



Business parklet permit

What you need to do

Before you start!

Make sure you have consent from affected businesses and landowners before applying.



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email, mail or in person.



Next steps

Allow a **minimum of 20 business days** for assessment of your application. Applicable fees will be invoiced upon receipt of application.

Read before starting

Applicant type
New application
Amend an existing permit
Permit reference number
Annual (valid 1 October to 30 September)
Seasonal (valid 1 October to 30 April)

Please ensure that you have supplied all supporting documents in the application checklist. Insufficient documentation may delay the processing of your application.

Application checklist
Advertising details
Consent of owner, body corporate and/or occupier of neighbouring premises, if proposing to occupy space in front of a neighbouring premises
Copy of any relevant Planning Permit
Copy of internal floor plan
Form of indemnity
Photographs of the proposed area of occupation and immediate surrounds
Plan of existing conditions to scale 1:100
Proposed elevation plans of the business parklet to scale 1:100
Proposed furniture and plants
Proposed site plan of the business parklet to scale 1:100
Public liability insurance

Application assessment

Applicable fees will be invoiced upon receipt of application.

How to apply

Submit this form and required supporting documentation to:

- ✉ footpathtrading@portphillip.vic.gov.au
- 📍 Footpath Trading
City of Port Phillip
Private Bag No. 3 St Kilda, VIC 3182

Further information

- 📞 03 9209 6216
- 🌐 portphillip.vic.gov.au/business-parklets-permit

1 Declaration

I have provided a copy of my Public Liability Insurance Certificate of Currency to the amount of \$20 million. Council must be listed on the certificate as an interested party.

I have read and understood the business parklet guidelines, including the the conditions under which a permit may be granted by the Council, and agree to abide by all of those conditions.

I declare that all the above details are true and correct.

I have supplied all supporting documents.

I have written consent by the occupier, owner and/or body corporate to occupy the parking bay outside an adjacent premises.

2 Applicant details

First name

Last name

Company name

Trading name

Best phone number to contact you onEmail

ABN

ACN

Postal address

Suburb

State

Postcode

Trading address

Suburb

State

Postcode

What hours do you want to use the parklet?

Monday to Friday

Time starting

Time ending

Saturday

Time starting

Time ending

Sunday and public holidays

Time starting

Time ending

3 Agent's details (If same as applicant go to Section 4)

First and last name

Company name

Postal address

Suburb

State

Postcode

Best phone number to contact you on Email

4 Structure

Provide site and elevation plans of the parklet structure as an attachment. See the Parklet guidelines for requirements.

Plan of existing conditions

To scale 1:100 and fully dimensioned to show:

- building frontage, and footpath
- neighbouring properties with business names
- infrastructure – trees, light poles, litter bins, public seats, bicycle stands
- fire hydrants, stormwater pits, utility or telecommunication assets
- parking bays and parking restrictions
- any adjacent footpath outdoor dining or advertising boards
- any other relevant features.

Proposed site plan of the business parklet

To scale 1:100 and fully dimensioned to show:

- barriers, planters, platforms, and any other structures, with buffer setbacks from adjacent traffic/bicycle lanes and adjacent parking bays
- any inspection lids to stormwater pits, utility or telecommunication assets
- layout of removal and fixed table, chairs, screens, heaters, umbrellas, waiter stations or other items
- any adjacent footpath outdoor dining or advertising boards.

Proposed elevation plans of the business parklet

To scale 1:100 and fully dimensioned to show:

- barriers, planters, platforms, and any other structures, with buffer setbacks from adjacent traffic/bicycle lanes and adjacent parking bays
- cross-section to show a gap of 0.2m between the kerb and the base of the platform frame
- advertising/business logos
- any other structures.

Proposed furniture and plans

Includes photographs, design specifications and materials to show compliance with the Guidelines.

Photographs

Showing the proposed area of occupation and immediate surrounds.

Advertising details

Including a colour photograph or detailed design drawings to scale of any proposed advertising logo, and clear indication of its size and location on barriers and umbrellas. Note: If total advertising area exceeds 8m² a planning permit is required.

5 Furniture

Please leave blank if you do not intend using a particular item. Where applicable, include photos or brochure of the proposed items.

A Tables

Number of tables

What are they made of?

Length Width

Height (maximum of 0.5 m)

I have attached a photo of the proposed item/s

Fixed

Removable

B Chairs

Number of seats

What are they made of?

Length Width

Height (maximum of 0.5 m)

I have attached a photo of the proposed item/s

Fixed

Removable

C Bench seats

Number of bench seats

What are they made of?

Length Width

Height (maximum of 0.5 m)

Removable number of people seated per bench seat (Please allow 0.6 m per person)

I have attached a photo of the proposed item/s

Fixed

Removable

D Umbrellas

Number of umbrellas

What are they made of?

Length Width

Height (maximum of 2.2 m)

I have attached a photo of the proposed item/s

Please note that umbrellas must be fixed to the platform structure.

E Freestanding heaters

Number of freestanding heaters

AGA number for each heater

Length

Width

Height (maximum of 0.5 m)

I have attached a copy of the management plan for gas heaters

I have attached a photo of the proposed item/s

Fixed

Removable

F Public infrastructure

Do you have any public infrastructure in front of your premises? For example litter bins, bike hoops or bench seats.

Yes No

I would like to relocate infrastructure located in front of my premises.

Please specify:

I agree to pay all the costs associated with the relocation

I have included a letter of consent from other affected businesses and land owners

5 Furniture (continued)**G Occupying an adjacent premises**

I wish to occupy the parking bay outside my neighbours premises Please note that you must include a written consent by the occupier, owner and/or body corporate on official letterhead.

H Other

Please describe any additional items. For example: waiter station, Covid check-in point or coat rack.

6 Advice about other approvals**Planning permits**

Is there a planning permit that relates to the use of your property for a food and/or drink premises?

Yes, please attach a copy of your current planning permit and planning reference below:

Planning permit reference number

How many seats does it allow inside?

No. I have received advice from Council's Statutory Planning Unit indicating that a planning permit is not required.

Liquor licence

Do you have a liquor licence?

Yes, please attach a copy of your current liquor licence and your liquor licence reference below:

No. Do you intend on applying for a liquor licence permit for the footpath?

Yes. You may require a planning permit. Please contact Statutory Planning on 9209 6777.

No

Toilet facilities

Do you have toilet facilities available for customers to use?

Yes, please attach an internal floorplan showing patron numbers and number of toilets

No

Privacy policy

The personal information requested on this form is being collected by the council for the delivery of the Parklet business permits. The personal information will be used solely by the council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application and that they may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer, Governance & Engagement Department, City of Port Phillip.