



# **RESIDENT PARKING** **CONTROLS POLICY**

## **1.0 INTRODUCTION**

- 1.1 All new schemes relating to resident parking will be covered under the terms and conditions of this policy which is aimed at giving appropriate priority to resident parking over commuters and visitors in areas of high parking demand.
- 1.2 The Council will consider appropriate Resident Parking Controls in accordance with the specific circumstances and criteria detailed in this document. This will include the use of two types of controls comprising either 'Permit Parking Areas' or 'Permit Parking Bays' as set out and explained under the relevant sections below.
- 1.3 The Council, at its sole discretion, shall interpret the specific circumstances within each street or area following where necessary and appropriate surveys or reviews of data and other available evidence to determine the most appropriate Resident Parking Controls to be considered.
- 1.4 The purpose of the highway is for the movement of people and traffic with no legal right for any vehicle to park on a public highway. However, where residential streets are significantly impacted by extraneous parking by non-residents such as shoppers, commuters or visitors to public facilities / amenities, then it is sometimes desirable to introduce Resident Parking Controls, to provide a certain parking priority to residents, as set out in this document. It should however be noted that Resident Parking Controls do not guarantee a space outside a residence or the availability of on-street parking spaces.
- 1.5 The use of Resident Parking Controls provides a method of restricting parking in an area or street by means of a legal 'Traffic Regulation Order' whilst allowing, primarily residents, but also their visitors, to park using the provision of residents' permits. This can assist in addressing community concerns over the availability of residential parking by preventing and/or restricting parking by commuters and non-residents, thereby providing a better opportunity for residents to park close to where they live.
- 1.6 Resident Parking Controls are also an effective way to encourage and make better use of more appropriate off-street facilities whether public or private, and when used in conjunction with other controls can also assist in preventing

congestion, reduce safety hazards and prevent obstruction of emergency vehicle access or access to properties.

- 1.7 The Council will not solely implement parking restrictions in residential areas (such as double yellow lines, single yellow lines or no loading at any time), unless such restrictions are considered necessary to resolve significant road safety issues or traffic delays and/or congestion. However, such restrictions may be necessary to compliment specific Resident Parking Controls.
- 1.8 Where access to a property is being regularly obstructed by parked vehicles, residents should consider making an application for Access Protection or H-bar Markings, details of which are available on the Council's website. Keep Clear markings will not be considered for private drives in residential areas.
- 1.9 There is currently no charge for the issue of Resident Parking Permits associated with any type of Resident Parking Control, however, the Council reserve the right to review and propose reasonable charges to cover the enforcement and operational costs of such schemes in the future through an appropriate consultation process.
- 1.20 The provision of Resident Parking Controls specifically precludes new developments which would be expected to provide suitable parking on site. Resident Parking Controls will also not be considered where on-street parking capacity is affected by short stay parking by non-residents, e.g. local shops, parents dropping children at school, visitors to GPs, visitors to community/faith centres. Other parking controls may be considered where necessary to address highway safety and congestion.
- 1.21 In all cases, streets for which residents parking facilities are requested will not be progressed unless funding is available to implement measures, should the street qualify. Requests for Resident Parking Controls will be held on file to be assessed and considered annually to determine their priority order based on initial assessment and review. Where appropriate this may involve formal or informal parking surveys at appropriate times to obtain necessary evidence of a parking capacity problem.
- 1.22 A shortlisted of suitable schemes considered to be desirable and practical in any single financial year will be compiled in priority order and submitted for decision by the Director of Environment and Housing Services in consultation with the Cabinet Member Neighbourhood Services and Transport on which to progress in accordance with stated criteria below, subject to available funding.
- 1.23 In the design of approved Resident Parking Control schemes the Council will consider: -
  - Hours and days of operation to manage the prevailing parking capacity effectively.
  - The nature and character of the existing road or street, including road width and other restrictions.
  - Parking provision for disabled residents.

- Design of parking restrictions for roads/streets in their entirety.
  - Maintaining safe traffic flow and visibility at junctions.
  - The use of the area, including bus, business, school, church access requirements.
  - The possible displacement caused by the introduction of a controlled parking scheme to adjacent areas / roads.
  - Public safety.
- 1.24 All vehicles parked within designated Resident Parking Controls (with the exception of delivery vehicles or street works contractors) need to display a valid parking permit to be legally parked during the scheme's hours of operation. Should the Council introduce automatic number plate recognition (ANPR), then the vehicle's registration number would become the permit and only visitor permits will be required to be physically displayed.

## **2.0 CRITERIA FOR RESIDENT PERMIT PARKING AREAS**

- 2.1 Where the Council considers there is a specific case in high impact areas to reserve parking in an entire road or neighbourhood for the sole use of permit holders then a scheme for a 'Permit Parking Area' will be considered.
- 2.2 Such areas will be determined at the sole discretion of the Council after consideration of specific circumstances and will generally include residential streets and housing developments near significant visitor attractors or large employment sites which can lead to a high level of extraneous parking in local streets, detrimentally impacting residential parking availability and causing a nuisance to residents. Examples of such areas include, but are not limited, to those listed below: -
- Large hospital sites within a residential community.
  - Industrial sites and / or Enterprise zones.
  - Tourism areas and resorts attracting significant and regular footfall.
  - Country parks
- 2.3 The use of Permit Parking Areas will also be considered preferable where the implementation of car parking charges or other adjustments in Council car parks has the potential to result in displacement parking into nearby residential developments. In such case this could both protect residential parking and encourage effective use of the off-street car park facilities provided specifically for visitors and tourists.
- 2.4 The implementation of Permit Parking Areas will be generally limited to cul-de-sac or small to medium residential developments sites which have limited vehicular access points with normally little or limited through traffic. The implementation of a Permit Parking Area must be designed in accordance with the requirements set out in Section 13.10 of Chapter 3 of the Traffic Signs Manual for regulatory signage.

- 2.5 Requests for Permit Parking Area will be assessed based on parking conditions throughout a typical week. For a scheme to be considered, the level of on-street non-residential parking in a residential area because of extraneous parking from a significant visitor attractor or large employment site must be such that it regularly and excessively inconveniences local residents and causes highway safety and congestion issues. Where this cannot be demonstrated then the Council will consider as an alternative the use of Permit Parking Bays as set out in Section 3.0 below.
- 2.6 In considering any schemes there needs to be a clear understanding of the parking problems in the area and the implications of the introduction of any new Residents Parking Area, particularly in terms of the potential relocation of displaced parking. All schemes will be introduced on an area basis thereby providing greater flexibility by using spare capacity in one street to supplement another. Area boundaries should remain logical, compact and easily defined.
- 2.7 If an initial evaluation suggests that extraneous parking from a significant visitor attractor or large employment site is causing excessive disruption and inconvenience within residential areas the Council may carry out survey work as deemed necessary to evidence the extent of the nuisance before making a final decision. Following this survey work the decision of the Council will be final and there will be no right of appeal.
- 2.7 Prior to proceeding with any Permit Parking Areas, the Council will consult with all affected residents within the proposed area and will require a majority response in favour of such a scheme for it to proceed (including nil returns). If there is sufficient support, then a detailed scheme will be designed and notified to residents.
- 2.8 In order to make full use of the available on-street parking and for effective operation, any permit holder for a specified Permit Parking Area will be permitted to park anywhere within the defined boundary of the Area.
- 2.9 If the above criteria is met formal consultation will then be undertaken in accordance with the appropriate legislation including the 'Road Traffic Regulation Act 1984' and 'The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996' and, if appropriate, the scheme introduced.

### **3.0 CRITERIA FOR RESIDENT PERMIT PARKING BAYS**

- 3.1 Permit Parking Bay schemes are intended to reserve a portion of the available parking space in any street exclusively for residents and their visitors where a street is subject to extraneous parking by non-residents such as shoppers, commuters or visitors to public facilities. Permit Parking bays are usually spread as evenly as possible throughout a street and to park in a parking bay a vehicle would be required to display a valid permit. The exception to displaying a permit in every occasion would be if ANPR was in use.

- 3.2 Where appropriate, Permit Parking Bay schemes may incorporate the use of 'shared space' or 'dual use' parking bays to ensure the efficient use of on street parking provision at suitable times during the day, where the overall parking supply is limited. Such arrangements will incorporate time-limited use of on street space to operate alongside vehicles with residents' permits.
- 3.3 The Council will normally consider and install Permit Parking Bay schemes according to the operational criteria below but will consider consulting on other options for protecting local parking availability to enhance schemes where local circumstances indicate that this is necessary.
- 3.4 Requests for resident parking bays and incorporation of 'shared space' or 'dual use' parking bays will be assessed based on parking conditions throughout a typical week. For a scheme to proceed, the average parking level observed must reach or exceed 75% of the available parking space and there must be enough on-street capacity for a scheme to be practical without leading to access or safety issues.
- 3.5 After receipt of an application for a Permit Parking Bay scheme and subject to available funding, an initial evaluation may be carried out by Officers to establish if 75% of parking saturation is likely to be reached.
- 3.6 If the initial evaluation suggests that the 75% criteria is likely to be reached, at least 2 further detailed surveys will be carried out Monday to Saturday up to 6.00pm. Depending on specific circumstances and locations additional surveys may be undertaken as considered necessary to evaluate the parking availability.
- 3.7 If the saturation point has been reached, there will be a need to establish whether there is general support amongst residents to introduce a resident parking scheme. This will take the form of a consultation with residents who will be provided with a consultation document with information on the pros-and-cons of any scheme.
- 3.8 For any resident parking scheme to proceed, then consultation letters will be delivered to all residences with a requirement for responses from over 60% of residents to be in favour of a resident parking scheme to proceed (including nil returns). This is to ensure majority support from residents for the introduction of a scheme.
- 3.9 When new resident parking bays are created it will also often be necessary to introduce parking restrictions at the same time to define lengths of road where parking is not safe or appropriate (for example within 10 metres of a junction or to enable vehicles to pass safely). These additional restrictions will often reduce the amount of on-street parking opportunity which residents previously enjoyed and is an unavoidable disbenefit of introducing resident parking schemes.
- 3.10 In most cases, the operational times for the resident parking permit scheme will generally be 8am to 6pm each day unless local characteristics dictate otherwise and are substantiated by significant evidence from additional surveys.

- 3.11 New resident parking schemes will normally reserve a minimum 50% of the available parking space in any street (up to 75% in justifiable circumstances subject to local circumstances and survey results) for residents and their visitors, with the remaining percentage of spaces allocated to limited waiting, shared use or uncontrolled parking, as appropriate.
- 3.12 If there is enough support of the residents in the street for a resident permit parking bay scheme then a detailed scheme will be designed and notified to residents.
- 3.13 New schemes will be introduced on a street-by street basis and only residents from the newly restricted streets will be eligible to apply for resident parking permits.
- 3.14 If the above criteria are met formal consultation will then be undertaken in accordance with the appropriate legislation including the 'Road Traffic Regulation Act 1984' and 'The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996' and, if appropriate, the scheme introduced.

#### **4.0 RESIDENT PARKING PERMIT TYPES AND CRITERIA FOR USE**

- 4.1 Anyone living at an address within an area covered by Resident parking Controls may apply for a resident parking permit for vehicles assigned to them at that address so long as the address is their primary residence. Resident parking permits must only be used in the vehicles and in the streets or areas that they were issued for.
- 4.2 Residents may apply for one Visitor permit, regardless of whether there is a vehicle registered to that address. Visitor's Permits can only be used in the vehicles of bona fide visitors to a property for short term parking. The visitors' permit may not be displayed on a vehicle used by the residents of the property and it may not be used when the driver/visitor has gone elsewhere.
- 4.3 Resident parking permits are annual (1<sup>st</sup> April to 31<sup>st</sup> March).
- 4.4 Proof of residence will be required to ensure that only bona fide-residents are able to obtain all types of permits. In addition, for resident permits, the vehicle registration number and proof of ownership or use of the vehicle will also be required.
- 4.5 For online applications, the Council Tax Account Number will serve as proof of residence. For postal or applications in person, either the Council Tax Account Number or two of the following forms of identification will be required as proof of residence, together with proof of vehicle ownership or lease hire (copy of V5C registration certificate or letter from lease company).

- Official Rent Book / Tenancy Agreement (this must be signed and dated by the landlord or agency and tenants. It must also include the name of the applicant and cover the period for which the permit is required).
- Bank or Building Society statement (dated within 3 months of application).
- Current Council Tax or Utility Bill which covers the 3 month period prior to application - Gas, Electric, Water or mobile/landline telephone.
- Solicitor's letter confirming completion of purchase of property (dated within 3 months of application).

**Please note:** Deposit Protection Scheme Deposit Agreements, driving licenses or vehicle documents are not accepted as proof of address. You may be asked at any time to provide additional documents or evidence in support of an application. The Council reserves the right to deny any application when it is not satisfied that the conditions to which an application must be made have been fulfilled.

- 4.6 Resident parking permit holders may apply to renew a permit at up to 3 months before it is due to expire. It is the permit holder's responsibility to renew their permits before expiry, allowing enough time for a new permit to be issued before the expiry date. If the permit has already expired, it cannot be renewed and a new permit must be applied for. Failure to display a valid permit could result in a penalty charge notice being issued for a parking contravention, which will not be rescinded.
- 4.7 Any claim of resident parking permit misuse will be investigated and, if appropriate, permits may be cancelled or withdrawn from the offending resident or residence.
- 4.8 Lost permits will not be replaced in normal circumstances. In exceptional circumstances such as theft, and if proof is provided in the form of a Police incident report, a permit may be replaced free of charge. If no proof is provided, then the permit will not be renewed until its expiry date.
- 4.9 The resident permit holder will advise the Council of any change of vehicle and a new permit must be applied for. The old permit must be returned to the Council to be cancelled. However, if the old permit cannot be returned for exchange then it will be considered as a lost permit.
- 4.10 If for any reason a permit is no longer required, for example, moving to a new property, then the permit must be surrendered to the Council. Permits are strictly non-transferable.
- 4.11 For Resident Permit Parking Bay schemes, residents of corner properties may be allowed to choose whether their permits are assigned to the road of their postal address or to an adjacent road if a property's main access is located there, provided that the scheme is in place in that street.
- 4.12 Landlords and owners of the property are not permitted to apply for a permit unless they reside at the property for which the application is made.

- 4.13 Resident parking permits remain the property of the Council and may be cancelled or revoked at any time. If a Civil Enforcement Officer requests to view your parking permit you must show it to them. If the Council suspect that it is being fraudulently used, then the Council has the power to seize the permit.
- 4.14 Vehicles which exceed 2.44 metres in height and 5.49 metres in length or have more than eight seats, in addition to the driver's seat, or exceed a maximum mass of 3.5 tonnes will not be eligible for a resident parking permit and must not display a visitor permit.
- 4.15 All permits must be clearly displayed and attached to the windscreen or placed on the dashboard of the vehicle, ensuring that all the relevant details are visible to an inspecting Officer at all times (see previous exceptions detailed concerning ANPR).
- 4.16 Any vehicle parking within a designated resident parking bay must ensure that every part of the vehicle stands within the limits of the bay.
- 4.17 The issue of a resident parking permit will at no time absolve the permit holder from parking legally, without due care and without creating an obstruction. The Council will not accept any responsibility for the damage, theft or loss of, or to, any vehicle or its contents whilst parked in any Permit Parking Area or Permit Parking Bay.
- 4.18 Owners of a Blue Badge may park in resident parking bays for a maximum of 3 hours during controlled hours. The blue badge and time clock must be displayed, and all other conditions of blue badge use must be adhered to.

**Declaration:**

The information provided will be processed in line with the Data Protection Act 2018 for the purpose of fulfilling our legal obligation. All information will be treated as confidential; however it will be shared with the Wales Audit Office for the prevention and detection of fraud and other organisations when required to by law.