

WAVERLEY COUNCIL PARKLET POLICY

July 2026



ACKNOWLEDGEMENT

Waverley Council acknowledges the Bidiagal, Birrabirragal and Gadigal people, who traditionally occupied the Sydney Coast.
We pay our respects to Elders past and present.

Parklet Policy	
Department	Urban Planning
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Relevant legislation	Roads Act 1993, Local Government Act 1993
Related policies/ procedures/ guidelines	N/A
Related forms	Parklet Application Form, Parklet Renewal Form, Parklet Change of Ownership Form



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1. Introduction

This policy applies to businesses within the Waverley Local Government Area seeking to install and operate a Parklet within a public road reserve. It sets out the framework for the planning, approval, installation, use and management of Parklets to ensure they are safe, well designed, equitable and deliver public amenity outcomes.

All Parklets require approval from Council (under Section 138 of the Roads Act 1993) and must comply with the requirements of this policy, relevant legislation and any applicable standards or guidelines.

1.1 Purpose of the program

The Parklet program facilitates the creation of an increased amount of publicly accessible community space within Waverley's streets and neighbourhood centres by allocating selected kerbside areas for seating, planting and low impact activities. The program aims to increase public amenity, support local businesses and contribute to safe, active and walkable streets.

Parklets are intended to address unmet demand for seating space in retail and commercial areas, to encourage street level activity and strengthen local centres as places for people to gather, rest and interact.

1.2 What is a Parklet

A Parklet is a temporary space created by occupying an amount of kerbside space and extending the pedestrian environment into the street. Parklets are generally located adjacent to the kerb and provide spaces for people to sit, rest and spend time in areas of high-pedestrian activity.

Public Benefits

Parklets increase public amenity by providing additional places to sit and socialise. They contribute to more active street environments and improve comfort for people using local centres.

Benefits for adjoining businesses

For businesses hosting a Parklet, benefits include additional outdoor seating and increased customer capacity, improved street presence and increased visibility from the street. Parklets can support business viability by enhancing the customer experience and encouraging longer stays near the business.

1.3 Who can apply for a Parklet

Parklets are primarily intended for 'food and drink premises' operating from a ground floor business that is directly adjacent to a suitable kerbside location within the Waverley LGA and meets Council's site selection criteria.

1.4 Parklet pathways

There are **three** different pathways for a business to obtain a Parklet. Refer to relevant sections of this policy for detailed requirements, costs and fees and processes for each pathway.

A - Council Provided – Fabricated

These Parklets are owned and installed by Council and are typically allocated for shorter periods, rotated every 12 months. There is a limited number of Council provided Parklets and applications are managed via a waiting list.

B -Council Provided – Concrete Barrier

Concrete barrier Parklets are supplied by Council and can be leased by businesses for installation outside their premises. They are intended to be in place for one year and can be renewed annually.

C - Business Provided

Businesses may construct their own Parklet in accordance with Council’s design standards and criteria as set out in the Parklets Design Guidelines document. These Parklets can be in place for longer periods and may be renewed annually subject to Council assessment of location suitability, compliance and feedback.

	PARKLETS		
	Council Provided Fabricated	Council Provided Concrete Barrier	Business Provided
Owner	Council	Council	Host Business
Liability	Host Business	Host Business	Host Business
Duration	1 year	1 year - renewable	1 year - renewable
Cost	Host business pays for delivery, installation and removal costs, Council application and assessment fees and car space fee	Host business pays for delivery, installation and removal costs, Council application and assessment fees and car space fee	Host business pays for design, documentation, construction, Council application and assessment fees and car space fee

2. Applications and requirements

This section outlines eligibility, assessment criteria and the application process for each Parklet type.

3.1 Location suitability

Parklets may only be located where the street environment is suitable and safe. Locations will generally:

- Be on roads with speed limit of 50 km/h or less
- Have clear sightlines and straight road geometry
- Be located within parallel parking bays
- Not be on clearways or classified roads
- Be set back 10m from intersections and traffic signals
- Avoid utility access points, driveway crossings, drainage infrastructure and service covers

Final suitability is determined by Council officers including traffic and safety assessment.

3.2 Fees and costs

Tables 1 and 2 below outline the fees and costs for each Parklet type.

Outdoor space fees, the Parklet parking space surcharge, Council application and assessment fees and bond amount are prescribed within Waverley Council's **Pricing Policy and Schedule of Fees and Charges** (available on Council's website) under section 36 – **Use of Roads, Footpaths and Pedestrian Malls**.

Table 1 – Council Fees

Parklet Type	Council Provided - Fabricated	Council Provided -Concrete Barrier	Business Provided
Outdoor Space Fee (Annual)	In accordance with Section 36.4 – Footpath Seating and Application fees, plus 20% Parklet surcharge* Area generally based on parking space area of 6m x 2.4m)	In accordance with Section 36.4 – Footpath Seating and Application fees, plus 20% Parklet surcharge* Area generally based on parking space area of 6m x 2.4m)	In accordance with Section 36.4 – Footpath Seating and Application fees, plus 20% Parklet surcharge* Area generally based on parking space area of 6m x 2.4m)
Council Application & Assessment Fee	In accordance with Section 36.4 – Footpath Seating and Application fees*	In accordance with Section 36.4 – Footpath Seating and Application fees*	In accordance with Section 36.4 – Footpath Seating and Application fees*
Bond	Equivalent to 3 months footpath seating fees*	Equivalent to 3 months footpath seating fees*	N/A

*Amount may be annually updated, refer to the latest Waverley's Pricing Policy and Schedule of Fees and Charges – rates apply according to location. The 20% surcharge helps recover some of the cost associated with the parking space occupied by the Parklet

Table 2 – Other Costs

Applicants should also be aware of additional costs associated with installation and operation of parklets, as outlined in Table 2 below.

Parklet Type	Council Provided - Fabricated	Council Provided -Concrete Barrier	Business Provided
Delivery & Installation	\$ 800 **	\$1350**	By Business
Traffic Control	\$500 **	\$500 **	\$500 **
Timber Deck	N/A	Optional Additional - cost to be confirmed upon application	N/A
Design & Construction	N/A	N/A	By Business
Public Liability Insurance (\$20M)	By Business	By Business	By Business
Maintenance	By Business	By Business	By Business

** Costs are indicative only and based on previous installations and supplier quotes, final amounts will be confirmed at the time of application and invoiced accordingly

2.3 Applications

Refer to the relevant section below for the application process for each Parklet type.

2.3.1 Council provided - fabricated Parklets

1. Applicants are encouraged to contact the Parklet team on parklets@waverley.nsw.gov.au to confirm location suitability and register to be on the waiting list.
2. If the location is supported and a Parklet is available, the applicant should complete the Parklet Application Form and submit along with any supporting documents.
3. Council will assess the application and notify the applicant of the outcome within 2-4 weeks. If approved, an invoice will be issued.
4. The applicant will need to sign the Parklet Agreement including the Routine Maintenance Checklist Agreement and pay the invoice to secure their Parklet Permit.
5. Once the agreements are signed and invoice is paid, Council will schedule and coordinate installation with the applicant.
6. During the permit period, the host is responsible for routine cleaning, maintenance and upkeep as per as per the Maintenance and Upkeep Agreement.
7. At the end of the approved term, the Parklet is removed and relocated by Council. Applicants can reapply to be added to the list.

2.3.2 Council provided - concrete barrier Parklets

1. Applicants are encouraged to contact the Parklet team on parklets@waverley.nsw.gov.au to confirm location suitability.
2. If supported, applicant should complete the Parklet Application Form and submit along with any supporting documents.
3. Council will assess the application and notify the applicant of the outcome within 2-4 weeks. If approved, an invoice will be issued.
4. The applicant will need to sign the Parklet Agreement including the Routine Maintenance Checklist agreement and pay the invoice to secure their Parklet Permit.
5. Once the agreements are signed and invoice is paid, Council will schedule and coordinate installation with the applicant.
6. During the permit period, the applicant is responsible for routine cleaning, maintenance and upkeep as per the Maintenance and Upkeep Agreement.
7. At the end of the approved term, the Parklet must be either renewed or removed in accordance with Council direction.

2.3.3 Business provided Parklets

1. Applicants are encouraged to contact the Parklet team on parklets@waverley.nsw.gov.au to confirm location suitability.
2. If supported, applicant should complete the Parklet Application Form and submit along with any supporting documents including detailed design and construction details.
3. Council will assess the application and notify the applicant of the outcome within 2-4 weeks. If approved, an invoice will be issued.
4. The applicant will need to sign the Parklet Agreement including the Routine Maintenance Checklist agreement and pay the invoice to secure their Parklet Permit.
5. Once the agreements are signed and invoice is paid, Council will coordinate installation with the applicant and confirm any requirements for works within the road reserve. The business owner is responsible for ensuring all works comply with approved plans, safety requirements and relevant standards.
6. During the permit period, the applicant is responsible for routine cleaning, maintenance and upkeep as per the Maintenance and Upkeep Agreement.
7. At the end of the approved term, the Parklet must be either renewed or removed in accordance with Council direction.

2.4 Maintenance

Parklets will need to be maintained by the host business in accordance with the Routine Maintenance Checklist and Agreement. Council-owned Parklets that are subject to major damage or weathering would be repaired by Council.

Council reserves the right to require modification, temporary closure or removal of a Parklet where safety, operational, traffic or other unforeseen issues arise. In the event of a temporary closure or removal, fees would not be charged.

2.5 Premises Compliance

Business owners must ensure the premises holds current development consent or other relevant approval to operate as a foods and drink premises. Any additional seating associated with a Parklet should be consistent with the approved use and patron capacity of the premises.

2.6 Shared Use

Only one business may be nominated as the permit holder for each Parklet and will be solely responsible for compliance with all permit conditions. Sharing arrangements with neighbouring businesses are at the discretion of the permit holder; however all obligations remain with the nominated permit holder.

2.7 Third-Party Advertising

No signage, branding or third-party advertising will be permitted on Council Owned Parklets including concrete barriers.

Business provided Parklets may incorporate branding colours and logos, provided no third-party advertising is displayed as the design complies with Council standards.

2.8 Change of Ownership

If a business changes ownership, the new operator must either apply to transfer the Parklet approval or submit a Parklet removal application. For business provided Parklets removal is the responsibility of the business.

2.9 Liquor Licence & Plan of Management (if applicable)

If your premises serves alcohol, a copy of the liquor licence and Plan of Management (POM) is required.

2.10 Public Liability Insurance

If/when approval is issued, the applicant must obtain public liability insurance for the approved footpath area for legal liability to the public in respect of personal injury and property damage.

The insurance must:

- Be for a minimum \$20 million (or a larger amount if directed by Council);
- Name “Waverley Council” as an interested party as owner in respect of the Parklet adjacent to the business;
- Include a “cross-liability” clause, and
- Secure the interest of the applicant and that of Council against any claim that may be made as a result of the use of the Parklet.

A Certificate of Currency must be provided to Council prior to the use of the Parklet. Thereafter the Certificate is to be provided to Council annually.

Public Liability Insurance is only required after approval is issued.



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