



Residents' Parking Scheme Policy



Definition of a Residents' Parking Scheme

A residents' parking scheme is a method of restricting parking in an area or street by means of legal orders whilst allowing residents and essential visitors to park by the provision of residents' permits. A permit does not guarantee a parking space, but allows an exemption from certain parking restrictions.

Residents' parking schemes should only be investigated after consideration has been given to changing any existing parking restrictions that are not needed for reasons of safety, in order to reduce congestion or to protect the residents from inappropriate parking.



There are two types of residents' parking schemes:

Type A

These are areas or streets where existing or proposed parking restrictions are believed to be unduly restrictive on the residents of the area and the orders can be changed to be of greater benefit to the residents. This may include the introduction of residents' permits.

For example, parking is restricted to two hours to allow access to local facilities but prevent all day parking. However, no or little long stay parking is available for residents.

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Type B

Areas or streets where the demand for parking, by the residents and/or other visitors to the area, is greater than the number of potential spaces and restrictions are required to provide a better opportunity for residents to park within the area.

Defining the type and limits of a proposed residents' parking scheme.

The type and limits of the proposed scheme need to be defined and this will be carried out at a site meeting with the local county council member. Following this meeting officers will undertake initial investigations in order to justify and prioritise the requested scheme. Appendix A gives details of the procedure which will be followed.

Justification of residents' parking scheme

The main criteria for justifying a residents' parking scheme is that there is insufficient space in which the residents of the area (being considered) can park as a result of existing restrictions and/or the presence of vehicles as a result of visitor or commuter parking. This is indicated by the satisfaction of two criteria.

Criteria 1 – The first criteria is that less than 50% of the properties in the area being considered have off street parking. Should there be more than 50% with off street parking, a residents' parking scheme will not be considered.

Criteria 2 – The second criteria is that if there is insufficient unrestricted spaces within the area being considered, both on and off street, to enable residents to park two or more vehicles per property.

If either of these requirements is not met, a scheme will not normally be progressed. However, schemes may be considered if there is a need to encourage the use of appropriate off street parking facilities.

Prioritisation of schemes

The requests will then be prioritised, depending on the type as detailed above and the findings of the initial investigations. Details of the prioritisation process are given in Appendix B.



Consultation

Due to the level of community interest on these schemes, it is clear that robust consultation is required.

An initial consultation should be undertaken to determine the level of community support for the scheme, prior to detailed work on the scheme, and a statutory consultation is required for any proposed new parking restrictions or changes to parking restrictions.

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The method of consultations and levels of support needed to proceed with a scheme is detailed in Appendix C.

Permits

Permits will be sold to residents of a residents' parking area, with either one or two vehicle number plates on each permit. Permits are linked to vehicles to deter misuse of permits. Applicants for permits will be required to provide evidence in the form of a council tax bill indicating that they pay the council tax for a property included within the

scheme, recent utility bill addressed to them at an address within the area, or a solicitor's letter stating that they are going to complete on the purchase of a property within the area, or similar documentation.

The number of permits that can be issued to a household and the availability of visitors' permits needs to be based on the number of available spaces. This can be identified from the percentage of properties who can park 2 vehicles using on and off road spaces:

- 75-100% - allow 2 permits/household and visitors' permits
- 40-75% - allow 1 permit /household and visitors' permits
- Less than 40% - allow 1 permit /household and NO visitors' permits.

Permit prices will be set by the Director of Economy and Environment in consultation with the Portfolio Holder for Environment and Sustainability. There will also be a small charge for replacement permits or to have the details on a permit amended.

Visitors permits

Visitors' permits will be sold to all residents and not just those who have permits for their own cars.

Households will be entitled to purchase 3 books of 10 permits per annum at a concessionary price.

Residents will then be able to purchase additional books of 10 permits at a full price.

The Director of Economy and Environment in consultation with the Portfolio Holder for Environment and Sustainability will be responsible for setting the prices for these permits.

Visitors' permits will allow one vehicle to park for one day.



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Medical personnel and carers

Special dispensation should also be given to key health workers. A health emergency permit is proposed for those workers who will include:

- doctors
- meals on wheels
- care workers
- midwives
- district nurses.

The permits will only be valid when the holders are away from their base and are directly involved in caring for an individual. They will be linked to

the vehicle registration and shall be displayed with a note identifying where they are working and displaying a contact number.

Unpaid non-residential carers will be able to apply for permits which will display the address of the person they are attending and will only be valid in that area.

An annual administration charge would have to be met. This charge will be set by the Director of Economy and Environment in consultation with the Portfolio Holder for Environment and Sustainability.

Building and maintenance works

Building and maintenance workers' vehicles are a general issue across the county.

The definition of building works is:

“Where a vehicle is engaged in direct building works such as cranes, cherry pickers and cement mixers. Building exemptions shall also apply where the vehicle is carrying fixed equipment such as pumps and generators. The vehicle can park for as long as the equipment is in use without requiring a waiver; for example, as long as a generator is running and the power leads lead to the work site. As soon as the equipment stops being used the vehicle must be moved to a valid parking place with the appropriate waiver and payment.”



Waivers for tradespersons, businesses or residents

Waivers similar to the visitors' parking permit will be made available for use in residents' parking schemes. These waivers will be available to tradespersons or business either as single permits or in books of ten. The cost of these permits will be set by the Director of Economy and Environment in consultation with the Portfolio Holder for Environment and Sustainability.

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Traffic Regulation Orders

Residents' parking schemes are achieved by implementing traffic regulations orders that restrict parking, and then exempting permits holders (residents) from those restrictions. These restrictions can take a number of forms, for example:

- Limited waiting – e.g. prohibiting waiting for more than 2 or 4 hours except permit holders
- On street pay and display with an exemption for permit holders (more suitable in commercial areas)
- Designated permit holder only parking.

The choice of restriction has to be appropriate to the area and should be discussed with the local member during the initial consideration of the scheme and made clear to the residents during consultation.



Signing and lining

In order for schemes to be enforceable, the areas where parking is allowed will have to be indicated by white broken line markings and signs either on lamp column adjacent to the spaces or on posts every 30m. The areas where we do not want parking will also have to be marked with double yellow lines and appropriate traffic regulation orders will need to be made.

For Conservation Areas authority for "Restricted Zones" should be sought from the Department for Transport which will add a minimum of 3 months to scheme development. The use of "restricted zones" avoids the need for double yellow lines but may still require the small yellow "no waiting" signs.

