

Meeting of:	Cabinet
Date of Meeting:	Monday, 27 July 2020
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	Car Parking Displacement - Coastal Areas and other Locations with High Visitor Numbers
Purpose of Report:	To agree appropriate arrangements to protect residential areas from the effects of high levels of visitor parking
Report Owner:	Report of the Cabinet Member for Neighbourhood Services and Transport
Responsible Officer:	Miles Punter - Director of Environment and Housing Services
Elected Member and Officer Consultation:	<p>Legal - Committee Reports</p> <p>Procurement Officer</p> <p>Equality Co-ordinator</p> <p>Head of Regeneration and Planning</p> <p>Operational Manager, Engineering</p> <p>Passenger Transport Manager</p> <p>Operational Manager, Property</p> <p>Operational Manager, Regeneration</p> <p>Operational Manager Neighbourhood Services, Healthy Living and Performance</p> <p>Operational Manager Neighbourhood Services, Operations</p> <p>Neighbourhood Services and Building Accountant</p>
Policy Framework:	This report is a matter for Executive Decision by Cabinet

Executive Summary:

- The Council has several residential areas where its residents are suffering from extraneous parking.
- One of the ways that residents can be supported in such cases is to introduce resident parking schemes aimed at giving residents priority over on-street parking in their streets.
- The Council (and its predecessors) has not introduced any new residential parking schemes since 1996.
- At its meeting in March 2019 Cabinet considered a new Resident Parking Policy but this was rejected largely due to the costs proposed for permits but also as members felt the Policy did not address all the issues that residents were experiencing.
- The report proposes a new 'Resident Parking Controls Policy' aimed at providing a new opportunity to address current and future residential parking concerns, taking account of previous comments made both by elected members and the public when Cabinet previously considered this matter.
- The Policy features two options for residential parking schemes, both at no additional costs to residents; one based on the existing scheme in place in a number of town centres, and a new arrangement primarily aimed at addressing parking problems in housing estates and cul-de-sacs.
- In addition to historical considerations, the new Policy takes full account of the parking issues experienced recently by residents during the Covid-19 emergency.
- The report proposes consideration of the following specific areas in the first tranche of residential parking assessments, which will be conducted in line with the Policy: Barry Island, Ogmores-by-Sea, The Knap, Cosmeston and Llandough.
- The report proposes delegating certain authorities to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport and use of the Council's urgency procedures for decisions making, due to the need to promptly progress a conclusion to some of the parking displacement issues currently being experienced.

Recommendations

1. That Cabinet agrees the new Resident Parking Controls Policy attached at Appendix A to this report.
2. That delegated authority is granted to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport, to design the residential parking schemes for the locations listed in this report at 2.17 and any new residential parking schemes that are deemed appropriate in the future.
3. That £20k of the Neighbourhood and Transport asset renewal capital budget be re-allocated to this project for 2020/21, with the same amount to be committed for future years.
4. That on implementation of any residential parking schemes reviews be conducted on an ongoing basis of the comparison between the full costs of the order (revenue and capital) and any enforcement income received, along with any additional socio-economic benefits.
5. That Cabinet be provided with a further report on this matter in 12 months.
6. That Cabinet agree the use of article 14:14 (urgency procedure) in respect to recommendations 1, 2, 3 and 4.

Reasons for Recommendations

1. To agree the new Policy
2. To ensure that the locations indicated and any new residential parking scheme proposals can be promptly considered and determined.
3. To enable year on year funding for residential parking schemes on a prioritised basis.
4. To ensure that residential parking schemes remain viable.
5. To update Cabinet on the outcomes of the Policy.
6. To enable a prompt introduction of the Policy so that solutions can be considered for those residents suffering most from parking displacement.

1. Background

- 1.1 Several residential areas in the Vale of Glamorgan have long suffered the effects of high volumes of visitor parking.
- 1.2 Whilst there is no legal right for residents to park their cars on the public highway close to their homes, the inability to park on the highway at a sensible distance from them on regular occasions, due to visitor parking, can be particularly stressful for residents and can even affect their travel habits, causing unnecessary disruption to their private lives.

- 1.3** The issue of Residential Permit Parking schemes was considered previously by Cabinet as part of an overall package of car parking controls (Cabinet 18th March 2019) but was rejected at that time due primarily to the costs then proposed for permits.
- 1.4** Increased displacement parking in residential streets due to the Council's recent closure of certain car parks as part of its emergency Covid-19 arrangements has raised the profile of this issue as has the recent public consultation on the Traffic Regulation Orders required to introduce car parking charges at certain town centre and country park locations. A report detailing this consultation response and the final arrangements for car parking charges is to follow but there is an opportunity now to address some of the concerns raised as many of these have been apparent for several years.
- 1.5** This report considers the issues of parking displacement and proposes new parking arrangements aimed at addressing significant parking displacement issues both now and in the future.

2. Key Issues for Consideration

- 2.1** There are several ways of mitigating parking displacement problems in residential areas, such as increased off street parking capacity, promoting increased use of other forms of transport and the introduction of 'on street' parking restrictions, such as residential parking schemes, which provide a parking advantage to residents over visitors.
- 2.2** Introducing additional off-street parking capacity is an expensive option and does not fit with the Council's strategic plan to increase active travel and reduce reliance on the private motor car. Also, whilst promoting a shift away from the use of private motor cars is a constant, excessively high parking demand at certain locations in the Vale is set to continue for the foreseeable future.
- 2.3** This report therefore concentrates on the possible introduction of on-street parking restrictions aimed at providing greater parking opportunities for residents over those whom may be visiting the area to attend an attraction nearby.
- 2.4** As this Council has not introduced any new residential parking-based schemes since Local Government Reorganisation in 1996, the report recommends the introduction of a new Resident Permit Parking Policy, aimed at addressing the resident parking issues currently being experienced and those that could be in the future.
- 2.5** As previously advised the main objection to the Resident Permit Parking Policy previously proposed was the cost to residents. Whilst this may not be such an issue for new resident parking permit applications, there are 1,923 existing permits for residential parking in our town centres (1596 in Barry and 327 in

Penarth Llandough) and it was felt that any charges could cause hardship for those residents; this point could be considered as being particularly relevant now as the Country eases out of the Covid-19 emergency phase.

- 2.6** Elected members also raised concerns that the previous draft policy did not apply in streets where there was private off-street parking available.
- 2.7** Officers have been reviewing the position on residents parking since the March 2019 meeting, considering the points raised, looking at ways of modernising such controls to make them more fit for purpose and cost effective for the residents such schemes aim to protect.
- 2.8** Attached at Appendix A is a new draft Resident Parking Controls Policy which addresses many of the issues that have been raised in the past.
- 2.9** The Policy proposes two types of residential parking controls; 'Parking Permit Areas', which are essentially controlled zones, where the presence of a 'resident only' parking arrangement will be evident as you drive into an area via the entrance signage, where there will be no marked parking bays; and 'Resident Parking Permit Bays', which is essentially the system that currently exists in many of the Vale's town centres and involves lengths of the highway being specifically marked as bays for residential parking.
- 2.10** The new suggested addition of 'Parking Permit Areas' allows the Council to restrict visitor parking at relatively low infrastructure cost and the absence of highway line markings and excessive repeater signage assists with protecting the aesthetics of the residential environments.
- 2.11** It provides the Council with an opportunity to address many existing, and some long standing, excessive parking demand issues for residents living in locations such as Barry Island, Ogmores-by-Sea, the Knap, Cosmeston and Llandough.
- 2.12** As any new controls would be enforceable by the Council's own Civil Parking Enforcement staff it also lessens the burden on the Police and ensures for timelier and directed enforcement, should any of the new controls be breached.
- 2.13** The Policy proposes that responsibility for determining which areas be considered for either of the 'control options', be delegated to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport, which ensures prompt consideration of applications up to and including the Traffic Regulation Order public consultation stage. As is currently the case if any objections are received to this formal stage, they would need to be considered by Cabinet and a decision then taken as to whether to proceed with the Order or not.
- 2.14** Officers are in the process of modernising the Civil Parking Enforcement function, since taking the service back from Bridgend in April 2020, and this will involve the

use of automatic number plate recognition (ANPR) as a method of determining parking offences. Initially this will be via the camera car and current on street parking controls e.g. double yellow lines, but it is planned to roll-out the digitising of all parking controls within the next 12 months and this will see residential parking controls also included.

- 2.15** It is proposed that there be no charge for the issuing of permits at this time and that income from enforcement in these areas be assessed over time to ensure that this service operates on at least a break-even position.
- 2.16** In terms of funding to undertake the physical works required to introduce either residential parking schemes controls, it is proposed that £20k of the Neighbourhood Services and Transport asset renewal capital budget be used for this purpose and that each scheme be prioritised with schemes unable to be funded in one year passed over to the next. This is similar to the current process for the creation of Individual Disabled Persons Parking Bays.
- 2.17** It is further proposed that suitable residential parking control schemes be designed for Barry Island, Ogmores-by-Sea, (areas most affected by extraneous parking), Llandough (Dochdwy Road area worst affected by Llandough Hospital parking demand), Cosmeston Drive (areas worst affected by overflow parking from Cosmeston Park), The Knap Barry (side roads currently subject to "no access except for residents Orders", enforceable only by the Police), and Cowbridge (areas worst affected by high parking demand for the Town Hall car park e.g. Middlegate Court). This will be an initial phase of the new policy aimed at addressing the excessive parking demand that already exists at these locations, and that delegated authority be granted to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport to engage with the residents in these areas, to formulate the most suitable design plans for these schemes prior to formally advertising the plans to seek their views and then going forward with a draft Traffic Regulation Order should, there be suitable consensus.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The current proposals reflect the views of the public and elected Members since the proposal for a new resident permit parking policy was last considered in March 2019. The details of the new policy clearly demonstrate the importance of involving and listening to the views of local people.
- 3.2** Well-designed residential parking schemes can allow for better management and control of parking which will encourage the free movement of vehicles and assist in keeping roads free from congestion and, in so doing, assist in addressing climate change implications in the longer term.
- 3.3** The new Policy will encourage use of the Council's off-street car parks and number of which are chargeable. This will in turn will help realise additional

revenue which can be invested in improving the Highways network. Well maintained, less congested highways contribute to improving the economic activity in an area.

- 3.4** The Policy allows the Council to be more agile in its control of residential traffic management issues which is becoming more and more necessary as car ownership continues to increase.
- 3.5** Residential parking management schemes will only be introduced if the majority of residents who live in the specific area indicate their support for such proposals, thereby ensuring their full involvement in what is a fair and democratic process.
- 3.6** As a major partner in highways traffic management the police are likely to be in full support of these proposals as they aim to take pressure off the police in terms of their ongoing enforcement role. All the restrictions proposed here are able to be enforced by the Council's own Civil Parking Enforcement staff.

4. Resources and Legal Considerations

Financial

- 4.1** It is proposed that £20k of the Council's capital funding be set aside year on year to fund the physical works required to implement residential parking schemes. All revenue costs would be funded from existing traffic management budgets. There is currently no charge levied for the 1923 permits in circulation. With associated administration it is estimated that each permit costs the Council £1.11 and this represents a loss to the Council of circa £2,134.00 per annum.
- 4.2** Whilst this cost will increase as permit numbers go up, it is proposed that within the next 12 months the permit process be digitised, thereby removing the need for a paper permit and its associated administration, and this is likely to reduce the ongoing permit costs. Also, income from fines issued in the existing resident parking permit areas and any new areas, now that the enforcement service is provided in-house, should offset any revenue costs associated with the administration of the service.
- 4.3** It is however proposed that this 'costs against income' analysis be undertaken as an ongoing process to establish that at least a break-even cost position is being achieved each year. Should this not be the case then consideration will have to be given to permit charging options.

Employment

- 4.4** There are no direct employment implications at this time, though, depending on the increased levels of enforcement resource required as the number of

residential parking schemes increase, there may be a need to employ additional enforcement staff. This would however be on an, at least, cost-neutral basis.

Legal (Including Equalities)

- 4.5** The proposals as set out in this report will be implemented by way of Traffic Regulation Orders required by the Road Traffic Regulation Act 1984 and Traffic Management Act 2004. In accordance with The Local Authorities' Traffic Orders (Procedure), (England and Wales) Regulations 1996 a 'Notice of Proposal' would be published in the press permitting the public a minimum of 21 days in which to submit any objections to any residential scheme proposed. That period will provide a de facto further consultation period of three weeks. Receipt of any objections would be considered by the Council prior to any orders being made, following which any 'Notice of Making' of the proposed Traffic Regulation Orders must be published in the press.
- 4.6** Relevant provisions set out in the Road Traffic Regulation Act 1984 permits highway authorities to make and vary Traffic Regulation Orders to regulate the movement of vehicular traffic, to improve the amenities within a particular area. The Council's responsibility for enforcing parking restrictions is set out in relevant provisions contained within the Traffic Management Act 2004.
- 4.7** Road Traffic Management Act 2004, Civil Enforcement of Road Traffic Contraventions, Operational Guidance to Local Authorities, December 2014 and section 55 of the Road Traffic Regulations Act 1984 makes provision for surplus revenue from car parking charging and enforcement to be used towards specified expenditure as set out below:
- 4.8** Any surplus shall be applied for all or any of the proposes specified within section 55(4) and if not so applied, shall be appropriated to the carrying out of some specific project falling within those purposes.
- 4.9** The purpose specified include: The making good to the council fund of any amount charged to that fund as above in the 4 years immediately preceding the financial year in question; Meeting all or any part of the cost of the provision and maintenance by the Council of off-street parking accommodation, whether in the open or under cover; the making to other local authorities or to other persons of contributions towards the cost of the provision and maintenance by them, in the area of the Council or elsewhere, of off-street parking accommodation, whether in the open or under cover.
- 4.10** If it appears to the Council that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes: meeting costs incurred, whether by the Council or by some other person, in the provision or operation of, or of facilities for, public passenger transport services; the purposes of a highway or road improvement project, being a highways

improvement project connected with the carrying out by the appropriate highway authority (whether the Council or not) of any operation which constitutes the improvement (within the meaning of the Highways Act) of a highway in the Council's area; the purposes of environmental improvement, being (i) the reduction of environmental pollution, as defined by the Pollution Prevention and Control Act 1999 (c.24) (ii) improving or maintaining the appearance or amenity of, a road or land in the vicinity of a road, or, open land or water to which the general public has access, and (iii) the provision of outdoor recreational facilities available to the general public without charge, in the Council's area.

- 4.11** In the case of such local authorities as may be prescribed, any other purposes for which the authority may lawfully incur expenditure.

5. Background Papers

Cabinet 18th March 2019 - Proposed Parking Management Policy 2019/20

www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2019/19-03-18/Proposed-Parking-Management-Policy-2019-20.pdf



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..
- 1.9 There is currently no charge for the issue of Resident Parking Permits associated with any type pf 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 would generally preclude 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 shortlist 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 Areas 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 between 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 . 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 (1st April to 31st 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 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: 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.