

## Lismore City Council Parklet Hosting Guidelines – August 2023

### 1. Overview

These guidelines provide simple Hosting information for local community organisations and businesses that are approved for Parklets to be temporarily located in proximity to their premise.

As this is a pilot initiative, Lismore City Council welcomes feedback and suggestions via email to the Destination and Economy team at [business@lismore.nsw.gov.au](mailto:business@lismore.nsw.gov.au)

### 2. Background and purpose

Lismore's Parklets have been custom designed and built for pedestrian comfort and safety, and were originally launched in 2021 with grant funding through the NSW government 'Streets as Shared



Spaces' program. Two Parklets are temporarily located in various business centre sites.

Securely engineered for safety, each Parklet temporarily occupies one parallel car park space with customisable step and ramp options for footpath access. The Parklets are managed by Council's Destination and Economy team.

Lismore Parklet benefits include:

- Activating and improving amenity of city streetscape. The Parklets provide attractive enclosed seating areas, with tree shade and optional shade sails, and colourful art to enliven footpaths and connect existing green spaces.
- Encouraging community interaction and people to stay longer in business centres, which supports visitation and trade.

Building on these benefits, in 2023 Lismore City Council are piloting a new model for CBD businesses and organisations to temporarily 'host' a Parklet. We aim to test and measure different ways that Parklets can be used to complement Host business/organisations, and track associated economic and social benefits to inform future local business activation.

Guidelines for parklet hosting are provided below, and targeted evaluation will help better understand Parklet benefits and opportunities for future locations.

### 3. Guidelines

- a) **Parklet use** – local businesses and organisations can apply to host a Parklet adjacent to their premises. The Parklet hosting duration is approximately six months (requests for extension may be considered). Depending on the nature of the host business, the Parklet may offer a pleasant and safe spot for patrons to:
  - i. sit and relax while they wait for service or takeaway food
  - ii. experience public programs, such as a launch or a creative activity, as part of events with demonstrated Event Approval from Lismore City Council (see Section 6 below).

- b) **Ineligible uses** – the Parklet cannot be:
- i. dedicated for exclusive use of the host business - it is also available for the public's enjoyment
  - ii. used as an extension of dining, liquor licence or retail space, unless part of events with demonstrated Event Approval from Lismore City Council and other relevant agencies (see Section 6 below).
- c) **Parklet host's responsibilities** – host organisations or businesses will:
- i. make reasonable efforts to keep Parklet clean and tidy during regular operating hours. This includes ensuring that removable items are cleared and securely stored in the business/venue outside after hours, and the responsible disposal of waste
  - ii. make reasonable efforts to ensure health and safety within the Parklet area, for instance avoiding trip hazards within the Parklets
  - iii. confirm Public Liability Insurance covers Parklet use, up to the value of \$10 million AUD with Lismore City Council listed as interested party
  - iv. make reasonable efforts to water Parklet plants and advise Council staff if additional gardening care may be needed
  - v. follow Parklet signage and promotional requirements (see Section 4 below), and cover any associated costs
  - vi. give feedback to Council staff at the end of the Parklet hosting timeframe, to help staff evaluate benefits to business and community (see Section 5 below)
  - vii. request maintenance support from Lismore City Council when necessary, via phone 6625 0500 or email to [council@lismore.nsw.gov.au](mailto:council@lismore.nsw.gov.au).
- d) **Lismore City Council's Parklet responsibilities** – the Destination and Economy Team will:
- i. promote the Parklet hosting partnerships, locations and benefits for community, as part of marketing for Lismore's business community and destinations
  - ii. assess site suitability, safety, stakeholder engagement, and evaluate and report on Parklet hosting outcomes
  - iii. manage placement and removal of the Parklet, including advising hosts and stakeholders of relevant dates and details
  - iv. cover costs of placement, removal and reasonable maintenance of Parklets
  - v. liaise with Parklet host and relevant Council staff if need arises to resolve maintenance or other issues/opportunities relating to the temporary Parklet placement.

Lismore City Council reserves the right to remove the Parklet if it is not regularly managed in accordance with these guidelines, or should other maintenance or safety reasons arise. Council staff will inform the owner before removal.

- e) **Eligibility and how to apply** – any business, property owner, not-for-profit or community organisation in the Lismore Local Government Area can apply to host the Parklet if they have a suitable parallel parking space outside their premise that meets the criteria outlined in Section 4. At this stage of the pilot,
- i. simply email your interest in Parklet Hosting to the Destination and Economy team via [business@lismore.nsw.gov.au](mailto:business@lismore.nsw.gov.au), including street address and photos of the proposed site/s
  - ii. parklets will only be approved in sites that meet safety and feasibility requirements, which are assessed by Council staff and reviewed by the Traffic and Road Safety Consultation Group. See Location Criteria in Section 4 below.

#### 4. Location Criteria

- a) A Parklet can only be temporarily located in a designated parallel parking bay which is:
- i. located in a business centre within the Lismore Local Government Area with medium to high levels of pedestrian activity
  - ii. located on a road owned by Lismore City Council that has a speed limit of 50km/h or less with street lighting
- and;
- i. located directly adjacent to/in front of the business or venue hosting the Parklet, or within a reasonable distance.

Lismore City Council may consider temporary Parklet placement within other spaces where the applicant demonstrates permission from property owner, accessibility and safety, and confirmation of any relevant approvals.

- b) A Parklet can NOT be located in a parking bay which:
- i. is within 10m of an intersection
  - ii. is within 20m of a signalled intersection on the approach side. These dimensions are from the kerb line
  - iii. is located within a loading zone, clearway, disabled parking bay, motorcycle parking, bus or taxi zones. (Council staff may consider a variation to this requirement where the applicant demonstrates that suitable alternative arrangements can be made to compensate for the loss in space)
  - iv. contains utility access panels, fire hydrants or storm drains within the bay or in close proximity so that access is blocked
  - v. will impede or negatively impact upon pedestrian or vehicular movement or sightlines at road junctions and vehicle access crossovers
  - vi. will impede emergency vehicle movements
  - vii. is obstructed by overhead wires, trees or other materials that make crane installation of the Parklet unsafe or unfeasible (in line with Essential Energy's [Working Near Power Lines Technical Details](#) )
  - viii. is essential to the needs of immediate locality.
- c) Council staff will assess each proposed Parklet site on a case-by-case basis, which includes (but may not be limited to):
- i. engaging with adjacent businesses and organisations, to understand and record feedback about perceived benefits / impact of the temporary loss of 1 public parking space caused by the Parklet installation

- ii. discussing safety and accessibility with the Traffic and Road Safety Consultation Group.

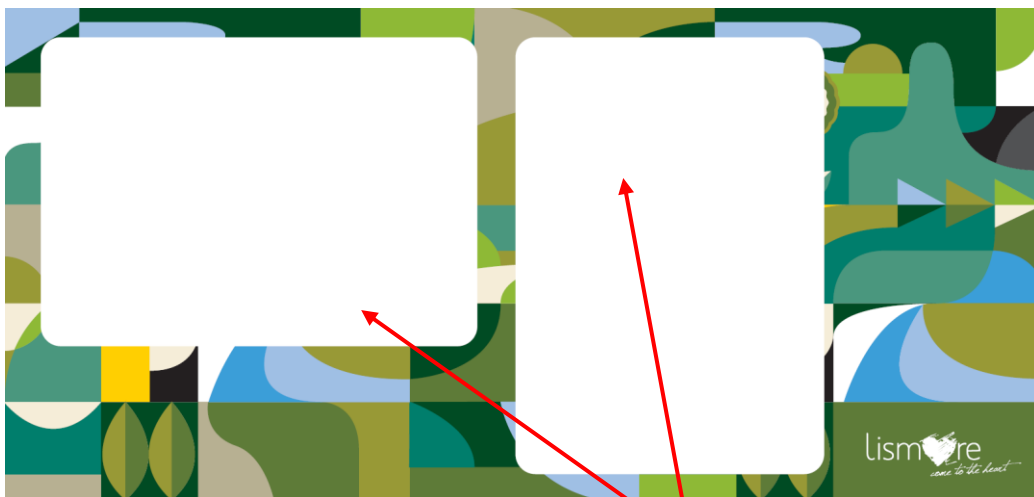
## 5. Promotional Requirements

The Parklet host is permitted to display on the Parklet area:

- a maximum of 2 temporary vinyl stickers on either side of the Parklet, next to footpath for pedestrian information. These stickers can be A3 sized in either landscape or portrait to fit within the illustrated Parklet side panels (as illustrated below). Your sticker artwork must be approved by Destination and Economy Team staff prior to printing and installation
- brochure or menu display, which is secured from winds and does not cause litter, and is removed after business hours.

Promotional production costs are the responsibility of the Parklet host.

If you have ideas for other promotional materials using the Parklet, please contact the Destination and Economy team via [business@lismore.nsw.gov.au](mailto:business@lismore.nsw.gov.au) to discuss what is possible and permissible.



*Illustration of Parklet host promotion temporary vinyl sticker A3 sizing and placement options*



Any promotional materials featuring or utilising the Parklet must acknowledge Lismore City Council support through logo provided by Council staff.

## 6. Policies / Related Documents

- [Business Activation Plan](#)
- Event guidelines and application form – see [Policies](#) and [Forms](#) A-Z
- Use of footpath guidelines – see [Policies](#) A-Z

## 7. Further details

- These Guidelines may be updated to improve process and outcomes – please refer to [lismore.nsw.gov.au/Business](https://lismore.nsw.gov.au/Business) for the latest information
- Contact Lismore City Council's Destination and Economy team at [business@lismore.nsw.gov.au](mailto:business@lismore.nsw.gov.au) or (02) 6625 0500 with queries or suggestions.