

# Application for a parklet permit

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

Post to:  
Approvals  
Public Health Team  
Wellington City Council  
PO Box 2199  
Wellington

Deliver to:  
Wellington City Council  
Arapaki Service Centre  
12 Manners Street  
Wellington

Email to:  
parklets@wcc.govt.nz

New application	Fee	Annual Renewal Application	Fee
Application for a parklet under Covid-19 Protection Framework	Free until March 2023	Renewal application	TBC

Before filling out the application form, please ensure you have completed the self assessment questions on our website or within the parklet design guide.

Please provide the information below so we can consider your application, and print clearly.

Applicant details <i>(please complete all fields)</i>	
Applicant name:	
Physical address of business:	
Trading name of business:	
Postal address:	Postcode:
Contact name:	
Phone/s:	Mobile:
Email address:	

Details of the proposal
Reason for application
Number of tables and chairs placed in the parklet:
Total area to be used for tables and chairs <i>(in square metres)</i>
Proposed hours and days of use of the parklet:

All parklets have to be smokefree. Please explain what steps you will take to make sure your customers don't smoke in the parklet?		
Is alcohol to be supplied/served/consumed in an approved area?	Yes	No
Note: You can only serve alcohol in the parklet if it is covered by an alcohol licence. If you already hold an alcohol licence, you will need to apply to have the parklet area added to your licence.		
Describe the furniture you will use in the parklet:		
Are you intending to have any other furniture in the parklet? (eg heaters)	Yes	No
Will the area be covered?* (eg by marquee, or similar)	Yes	No
Tables Dimensions (WxHxD):	Material:	
Chairs Dimensions (WxHxD):	Material:	
Planters Dimensions (WxHxD):	Material:	
Other Dimensions (WxHxD):	Material:	

Supporting information: please provide the following with your application.

A completed application form.

An aerial photo or site plan of your site, which clearly indicates\*:

- the parking space/s you would like to use
- any utilities or services on the proposed site

Two or more site photos of the parking space/s you would like to use, including\*:

- street features, fixed furniture, and utilities
- surrounding context of your chosen parking space/s

A scale detail plan which includes:

- parklet furniture (eg barriers, planters, tables, chairs, heaters)
- street elements (kerb, street signs, utilities, fixed street furniture)
- accurate dimensions of the above

Evidence you hold public liability insurance of NZD\$2million for the area you wish to use. This public liability insurance must remain current while the approval is in force. Please note, your application will not be approved without this evidence.\*

It is strongly recommended you also provide the following:

Elevation drawing/s of the proposed parklet design

Cross section drawing/s of the proposed parklet design

<b>By signing this application:</b>	
1. I acknowledge I have read and understood the conditions for a parklet as detailed in our parklets design guide. If the application is approved, I agree to comply with those conditions as detailed in our parklets design guide.	
2. I confirm that I currently have public liability insurance, with a limit of cover of not less than NZD\$2million for the premises/ address. I will ensure that this insurance remains in place for the duration of the approval.	
3. I agree to indemnify the Wellington City Council against any liability arising from the use of the parking space/s by the Applicant, or the Applicant's agents, contractors, invitees, or customers, outside of the above premises.	
4. I understand that it is my responsibility to ensure the area remains smoke free during operating hours.	
Signature	Date
Applicant's name (please print clearly)	

Questions? Please contact us.

In person: Wellington City Council Arapaki Services Centre, 12 Manners Street, Wellington  
 Email: parklets@wcc.govt.nz  
 Phone: (04) 499 4444