

Application Checklist

Stage 1: Application

- Read the available documentation on resident parklets.**
- Create a basic design for the parklet that reflects the principles outlined in the design guidance document.**
- Apply online via the application link. Submit the stage one application, outlining how the parklet will benefit the local community and include preliminary design and pictures.**

Stage 2: Site visit by Council Officer and remaining documents

Please complete these steps once the design and initial concept for the Community Parklet has been approved by a Council officer.

- Detailed Design: Specific dimensions of all elements and arrangement of furniture, amenities and planting. Materials to be used and a construction method statement. *Please note that there may need to be various iterations of the design prior to approval.***
- Maintenance plan: Describe how cleaning and repairs will be undertaken throughout the length of the trial.**
- Risk assessment: Demonstrate consideration of associated risks and how you plan to mitigate them.**
- Construction Method Statement: Describe your plan on how you intend to build your Community Parklet.**
- Downloaded templates and forms, from website, including the local street consultation 'Neighbourhood Support' form.**

Stage 3: Neighbourhood Support Form and evidence of Public Liability Insurance

The following steps will need to be followed once the previous stage documents have been submitted and reviewed and approved by a Council officer.

- Neighbourhood Support form:** A completed "Neighbourhood support form" will require at least 10 signatures from neighbours, this is to ensure the local community supports the proposal

- Public Liability Insurance purchased**

Stage 4: Building your parklet and grant reimbursement

- Build your Community Parklet on the date provided by a Council Officer from the Parklet Team**
- Grant reimbursement: Send a predacted bank statement and proof of purchases to the Parklets team via email at Parklets@walthamforest.gov.uk (please include the street name and location of the Parklet within the email)**