

Outdoor Trading – Parklet Application Form



A Local Law Parklet permit is required to utilise car parking spaces. Please consult the Outdoor Trading Guidelines before submitting your Parklet application. If you want to serve alcohol in your parklet a planning permit will also be required.

More information including fees can be obtained at [Mount Alexander Shire Council Website](#).

Application Details			
Applicant name			
Business name			
Business address			
Postal address (if different from above)			
Phone			
Email			
Type of application	<input type="checkbox"/> New application <input type="checkbox"/> Renewal with no changes <input type="checkbox"/> Renewal with changes		
Hours of Operation			
Parking Type	<input type="checkbox"/> Parallel <input type="checkbox"/> Angled <input type="checkbox"/> Perpendicular		
How many car parks are you intending to use?			
What Location is this permit required for (if different from above)?			
Street Address			
Suburb		Postcode	

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Description of Parklet proposal (platform, intended use, furniture, shade, design)

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Supporting documents

Have you attached a copy of your Site Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached a copy of your Traffic Management Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached a copy of your Risk Assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of your Traffic engineer	
Have you attached a copy of your Certificate of Currency for Public liability insurance for an amount of at least \$10,000,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to serve alcohol? (if yes see below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you are wanting to apply for an extension of your red line? (serving of alcohol) you are still required to contact The Victorian Liquor Commission to obtain or update your liquor license. To apply for a liquor licence, you will need to provide the following documents to the liquor commission with your application:</p> <ol style="list-style-type: none"> 1. Written permission from Mount Alexander Shire Council (MASC) allowing you to use the outdoor area. 2. A plan that clearly describes the boundary of the outdoor area endorsed by MASC (this can be part of the written permission under item 1). 3. Specified trading hours for the outdoor area, from MASC (this may be part of the written permission under item 1). 	
Declaration	
Signature	Date

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When submitting your application please keep in mind:

- No fixtures are allowed to be permanently fixed to the road surface, kerb or channel.
- If constructing a platform, it must have a non-slip finish, flush with the kerb and relatively level.
- If not constructing a platform, you may be required to undertake additional measures to ensure the space meets DDA requirements e.g. Installing temporary non-slip kerb ramps between the kerb and the roadside dining space or providing a durable floor covering (e.g. synthetic turf) that can be laid over the top of any uneven surface.
- Any floor covering should cover the full extent of the roadside dining space and be appropriately secured in a manner that allows for removal without damaging the existing road surface, kerb or channel. Edges must be continually checked by the operator to ensure no trip hazards are present at any times.
- The nominated location must be located in front of or immediately adjacent to the business applying for the parklet, must be within a standard Council carpark and must not be within a designated loading zone, bus zone, mail zone, accessible parking zone, taxi zone or clearway area.
- Parklets must adhere to traffic regulations and not obstruct driver, pedestrian sight-lines, or traffic signs.
- Parklets must provide a 10m set-back from intersections.
- On sloping streets/sites, consideration must be given to access and safety and any furniture, fittings or infrastructure designed to accommodate OH&S requirements.
- Parklets may not obstruct access to underground services, drains, access lids, manholes, fire hydrants, rubbish bins, ticket machines, mailboxes, street parking signs and similar.
- For further design guidance please see Outdoor Trading Guidelines.

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