



#### 4. PARKING BAY REQUIREMENTS

Number of parking bay(s) proposed \_\_\_\_\_

Type of parking bay(s) required (please select one)

Parallel

Angled

Perpendicular

#### 5. PARKLET GUIDELINES

**Y N**

Have you read the Host Owned Parklet Guidelines?

Are you able to meet the maintenance and upkeep obligations?

Do you agree to the use of the Parklet by the public outside of your regular trading hours?

##### Location

Is the nominated parking bay(s):

Located on a City of Darwin road with a maximum speed limit of 50km/h with street lighting?

Located in a business centre with medium-high levels of pedestrian activity?

Located directly adjacent to/in front of the business or venue hosting the Parklet, or within a reasonable distance?

Within 10m of a non-signalized intersection?

Within 20m of a signalized intersection on the approach side?

Located within a loading zone, clearway, disabled parking bay, 15 minutes or free parking bay, motorcycle parking, bus or taxi zones. contains utility access panels, fire hydrants or storm drains?

Is in front of a ticket machine, street sign, existing street furniture or tree?

Is near a driveway?

##### Design

Will the proposed parklet:

Comply with Building Code of Australia (BCA) and all relevant Australian Standards?

Be approved by a qualified Structural Engineer with a Section 40 issued for the design?

*If answered no, the applicant will need to demonstrate that they are able to secure and/or remove the Parklet safely in the event of a cyclone.*

Be assessed and approved by a qualified Traffic Engineer

Meet the Design Guidelines as listed in the 'Host Owned Parklet Guidelines'?

## 6. ATTACHMENT CHECKLIST

- A site plan (dimensioned) detailing the following:
  - a. *location of the host business, including the address and entrance*
  - b. *neighbouring properties (at least two on either side of the host)*
  - c. *the proposed Parklet location and its distance from any nearby intersections, dimension to be taken from the kerb of the intersecting road*
  - d. *on-street adjacent features such as footpath widths, trees, utilities, bike racks, ticket machine, streetlights, other carparks*
  - e. *pedestrian thoroughfare*
- Site Photos
- Section 40 (to be provided prior to final approval of application)
- Traffic Engineer
- Parklet drawings (dimensioned), at a minimum detailing the following:
  - a. *Dimensions - the total area including but not limited to the footpath, distances of tables to boundaries and other fixtures, and any other information deemed relevant*
  - b. *Accessibility – the Parklet should be wheel chair accessible et and, to and from the parklet to the footpath.*
  - c. *Barriers – height, construction/materiality*
  - d. *Furniture – allocation of fixed chairs. Propose location of removable tables, chairs and umbrellas*
  - e. *Planting/Landscaping – proposed species*
  - f. *Drainage – proposed design solution to avoid obstruction of existing stormwater drainage*
  - g. *Materials – location and any relevant product specifications*
  - h. *Lighting – location, amount, product specifications*
  - i. *Vehicle sightlines, if adjacent an intersection*
- Written consent from adjoining businesses
- Copy of Certificates of Currency of Public Liability Insurance to a value in accordance with Council requirements that lists City of Darwin as an interested party within the policy

If relevant:

- Copy of a current Eating Establishment License
- Proof of access to appropriate toilet facilities
- Any other additional information to support the application

**7. BUSINESS OWNER/S AND LAND OWNER/S SIGNATURES**

\_\_\_\_\_  
Business Owner/s Signature

\_\_\_\_\_  
Property Manager / Owner's Signature

\_\_\_\_\_  
Business Owner/s Name

\_\_\_\_\_  
Property Manager / Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Sections 183 and 185 of the Local Government Act, provide City of Darwin with the power and control to manage reserves and roads within the Darwin Municipality and as such, Council reserves the right to approve or refuse any parklet application for any reason.**

**Privacy Statement**

City of Darwin will comply with the information Privacy Principles contained in the Northern Territory Information Act. These principles protect the privacy of personal information collected and held by the Council. The Council's Privacy Policy explains how personal information is collected, used and stored. It also details how you can access your personal information. Council's privacy statement is available from the City of Darwin, Harry Chan Ave, Darwin or via the City of Darwin website at: [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)