

Parklets and Car Park Activation

Council Policy

1. Purpose

The purpose of this Policy is to establish principles for the assessment, approval and management of parklets or other activations of car park spaces within the Council area.

Parklets and car park activation are intended to support the activation of public spaces, contribute positively to local amenity, and enhance the vibrancy of streets and centres while ensuring public land continues to be managed in the broader public interest.

2. Scope

This Policy applies to requests for the installation and operation of parklets and other car park activations on Council-controlled land, including road reserves and other public spaces.

This Policy applies to parklets and car park activation proposed by businesses, community organisations or other approved entities.

Approval of a parklet or car park activation does not create any ongoing entitlement to the occupation of public land. Parklet approvals are generally granted for a period of 12-months.

3. Roles and Responsibilities

Chief Executive Officer	Oversee the implementation of the Parklets & Car Park Activation Policy.
All Managers	Ensure compliance with the policy.
Manager Community Safety	Assess parklet/car park activation applications in conjunction with the Traffic Team and ensure compliance with policy and procedure. Lead consultation activities as outlined in the Parklets & Car Park Activation Policy. Process fees associated with parklets/car park activation.
Manager Engineering (and Traffic Team)	Manage and process traffic assessments in relation to parklet/car park activation applications.

4. Policy Statement

The City of Holdfast Bay is committed to promoting active and vibrant public spaces. Parklets and car park activations are encouraged as a means to enhance community interaction, support local businesses, and improve the urban environment, provided they meet Council's safety, accessibility, and design standards.

Approval of a parklet or car park activation will be subject to the demonstrated public benefit outweighing the loss of on-street parking.

4.1 Council supports parklets/car park activation where they align with the following principles:

4.1.1 Public Benefit

Parklets/car park activation must provide a demonstrable benefit to the wider community and contribute positively to the public realm.

4.1.2 Safety

Parklets/car park activation must not compromise pedestrian safety, vehicle sightlines, emergency access, or the safe operation of surrounding infrastructure.

4.1.3 Accessibility

Parklets/car park activation must maintain equitable access for pedestrians and support inclusive use consistent with accessibility requirements.

4.1.4 Amenity and Place Quality

Parklets/car park activation should enhance streetscape presentation, support local character, and contribute positively to surrounding amenity.

4.1.5 Adaptable Use

Not every car park must remain solely for vehicle storage where greater public value can be demonstrated through activation.

4.1.6 Accountability

Approved users remain responsible for maintenance, cleanliness, presentation, and compliance with all approval conditions.

4.2 Assessment Considerations

4.2.1 In considering whether a parklets/car park activation is appropriate, Council will have regard to:

- surrounding land use and street function
- pedestrian volumes and access requirements
- traffic and parking impacts
- public safety considerations
- accessibility outcomes
- visual impact and streetscape integration
- impacts on nearby properties or businesses
- strategic placemaking objectives

- maintenance and operational implications.

4.2.2 Approval of a parklets/car park activation remains at Council's discretion.

4.3 Consultation / Reduction in Car Parks

- 4.3.1 Where a proposed parklet would result in the loss of one or more on-street parking spaces directly adjoining a property, or is likely to impact property access, business operations, or resident amenity, Council will undertake targeted consultation with affected stakeholders. This will include, at a minimum, adjacent property owners and occupiers, immediately neighbouring businesses, and any relevant authorities, prior to making a decision.
- 4.3.2 In assessing any proposal, the Administration will give considerable weight to the loss of on-street parking capacity. For the purpose of this policy, a standard parklet installation will typically occupy two on-street parking spaces, generally to a maximum length of 10 meters.
- 4.3.3 In determining the extent of consultation required, Council will have regard to broader precinct-level considerations, including high parking utilisation, limited parking supply, and the presence of specific regulatory controls (such as time-limited, permit-based, loading, or accessible parking). Broader consultation will generally be required where complex or competing parking demands are present within the proposed locality to ensure these needs are appropriately balanced and understood prior to a decision being made.
- 4.3.4 Council will also consider the cumulative impact of parklets within a precinct, including the number, location, and distribution of existing or approved parklets, to avoid an unreasonable concentration that may reduce overall parking availability or compromise access and turnover.

4.4 Responsibilities of Approved Users

- 4.4.1 Approved users must:
- maintain the parklets/car park activation in a safe, clean and presentable condition
 - ensure ongoing compliance with approval conditions
 - hold any required insurances
 - promptly address maintenance or safety issues
 - remove or modify the parklet/car park activation were directed by Council.

4.5 Council Discretion

- 4.5.1 Council may impose conditions on any approval and may refuse, suspend, vary or revoke approval where:
- public safety concerns arise
 - operational requirements change
 - the parklet/car park activation no longer aligns with Council objectives
 - approval conditions are not met.
- 4.5.2 Council may require removal of a parklet/car park activation at any time where public interest requires.

4.6 Fees

4.6.1 Car Park Activation:

Section 221/222 permit application fee and the current on street carparking rate for a 24-hour period as outlined in Council's Fees and Charges Register.

4.6.2 Parklet:

Parklet application fee and where approved, a fee based on a square meter annual rate charged as outlined in Council's Fees and Charges Register.

5. Definitions

Key term or acronym	Definition
Parklet	Means a structure or defined outdoor area located within a parking space or other approved section of public land that extends pedestrian or public use space and may include seating, landscaping, or other approved elements.
Car Park Activation	Car park activation means the approved repurposing of on-street or off-street parking spaces for non-vehicle uses that enhance public amenity, support local business activity, improve streetscape outcomes or contribute to strategic place activation objectives.

6. Administration Use Only

Reference Number:	Document Set ID 5510408
Strategic Alignment:	Our Holdfast 2050+
Strategic Risk:	
Responsible Officer(s):	Manager Community Safety
First Issued / Approved:	23 June 2026
Minutes Date and Council Resolution Number:	23/06/2026, Council Report C230626/9430
Last Reviewed:	N/A
Next Review Date:	June 2029
Applicable Legislation:	<i>Local Government Act 1999</i>
Related Policies:	Council Outdoor Dining Policy
Other Reference Documents:	City of Holdfast Bay Fees and Charges Australian Standards for Road Safety <i>Disability Discrimination Act 1992 (Cth)</i>