

# Council Policy

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| <b>Council policy title:</b>      | <b>DRAFT Residential Parking Permit Scheme</b> |
| <b>Council policy ref no:</b>     | C/POL/INF/029                                  |
| <b>Council policy owner:</b>      | Director Environment and Infrastructure        |
| <b>Adopted by:</b>                | Bayside City Council                           |
| <b>Date adopted:</b>              | <i>[insert meeting date/reference number]</i>  |
| <b>Scheduled review:</b>          | August 2019                                    |
| <b>Document reference number:</b> | DOC/16/91966                                   |

(Council Policy is a public statement formally resolved by Council, which clearly states Council's requirements in relation to a particular matter or issue. For Council policy approval process see Section 10 and Appendix 1 of the Policy Handbook.)

## 1 Policy intent

To provide transparent and equitable application and management of the Residential Parking Permit Scheme.

## 2 Purpose/Objective

Competition for on-street car parking spaces is increasing throughout the Municipality. Demand is already high in areas close to Activity Centres, commercial centres, shopping centres and train stations. Residents in these areas, particularly those who have limited access to private off-street car parking, have to compete with all road users for the available on-street spaces.

Without intervention, residents and their visitors can find it difficult to locate a parking space close to their homes.

The objective of this Policy is to provide a mechanism by which residents and their visitors are exempt from some parking restrictions and so have a reasonable likelihood of finding car parking in close proximity to their homes, while still preserving opportunities for parking for other road users such as shoppers, traders, people with disabilities, workers and commuters.

This Policy specifies the criteria by which Residential Parking Permits will be allocated to households for use by themselves and their visitors and will define the process by which permits will be considered.

This Policy is administered through two Procedures:

- The *Residential Parking Permit Scheme Administration Procedure*; and
- The *Managing On-Street Car Parking Demand Procedure*, for inclusion of new areas into the scheme.

### 3 Scope

This Policy details:

- vehicle and property eligibility;
- permit entitlements; and
- where permits apply.

### 4 Roles & Responsibilities

The Director Environment and Infrastructure oversees the development and implementation of the Resident Parking Permit Policy.

The Manager Amenity Protection oversees the administration of the Resident Parking Permit Scheme.

### 5 Monitoring, evaluation & review

The Policy will be reviewed every three years to monitor its effectiveness and the level of community satisfaction. Resident and officer feedback collected throughout the period will inform the evaluation.

### 6 Policy statement

Parking permits will be issued to properties within streets that are included in the Resident Parking Permit Scheme and qualify for a permit.

#### *Eligibility Criteria*

Residential properties included in the Council's scheme are listed in the Council's Resident Parking Permit Register. There are three general categories of ineligible properties:

- *Multi-unit developments:* Multi Unit Development Properties are those developments where the number of residential dwellings increased on a property on or after 1 July 2007. Residents living within multi-unit developments where there is three or more dwellings are not eligible to participate in the scheme if the Occupancy Certificate was issued on or after 1 July 2007. Residential buildings occupied before 1 July 2007, where subsequent subdivision of the property has occurred are also classed as multi-unit developments under this Policy, and are also ineligible regardless of their date of construction. Properties with three or more are excluded on the basis that multi-unit developments constructed on or after 1 July 2007 are required to have sufficient off-street parking as to not place an excessive demand on the availability of existing on-street car parks.
- *Shop-top dwellings:* residents living in shop-top dwellings are ineligible to participate in the Scheme. These properties are typically located in activity centres where interest of residential amenity is not applicable.
- *Business related properties:* occupiers of business properties are ineligible to participate in the Scheme. This policy is concerned with impacts to residential amenity.

Permits, once issued, can only be used for passenger vehicles less than 6 metres in length and with a kerb weight of less than 2500kgs. Ineligible vehicles include those used for commercial purposes such as vans, buses, heavy or long vehicles (as defined in Section 200 of Road Rules Victoria) and earthmoving equipment. Towed vehicles such as trailers, caravans and boats and motor homes are also ineligible.

### *Permit Entitlements*

Parking permits will only be issued for a resident's passenger vehicle where the resident's property fronts or sides a signed street that is within a resident parking permit scheme area. Permits are not to be used at any other location or for any other purpose. Permits are not transferable between vehicles, being specific to the vehicle registration number for which that permit was issued.

### General entitlement:

For most areas within Bayside where parking restrictions have been installed within local residential streets, there are two options available for permits:

- *Option 1: four free resident parking permits issued for specific vehicles. No visitor parking permits are available under this option.*
- *Option 2: three free resident parking permits, plus one visitor parking permit for an annual fee as determined by Council. Only one visitor parking permit per household will be issued.*

Additional resident parking permits can be purchased for specific vehicles registered/garaged at the address in line with fees and charges as determined by Council.

### Areas impacted by Beach Road paid parking entitlement:

For areas impacted by the Beach Road paid parking measures with short term 1P parking restrictions along both sides of a residential street, there are two options available for permits:

- *Option 1: three free resident parking permits issued for specific vehicles, plus four free visitor parking permits.*
- *Option 2: two free resident parking permits, plus four free visitor parking permits, plus one visitor parking permit for an annual fee as determined by Council.*

Additional resident parking permits can be purchased for specific vehicles registered/garaged at the address in line with fees and charges as determined by Council.

Visitor parking permits are to be used by bona fide visitors only and cannot be sold or transferred to anyone else (i.e. for commuter or business parking). These permits may also be used when residents have the use of an alternative vehicle for a short period of time. The permit is to be retained by the resident at all times whilst not in use.

A Resident Parking Permit Application Form is required to support an application for a Permit with a current Motor Registration Certificate for each vehicle to demonstrate that the vehicle is registered/garaged at the address. If an existing permit does not conform to this Policy (such as where issued under an old version of the policy), the permits will be renewed only until such time as there is a change in ownership or tenancy of the property. At that time, the entitlement to the permits will cease for the property.

## Temporary Permits

If a resident has a need for additional parking permits for a temporary purpose, an application can be made to the Manager Amenity Protection. Permits issued will be restricted and be issued to apply to a registration number. They are typically valid for the day of the event.

## Where Permits Apply

Parking permits, including visitor parking permits will exempt eligible vehicles from time restrictions of one hour or longer in designated residential streets. Permits do not apply to:

- outside or adjacent to single/mixed use business premises; and
- off-street car parks.

The issue of a permit does not guarantee the availability of any parking space in front of the permit holder's place of residence or within the designated street(s).

Resident parking permits do not exempt vehicles to be parked contrary to the Victorian Road Rules and permit holders are liable for any infringements incurred whilst parked in contravention of the road rules.

## 7 Related documents

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| <b>Policies</b>   | C/POL/INF/050 Managing On-Street Car Parking Demand Policy<br>C/POL/EXE/016 Community Engagement Policy                           |
| <b>Strategies</b> | Areas Impacted by Zone 1 Railway Stations – Parking Management Strategy (2004)  |
| <b>Procedures</b> | PR/AM/052 - Residential Parking Permit Scheme Administration Procedure<br>PR/AM/051 – Managing On-Street Parking Demand Procedure |
| <b>Guidelines</b> | G/AM/010 - Driveway Clearance (Hockey Stick) Markings   |

## 8 Definitions & Abbreviations

| <b>Term</b>                      | <b>Meaning</b>   |
|----------------------------------|--|
| Alternative vehicle              | A temporary vehicle used by a resident in place of a vehicle they own. This includes courtesy cars, rental, and car-share vehicles.          |
| Eligible Resident                | A resident who is eligible to participate in the Scheme.   |
| Residential Parking Permit       | A permit that may only be issued to eligible residents for parking their own vehicles in close proximity to their primary place of residence |
| Multi-Unit Developments          | Where three or more dwellings have been constructed on a lot.  |
| Resident                         | A person whose primary place of residence is the applicable property, being either a tenant or the owner.                                    |
| Resident Parking Permit Register | A database held by the Council containing eligible properties and associated restrictions.   |

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|--------------------------|---|
| (the) Scheme             | The Residential Parking Permit Scheme.  |
| Scheme Area              | A residential area where the Scheme applies.  |
| "Shop-top" Dwelling      | A dwelling in business zoned land, or where there is a ground floor use of the property other than residential.   |
| Visitor Parking Permit   | A permit issued to a resident for use by visitors for one-off gatherings, short stays of up to one month at the resident's home, and for use by residents when they have the use of an alternative vehicle for a short period of time |
| Temporary Parking Permit | A permit issued to a resident for use by visitors for a temporary purpose such as a one-off gathering or event and is issued to apply to a registration number.   |

**Please note:** This policy is current as at the date of approval. Refer to Council's website ([www.bayside.vic.gov.au](http://www.bayside.vic.gov.au)) or staff intranet to ensure this is the latest version.