existing Conditions Plans and Proposed Works Plans.

2.10 Operation & Management

Cleaning and operational requirements (see table below):

Footpath Trading	Parklet
All furniture to be returned inside the building premises to allow for Council cleaning	Permit holders must maintain clean and well-maintained infrastructure
Ensure compliance with permit conditions at all times and ensure that the pedestrian clear path of travel and Kerbside Zone is not obstructed	Ensure compliance with permit conditions at all times and ensure that the infrastructure remains within the agreed boundaries
Ensure wait staff facilitate free access by all footpath users and give pedestrians priority right of way	Ensure wait staff facilitate free access by all footpath users and give pedestrians priority right of way
Regular cleaning of the Footpath Trading Zone by staff ensures rubbish does not accumulate and become windblown into neighbouring areas.	All furniture such as tables and chairs must be removed from Parklet at the end of trade each day, unless otherwise approved
Areas within and around the Footpath Trading Zone should also minimise the potential for personal injury. Appropriate selection of furniture and fittings, as well as regular maintenance of items is important	The permit holder must not place condiments / napkins / eating utensils on the tables in the Parklet unless diners are seated and are placing an order
Temporary outdoor dining furniture (e.g. tables, chairs, umbrellas) must be returned to inside of property to allow street cleaning of footpaths, laneways and street furniture to be undertaken overnight outside of normal trading hours	The café Parklet must be cleaned and maintained in a neat and tidy condition at all times and in accordance with the operation and management responsibilities

2.11 Removal of Works

Once a business decides it no longer needs Footpath Trading or Parklets, these must be removed and the public realm returned to its original condition. Businesses have 6 weeks to remove all infrastructure.

FOOTPATH TRADING

A Footpath Trading Zone may need to be removed temporarily or permanently for improvements, maintenance or other works as required by Council or its contractors. Council will give the permit holder as much notice as possible.

PARKLETS

A Parklet may need to be removed temporarily or permanently for streetscape improvements or other works as required by Council, its contractors or other third-party construction managers. Council will give the permit holder as much notice as possible.

In instances where emergency vehicles need access or emergency works such as a burst water main, gas leak or fallen power line, removal of all furniture and equipment is required immediately. Where a Parklet is required to be temporarily removed (exclusive of emergency works), the cost for removal and re-installation will be at permit holder's expense.

3.0 Application Requirements

3.1 Permit Application Process

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 also recommended any prospective investor/business operator review these Guidelines prior to committing to any lease or contract.

Footpath Trading can include the use of the footpath directly in front of a venue, but can also include footpath space directly in front of neighbouring properties, or a variety of other public spaces that may be appropriate (See **Section 4.1 - 4.3** for more detail).



3.2 Application Requirement Checklist

3.2.1 PRE-APPLICATION

Check	Item
	Review the Council Footpath Trading and Parklet Guidelines
	For new Parklets only – submit an expression of interest via Council's Economy, Investment and Activation team at business@frankston.vic.gov.au The team will then assist with determining site feasibility and any additional requirements *
	Determine proposed design layout including trading furniture and/ or signage
	Obtain written neighbouring property consent, if applicable **

*If the applicant is seeking to trade on unused footpath space in front of a neighbouring property written consent must be obtained from the neighbouring property, including the land owner and business operator) before Council will approve the application.

**Applications on State Roads require DTP approval process.

3.2.2 APPLICATION

Check	Item
	Submit an application form via the Council website at www.frankston.vic.gov.au including the following documentation: <ul style="list-style-type: none"> – Business details and location – Applicant contact details – Proposed design layout including trading furniture or signage – Site plan – Written neighbouring property consent, if applicable
	Pay application fee

3.2.3 ASSESSMENT

Check	Item
	Council officers conduct a site visit to review the proposed trading area, if required
	Council officers conduct a pedestrian and traffic safety assessment, if required*

3.2.4 CONDITIONAL APPROVAL

Check	Item
	Submit current Certificate of Public Liability Insurance to the value of \$20M and noting Council as an interested party as well as coverage for footpath and/ or Parklet trading and associated fixed infrastructure (e.g. glass screens)

3.2.5 FINAL APPROVAL & ISSUE OF PERMIT

Check	Item
	Successful applicants will receive a Footpath Trading and/or Parklet permit which must be displayed in the business premise window at all times.
	Condition of the permit must be abided by at all times.



4.0 Footpath Trading & Parklet Guidelines

4.1 Footpath Trading Guideline

All commercial venues may apply to extend their service area into a variety of public spaces. Examples include footpaths, nature strips, on-street car parking spaces immediately outside their business, or in a laneway or small street.

The place-based scenario diagrams throughout all of **Section 4.1** demonstrate the spatial requirements for Footpath Trading (for Parklet Trading options, see **Section 4.3**). These Footpath Trading diagrams show a variety of scenarios and include the following examples:

- **OPTION 01** - Trading directly outside a business. (Refer **Section 4.1.1**)
- **OPTION 02** - Trading directly outside a business and in front of neighbouring property/business. (Refer **Section 4.1.2**)
- **OPTION 03** - Trading on a Corner Site. (Refer **Section 4.1.3**)
- **OPTION 04** - Trade into a laneway with no service/vehicle access. (Refer **Section 4.1.4**)
- **OPTION 05** - Trade into a laneway with an existing intermittent closure. (Refer **Section 4.1.5**)

GENERAL ELIGIBILITY REQUIREMENTS

- Be a business operating from a commercial premises in Council.
- Meet the Location Criteria requirements outlined in **Section 1.2**.
- Have provided all information required by Council (See **Section 3.2**).
- The applicant business must provide evidence of a commercial lease agreement or evidence confirming that the ownership of the property is in the business owner's name. The lease must be current for the duration of the Footpath Trading permit.

GENERAL DESIGN REQUIREMENTS

- Applicants must ensure a 2.0 metre minimum clear path of travel between the building line and the Trading Zone.
- If the Trading Zone extends longer than 10.0 metres, a 1.2 metre spacing within this 10.0 metres is required to allow for pedestrian access.
- The Trading Zone width has a minimum dimension of 0.7 metres and must be offset from infrastructure/furniture by a minimum dimension of 1.5 metres.
- Applicants are required to show a 0.6 metre minimum offset from the neighbouring property and a 0.6 metre offset from the back of kerb for location of all Footpath Trading elements.
- Council assessment required to check if adequate sight lines are achieved.

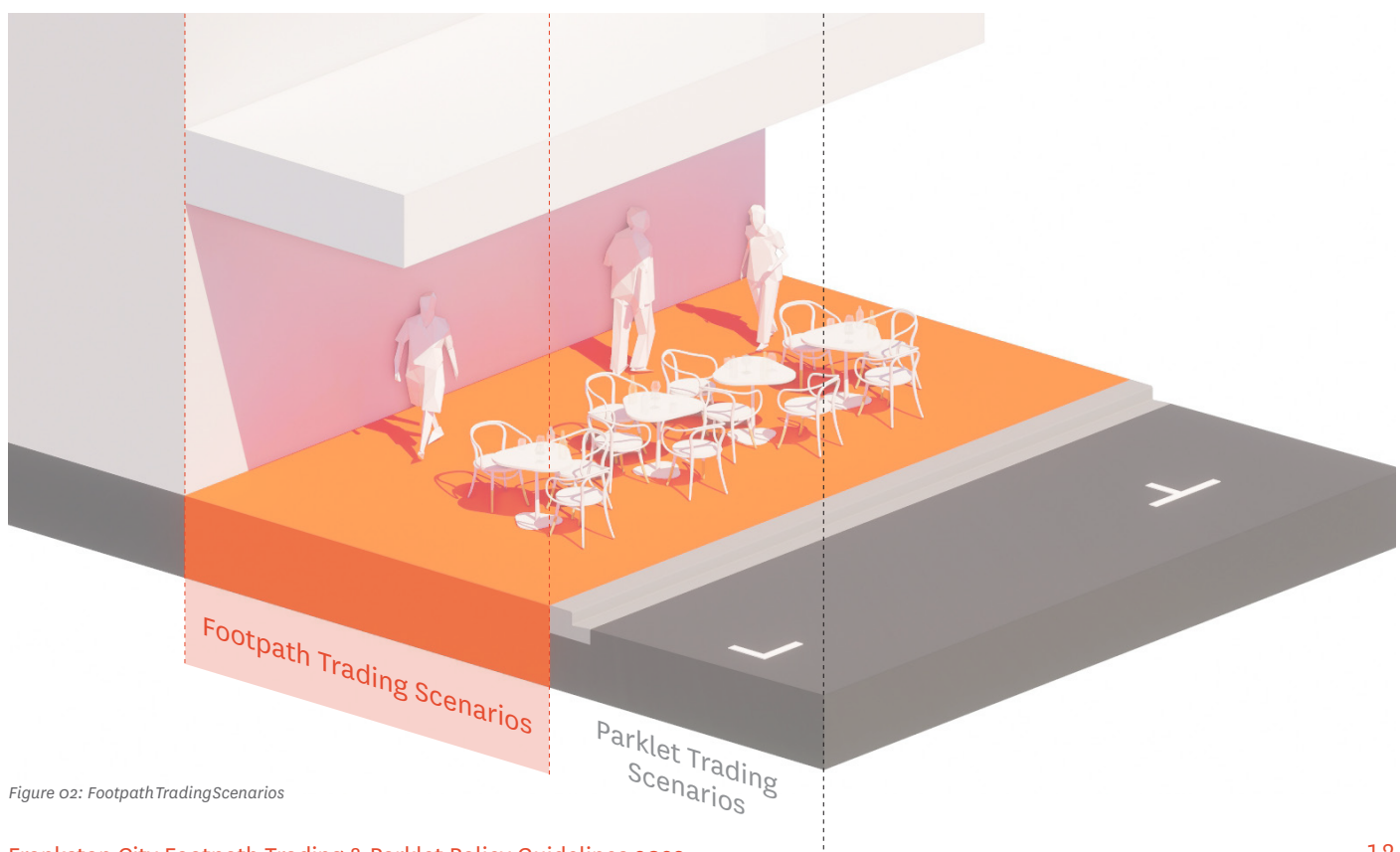


Figure 02: Footpath Trading Scenarios

4.1.1 TRADING OPTION 01

TRADING DIRECTLY OUTSIDE A BUSINESS

This Trading Option relates to applicants wanting to trade directly outside their business within their allocated Footpath Trading area.

SITE SPECIFIC ELIGIBILITY

- Refer **Section 4.1** for general eligibility requirements.

SITE SPECIFIC CONSENT

- Consent from adjoining businesses is not needed.

SITE SPECIFIC DESIGN REQUIREMENTS

- Refer **Section 4.1** for general design requirements.

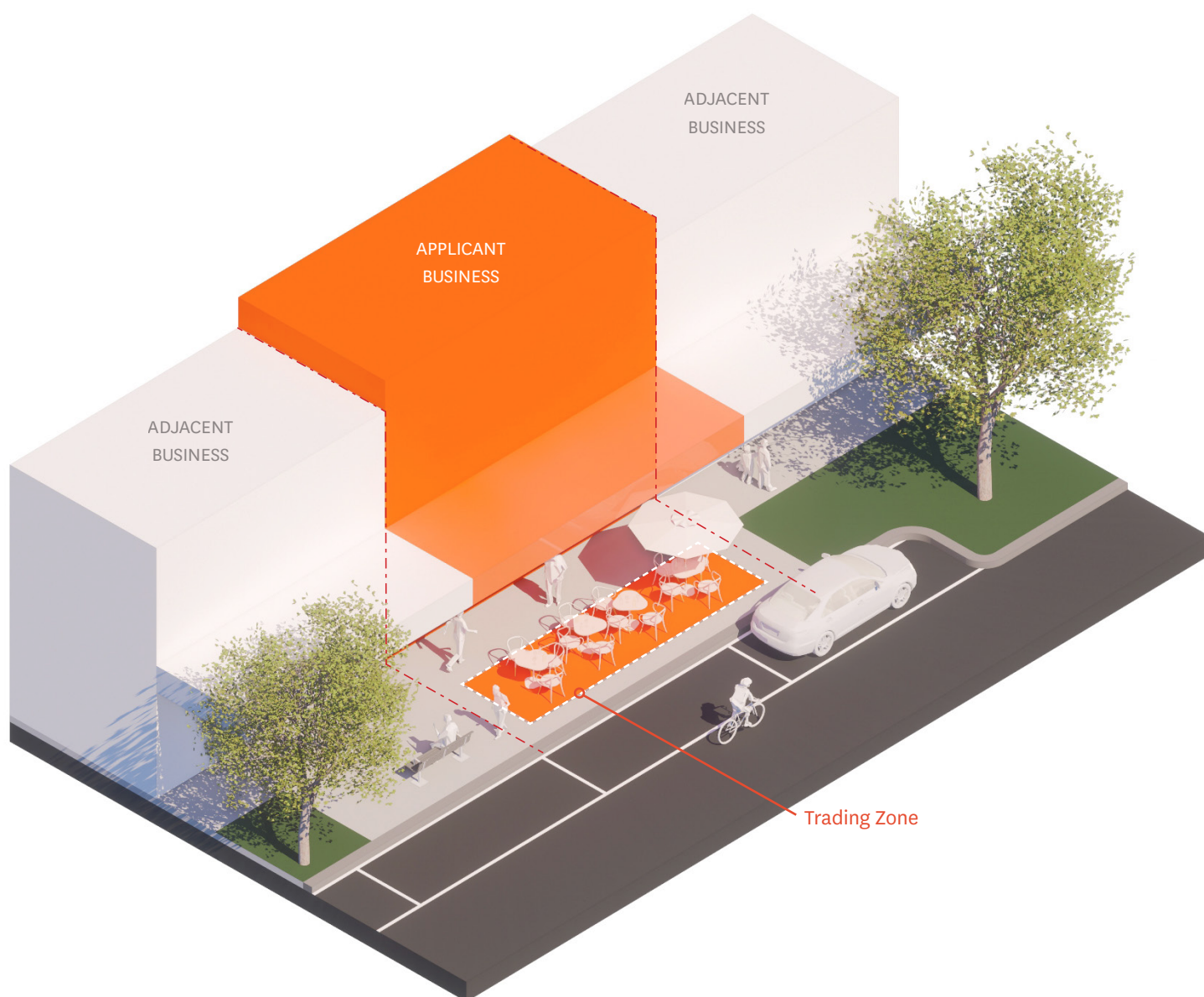
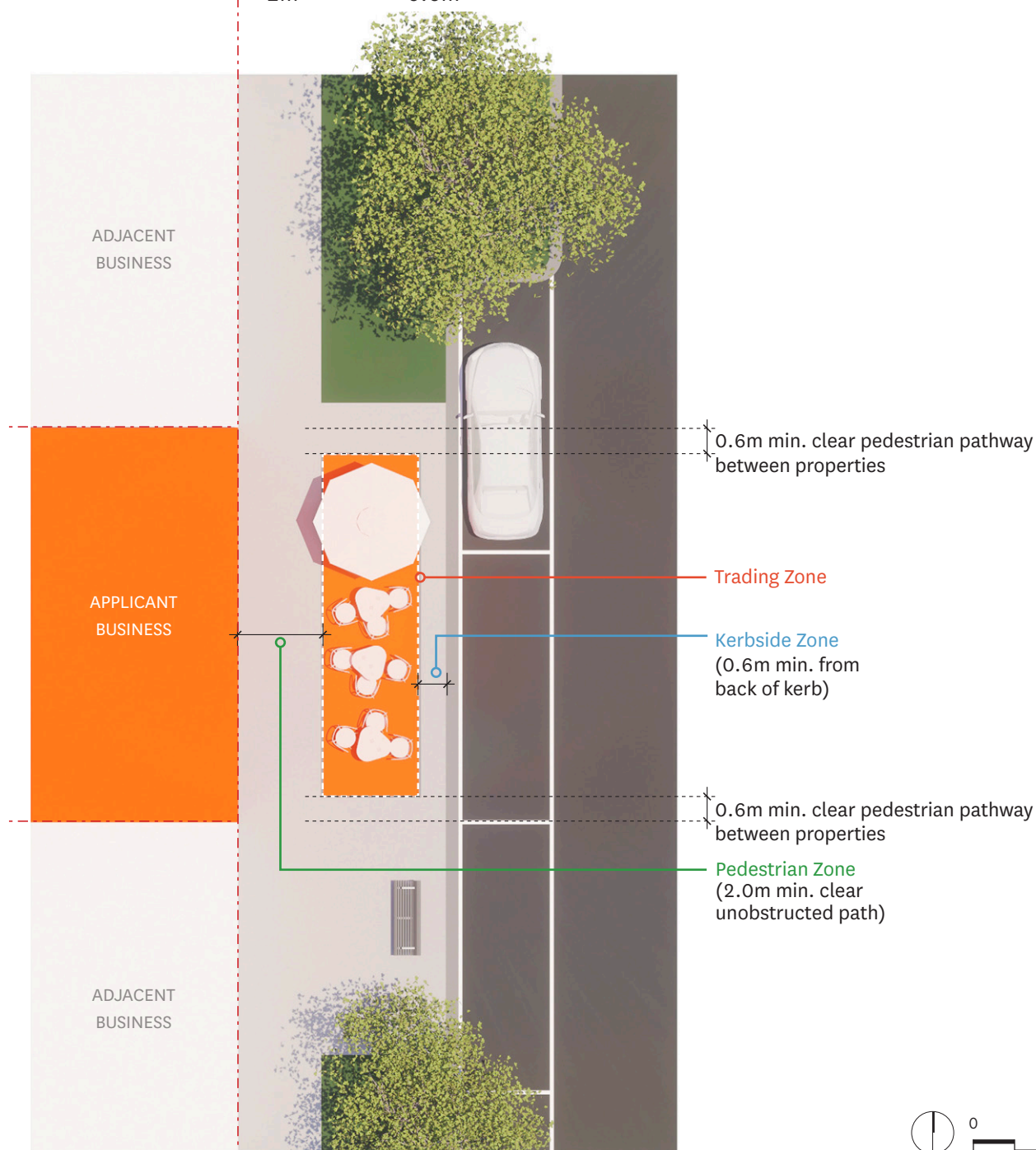
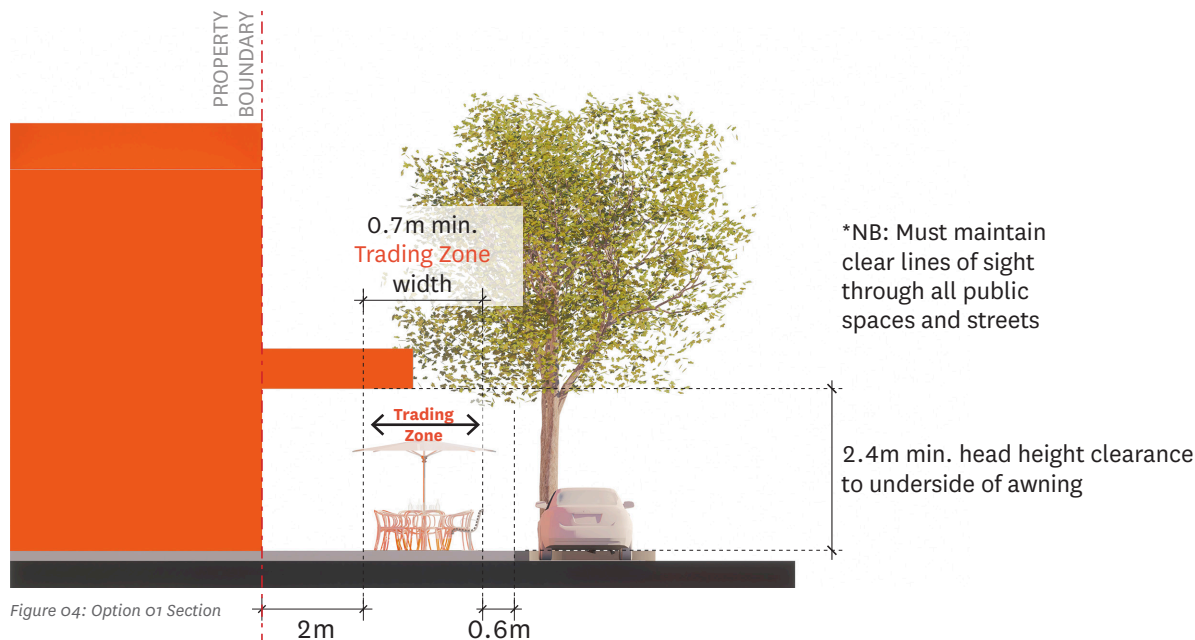


Figure 03: Option 01 Diagram



4.1.2 TRADING OPTION 02

TRADING DIRECTLY OUTSIDE A BUSINESS AND IN FRONT OF A NEIGHBOURING PROPERTY/BUSINESS

This Trading Option relates to applicants wanting to trade directly outside their business and/or in front of a neighbouring business.

SITE SPECIFIC ELIGIBILITY

- Refer **Section 4.1** for general eligibility requirements.

SITE SPECIFIC CONSENT

- Written letter of consent from affected businesses is required.
- Trading Zone can extend across multiple building frontages but the Trading Zone must not exceed 10.0 metres in length.
- Consent from a managing agent if building is vacant.
- Consent from body corporate if in front of residential building.

SITE SPECIFIC DESIGN REQUIREMENTS

- Refer **Section 4.1** for general design requirements.

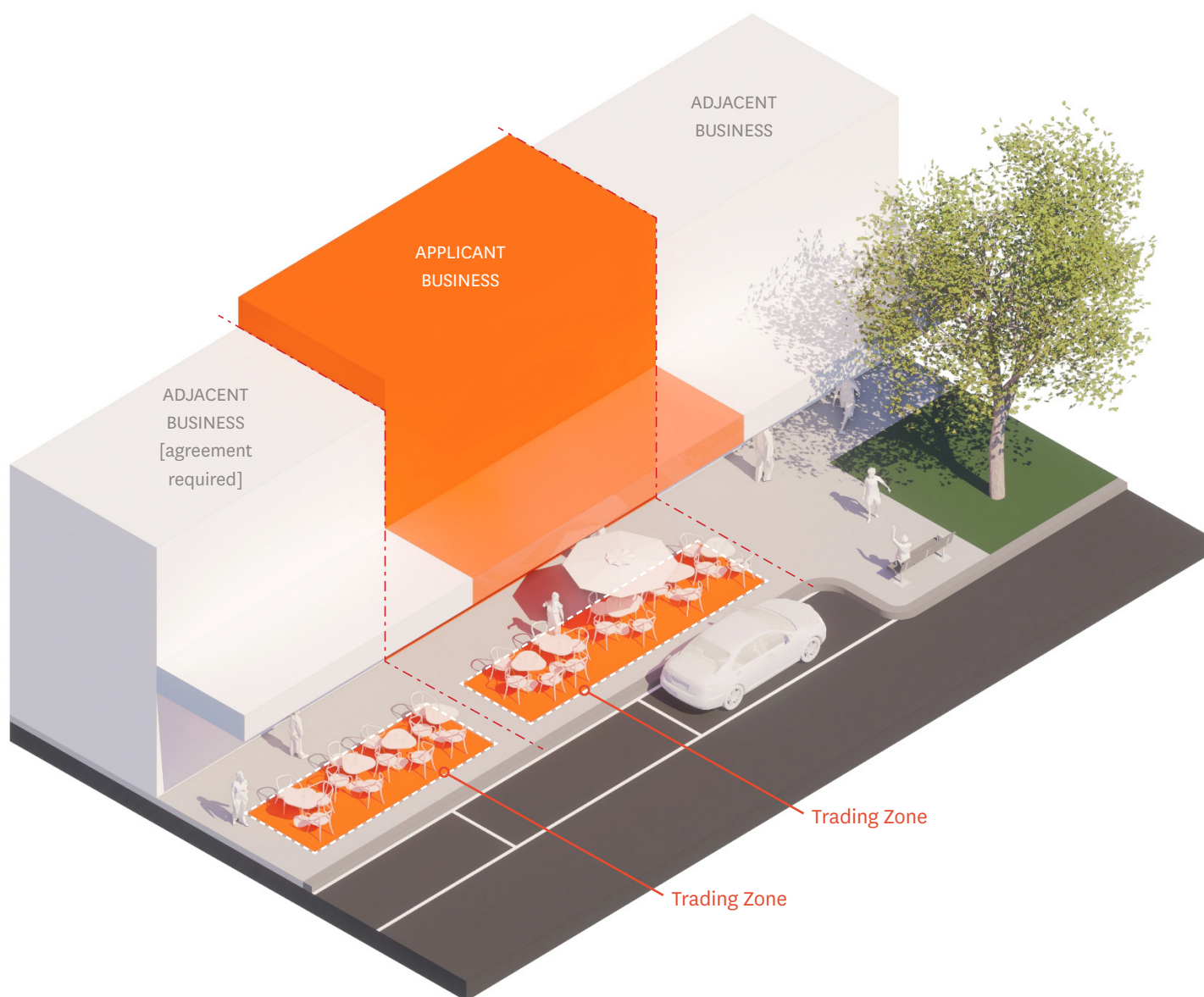
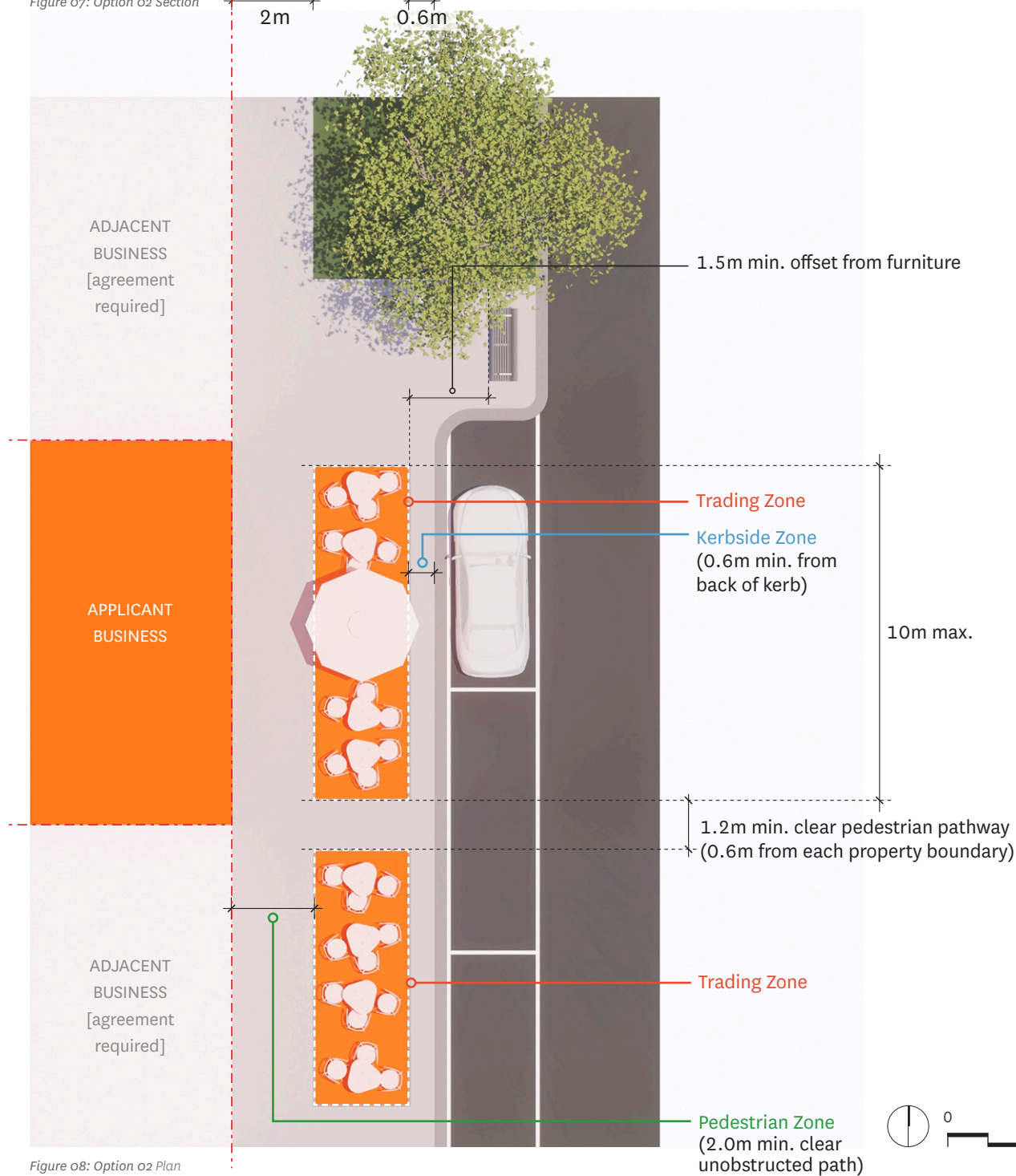
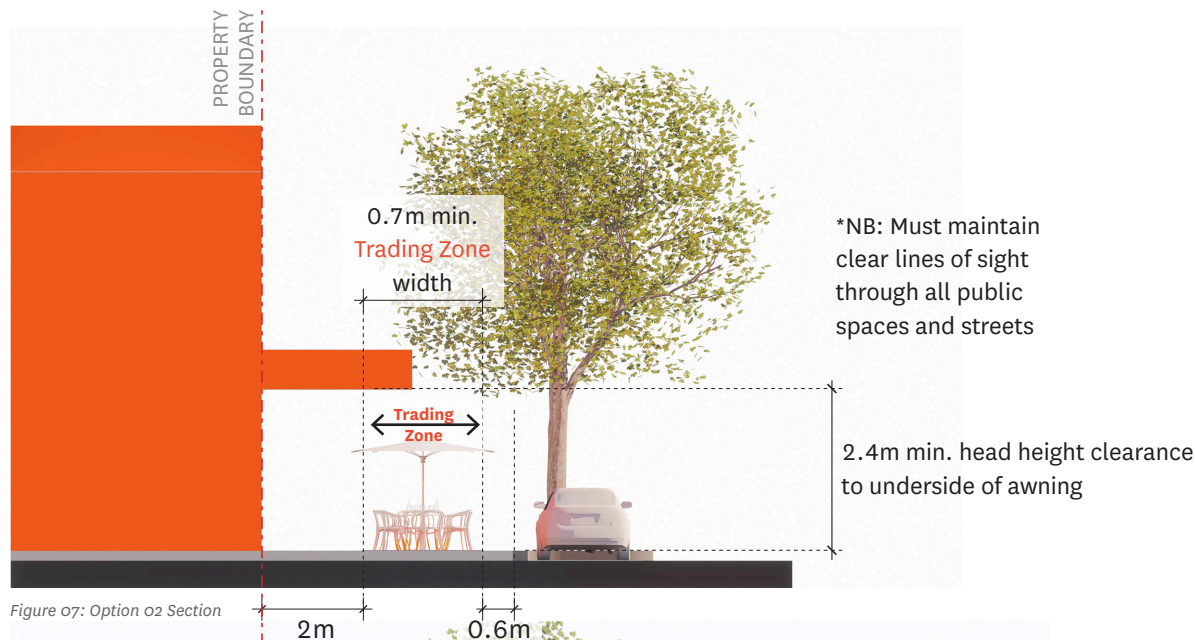


Figure 06: Option 02 Diagram



4.1.3 TRADING OPTION 03

TRADING ON A CORNER SITE

This Trading Option relates to businesses operating on a corner site, road intersection or street end.

SITE SPECIFIC ELIGIBILITY

- Refer **Section 4.1** for general eligibility requirements.

SITE SPECIFIC CONSENT

- Consent from adjoining businesses is not needed.

SITE SPECIFIC DESIGN REQUIREMENTS

- Refer **Section 4.1** for general design requirements.
- Applicants wishing to trade on a corner interface must not place any items within 2.5 metres of an intersection or pedestrian crossing (2.5 metres is an indicative measurement and subject to road safety requirements).

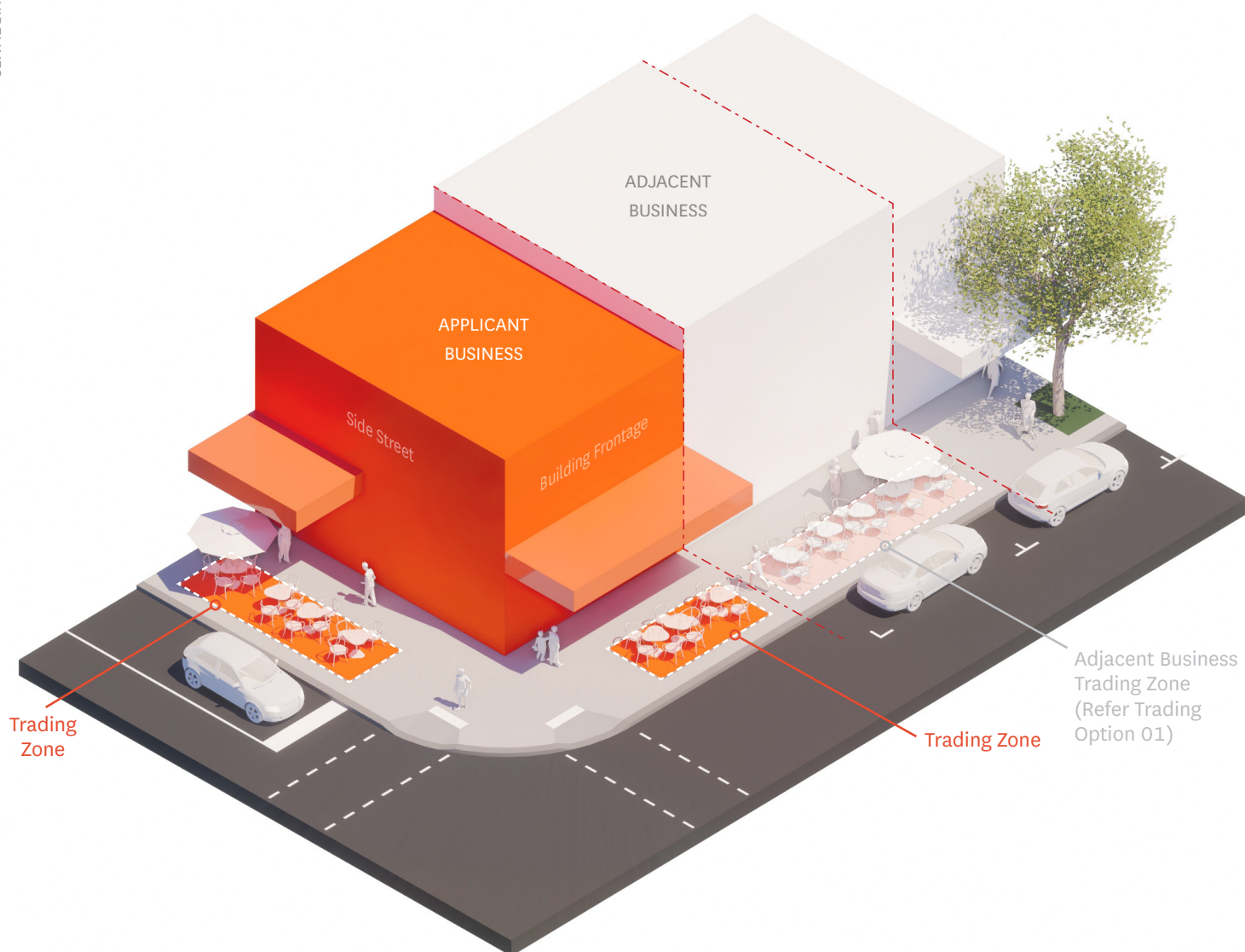


Figure 09: Option 03 Diagram

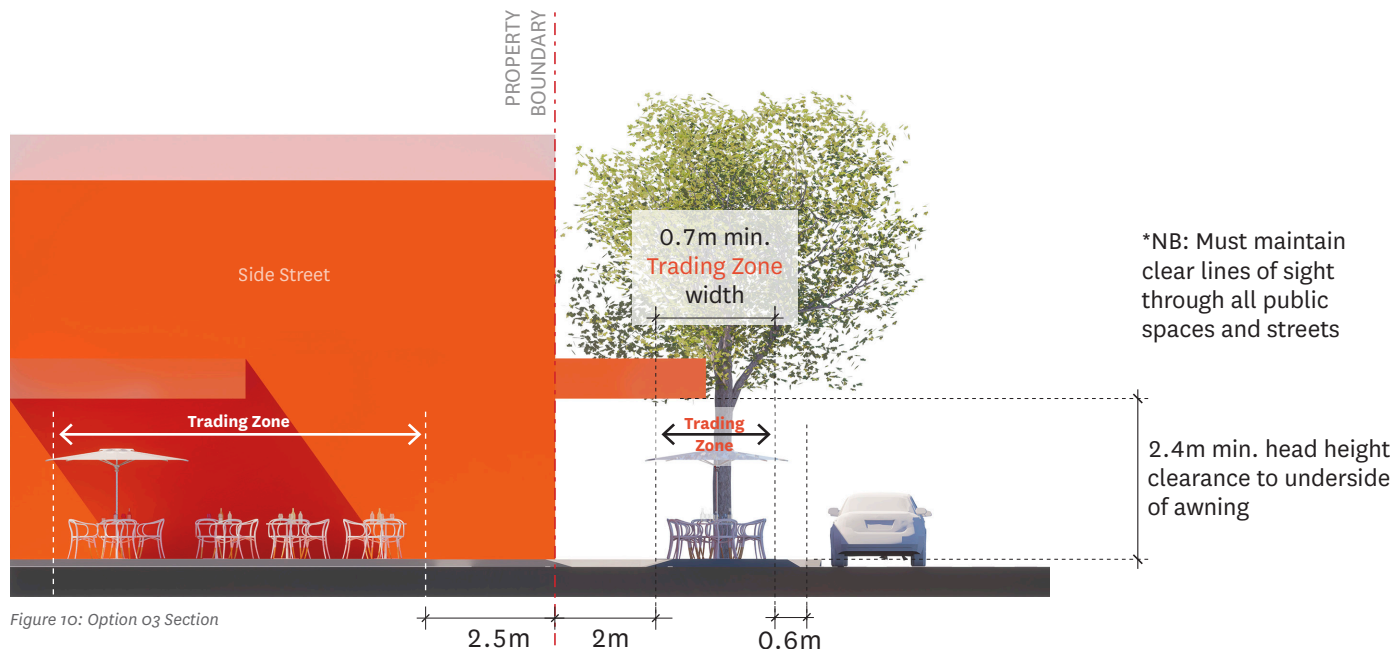


Figure 10: Option 03 Section

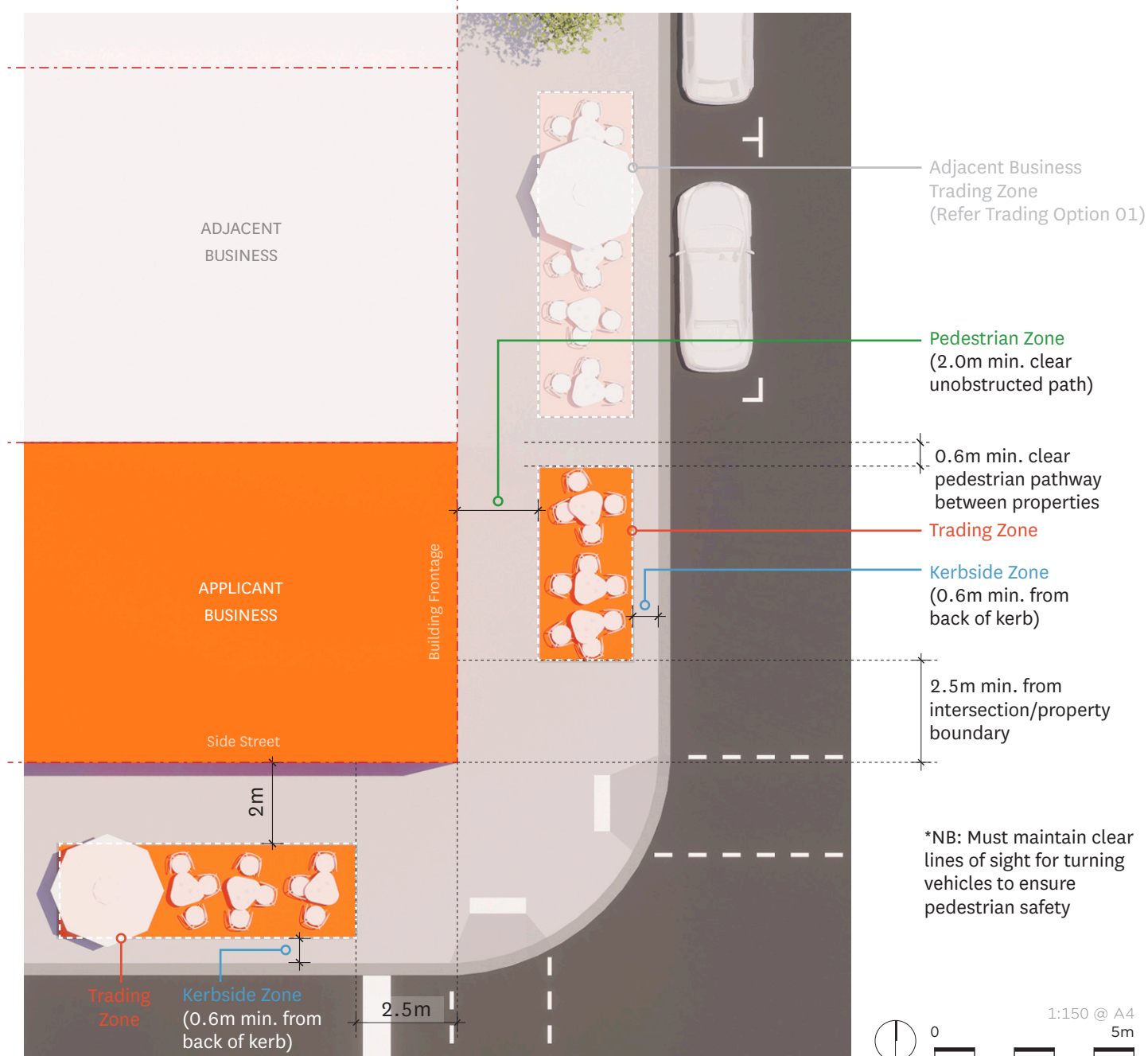


Figure 11: Option 03 Plan

4.1.4 TRADING OPTION 04

TRADE INTO A LANEWAY WITH NO SERVICE/VEHICLE ACCESS

This Trading Option relates to applicants wanting to trade within a laneway that has no existing or future service vehicle access implications, leaving the centre aisle of the laneway open for trading opportunities.

SITE SPECIFIC ELIGIBILITY

- Refer **Section 4.1** for general eligibility requirements.
- Businesses that don't have the ability to extend their dining onto footpaths or into a Parklet can apply to trade in a laneway or road space in the direct vicinity of their business.
- Applications to extend trading into a laneways or streets will be considered on a case-by-case basis, taking into account the safety and amenity of the surrounding area.

SITE SPECIFIC CONSENT

- Written letter of consent from adjacent, parallel and affected businesses is required.
- Trading Zone can extend across multiple building frontages but the Trading Zone must not exceed 10 metres in length.

SITE SPECIFIC DESIGN REQUIREMENTS

- Refer **Section 4.1** for general design requirements.
- Applicants wishing to trade into a laneway with no service access must ensure a 2.0 metres minimum clear path of travel between the building line and the Trading Zone.
- Applicants must also include a 1.0 metre offset from the property boundary back into the laneway.

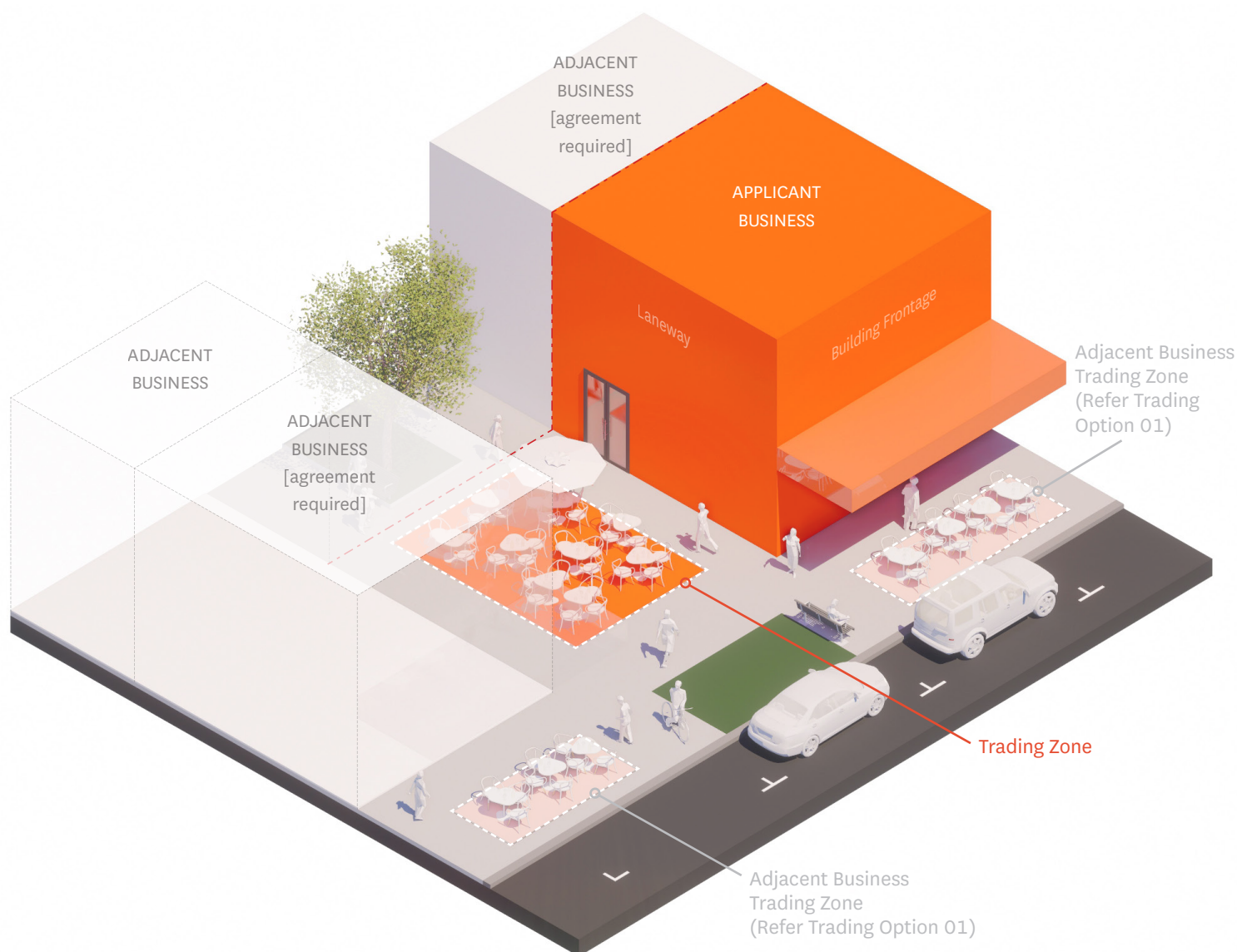


Figure 12: Option 04 Diagram

Figure 13: Option 04 Section

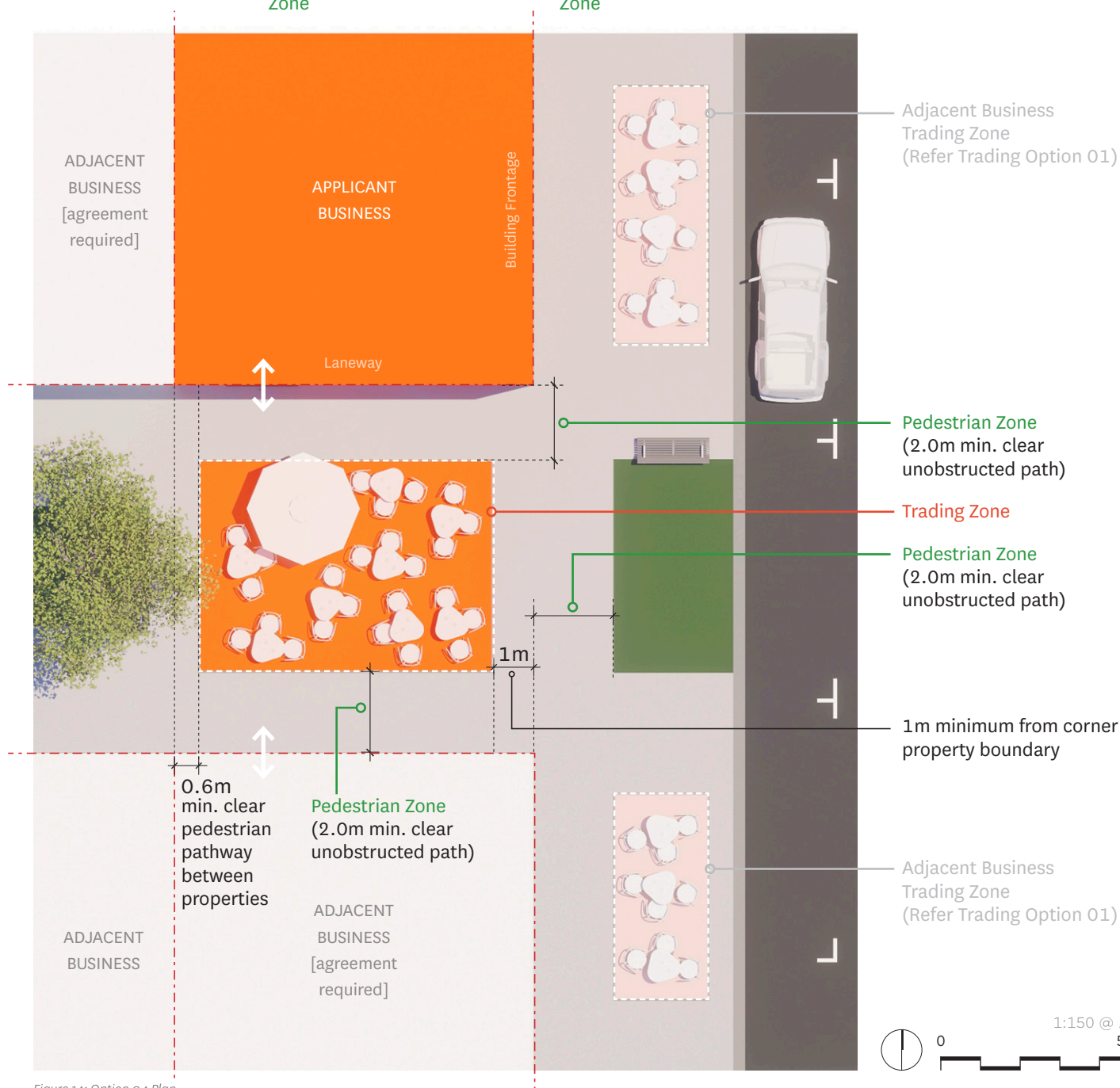
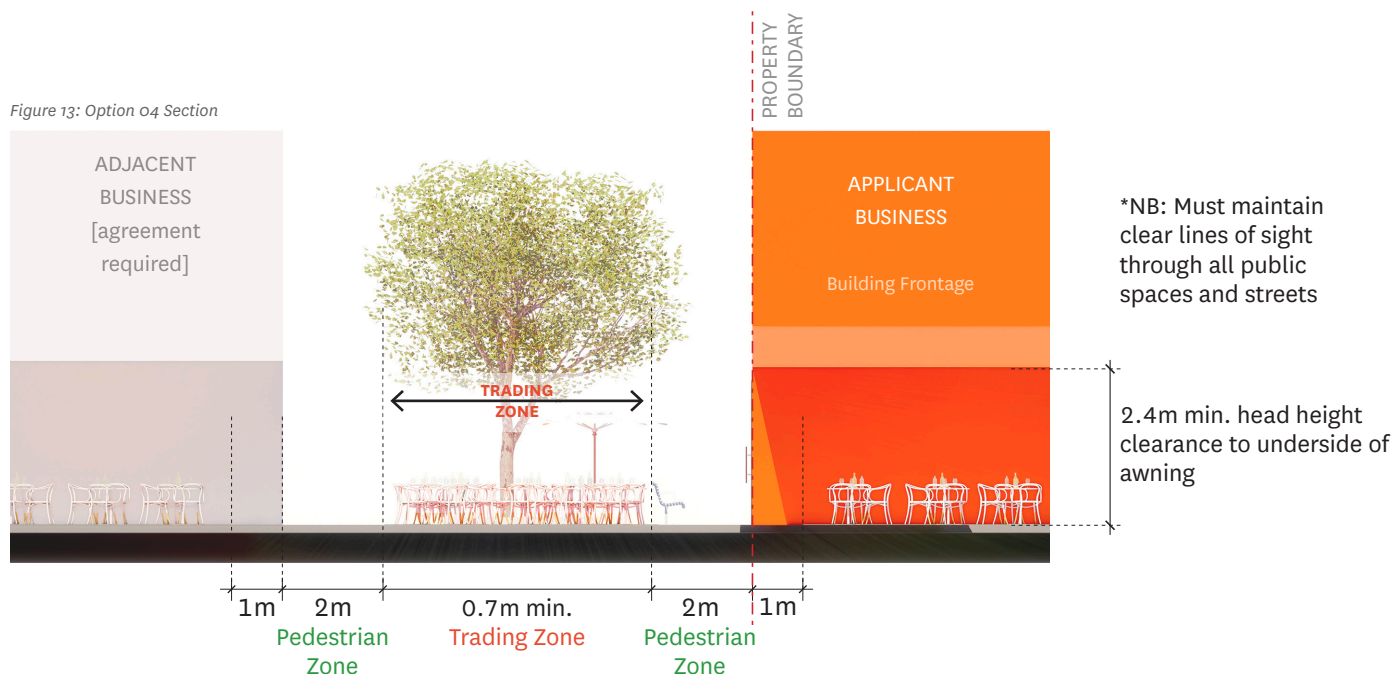


Figure 14: Option 04 Plan

4.1.5 TRADING OPTION 05

TRADE INTO A LANEWAY WITH AN EXISTING INTERMITTENT CLOSURE

This Trading Option relates to Trading Zones within a laneway that requires the centre of the laneway for service and/or emergency vehicle and pedestrian access. Trading Zones alongside the property boundary are only permitted in these options and may be considered on a case-by-case basis.

SITE SPECIFIC ELIGIBILITY

- Refer **Section 4.1** for general eligibility requirements.
- Businesses that don't have the ability to extend their dining onto footpaths can apply to trade in a laneway in the direct vicinity of their business, where there is an existing intermittent road closure.
- Applications to extend trading into a laneways with existing closures will be considered on a case-by-case basis, taking into account the safety and amenity of the surrounding area.

SITE SPECIFIC CONSENT

- Written letter of consent from adjacent, parallel and affected businesses is required.
- Trading Zone can extend across multiple building frontages but the Trading Zone must not exceed 10 metres in length.

SITE SPECIFIC DESIGN REQUIREMENTS

- Refer **Section 4.1** for general design requirements.
- Applicants wishing to trade into a laneway with existing or proposed service access must ensure a 3.0 metres pedestrian zone/vehicular access down the centre of the laneway; the left over space from the building property boundary will determine the Trading Zone.
- For a corner applicant businesses, outdoor trading must be set back 1.0 meter from the intersecting street unless a cafe screen or appropriate barrier is provided.
- The Trading Zone is not to obstruct 24 hour access to fire doors or equipment.
- Ensure unobstructed building access is provided through the Trading Zone.

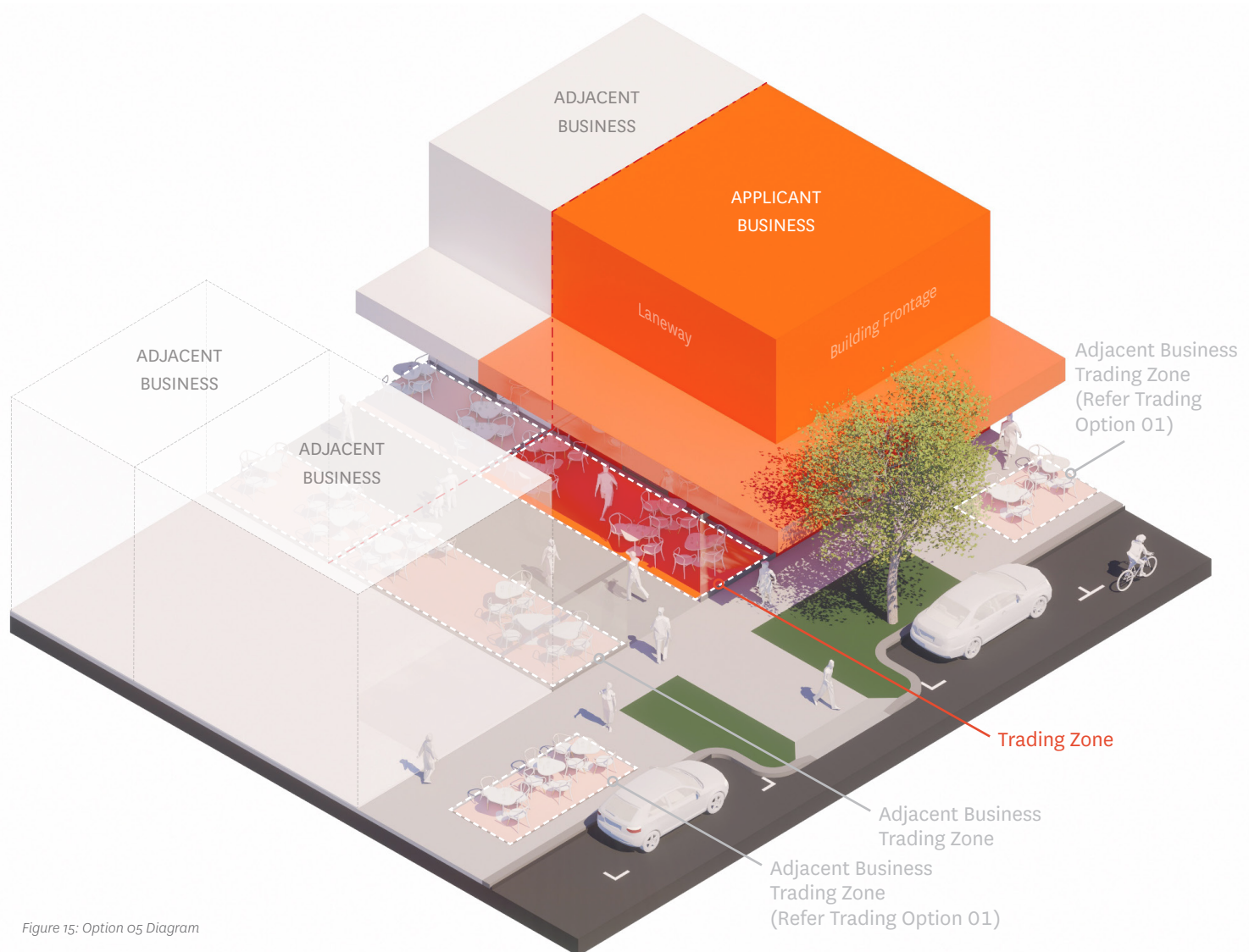


Figure 15: Option 05 Diagram

Figure 16: Option 05 Section

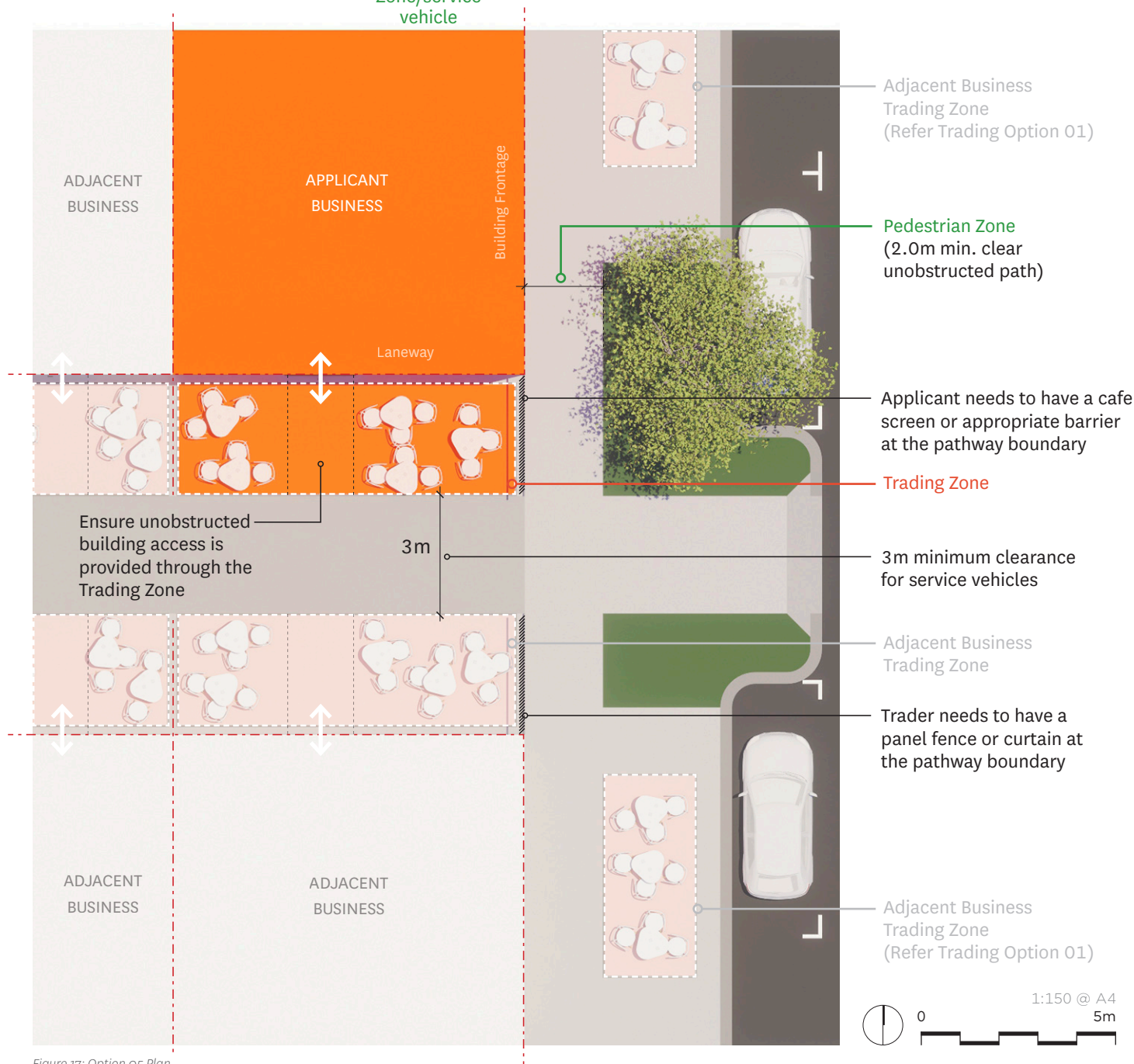
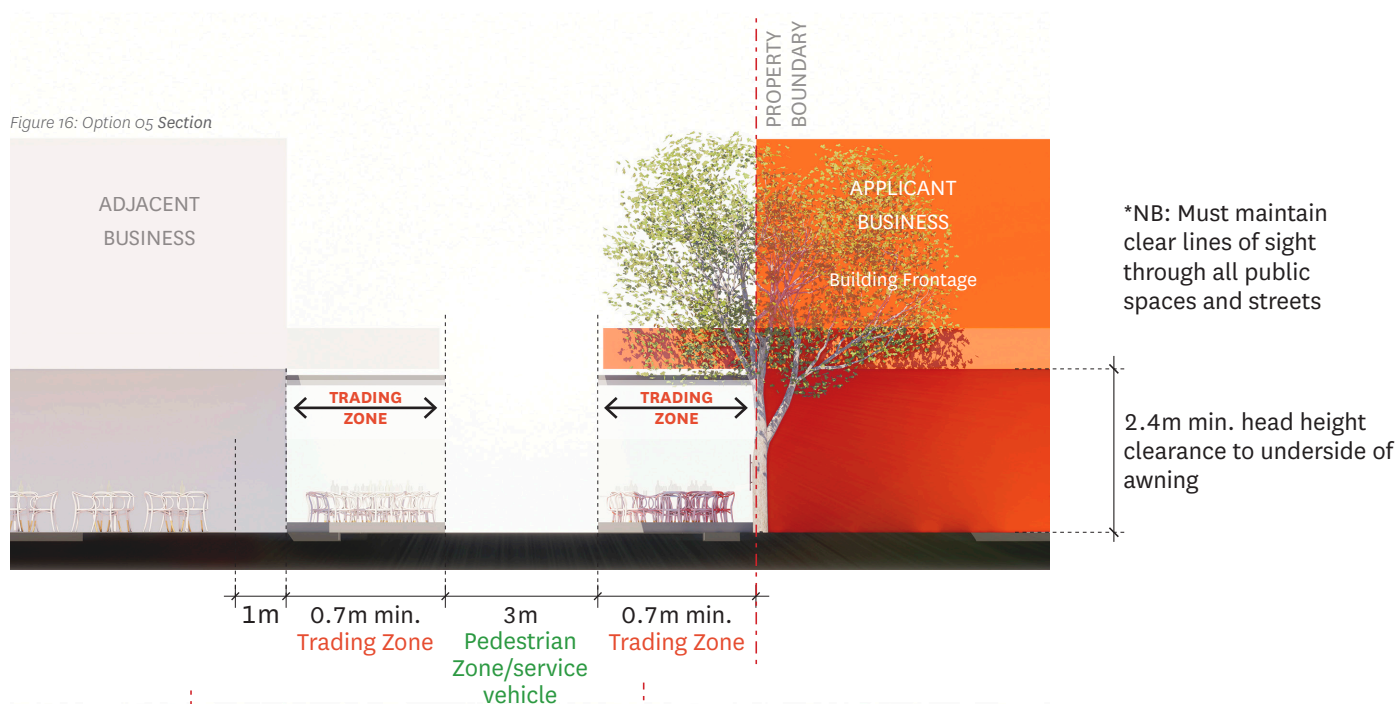


Figure 17: Option 05 Plan

4.2 Outdoor Element & Furniture Guidelines

4.2.1 GENERAL REQUIREMENTS

In all instances, outdoor elements and furniture must:

- Only be placed outside premises which are registered under the Food Act 1984 to serve food and/or beverages
- Be approved by Council prior to use.
- Be removed from the footpath, Parklet or public space outside of business trading hours
- Provide space between tables & furniture (See Figure 18).
- Be kept clean and presentable at all times
- Consider consistency of outdoor furniture with the surrounding businesses
- Maintain furniture within the Trading Zone at all times to ensure the safety of users
- Be placed within the approved Trading Zone and not obstruct vehicle or pedestrian sightlines and movement.

4.2.2 FURNITURE (TABLES & CHAIRS)

Outdoor trading furniture should be functional, durable and add to the character of the streetscape.

Outdoor furniture also must be:

- Good quality and design and where required meet Australian Standards.
- Designed for the outdoors so that it is functional, durable and wind-proof.
- Contribute to the streetscape character in a positive way.
- Easy to handle and stackable to allow ease of storage
- Safe and comfortable with no hazards presented to users.
- Accessible in design and placement for all users.

Chairs should not be placed with their back to the roadway, unless café barriers or another type of barrier is used, to prevent patrons inadvertently sliding chairs over the kerb edge.

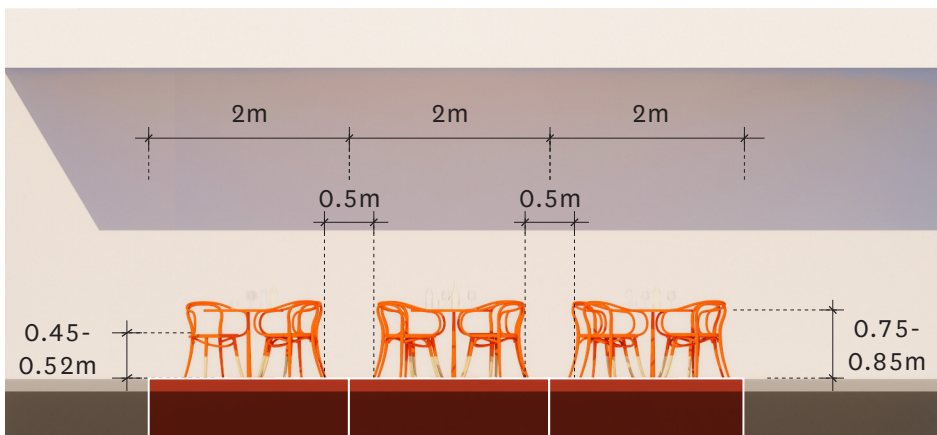


Figure 18: Table & Chair Circulation

Table & Chair Circulation:

- Table surface height of between 0.75-0.85 metres.
- Seating height of between 0.45 - 0.52 metres.
- A circulation space of 1.7 metres in front of or between the tables.
- A minimum space of four square metres is considered appropriate for a table and four chairs (2 x 2metres) and a minimum distance of 0.5 metres must be allowed between adjoining settings.



4.2.3 UMBRELLAS

Umbrellas should only be used where the existing shelter, such as a building verandah or awning, is either inadequate or where none currently exist.

Semi-fixed free standing umbrellas can be used in Trading Zones and must:

- Comply with any relevant Australian Standards
- Be of Good quality and design to achieve a wind rating of up to 120km/h.
- Have a minimum footpath to umbrella (lowest edge) clearance of 2.4 metres and not obstruct the Pedestrian Zone.
- Have one centre pole and be positioned to ensure that when open the umbrella does not extend outside of the Trading Zone.
- Use an in-ground lockable socket and sleeve (preferred). Such systems must minimise damage to the footpath and be flush with the footpath to prevent trips and falls. The business is responsible for the installation of socket and sleeve systems to the satisfaction of Council and is required to reinstate the footpath should the umbrella be removed.
 - 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. A bond will also be required to be paid as part of the permit application and will be used to reinstate the surface of the footpath (See Figure 19).
 - Where in-ground sockets are not practicable, non-fixed umbrellas may be considered and must be securely anchored (e.g. weight bags) to the footpath to the satisfaction of Council.
- Use quality commercial canvas covers for the umbrellas and must be neat and presentable.
- Use business logo's and advertising when permitted and may be printed on alternate panels covering no more than 30% of the umbrella panel surface.

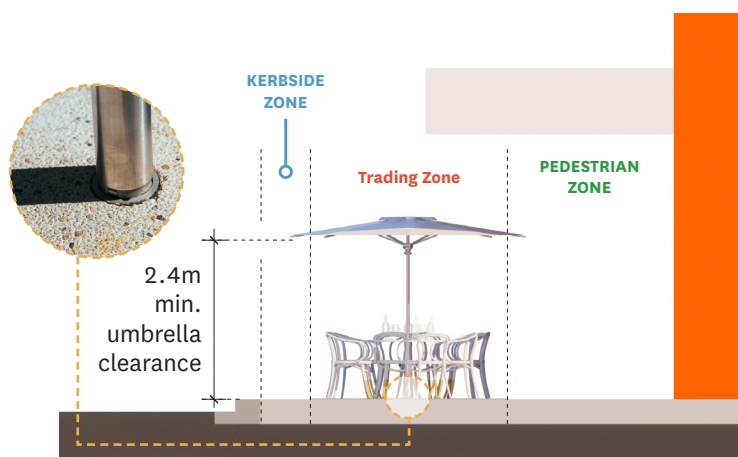


Figure 19: Umbrella Positioning Section

4.2.4 PLANTER BOXES & PLANTS

Raised planters can provide a sense of enclosure when placed in the streetscape and will be considered on a case-by-case basis. 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.

Planter boxes and plants must also follow the conditions below:

- Be semi-permanent and fixed to the ground or securely anchored to the footpath with a lockable castor or by weight.
- Planter boxes, including plants, cannot exceed a total of 1.2 metres in height and 1.5 metres in length.
- Semi-permanent planters must be a minimum height of 0.1 metres from the footpath to not trap waste and rubbish and also allow for Council street cleansing and maintenance.
- Planters cannot have sharp corners or edges, or pose other safety risks.
- Consider the integration of planters with other trading elements such as seats or benches.
- Using 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.



4.2.5 POWER & LIGHTING

Additional lighting and illumination within a Trading Zone will be considered on a case-by-case basis and to Council satisfaction.

- If additional lighting is permitted the business must undertake any electrical works 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.

4.2.6 AWNINGS / BLINDS

Awnings or blinds may only be fitted subject to Council approval and requirements and must be removed/retracted outside of trading hours. 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.

Full length awnings or blinds cannot enclose public spaces or adversely affect the openness of footpaths or create the effect of an 'outdoor room' (i.e. privatise or discourage use of footpath).

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. 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.

Weather Blind Anchors

Weather blind anchors 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. Should the operator close down, a bond paid to Council may be required to cover the cost of removing the anchors and reinstating the footpath (See Figure 20).



Figure 20: Acceptable Blind Anchor



4.2.7 FOOTPATH GLASS SCREENS

Glass screens fixed to the footpath are considered permanent structures. Where fixed glass screens are proposed, a Planning Permit must be obtained prior to installation.

High quality designed glass screens will be considered on a case-by-case basis. If a screen is vandalised or damaged they must be removed immediately and all remaining screens must be secure so they do not pose a public safety risk.

If any existing glass screens are to be removed by the business operator, it is their responsibility to make good/reinstate the pavement.

If using Glass screens, they:

- Must not exceed a height of 1.2 metres above the footpath
- Must not be placed independently to serve the purpose of branding. Any branding/logos on the screen must not take up more than 30% of the total size of each screen.
- Must have a spacing of 2.0 metres minimum if the length of the screens extends longer than 10 metres in a continuous line, to allow permeability and access.
- Must have a minimum clearance of 0.15 metres from the bottom of all screens and the pavement to allow for street cleaning activities.
- Are required to use permanent safety glass
- Are able to withstand wind loads, provide reasonable resistance to vandalism and withstand impact from pedestrians.
- Are required to show standard safety manifestation strips along the glass for visual awareness under the DDA (Disability Discrimination Act).



4.2.8 FOOTPATH CAFE BARRIERS (TEMPORARY)

Café barriers must be non-fixed and temporary for ease of removal and storage.

Cafe barriers also:

- Must not exceed a height of 1.2 metres above the footpath
- Must be secured by a locking mechanism or weighted for stability
- Must not be placed independently to serve the purpose of branding. Any advertising on the café barrier must not take up more than 30% of the total size of each screen. E.g. Advertising of a coffee brand being supplied to the cafe.
- Must have a spacing of 2.0 metres minimum if the length of the café barriers extends longer than 10 metres in a continuous line, to allow permeability and access.

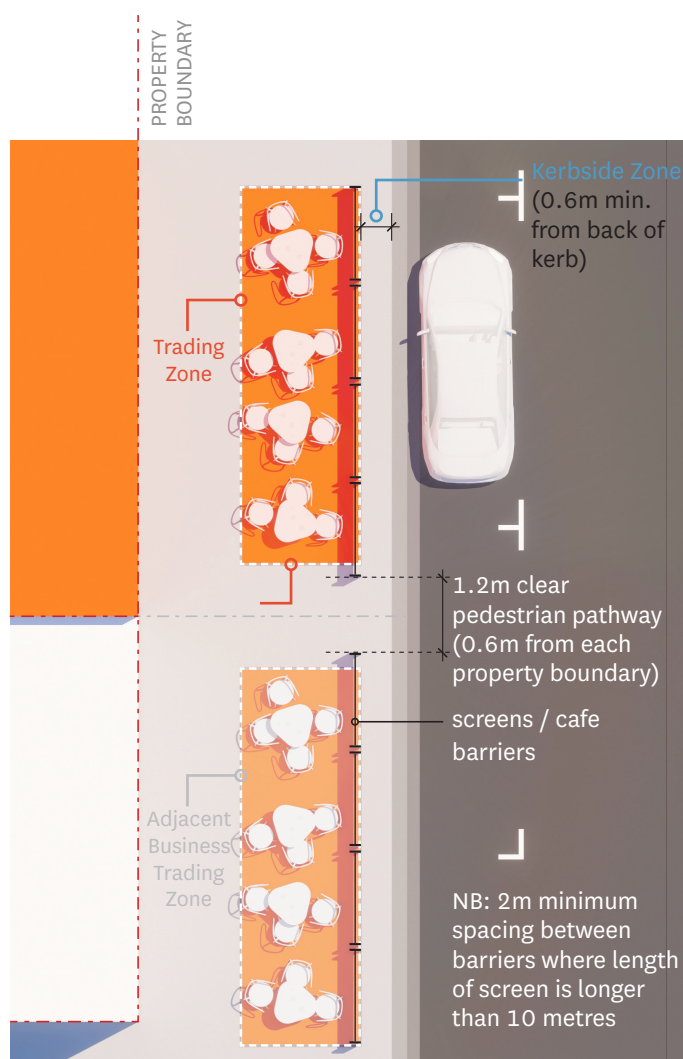


Figure 21: Screen / Cafe barrier Positioning Plan

4.2.9 HEATERS

Outdoor heating elements allow patrons to sit and dine comfortably outdoors during periods of cooler weather.

Provisions around heaters include the following:

- Products must be used that maximise efficiency and minimise energy use.
- Products that can be fixed to awnings or verandahs must achieve a minimum height clearance of 2.4 metres. A planning permit may be required in this situation.
- Must be located clear of the Pedestrian Zone.
- Free-standing heaters must not be permanently fixed and removed from the Trading Zone outside of business hours.
- Comply with relevant Australian and Safety Standards for radiant Gas heaters and installations.
- Gas cylinders to be contained in lockable housing with cylinder hoses and fittings regularly checked for leaks
- Appropriate guards must be provided to prevent public (children) from accessing any fittings or hot surfaces.

4.2.10 OUTDOOR DISPLAYS

A maximum of two Display of Goods stands may be placed on the footpath within the Trading Zone directly in front of the business it relates to.

Each Display of Goods stand shall be a maximum width of 1.0 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.

Stands must be secured or removed so they do not become a risk in adverse weather conditions and must not interfere with the Pedestrian Zone within the footpath. Goods must be displayed on stands approved by Council. Display of Goods stands cannot comprise any movable parts, nor may they be illuminated.



4.2.11 TEMPORARY SIGNAGE

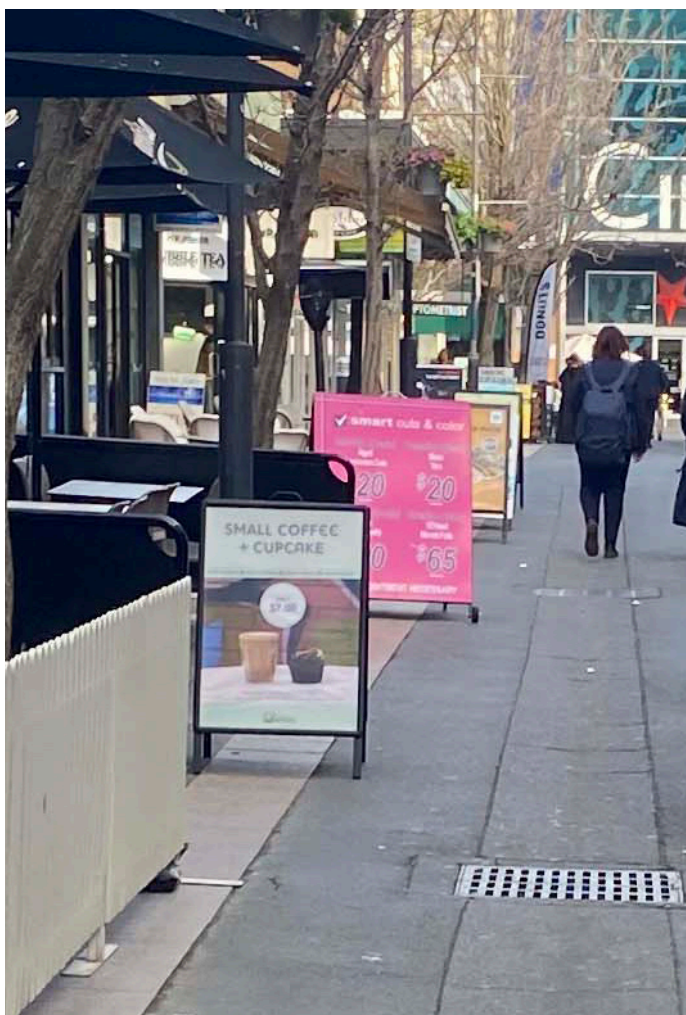
Where a business is undertaking Footpath Trading activities, the display of Moveable Advertising signage may be permitted for the purpose of communicating safety related messages in addition to outdoor dining furniture.

Any moveable advertising sign must:

- Not be greater than 1.2 metres in height and 0.9 metres in width, or have a total advertising area of 2.16 metres.
- Refer to business operations at street level or partly at street level.
- Be displayed directly in front of the business to which it refers (alternate area's will be considered as applied).
- Not interfere with the Pedestrian Zone within the footpath
- Not comprise of any moveable parts (e.g. spinning, flapping etc.).
- Must be weighted or secured to prevent being blown over.

4.2.12 UNDERGROUND SERVICES

Any permanent or semi-permanent structures such as café screens, umbrellas and awnings, must not obstruct access to underground services and emergency equipment e.g. street fire hydrant.



4.3 Parklet Design Guideline

A Parklet can be created by re-purposing on-street parking bays in front of a business. Applications to expand into on-street parking spaces will be considered on a case-by-case basis due to the complexity of city streets, speed limits, traffic conditions and associated safety considerations.

To ensure the safety of Parklet users, Council has developed key criteria to determine site and infrastructure/furniture suitability. The diagrams throughout **Section 4.3** demonstrate the spatial requirements for Parklet Trading (for Footpath Trading Guidelines, see **Section 4.1**).

These design guidelines cover a number of elements and are extensive so please ensure that you consider all that apply and discuss with council before submitting an application for a Parklet.

These elements include the following: General Requirements, Eligibility, Consent, Design Requirements, Barriers, Platforms, Ramps, Visibility / Vertical Elements, Lighting, Furniture, Traffic Requirements, Safety / Risk, Materials, and Planting.

Council will only accept and assess Parklet applications on Local Roads. The relevant state authority will need to be consulted by the business for any interventions on a State Road.

4.3.1 GENERAL REQUIREMENTS

Parklets should be designed:

- By a qualified professional, and structures designed by a registered Engineer or Architect.
 - The Engineer must certify the structural design by submitting a Certificate of Compliance.
 - Upon completion of works, the Engineer must inspect and issue a Certificate of Compliance.
- So that it continues to appear as a Parklet (and prevents vehicle access), even when smaller items are packed away at night.
- To maintain the function and amenity of the footpath. In particular, any Parklets and associated Footpath Trading must maintain an adequate unobstructed footpath width as set out in **Section 2.2 - Footpath Zones**.

4.3.2 ELIGIBILITY REQUIREMENTS

- Must be an eligible street with traffic conditions that can facilitate Parklets as determined by Council.
- Must satisfy safety and amenity requirements (see **Section 1.0 - Introduction and 2.0 - Principles & Design Guidance**)
- Applications involving one or more hospitality or retail business can request multiple consecutive parking bays to be converted into Parklets

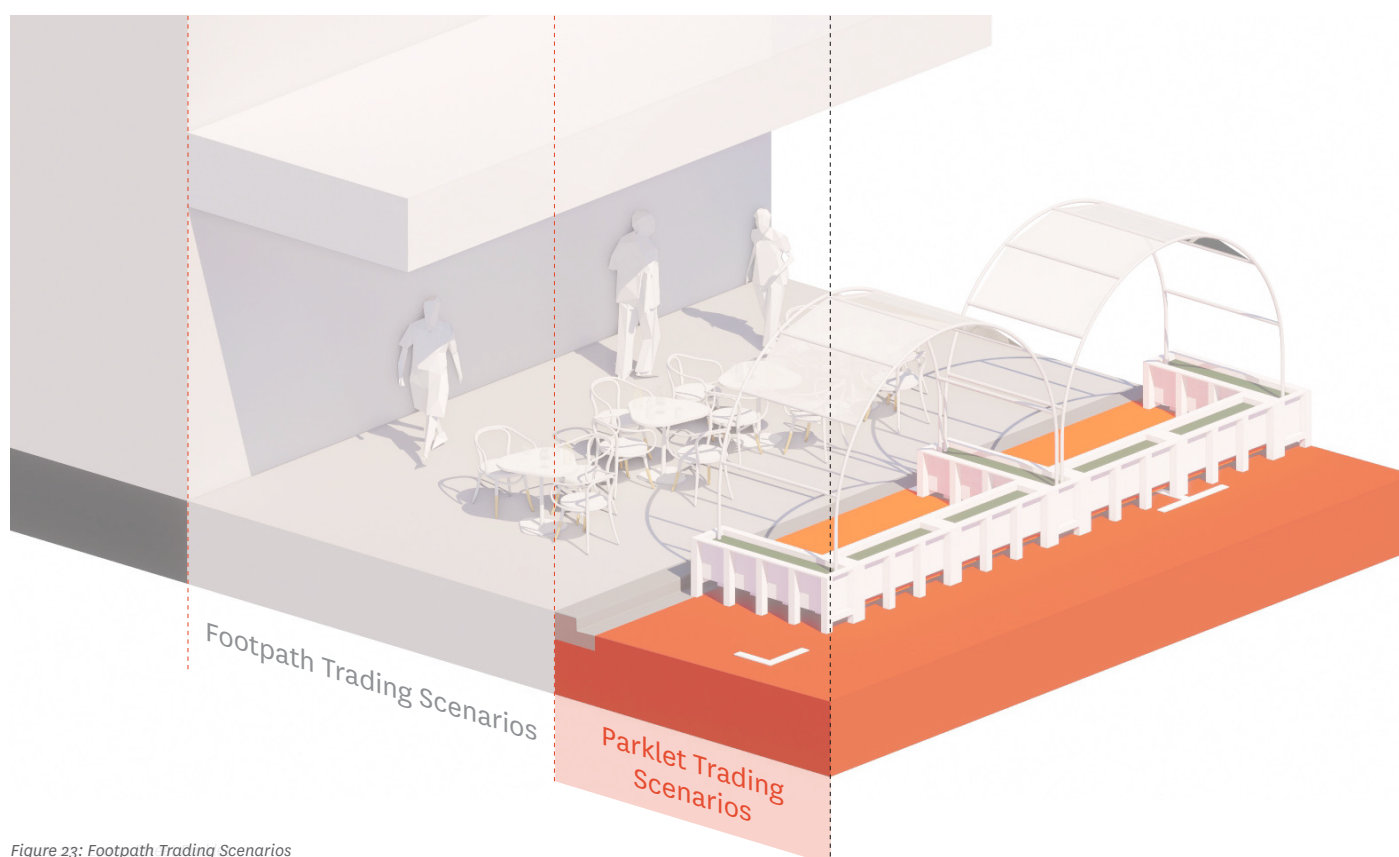


Figure 23: Footpath Trading Scenarios

4.3.3 CONSENT REQUIREMENTS

- Written letter of consent is required from neighbouring businesses along the full length of the Parklet.
- Residential areas and in front of residential building - a letter of support from adjacent residential neighbours, or body corporate if in front of a residential apartment block, will help support the application. E.g. within 50 metres of the Parklet.

4.3.4 SAFETY / RISK

There is risk associated with locating a Parklet within the road space as a vehicle could potentially hit the structure, causing injury to diners.

Typically, the greatest risk when a Parklet is installed in kerbside parking bays is that an approaching vehicle hits the end of the structure. There may also be potential risks associated with any nearby turning or vehicle movements that need to be assessed.

Parklets will only be considered in existing low speed road environments to ensure risk is reduced and an adequate level of protection and safe Parklet conditions can be provided.

Road Safety Audit/Traffic Counts may also be required to assess potential risk and will need to be supplied by the business operator.



4.3.5 DESIGN REQUIREMENTS

- Maintain a 2.0 metres minimum offset from the edge of any driveway and not impede vehicle sightlines
- Maintain an 8.0 metre offset from intersections and a 15.0 metres offset from signalised intersections
- Parklet setup is prohibited within any existing no stopping area
- Include a minimum 0.2 metres(w) x 0.11 metres(h) opening adjacent to the kerb to allow for stormwater flow/management. This is to be accompanied with a rubbish grate to prevent litter build up below the Parklet platform.
- Maintain a 0.1 metre buffer zone back from the edge of the Parklet and the roadway
- Maintain a 1.0 metre spacing from any existing or proposed adjacent carparks

- Ensure that access to essential infrastructure is maintained, including - utility access panels, maintenance hole covers, storm water drains, street fire hydrants, or sprinkler booster points on the outside of buildings facing the street, fire indicator panels, sprinkler control valves, etc. These conditions will be considered by Council as part of the evaluation process.
- All Parklets to be aligned to a straight-line kerb
- Council assessment required to check if adequate pedestrian and vehicle sight lines are achieved
- Greatest risk is at the leading end of the Parklet - Provide splayed treatment with leading barriers, or line marking or signs to guide vehicles drive line offset.

Parklet Barrier Structure Height

- Up to 1.0 metre - barrier structure must be non-transparent
- Above 1.0 metre - Parklet structure must be transparent

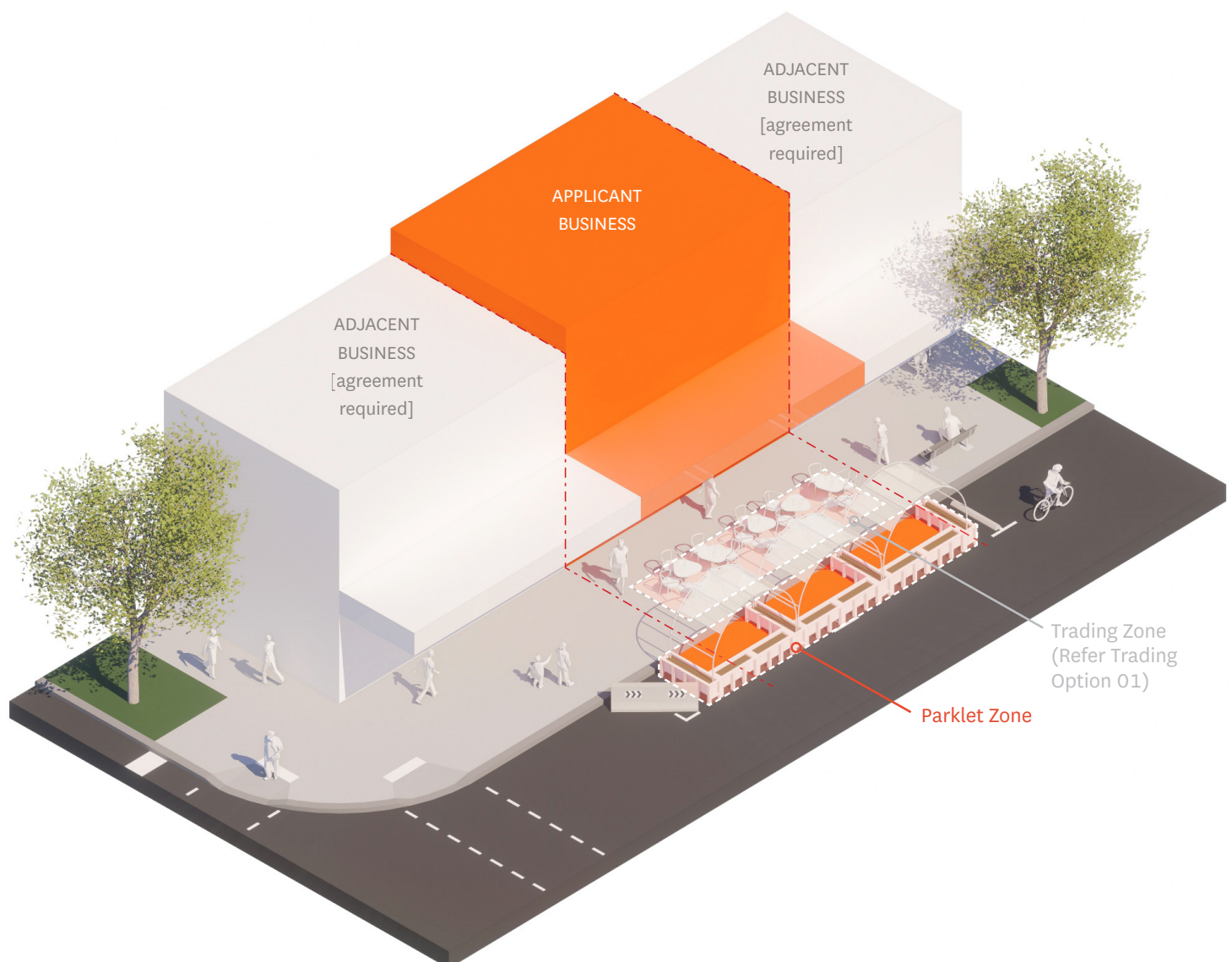


Figure 24: Option 01 Perspective

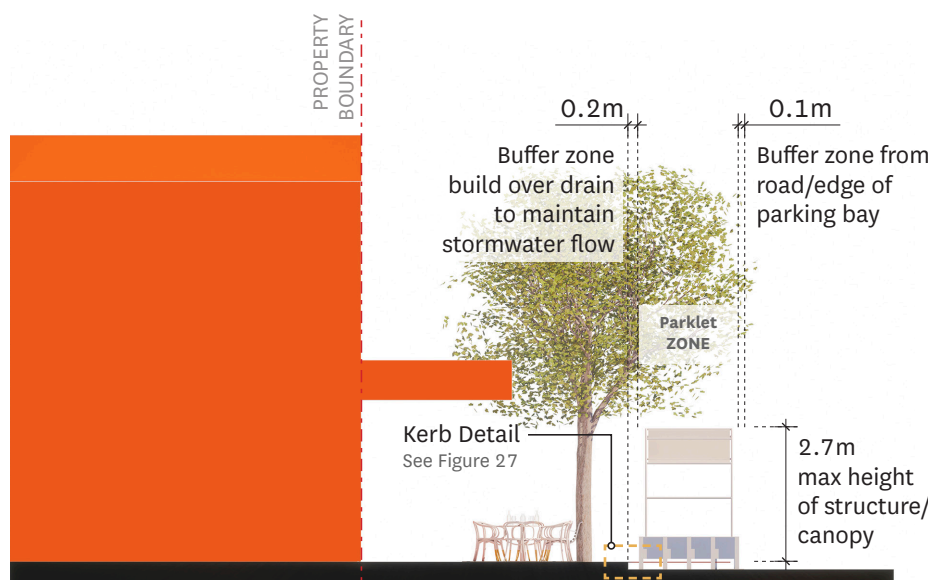
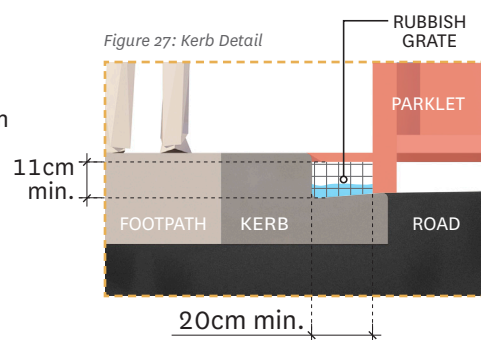


Figure 25: Option 01 Section



Above 1m Parklet structure must be transparent
Up to 1m barrier must be non-transparent

*NB: Must maintain clear lines of sight through all public spaces and streets

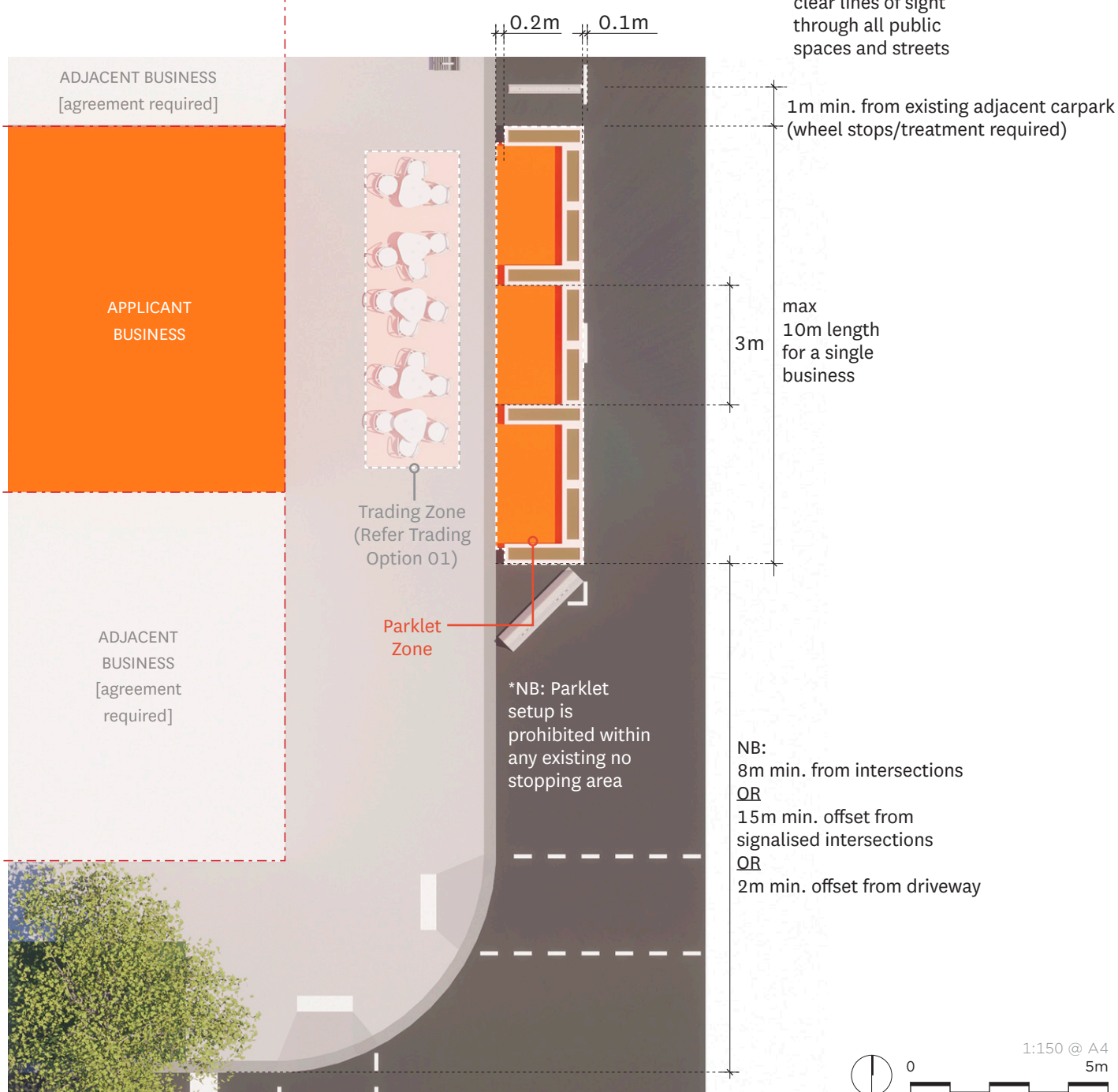


Figure 26: Option 01 Plan

4.3.6 BARRIERS

- Barriers between the traffic lane and Parklet are required to protect the Parklet and patrons.
- Parklet barriers must meet similar bulk and weight features to and functionally equivalent to water filled barriers
- A vehicle barrier must be provided along the side of the Parklet within the 0.1 metre offset. This can be in the form of a continuous barrier (to Council's satisfaction) or in sections with pedestrian fencing.
- Where a continuous barrier is not provided then Pedestrian fencing or alternative measures for physical separation between vehicle barriers.
- Whilst public street lighting is typically provided along streets and roads, reflectors should be provided on the Parklet approach side and along the traffic lane interface to increase visibility of the Parklet.

4.3.7 PLATFORMS

Platforms provide a safe and accessible surface for trading and need to meet the following requirements:

- Must not present a trip hazard – any raised platform or timber decking should be flush with the existing footpath/ top of kerb to ensure it does not pose a trip hazard. The decking platform should be non-slip and suitable for people of all abilities.
- Drainage and Services - The platform of the Parklets should be clear of any existing drains to ensure drains can function adequately. Maintenance access to existing pits may also be required and needs to be confirmed and considered as part of the design process.

4.3.8 RAMPS

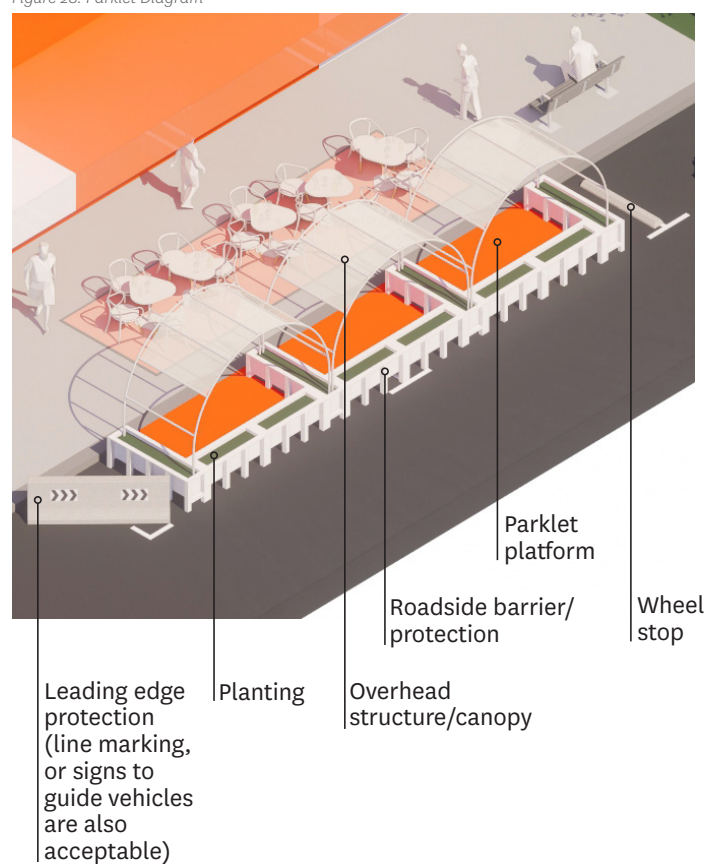
Ramps provide safe and compliant access to Parklet platforms from the existing ground or road surface. Where a ramp is proposed, the following requirements must be met:

- Preferred that ramps are integrated into design to allow for ease of access without requiring assistance from staff.
- Ramps should be accommodated within the Parklet space wherever possible.
- Ensure that ramps do not create a trip hazard.
- The use of metal ramps is discouraged.
- Ensure ramps are non-slip.

4.3.9 VISIBILITY / VERTICAL ELEMENTS

To increase visibility of the Parklet to motorists, there should be some vertical elements at driver eye height, such as fencing, landscaping, weather protection etc.

Figure 28: Parklet Diagram



4.3.10 LIGHTING

- Reflectors provide day and night delineation
- The internal lighting of the dining area should be low level and not impact approaching/ passing motorists through glare or intensity.

4.3.11 FURNITURE

Tables & Chairs

Furniture should be functional, durable and add to the character of the streetscape. Furniture also must be:

- Good quality and design and where required meet Australian Standards.
- Designed for the outdoors so that it is functional, durable and wind-proof.
- Contribute well to the streetscape character
- Easy to handle and stackable to facilitate ease of storage
- Contribute to public safety and comfort with no hazards presented to users.
- Accessible in design and placement for all users.

Umbrellas

Umbrellas should only be used where the Parklet shelter is inadequate. Semi-fixed free-standing umbrellas can be used in Trading Zones and must:

- Comply with any relevant Australian Standards
- Be of Good quality and design to achieve a wind rating of up to 120km/h.
- Have a minimum Parklet to umbrella (lowest edge) clearance of 2.4 metres.
- Have one centre pole and be positioned to ensure that when open the umbrella does not extend outside of the Parklet zone
- Quality commercial canvas covers must be used that contribute to the streetscape character.
- Business logos and advertising are permitted and may be printed on alternate panels covering no more than 30% of the umbrella panel surface.

Heaters

Provisions around heaters include the following:

- Products must be used that maximise efficiency and minimise energy use.
- Free-standing heaters must not be permanently fixed and removed from the Parklet zone outside of business hours.
- Comply with relevant Australian and Safety Standards for radiant Gas heaters and installations.
- Gas cylinders to be contained in lockable housing with cylinder hoses and fittings regularly checked for leaks
- Appropriate guards must be provided to prevent public (children) from accessing any fittings or hot surfaces.

4.3.12 MATERIALS

Materials used for the construction of the Parklet should be:

- Fit for purpose and suitable for public use
- Of a high-quality design that minimises visual clutter
- Suitable for the local context and streetscape character
- Complimentary to the surrounding architecture (without replicating heritage styles)
- 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 (ground/floor surfaces)
- Sustainability or locally sourced where possible
- Able to be reused/recycled where possible to prevent materials going to landfill.

Maintenance & Repair

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.

Preferred Materials

The following materials are generally preferred:

- Recycled timber, recycled metal, recycled plastic and/or recycled concrete.
- Consider lightness in colour of materials to provide visual contrast with road surface.
- For metals, consider thickness of metal to avoid denting.
- For timbers, 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.

- Composite materials
- Astroturf

4.3.13 PLANTING

Providing planters within the Parklet enables greening of the street and opportunities for tree planting.

Plants grow and change over time and require regular and ongoing maintenance and replacement. It is crucial that Permit Holders choose plants that are well suited to the local conditions and understand the maintenance requirements.

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.

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.

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 and street cleansing.

Considerations

Always seek advice from a local nursery or a qualified professional to ensure the proposed planting is suitable for the location and type/size of planters, and that the maintenance requirements are understood.

However here are some things to consider to get you started, and should be read in conjunction with the other planting requirements.

Understand the position of your Parklet and local weather conditions and choose plants to suit. For example:

- Is it located in full sun or shade all day?
- Is it in the shade only in the morning or afternoon?
- Is it an exposed and windy site?

Setting up the planters:

- Provide good quality topsoil, a drainage layer and a drainage outlet to ensure the soil drains properly.
- Ensure that the soil depth and width is appropriate for the plant types.
- Ensure the planter has a low centre of gravity and does not become top heavy and risk of toppling.
- When planting think about spacings and avoid large gaps which can fill up with weeds and limit an effective plant display. Consider mature plant size to guide you.

Maintenance:

- How much time will you spend on maintenance and upkeep? Potted plants (depending on plant species) require different amounts of watering which also changes throughout the seasons depending on available rainfall and wind present. Some plant species will require pruning as they grow and flowering plant species will benefit from tip pruning.
- Be aware that on a hot Summer day, some plants may require watering twice daily. During Winter/rainy periods, some plants may not be able to rely on rain alone and may need additional watering.

Plant species selection:

- Using 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.
- Annuals and vegetables tend to require high amounts of watering especially during hot and dry periods.
- Consider the height of the plants, do you want the plants to provide a “solid” green screen or views onto for example the street for sitting patrons.
- Trailing plants can provide visual interest.
- Consider evergreen varieties to provide a consistent display throughout the year.
- Consider native plants that are suitable for growing in containers, to support the local ecology.
- Ensure that the plants chosen are suitable for the local conditions.



5.0 Glossary of Relevant Terms & Acronyms

APPLICANT

The owner/business operator submitting a formal application for/on behalf of the business.

APPROVAL

A consent, permit, licence, authorisation, registration, membership or approval under *The Local Government Act 2020* or a local law and includes the conditions of a consent, permit, licence, authorisation, registration, membership or approval.

BUILDING

Includes the structure, temporary building, temporary structure and/or any part of a building or structure.

CAFE BARRIER

A vertical structure positioned to enclose a dining area, such as plastic or canvas. Cafe barriers are non-fixed and temporary elements.

COMMERCIAL ESTABLISHMENT

Means premises used for:

- a restaurant; or
- a cafe; or
- a bar; or
- a hotel; or
- a childcare centre; or
- a real estate or other commercial business operation.

COUNCIL

Frankston City Council.

ESD

Environmental Sustainable Design.

FOOTPATH

Includes a footpath, mall, square, court or other public place specified to be a footpath in a subordinate local law.

FOOTPATH TRADING

The provision of furniture, signage, goods, planters or similar items associated with a business located within a public space such as a footpath, nature strip, mall or Parklet for the purposes of facilitating trade or enhancing business presence.

FTP

Footpath Trading & Parklets.

GLASS SCREENS

Glass screens are permanent barriers fixed to the footpath to enclose a dining area.

HOSTILE VEHICLE BARRIER

A Hostile Vehicle Barrier offers protection for sensitive and high-value locations. Controlling the risk around vehicle collision and enforcing safe distances between foot traffic and the road.

KERB

The raised edge of a pavement which separates it from the road.

OUTDOOR DINING

Dining on a public road, including the footpath, associated with an approved food and drink premises/business. For the purpose of these guidelines, Outdoor Dining has the same meaning as Footpath Trading.

PARKLET ZONE

A protected area created for a business to conduct trade within a roadside car parking space.

PEDESTRIAN ZONE

An area on the footpath reserved and prioritized for pedestrian thoroughfare only.

PERMIT

A permit which has been granted pursuant to *Frankston City Council Community Local Law 2020* Section 2.13 which—

- has not expired pursuant to Section 14(2) (Term of a permit) of this local law; and
- has not been cancelled pursuant to Section 18 (Cancellation of a permit) of this local law.

STATE ROAD

Arterial roads managed by the relevant state government authority e.g. Department of Transport and Planning.

LOCAL ROAD

Local Road or laneway managed by Council.

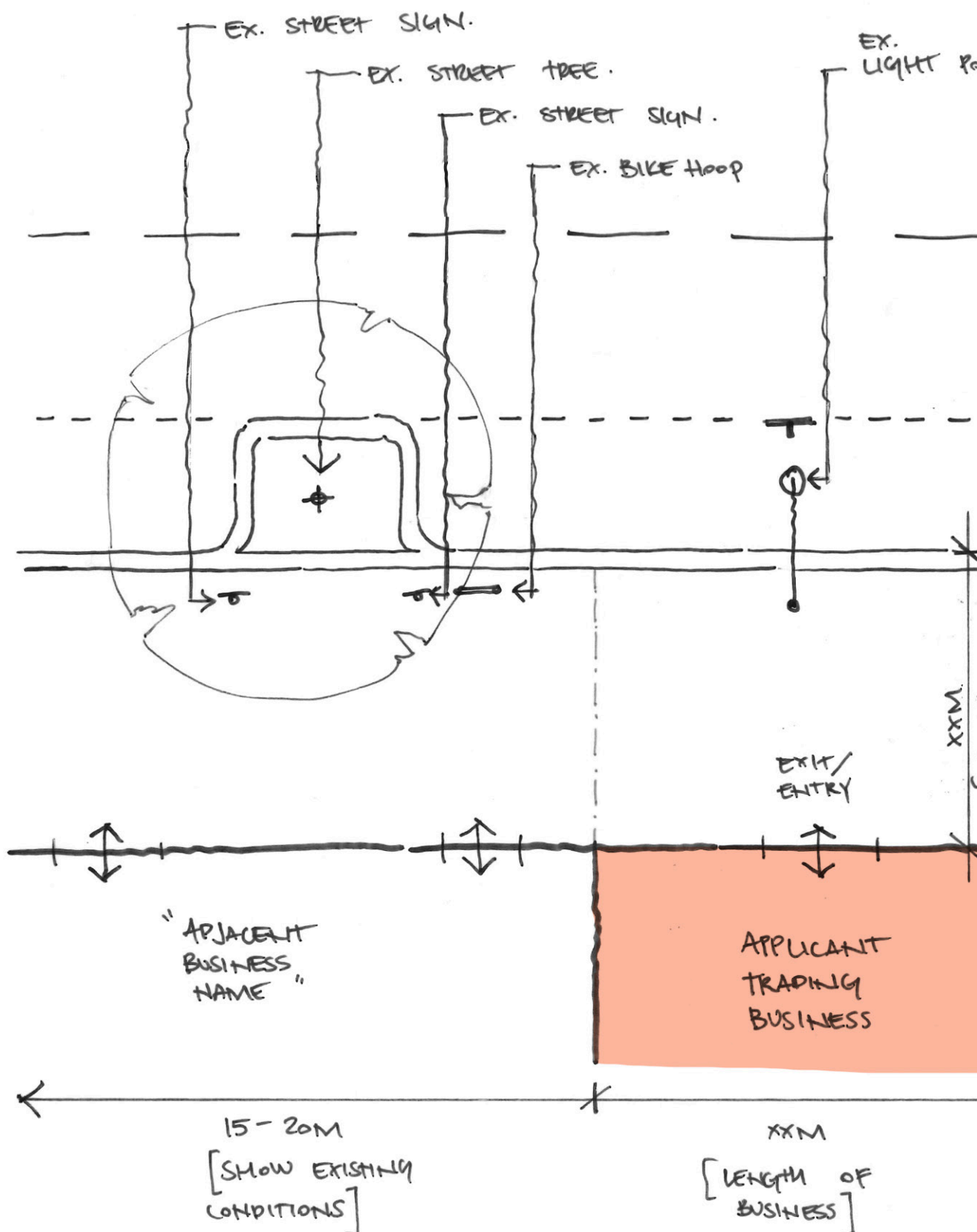
TRADING ZONE

The Trading Zone is the remaining balance of the footpath between the Pedestrian Zone and the Kerbside Zone. It is the only section of the footpath which may be used for commercial activity in accordance with a permit.

TRAFFIC

Traffic refers to movements of vehicles i.e. car, trucks, cyclists and pedestrians within the road reserve and along the road networks.





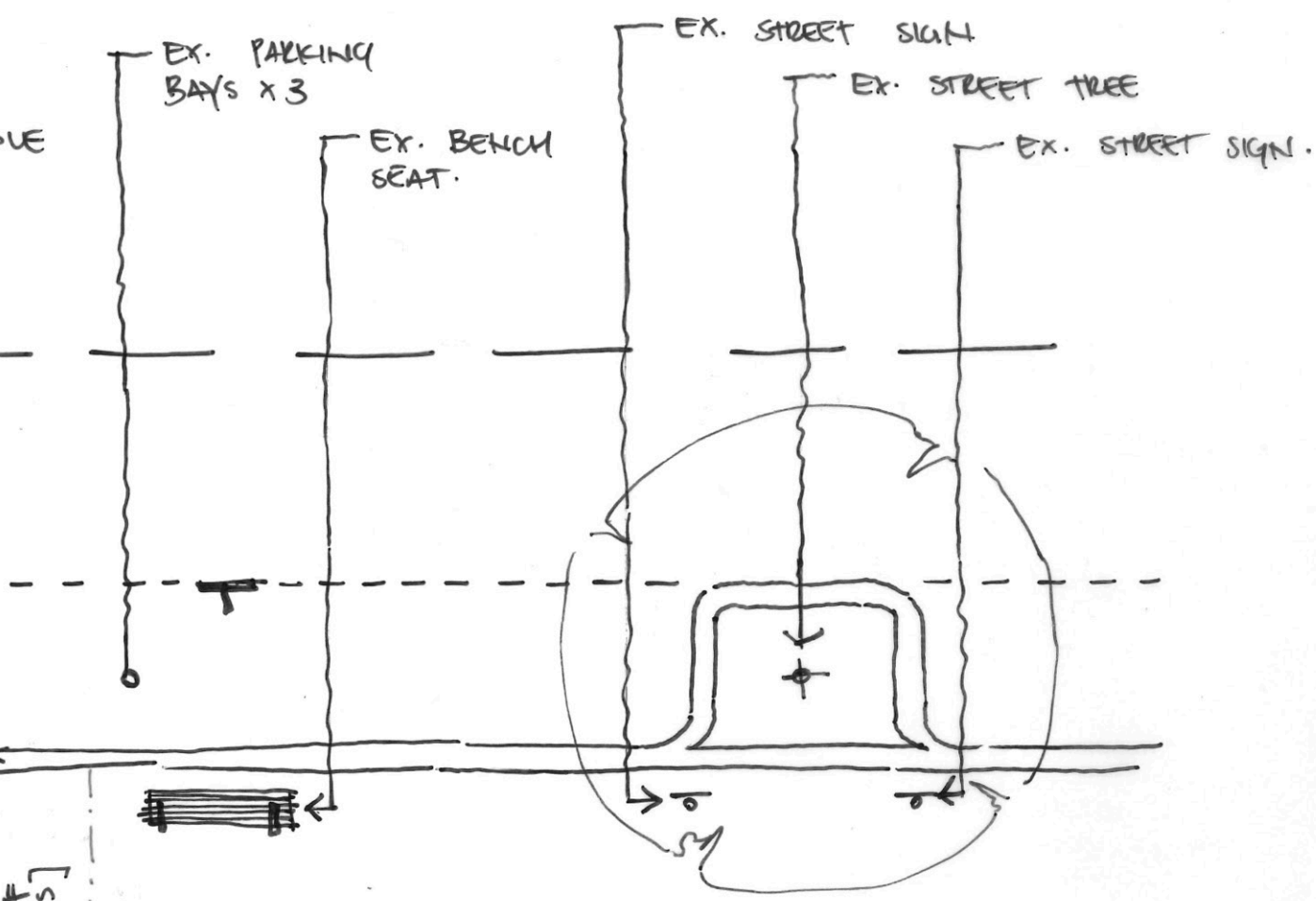
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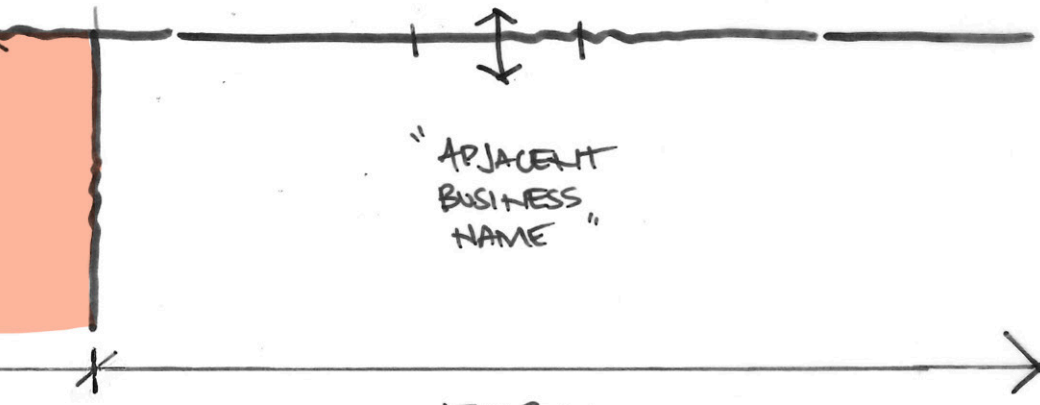
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ARCHITECT INFO:

T NAME"



[Width of Business]



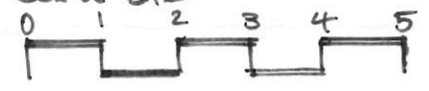
"ADJACENT BUSINESS NAME"

15-20M
[SHOW EXISTING CONDITIONS]

DRAWING NAME:

PROJECT NAME:

SCALE BAR:

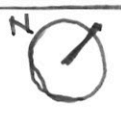


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Appendix B

EXAMPLE EXISTING CONDITIONS PLANS
Parklet - Typical

"STREET N

NOTES ON TRAFFIC
CONDITIONS:

↳ LOADING ZONE, 1HR
PARK, AND SPEED LIMIT

XXM
[LENGTH OF
PARKING BAY]

EX. GARDEN BED

EX. STREET TREE

EX. STREET SIGN

EX. PARKING

EX. DRIVEWAY /
CROSSOVER.

"ADJACENT
BUSINESS
NAME"

"ADJACENT
BUSINESS
NAME"

APPLICANT
TRADING
BUSINESS

15-20M
[SHOW EXISTING
CONDITIONS]

XXM
[LENGTH OF
BUSINESS]

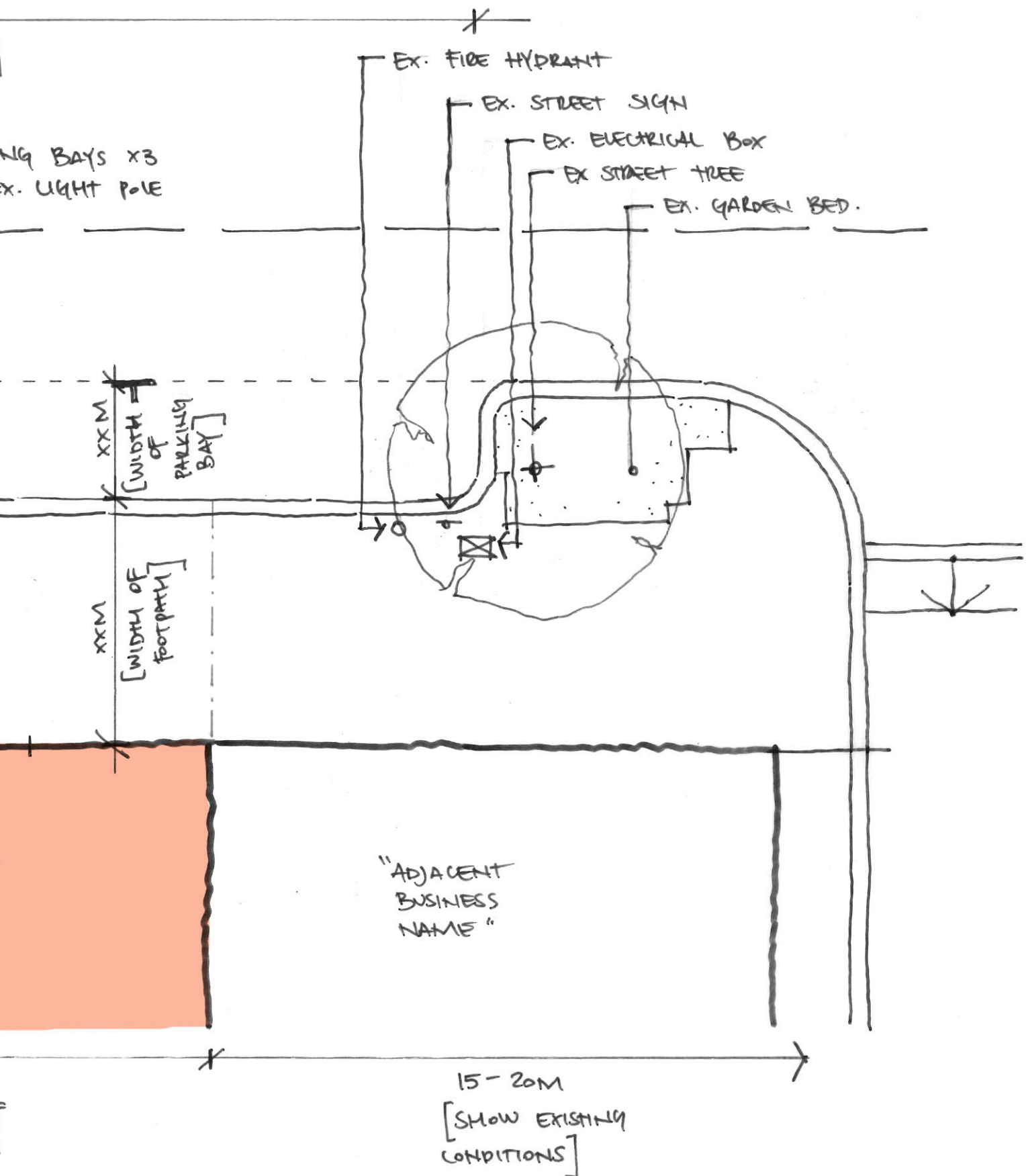
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DATE XX.XX.XX
REV NO. 01

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SITE/ADDRESS:

ARCHITECT INFO:

NAME"



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PROJECT NAME:

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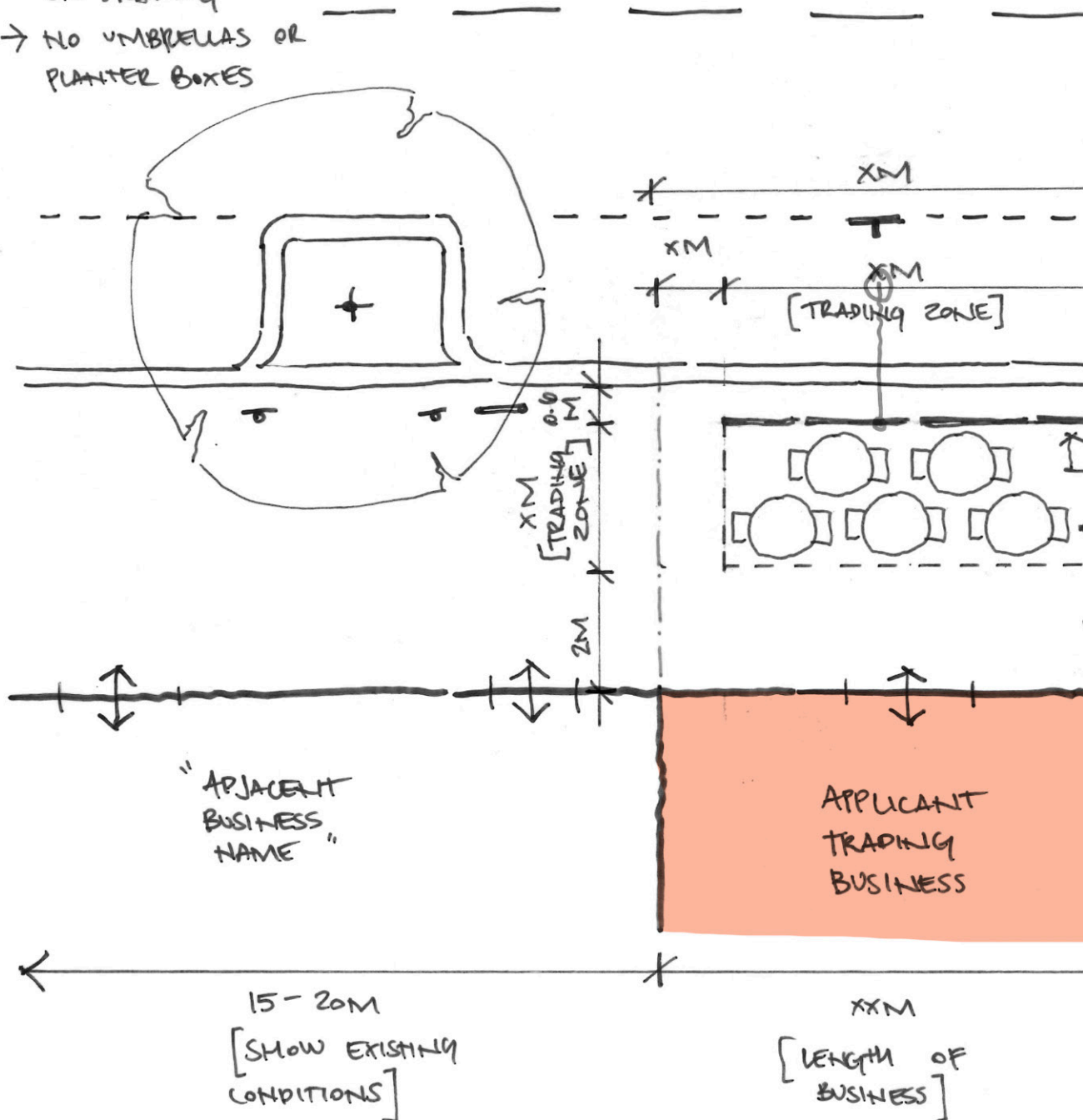
Appendix C

EXAMPLE PROPOSED WORKS PLANS Footpath Trading - City Street

NOTES:

- XX TABLES + CHAIRS SHOWN ON DRAWING
- SCREEN SHOWN ON FOOTPATH
- XX HEATERS SHOWN ON DRAWING
- NO UMBRELLAS OR PLANTER BOXES

"STREET"



DRAWN
CHECKED
DESCRIPTION
DATE
REV NO.

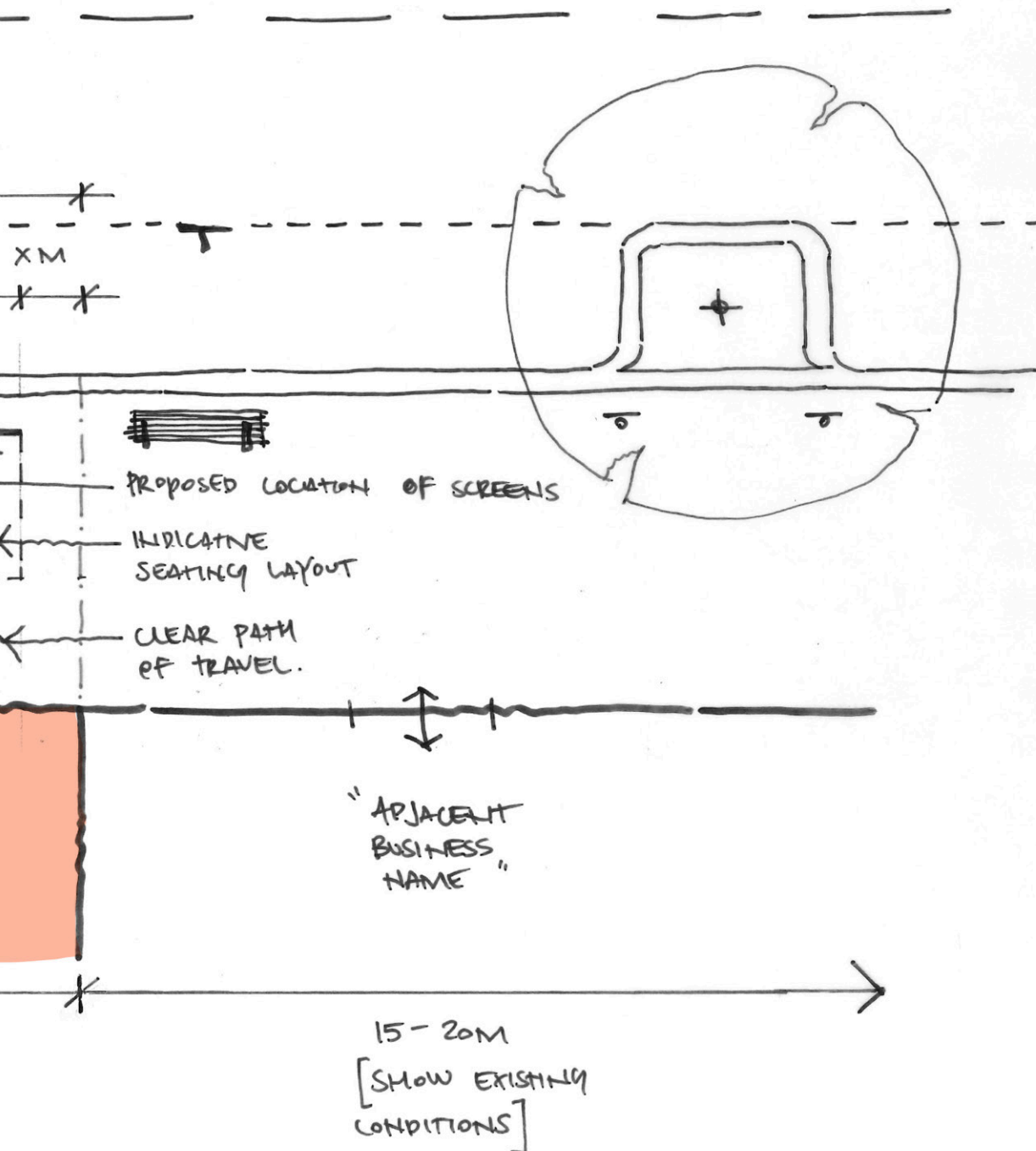
XX.XX.XX
01

CLIENT:

SITE/ADDRESS:

ARCHITECT INFO:

NAME"



DRAWING NAME:

PROJECT NAME:

SCALE BAR.

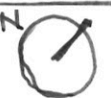


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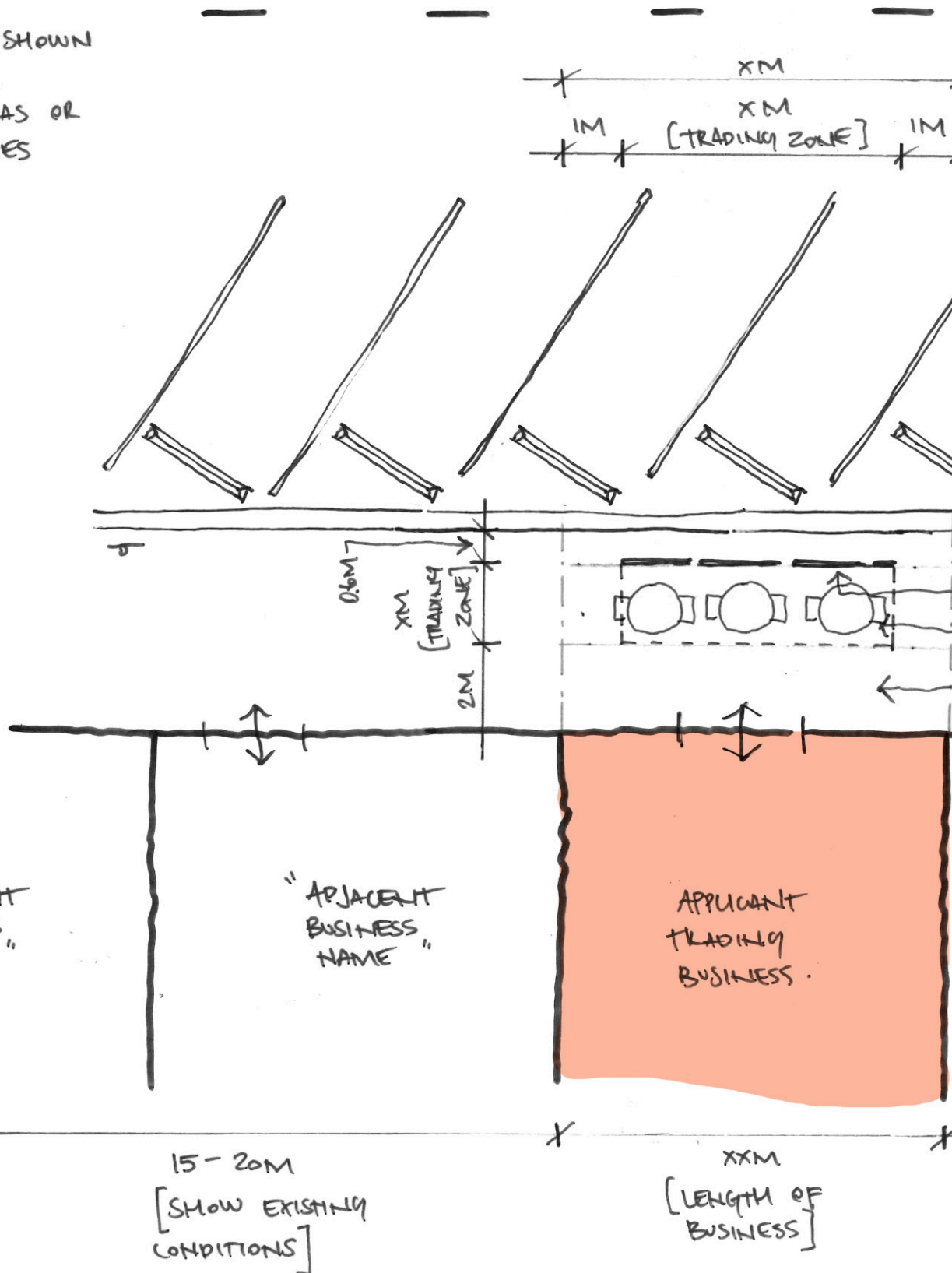
Appendix D

EXAMPLE PROPOSED WORKS PLANS
Footpath Trading - Neighbourhood Street

"STREET N"

NOTES:

- XX TABLES + CHAIRS SHOWN ON DRAWING
- SCREEN SHOWN ON FOOTPATH
- XX HEATERS SHOWN ON DRAWING
- NO UMBRELLAS OR PLANTER BOXES



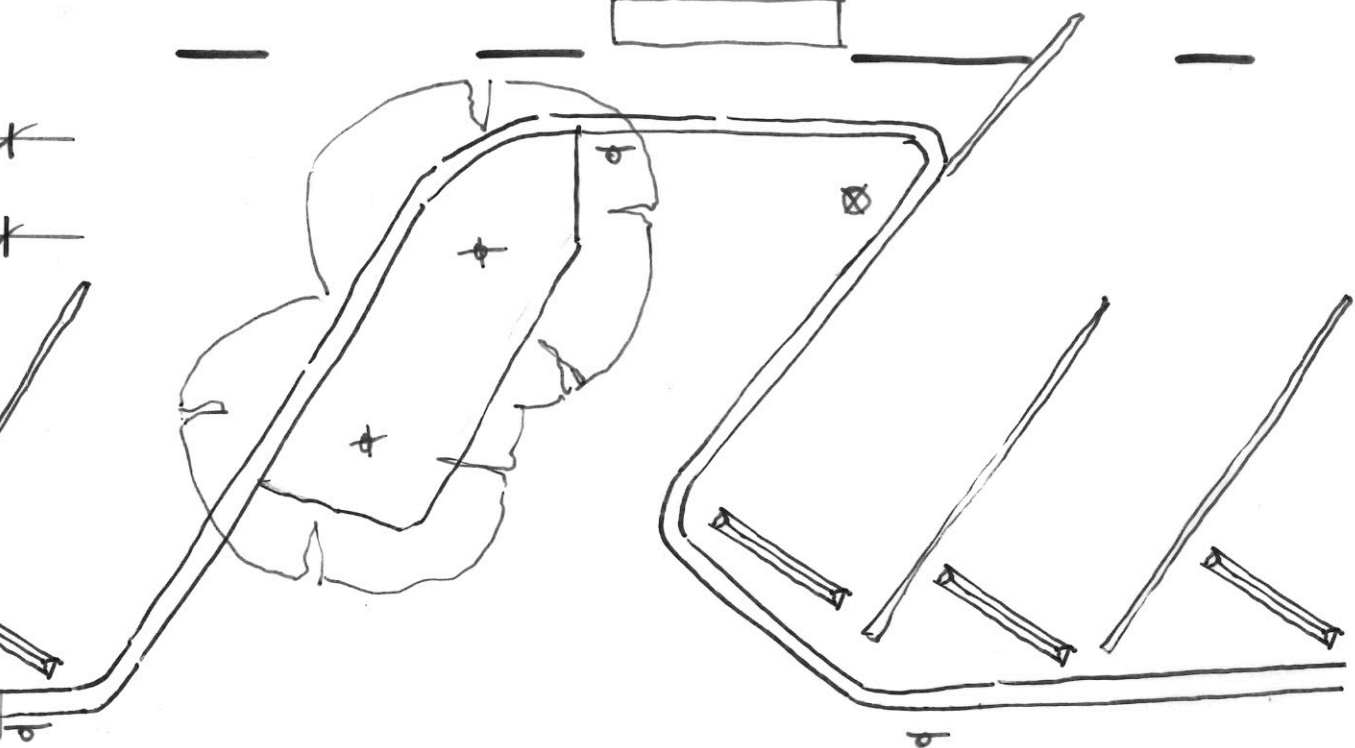
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CHECKED
DESCRIPTION
DATE XX.XX.XX
REV NO. 01

CLIENT:

SITE/ADDRESS:

ARCHITECT INFO:

AME"



PROPOSED LOCATION OF SCREENS..
INDICATIVE SEATING LAYOUT.

CLEAR PATH OF TRAVEL.

"ADJACENT
BUSINESS
NAME"

"ADJACENT
BUSINESS
NAME"

"ADJACENT
BUSINESS
NAME"

15-20M
[SHOW EXISTING
CONDITIONS]

DRAWING NAME:

PROJECT NAME:

SCALE BAR.



DRAWING NO.

A001

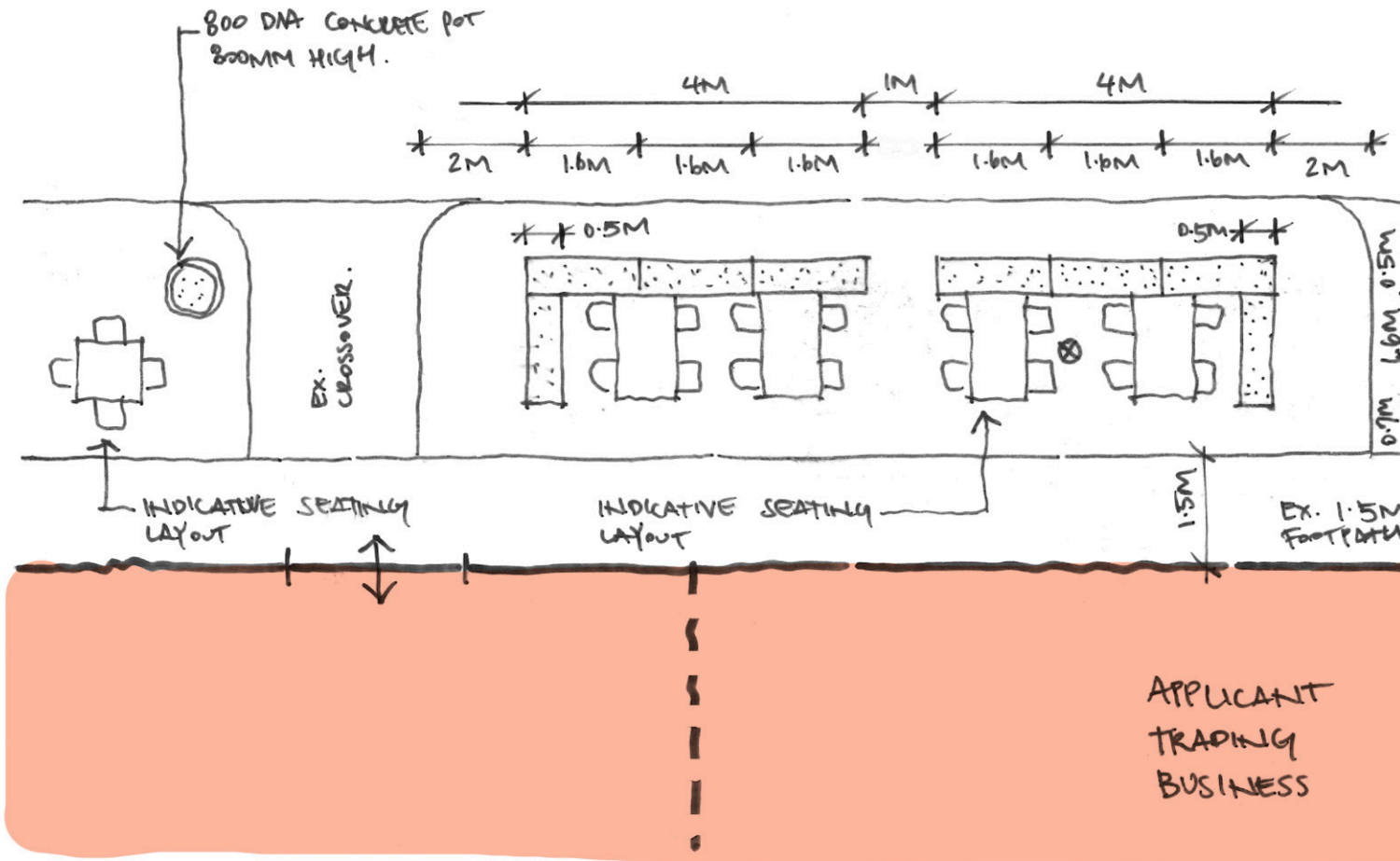
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Appendix E

EXAMPLE PROPOSED WORKS PLANS Footpath Trading - Nature Strip

"STREET NAME"



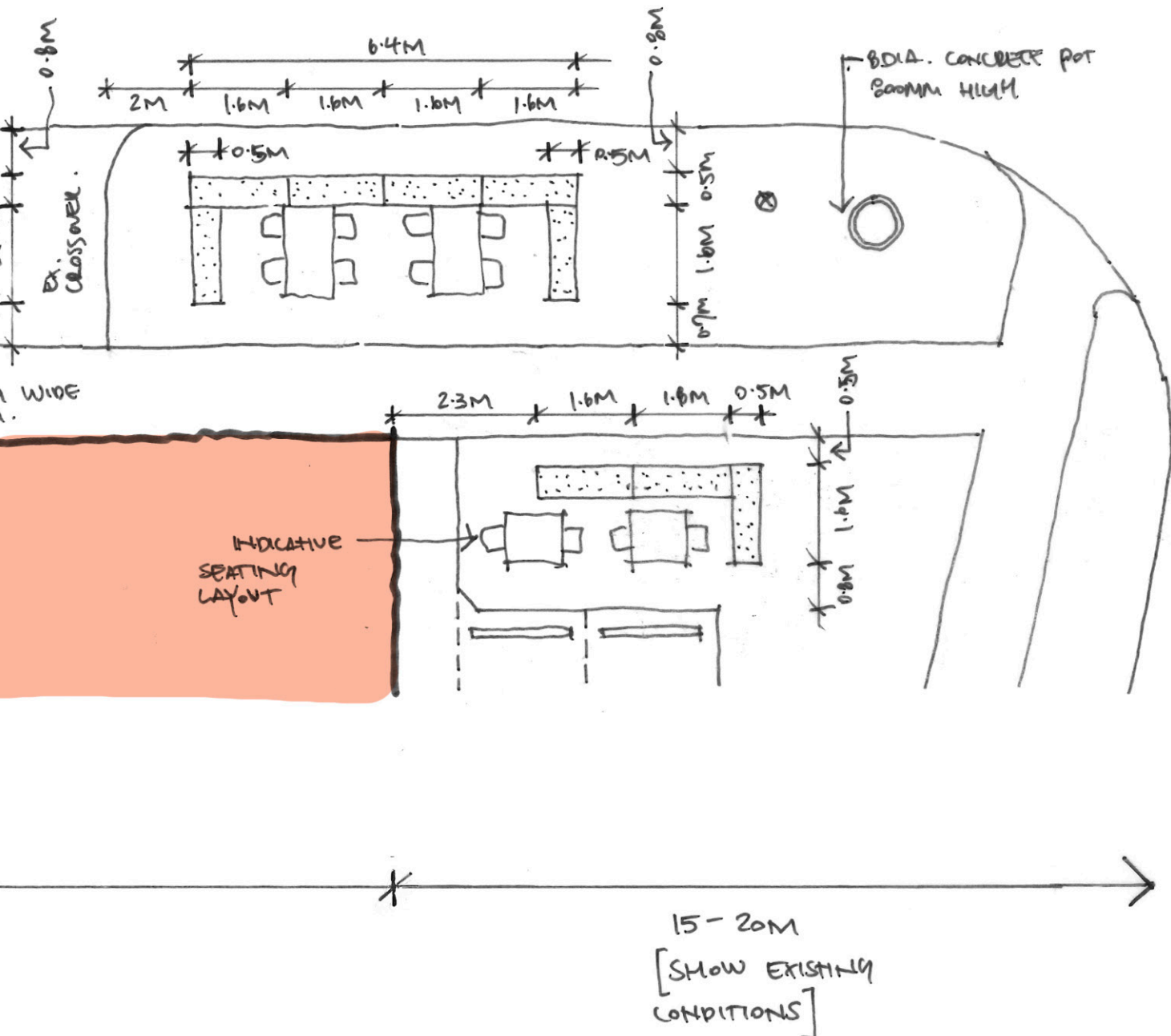
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DATE XX.XX.XX
REV NO. 01

CLIENT:

SITE/ADDRESS:

ARCHITECT INFO:

TIME"



DRAWING NAME:

PROJECT NAME:

SCALE BAR.



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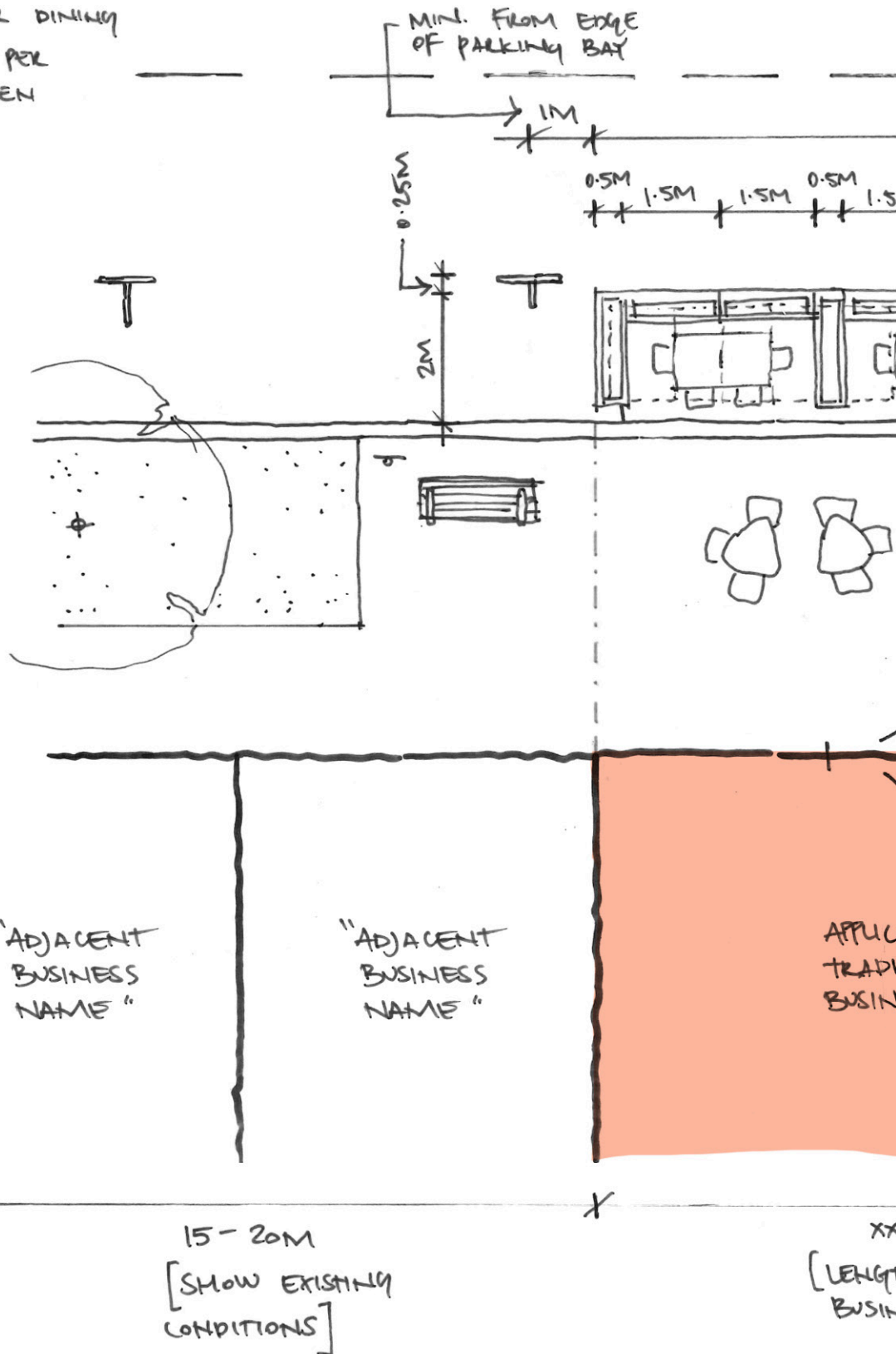
Appendix F

EXAMPLE PROPOSED WORKS PLANS
Parklet - Option 01

"S TREE"

NOTES:

- PROPOSED USE OF 2X EXISTING PARKING BAYS TO FACILITATE 4X PARKLETS FOR OUTDOOR DINING
- ALLOWS FOR MIN. 2M² PER PERSON + 1.5M BETWEEN TABLES.
- TIMBER PARKLETS WITH PLANTERS [1.5M x 0.5M], PLATFORMS, ARBOURS + CANOPIES + LIGHTING.



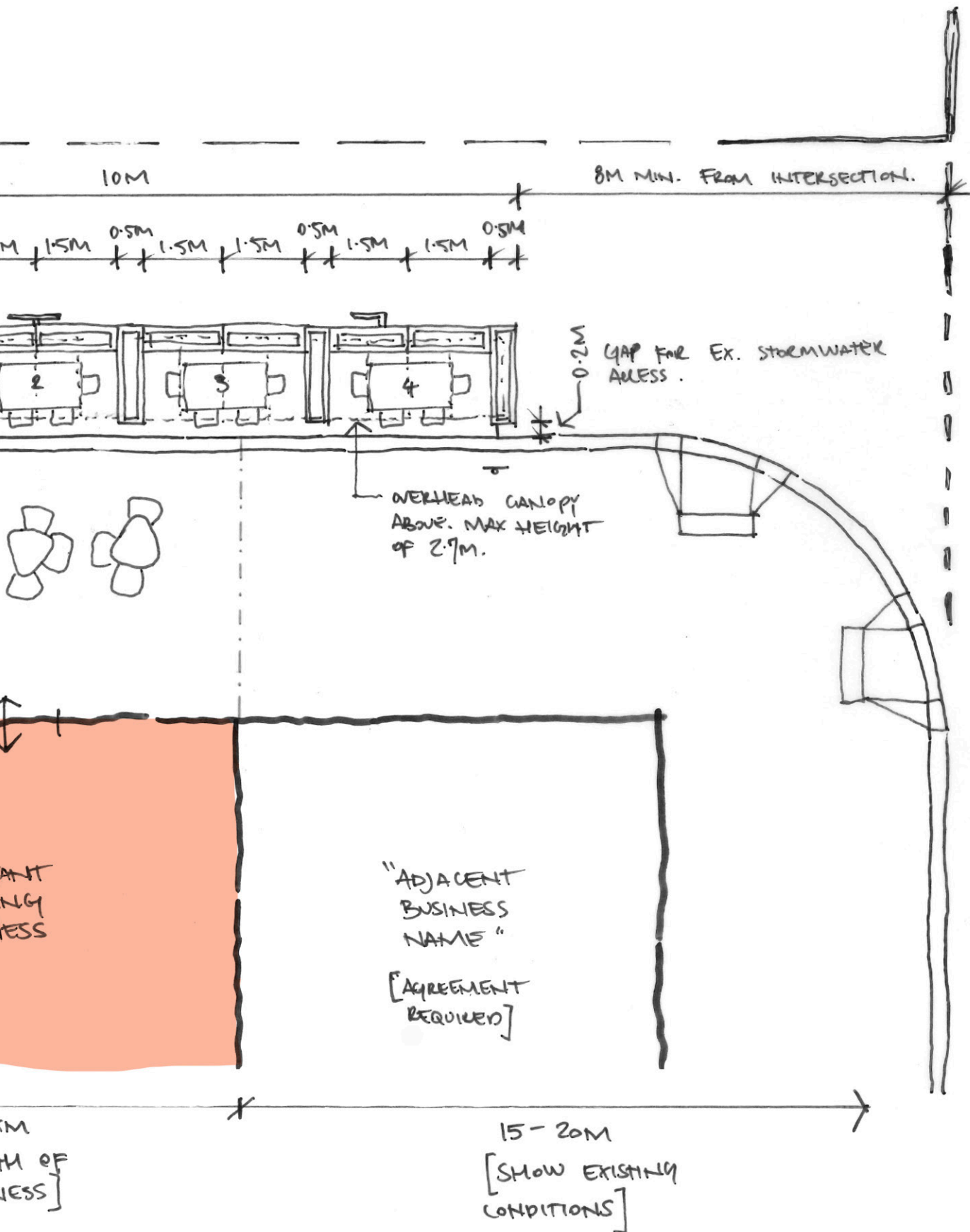
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CHECKED _____
DESCRIPTION _____
DATE XX.XX.XX
REV NO. 01

CLIENT:

SITE/ADDRESS:

ARCHITECT INFO:

T NAME"



DRAWING NAME:

PROJECT NAME:

SCALE BAR.



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Appendix G

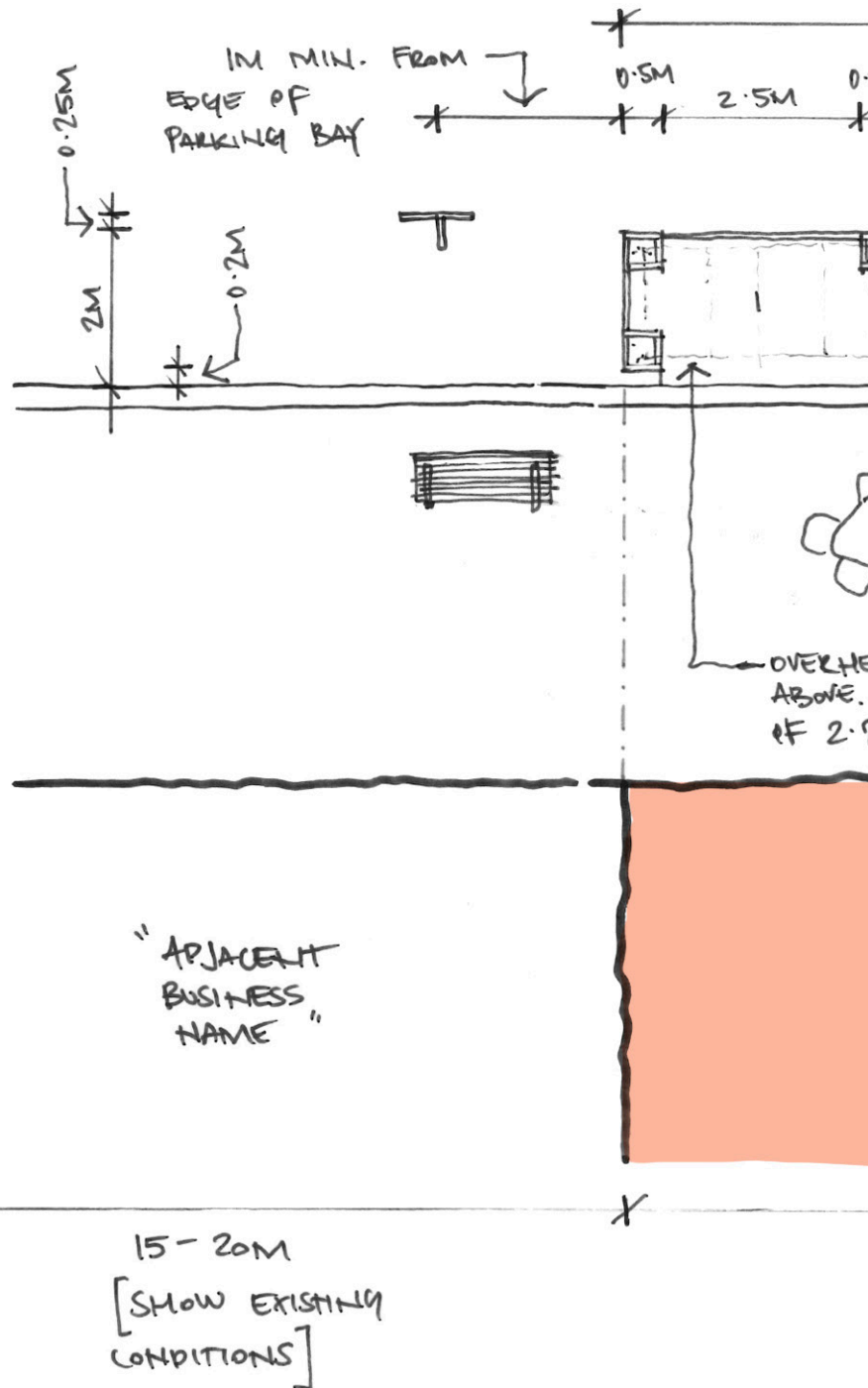
EXAMPLE PROPOSED WORKS PLANS Parklet - Option 02

INOTES:

→ PROPOSED USE OF 2X EXISTING
CARPARKS TO FACILITATE 3X PARKLETS
FOR OUTDOOR DINING

→ ALLOWS FOR MIN 2M²
PER PERSON + 1.5M
BETWEEN TABLES.

→ TIMBER PARKLETS WITH
PLANTERS (0.5M x 0.5M),
PLATFORMS, ARBOUR,
CANOPIES, + LIGHTING.



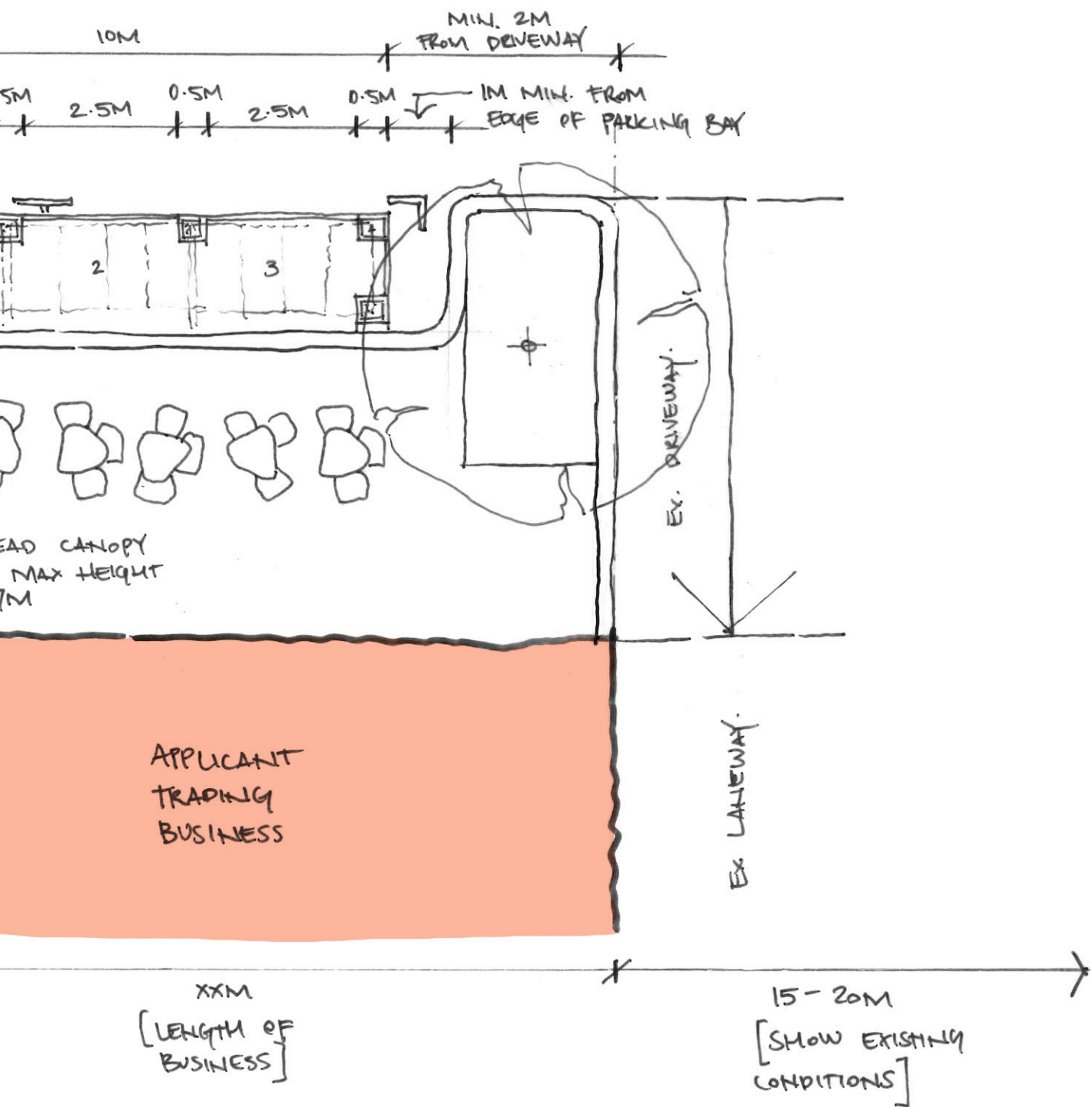
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DATE XX.XX.XX
REV NO. 01

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SITE/ADDRESS:

ARCHITECT INFO:

ET NAME"



DRAWING NAME:

PROJECT NAME:

SCALE BAR.



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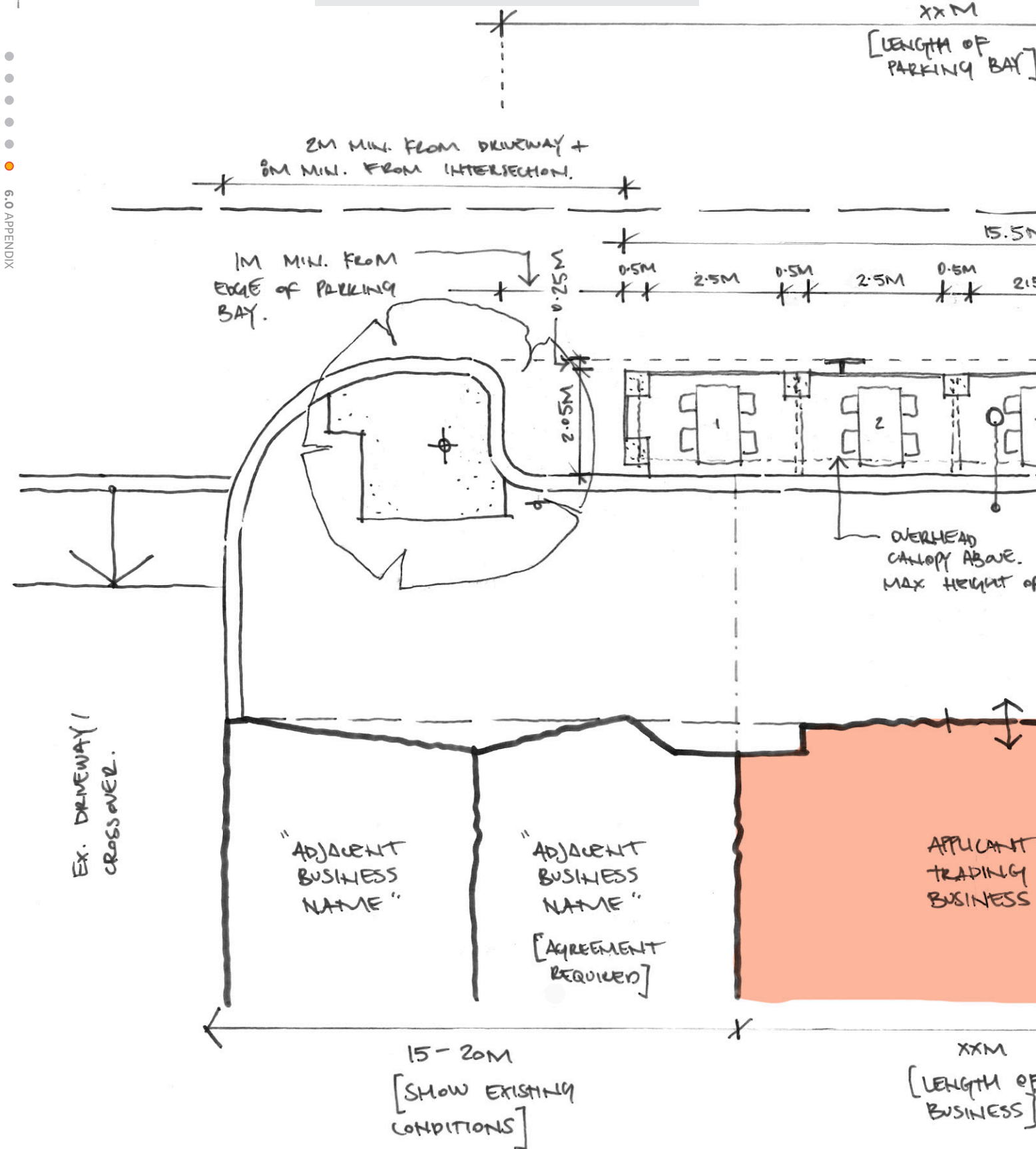
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Appendix H

EXAMPLE PROPOSED WORKS PLANS
Parklet - Option 03

"STREET N



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DESCRIPTION _____
DATE XX.XX.XX
REV NO. 01

CLIENT:

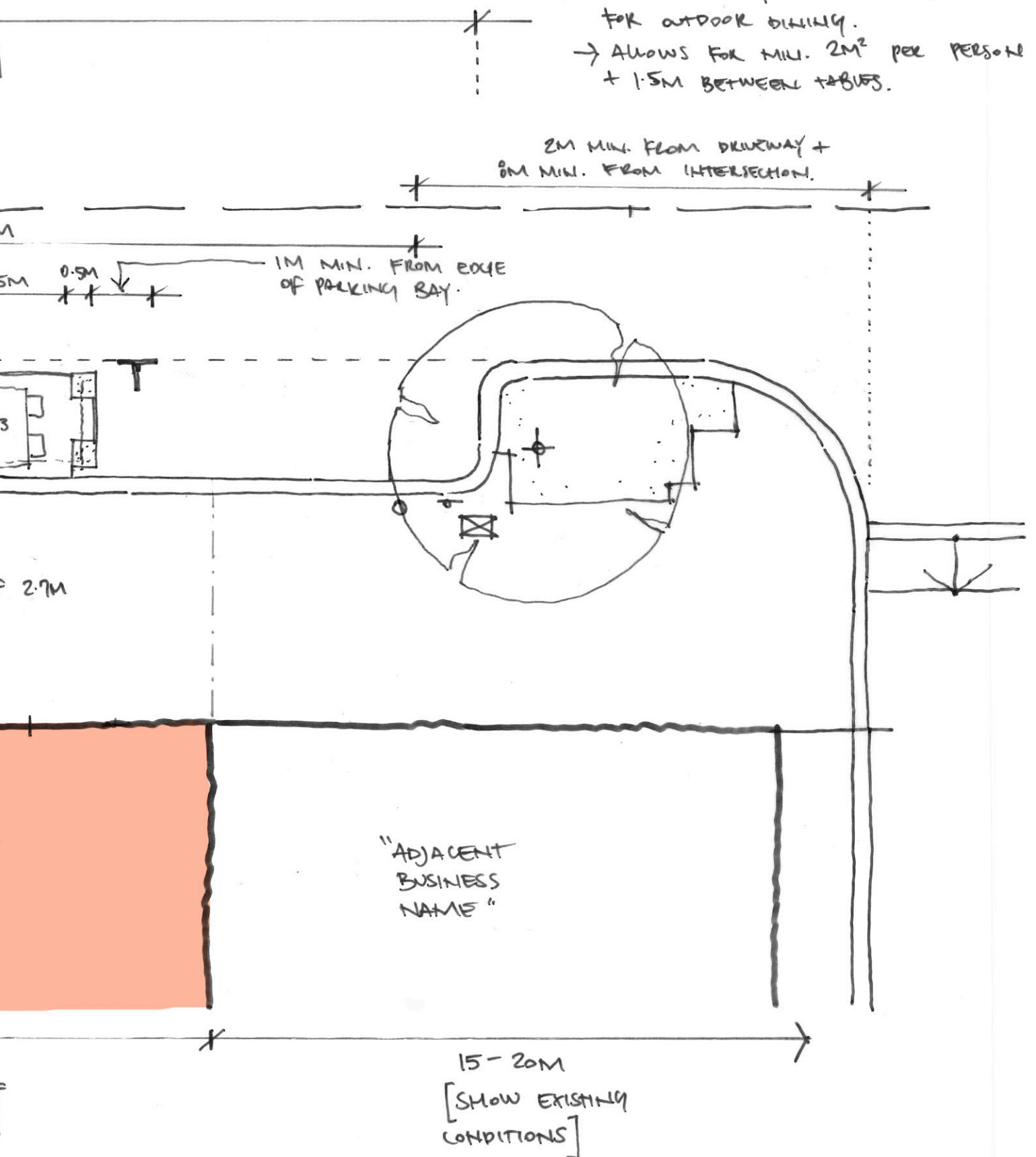
SITE/ADDRESS:

ARCHITECT INFO:

AME"

NOTES:

- PROPOSED USE OF 3X EXISTING CARPARKS TO FACILITATE 5X PARKLOTS FOR OUTDOOR DINING.
- ALLOWS FOR MIN. $2M^2$ PER PERSON + 1.5M BETWEEN TABLES.



DRAWING NAME:

PROJECT NAME:

SCALE BAR.



DRAWING NO.

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**FRANKSTON CITY
COUNCIL**

30 Davey Street
Frankston VIC 3199
Australia

PO Box 490
Frankston VIC 3199

Phone 1300 322 322
+61 3 9784 1888
Fax +61 3 9784 1094

frankston.vic.gov.au