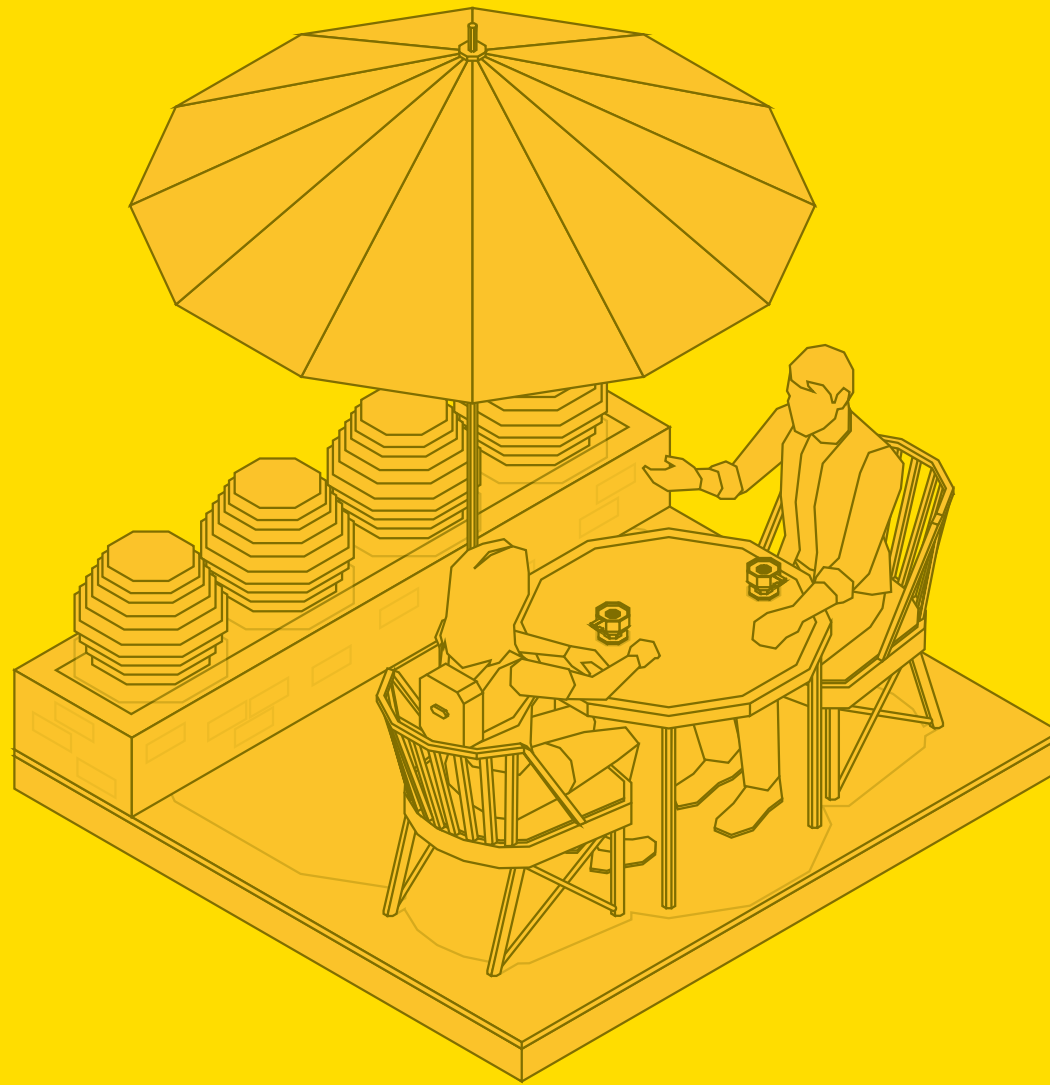


# Parklets

## Parklet design guide

This guide is to assist businesses and communities to design and get approval for a parklet under the Covid-19 Protection Framework red setting.





# Contents

Background	4
Approval process	6
Design guide	8
Design specifications	10
Case studies	14
Self assessment	16
Submission requirements	18
The conditions	21

# Background

## About this guide

Wellington City Council has developed this guide and process to help and support Wellingtonians and businesses who would like to activate our streets through the use of parking spaces for activities other than parking vehicles.

This guide tells you everything you need to know about how to create a parklet in Wellington and why they are a good thing for the city.

## What is a parklet ?

Parklets are parking-space sized mini-parks, plazas or outdoor dining areas that are constructed in on-street car parks. They can transform parking spaces into vibrant public spaces built for people to sit, relax, and enjoy the city. These spaces provide fun, unique, and creative ways to experience and re-imagine the potential of public space.

These mini-spaces are best where the street lacks public space, or the footpaths are too narrow to provide space for anything other than people walking by. They can bring more life and activity to the street without compromising accessibility and people's ability to use the footpaths.

Parklets are generally low cost and relatively simple to construct.

This document does not cover outdoor dining on footpaths (pavement permissions) or other special road usage licences.

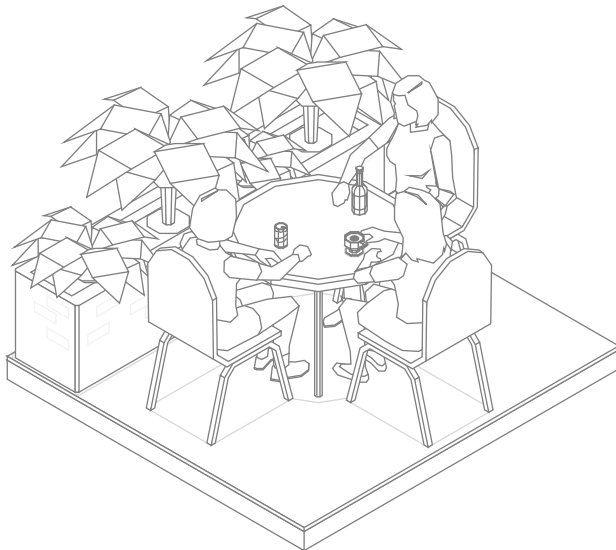
## Benefits of a parklet

Parklets can:

- improve the street experience
- be good for businesses because they bring more life to the street
- provide more space to socialise
- slow traffic and make the street safer
- help give an area its own special feel and identity
- provide more outdoor space for businesses and their customers to safely spend time during the Covid-19 pandemic.

## Getting a parklet

The Council wants to make getting a parklet as easy as possible. On the following pages, we'll explain the different ways parklets can work, what you need to do, how long it will take, roughly what it will cost, how we will help, and how to apply.



## Parklet types

### Public space and amenity

Utility/amenity parklets are car parks that have been temporarily re-purposed to benefit more people and provide extra public space. For instance, they could be used to provide bike parking, additional seating, or other public amenities.

### Commercial/public space

Commercial/public space parklets are car parks that have been temporarily re-purposed into a mix of public and commercial space. They are provided and looked after by a business but can also be used by the wider public at times. During trading hours, the business uses the space as an extension of their operation. Outside these hours, the parklet will be available for anyone to use.

### Commercial

Commercial parklets are car parks that have been temporarily re-purposed into commercial space. They are used exclusively by the business as an extension of their business. These are often used as outdoor dining spaces for cafés and restaurants. The permission for this type of parklet will be reviewed and may be renewed annually if the conditions set out in this guide are met.

## Cost

As a response to impacts of the pandemic and Covid-19 Protection Framework (traffic light red setting), if your parklet is approved, the permit for it will be free until at least March 2023. If you decide you would like to have the parklet in place after this initial period, we may commercially value the car park(s) and charge you annually.

As a business, you need to pay for construction, installation and maintenance of your parklet.

# Approval process (for Covid-19 red setting)

**Note:** If the application is complete and fully complies with the design guide, the processing time will be 7 to 10 days.

## 1. Site self-assessment

Use the self-assessment criteria to check if the site you are interested in would be suitable for a parklet. This can be found on pages 18-19.

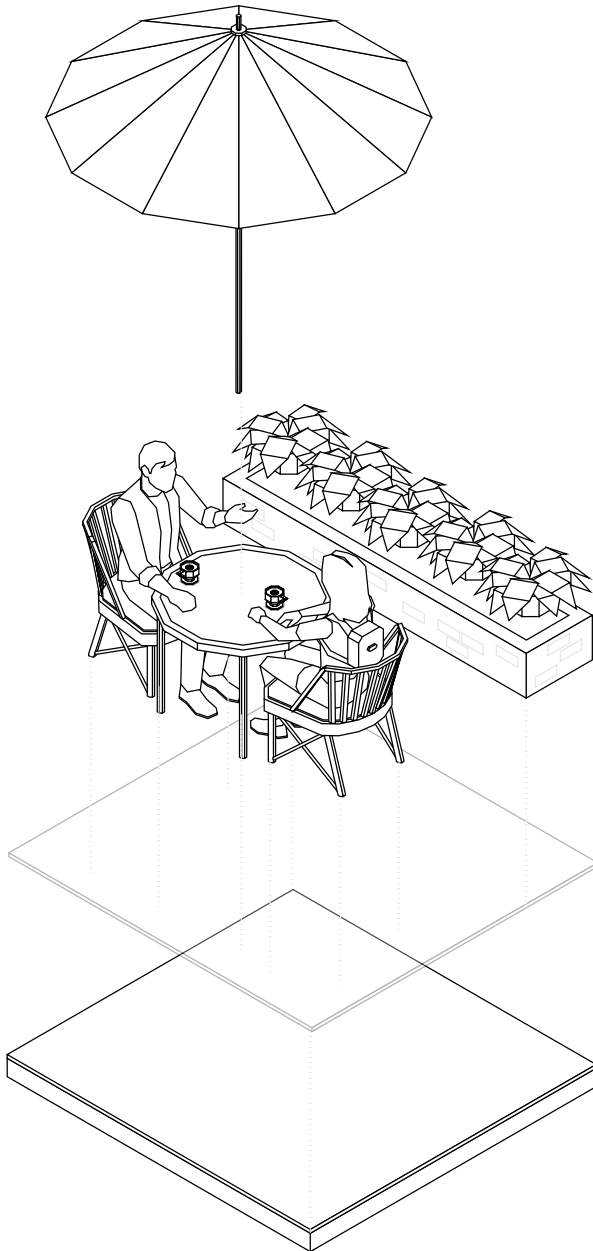
## 2. Submit parklet design

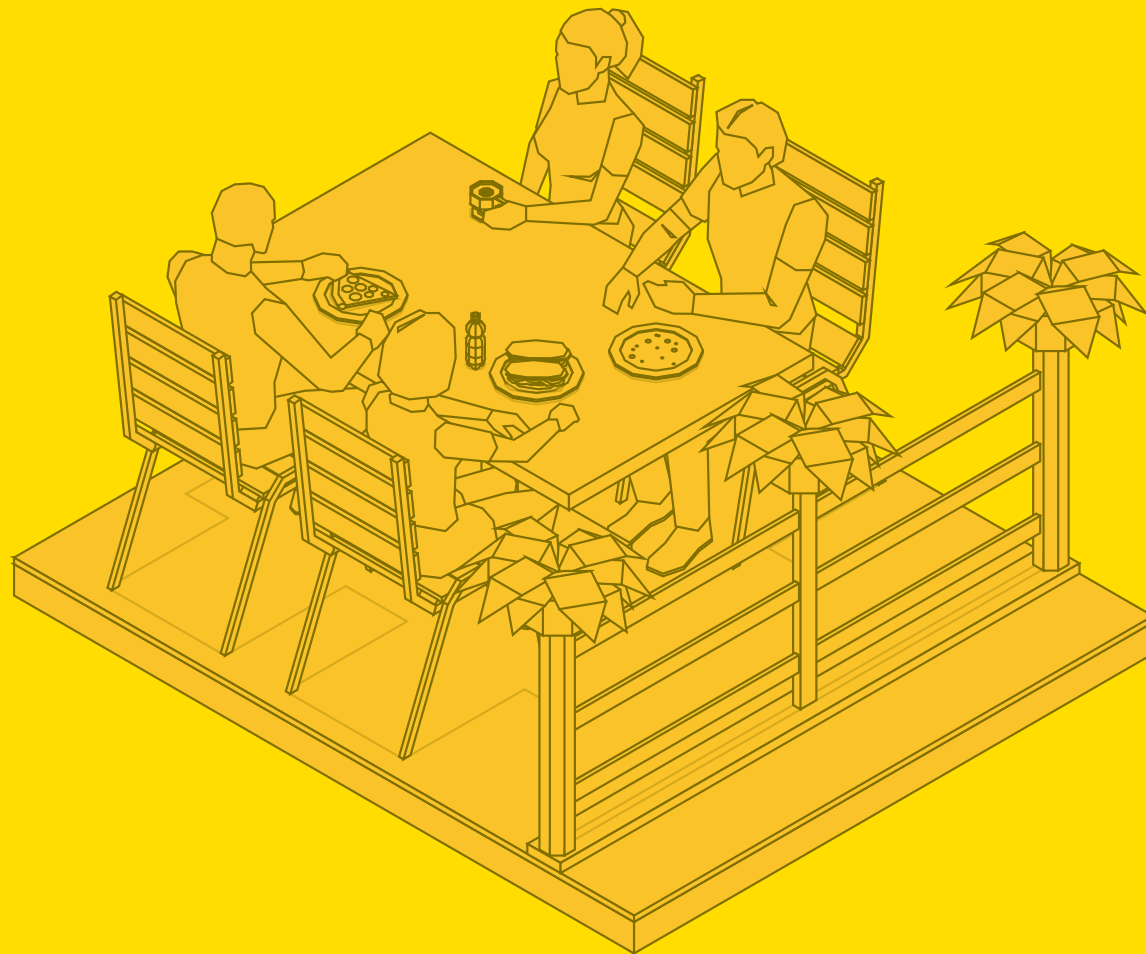
Once you have assessed the site and prepared all the required documents and drawings, submit your full parklet design and drawings. For submission requirements see pages 20-22.

During this process, we will work with you to ensure your documents, drawings and design comply with the required design specifications. We'll let you know if any changes to your design are required.

## 3. Parklet permit issued

We'll do all the checks at this end to make sure your design is going to be safe and work in this location, and will let you know if any changes are required. Once approved, our Public Health team will issue the permit for your parklet.





# Design guide

## Here are some tips and tricks for designing and maintaining a successful parklet.

### Accessible and safe

Parklets should be safe, friendly places for everyone and easily accessible to people of all ages and abilities. Consider the entry, way people move through the area and space, and accessibility in your design.

- Make sure it will work for someone in a wheelchair (turning and resting space)
- If including fixed seating, configure it to accommodate companion seating for a wheelchair user
- Make the design easily distinguishable for people who are partially sighted or mobility impaired
- Make the parklet surface level where possible
- A platform base (ie decking) can reduce tripping hazards, improve accessibility to all and make your parklet feel like a natural extension to the footpath
- Ensure any structures do not impact the amenity and function of the footpath or create hiding spaces.

### Green and inviting

Parklets should be an engaging and aesthetically pleasing addition to a community. Parklets also present an opportunity to add more green spaces.

- Planter boxes are commonly used as a green barrier between traffic and the parklet space
- Think about the outside of the parklet and what can be done to make it look good. Blank walls can encourage vandalism
- Make sure there is some permanent seating so it still feels welcoming after movable furniture is taken inside
- Consider having low transparent walls or barriers to make the space feel more inviting
- Use native, robust, drought-resistant plants that are easy to maintain
- Larger planter boxes can be better because they are less likely to be stolen
- Consider alternative planting options like edible plants
- Consider including things such as games in the space that people can interact with.

### Modular and movable

Parklets need to be temporary in design. A modular design approach is recommended. This will ensure install and removal of parklets will cause minimal disruption and help improve the longevity of the parklet.

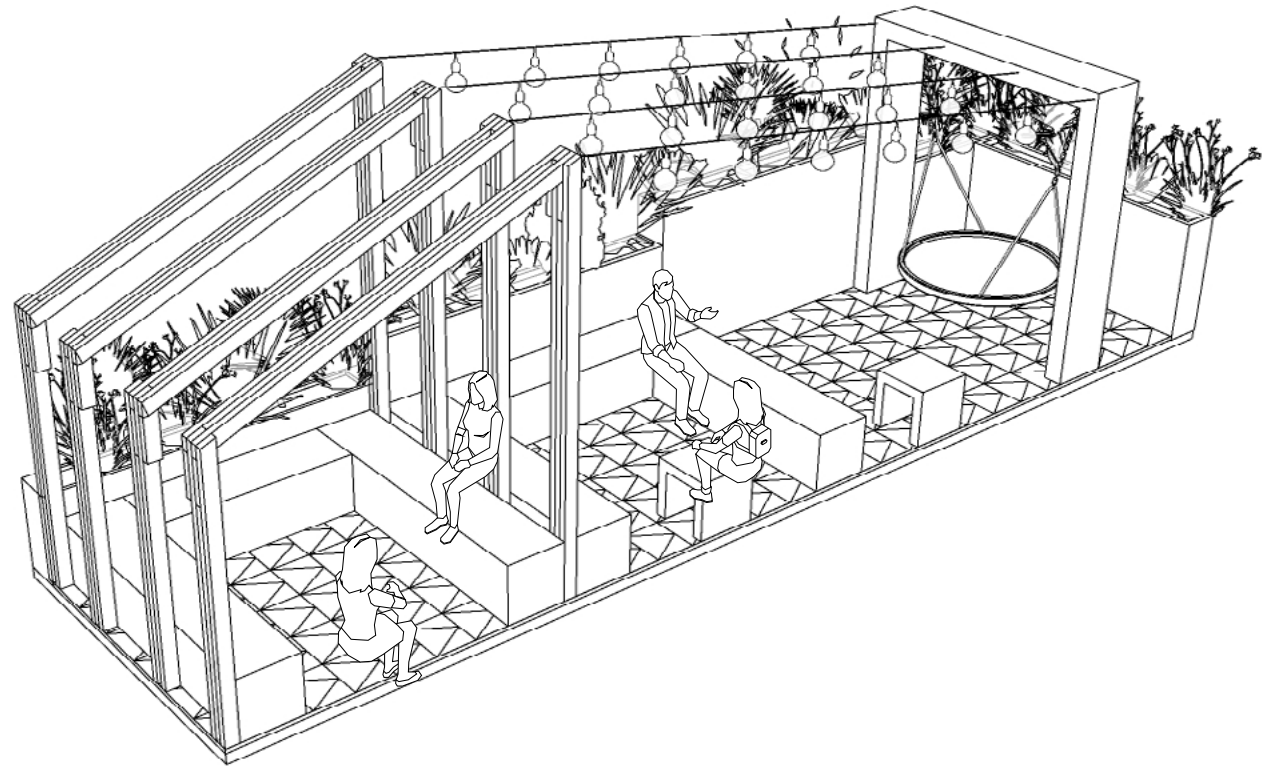
- Use multiple components to build your parklet barrier. This will allow adaptability in your design over the life of the parklet
- Consider a fully mobile structure, such as something on a trailer so your parklet can be moved easily
- Incorporate movable furniture that can be interchanged as needed so the space can be used in different ways.



## Sustainable and durable

Parklets need to be durable and safe structures, but where possible try to make them sustainable as well, and think about how they might be recycled or reused in the future. Think about how your parklet can be used to encourage sustainable habits.

- Use materials that are easy to maintain, weather-resistant and long-lasting
- All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility
- Use sustainably sourced and produced materials where possible
- Prioritise recycled, reclaimed and locally sourced materials
- Plastic of any kind, including plexi-glass, is strongly discouraged
- Use materials that are easy to be reused, recycled or relocated
- Encourage sustainable travel measures by incorporating seating and bicycle storage in your design.



# Design specifications

## These are the minimum design specifications that a parklet will need to comply with to gain Council approval.

### Location and context

- Parklets used by a business must be close to and clearly visible from that business
- Parklets must be 1.5m from vehicle exits (parklets closer to a corner may be considered on a case-by-case basis)
- Utility access panels, manhole covers, storm drains, or fire hydrant shut-off valves must be accessible at all times. Therefore, parklets should not be constructed over these unless easy access to them is provided
- Parklets are not permitted in loading zones, taxi stands, bus stops and accessible parking spaces
- Parklets are not normally permitted in residential zones.

### Traffic safety

Parklets must be located and designed in a way that is safe for all users of the streets so they:

- Are only permitted on streets with speed limits of 40kph or less
- May not be within 6m of an intersection
- May not be permitted adjacent to traffic lanes less than 3m wide
- Are not permitted adjacent to bus lanes less than 3.2m wide
- Are not permitted on cycle lanes
- Must have reflective posts at both ends or have reflective tapes (RM6) on the edges of the barriers
- When installed near crossing points, sight distance requirements should be met. If the parklet obstructs pedestrian visibility, its installation won't be approved.

### Pedestrian safety

Parklets must be designed in a way that contributes to the quality of the street so pedestrian safety is really important. Please make sure:

- Parklets are open to the public and not enclosed, with clear visual site lines from the footpath to the street
- Have no entrapment risk
- Adequately lit if in use at night (if night-time use has been permitted).

### Accessibility

Parklets must not affect the footpath and movement along it and need to be accessible:

- The road gradient cannot exceed 6% without provision for a platform to ensure accessibility and road safety
- Parklets need to be clear of the footpath and not cause any obstruction
- Ramps must be at a slope no greater than 5%.

## Barriers

Parklets must be separated from the road with a barrier. The barrier must be:

- Offset by 300mm minimum from the road edgeline and any adjacent car park
- Be at least 200mm wide
- Solid, stable and sturdy to prevent lift, movement or harm in high winds. For example, a weighted fence or planter box
- A continuous barrier that surrounds the full parklet area
- A variable height no lower than 600mm and no higher than 800mm.

## Surface

Parklets can use different types of materials to visually separate the parklet from the road. If different surfacing materials are used they must:

- Be durable and visually separate the surface from the parklet. For example, artificial turf, a wooden platform, rubber mat etc
- Not affect stormwater flow or block drainage. Stormwater must be able to either flow underneath the parklet, flow through or over the top.

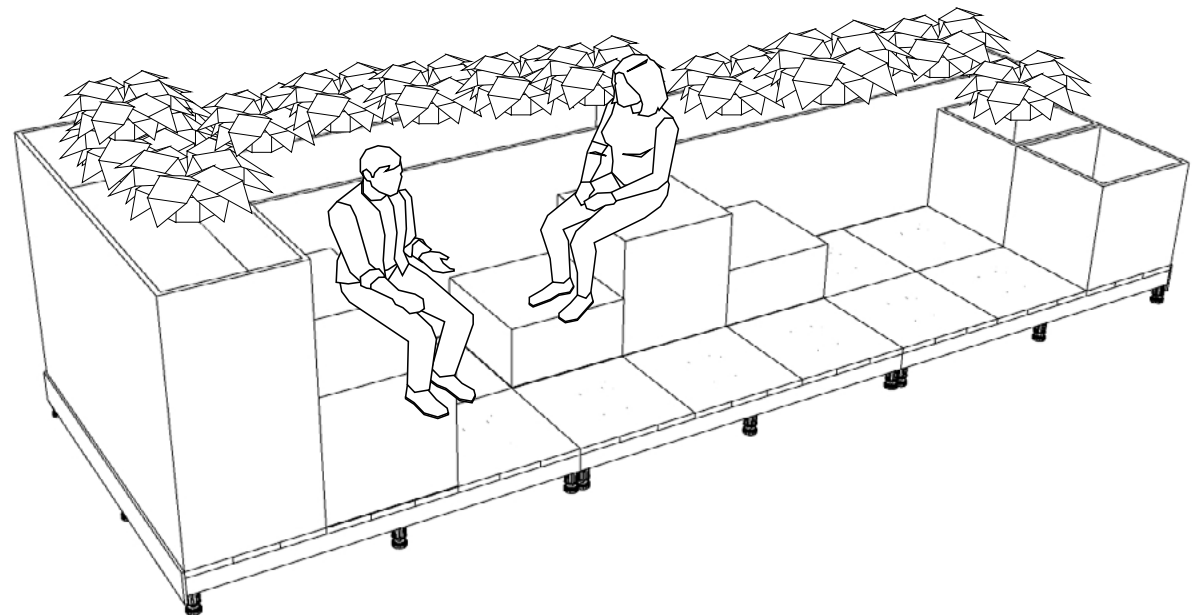
## Design elements

- All objects including plants, furniture and other design elements must be contained within the site and not obstructing the road
- Only static lighting, if any, is acceptable (not flashing)
- Generic or modular design is encouraged to allow fences or planters to be relocated to any site
- There must be no flag stands or similar around the site.

## Power/electricity

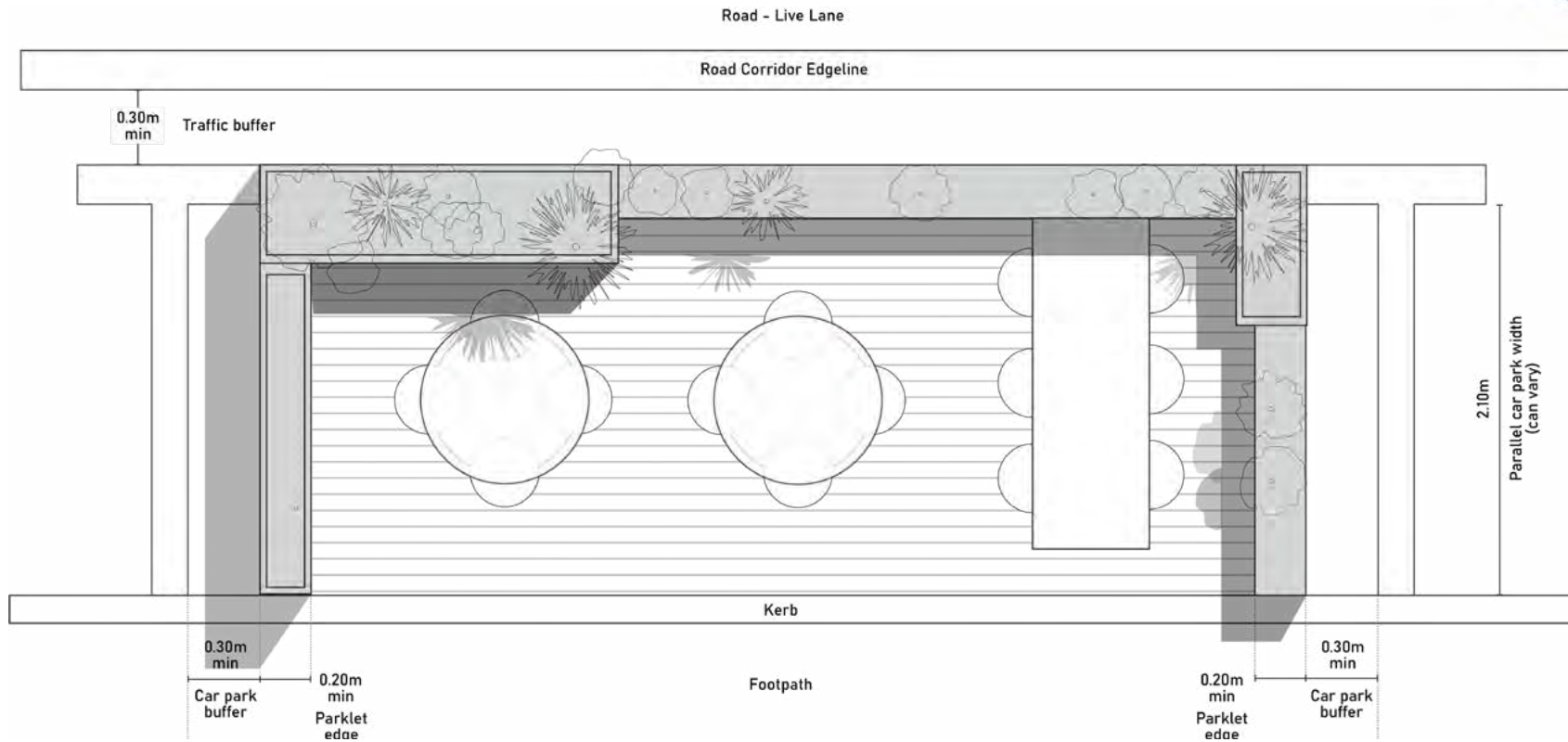
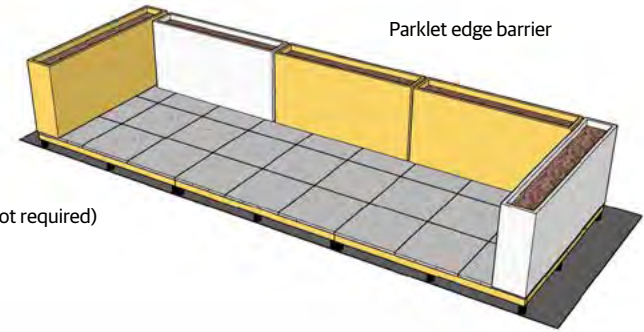
Power supply, if any, must be safe and not compromise Council or utility assets.

- Cables under footpath ramps are not acceptable.

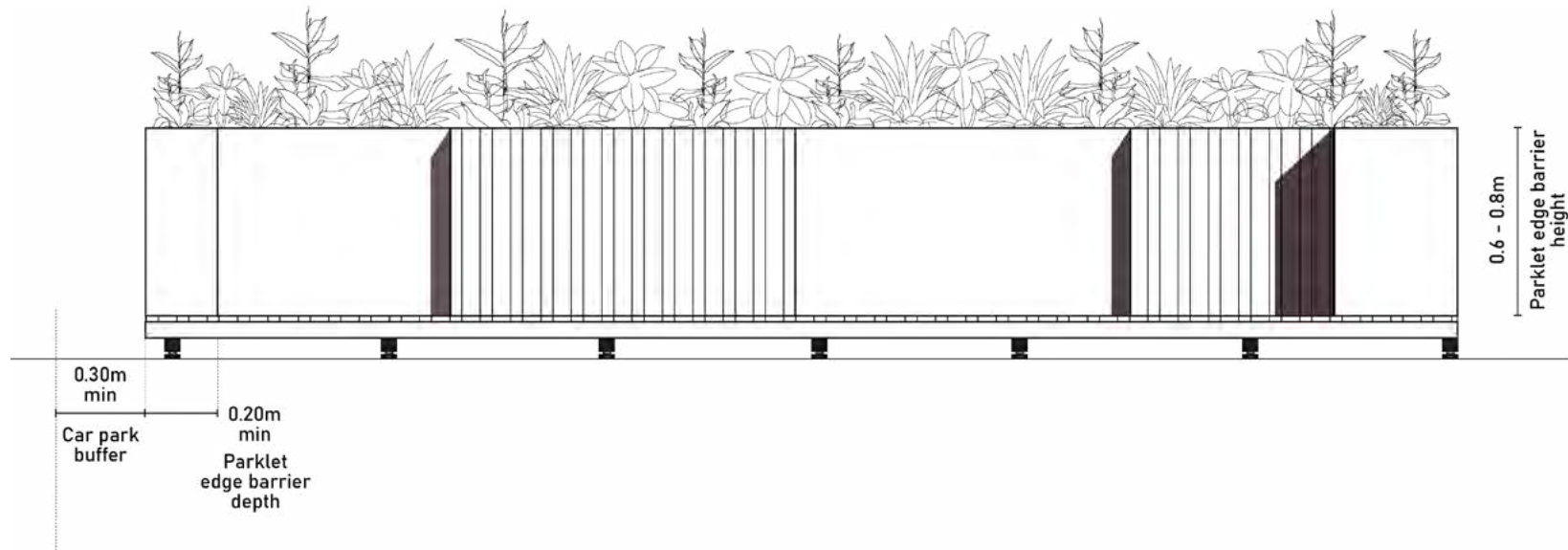


# Design specifications

## Parklet plan



## Elevation view



# Case studies



## 1. Whanganui, New Zealand parklet

Located in Whanganui, this parklet is a good example of an appealing design. It demonstrates how a variety of plants can be used to create a pleasing space. Various types of furniture are used to create different spaces within the parklet, and accessibility has been taken into account with a ramp and clear travel path.

## 2. Liverpool, United Kingdom parklet

This parklet was installed as a part of the 'Liverpool Without Walls' project carried out by the Liverpool Council and Business Improvement District company, to help support businesses. This parklet allows restaurants to expand their seating allowances while maintaining required social distances. The design includes Perspex screens between tables to provide extra protection and privacy.





### 3. Denver, Colorado parklet

In 2019 Better Block Foundation, in partnership with Ride Spin, held a parklet design competition to design parklets that incorporate sustainable transport parking and place making. The top designs were brought to life on national Park(ing) Day in Denver, Colorado. This design highlights how different modes of sustainable transport parking can be incorporated into parklet design, with both scooter and bicycle parking included. This parklet is an appealing public space and also helps encourage sustainable ways to get around.

### 4. Jardins, São Paulo parklet

This parklet provides a good example of a commercial business working in collaboration to improve public space. In partnership with Estúdio HAA! and Soul Urbanismo, the business Bacio di Latte designed and constructed this parklet. It uses a mix of materials to create the parklet enclosure. Both types of fencing used provide good visibility into and out of the parklet, allowing the space to feel open and integrated into the street without sacrificing safety. Bike parking has also been incorporated, further encouraging sustainable transport.



# Self assessment

## Do I need a parklet permit?

You need a parklet permission if you intend to place furniture or objects in an on-street car parking space outside your shop front temporarily.

### You don't need one:

- to place objects within private property – you just need the property owner's permission
- to permanently place furniture or objects on part of the street. You'll need to apply for an encroachment licence to do that
- to place furniture or objects on part of the footpath. You'll need to apply for a pavement permission to do that.

Sandwich boards can't be considered as part of a parklet application. These are licensed separately.

## Self assessment questions

### Is the car parking space or spaces I'm interested in using suitable for a parklet?

Your proposed parklet will only be considered if:

- Site is at least a metre from vehicle exits
- Site is not a loading zone, taxi stop or accessible parking spot
- Site is on a street with speed limits of 40kph or less
- Site is not within 6m of an intersection
- Site is not adjacent to bus lanes less than 3.2m wide
- Site is not on cycle lane
- Site is not adjacent to traffic lanes less than 3m wide
- There will be a clear sightline from the business to the parklet
- Site is not constructed over city utilities or they are easily accessible

### Will my parklet limit accessibility?

Your proposed parklet will only be considered if:

- All furniture/objects etc are within the parklet
- There's a clear pedestrian route along the footpath. That means a minimum of width of 1.8m for streets in the city centre and 3m on key pedestrian streets (such as Lambton Quay, Willis Street, Manners Street, Dixon Street, Courtenay Place and Cuba Street)
- There's footpath access for all people to and around properties at all times, with particular attention to disabled people
- There are appropriate barriers between the parklet and the road to maintain a buffer between the parklet and the moving traffic



---

**Will the parklet I'm proposing have a negative impact on safety or how safe people feel?**

Your proposed parklet will only be considered if you:

- Will manage the location and patrons to maintain the general safety of the area
- Avoid contributing to an overcrowded environment (for instance Courtenay Place at night), as this can lead to injury or anti-social behaviour
- Respond promptly and with empathy/collaboration in the event of any any complaints or concerns about the use of the parklet, outdoor furniture or activities happening in it.

---

**Is the parklet I'm proposing going to be attractive?**

Your proposed parklet will only be considered if you:

- Provide high-quality, safe, and aesthetically pleasing furniture and fittings
- Repair or replace any damaged furniture and fittings
- Keep all furniture, fixtures and fittings associated with the shop clean and looking good.

# Submission requirements

## Complete all sections of the form with as much detail as possible.

### Site aerial map

Provide at least one aerial photo or site plan of your site, highlighting the parking space/s you would like to use and identifying any utilities or services that are on the proposed site. *See example on page 19.*

### Site context photos

Provide two or more site photos of the parking space/s you would like to use. These photos should be taken from multiple angles and include any street features, furniture, utilities and show what's surrounding your chosen parking space/s. *See example on page 19.*

### Parklet design plan

Provide a to-scale detail plan of what your parklet will include and street elements such as kerb, street signs, utilities and fixed furniture. The plans need to be accurately dimensioned (preferably drawn by an architectural designer) and have all the street furniture and services shown clearly. Provision of elevations and cross sections is strongly recommended. *See example on page 21.*

### Traffic management plan

If your design is complying with all the specifications of the this guide, a traffic management plan (TMP) for the duration of your parklet is not required. However, as the installation of the parklet can disturb the traffic flow and pose a risk to all road users, a TMP for installation and removal of the parklet is required. Temporary traffic management can only be carried out by warranted site traffic management supervisors (STMS) and traffic controllers trained by Waka Kotahi (NZTA)-accredited trainers.

# Stage 1. Site approval

Aerial plan (example)

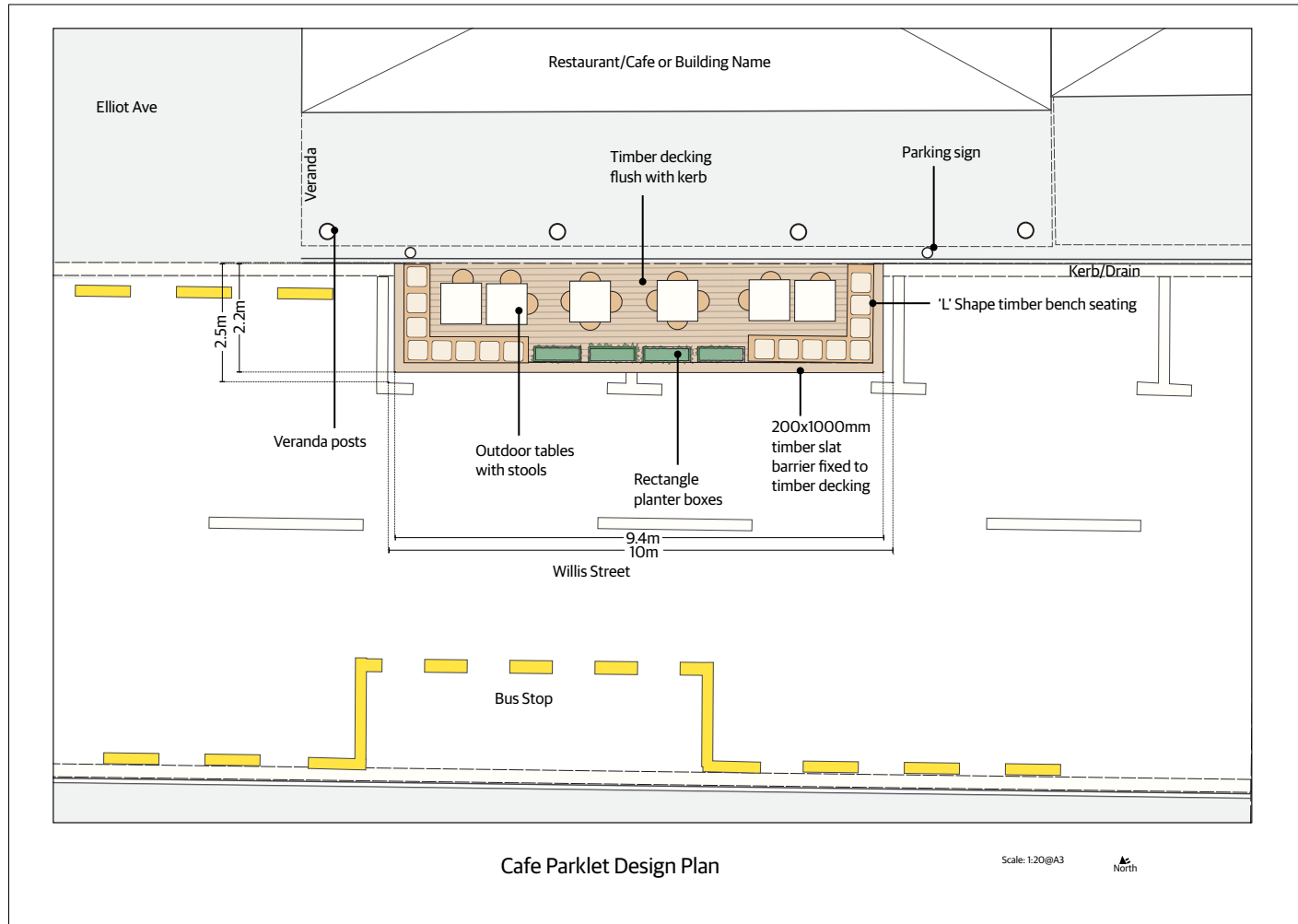


Site photos (example)



# Stage 2. Design approval

## Parklet design plan (example)



# The conditions

## These are the conditions for gaining approval and maintaining a parklet either short or long-term in Wellington City.

### Get in touch and be aware

1. Email the Council's Public Health team to get permission to develop a parklet: parklets@wcc.govt.nz
2. The Council will accept no liability for a private business initiative. Public liability insurance is required to align with the footpath use bylaw, and/or other licensing requirements where private businesses use public space.
3. The Council reserves the right to remove the parklet if it determines that the parklet conditions have not been met. Removal fees will be charged to the parklet host.

### Use of parklet

4. The public parklet is for public enjoyment as it is on public space. The parklet host can only ask people to leave if they are disturbing the peace or damaging property.
5. The parklet host may serve customers on commercial or public parklets (subject to relevant licences such as a liquor licence).

6. The parklet host is responsible for the safe use of the parklet within their stated operating hours.
7. The 'Parklet Permit' sign must be installed on the parklet and visible from the footpath.
8. According to the Trading and Event in Public Places Policy, parklets must be smokefree. Smokefree signage supplied by the Council must be prominently displayed at all times on the tables or other seating arrangements which are in the parklet. The parklet host needs to pay the cost of any liquor licence variations.

### Fees

9. The Council reserves the right to review fees charged for parklets.
10. In case of long-term use of the parking spaces, the Council may require the applicant to recover all or some of the revenue lost due to the parklet.

### Ownership of parklet

11. Ownership of the parklet elements remain with the business owner and will not be added to the Council's asset register.
12. If a business ceases to operate, the parklet owner will need to pay for and have the parklet removed.

### Branding and sponsorship

13. No branding is allowed on the exterior of the parklet. The business's identity should be reflected through design and the materials used in the parklet.
14. Sponsored materials are considered appropriate for any non-permanent elements of the parklet, such as market-style umbrellas that are sometimes used in the street. The identity of the business must be removed from the parklet when the business is closed.
15. No third party advertising is allowed.

### Traffic management for build/install

16. The parklet host will need to prepare and lodge a traffic management plan for the installation of their parklet.
17. The Council preference is for parklets to be built off-site and then installed. This minimises traffic management requirements and cost, and risks associated with building in the road reserve.
18. Generic or modular design is encouraged to allow fences or planters to be relocated to any site.
19. All road cambers and kerb heights are variable, so each parklet platform will need to be designed to meet the local constraints.

## Location

20. The location and design of the parklet must continue to provide easy access to on-street services such as fire hydrants and stormwater grates.

## Maintenance

21. Parklet optional elements need to be within the perimeter of the parklet and maintained to a standard that ensures that no foreseeable harm is caused to people during normal use.
22. The Council recommends ongoing cleaning, watering and maintenance of plants.
23. Parklet owners are responsible for providing and maintaining access to essential city infrastructures (including, but not limited to: utility poles, gas valves, manhole covers, wastewater systems, fire hydrants, cisterns and catch basins). This can include the temporary or permanent removal and/or storage of any structure(s) inhibiting access to these facilities.

## Building standards

24. Parklets must be designed to the New Zealand Timber Frame Standards and New Zealand Building Code.
25. Building work in connection with a deck, platform or the like from which it is not possible to fall more than 1.5 metres even if it collapses is not subject to a building consent (Schedule 1, Part 1 (24) of the Building Act 2004).
26. Parklets must be designed and built with robustness, climate, and vandalism in mind.

## Insurance

27. The holder of the parklet permit must hold current public liability insurance, in all respects satisfactory to the Council, with a limit of cover of not less than NZ\$2 million. Where the holder's public liability insurance expires prior to the expiry date set out in the parklet permit, the holder must, prior to expiry of the public liability insurance, provide the Council with evidence of renewal of the public liability insurance on no less favourable terms, to a date after the expiry of the parklet permit. If uninsured, the structures must be removed by the licensee or it will be removed and the licensee will be required to pay the costs.

