

Application for a parklet permit

This licence is granted under the Public Places Bylaw 2022 and Trading and Events in Public Places Policy 2022.

Post to:

Operations
Public Health Team
Wellington City Council
PO Box 2199
Wellington 6140

Deliver to:

Te Awe
29 Brandon Street
Wellington Central
Wellington 6011

Johnsonville Library
34 Moorefield Road
Johnsonville
Wellington 6037

Email to:

parklets@wcc.govt.nz

If you have any questions please visit us at one of the Wellington City Council service desks above. Or email parklets@wcc.govt.nz

Fees

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

Application for a new parklet permit	\$236
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To renew an existing permit (parklet permits must be renewed every year)	\$119
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Application for permission to install a parklet is made in accordance with **Parklet design guide** and the details set out below.

Please PRINT clearly.

Applicant details (please complete all fields)

Applicant name:

Premises' physical address:

Premises' trading name:

Company register number:

Postal address:

Suburb:

Postcode:

Contact name:

Phone/s:

Mobile:

Email address:

Proposal details

Proposed trading hours and days of use of the parklet:

Is alcohol to be supplied/served/consumed in the proposed area?	Yes	No
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*Note: You can only serve alcohol in the area if it is covered by an alcohol licence. If you already hold an alcohol licence, you will need to apply for an **alcohol licence variation** to the conditions of your alcohol licence to have the proposed outdoor area added to your licence.

Total area to be used for furniture (in square metres):	Length:	Width:
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Number of tables and chairs to be placed within parklet:	Tables:	Chairs:
Describe the furniture you will use in the outdoor area: Please upload product images showing the elements you intend to use.		
Are you intending to have any other furniture in the area (eg planters, umbrellas, heaters, lights)?		Yes No
If so, please provide dimensions of these elements: Please upload product images showing the elements you intend to use.		
Tables	Dimensions (W x H x D):	Material:
Chairs	Dimensions (W x H x D):	Material:
Planters	Dimensions (W x H x D):	Material:
Other	Dimensions (W x H x D):	Material:
Will the area be covered?	Yes No	
If so, please provide dimensions of the overhead structure.	Dimensions (W x H x D):	

Information required

Please provide the following with your parklet application:

- This completed application form.
- A site aerial map – 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 or near the proposed site.
- Site context photos – two or more site photos of the parking spaces you would like to use. These photos should include any street elements, furniture, utilities and show what is surrounding your chosen parking spaces.
- A to-scale detailed parklet design plan with dimensions which include:
 - Proposed placement of tables and chairs with measurements of size and height.
 - Proposed placement of any other temporary furniture eg planters, umbrellas, heating devices with measurements of size and height.
- Elevation and/or section drawing/s – a to-scale drawing showing an elevation view of the design, including accurate dimensions of the parklet features.
- Photos or product images showing the outdoor furniture and elements you intend to use.

Public liability insurance – evidence that you hold public liability insurance of at least \$2 million for the outdoor area you plan 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.

By signing this application

1. I acknowledge I have read and understood the attached conditions for the operation of outdoor dining. If the application is approved, I agree to comply with those conditions.
2. I confirm that I currently have public liability insurance, with a limit of cover of not less than \$2million for the outdoor area proposed at the premises/address. I will ensure that this insurance remains in place for the duration of the approval.
3. I agree to indemnify 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 patrons, outside of the above premises.
4. I understand it is my responsibility to ensure the area remains smoke free and vape free. For more information, please see the [Smokefree Wellington policy](#).

Signature:

Date:

Applicant's name (please print clearly):