

On Street
Residents Parking Policy

Version 2
May 2017

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Approval

Version	By	Approved by	Date
Version 1	Phil Jackson	Cabinet Executive	26 Feb 2013
Version 2	Tony Caine	Portfolio Holder for Highways	8 May 2017

1 Summary

Some commuters and shoppers in Powys make regular use of residential streets for long-term car parking and this may prevent residents parking near to home. These situations can be improved by the introduction of local residents' parking schemes (RPS) with commuter traffic being encouraged to make better use of more appropriate off street parking.

The effectiveness of RPS depends on Highway Authorities using the civil enforcement powers conferred on them by the Traffic Management Act 2004 and it is important that the County Council's policy effectively meets the varying needs of residents while retaining continuity and common standards.

These schemes are intended to give priority to residents where problems are apparent, usually in the daytime for a 5 or 6-day week.

Each scheme should be informed by a review of the appropriateness of current traffic measures, in particular 'daytime' restrictions, and identification of potential residential parking space at times of greatest need (e.g. before 8.30 a.m. and after 5.30 p.m.).

This policy gives clear guidance regarding the types of scheme that may be considered and discount any schemes for which residents' demand for parking is likely to be limited.

Should proposals need to be prioritised, a scoring system may be used to assess current on-street and off-street demand, and parking occupancy during weekdays, on Saturdays and at peak periods. This process should be supplemented by local knowledge and operational experience.

Charges for permits will be necessary and it is important that, the cost of administering RPS schemes is recovered.

This policy will guide the introduction of Residents Parking Schemes in Powys and their operation, administration and management and may be subject to amendment.

Note - Throughout this document, where the text refers to 'significant' what constitutes such shall be determined by the Council, at its sole discretion.

2 Residents Parking Scheme Models

Residents Parking Schemes [RPS] will be based on one or a mix of two models:

2.1 Exclusive Permit Spaces

This is where parking areas are identified for the sole use of permit holders only and could apply to whole streets or sections of streets.

This type of scheme could apply 24 hours, 7 days per week or to specific days/times for example Monday to Friday 9am to 5pm. Outside of those times the restrictions would not apply.

2.2 Shared Spaces

This is where general parking is limited on street for periods up to 1 hour but permit holders would be exempt. This type of scheme allows for the provision of short term visitors to either nearby businesses or residents and suitable for both town centre locations and more residential areas close to town centres.

This type of scheme could apply 24 hours, 7 days per week or to specific days/times for example Monday to Friday 9am to 5pm. Outside of those times the restrictions would not apply.

A residents parking zone could consist of an individual, or part of a single, street or be a wider area zone

3 Criteria

Residents parking schemes would only be considered where all the following circumstances apply:

- Concerns are raised over there being limited on-street parking capacity due to excess demand by non-residents [e.g. commuters]
- A significant number of properties do not have off street parking provision
- There is sufficient on-street capacity for a scheme to be practical
- Formalisation of the on-street parking does not lead to access or safety issues (as outlined in Policy Statement RP3);
- Significant support for the proposal from residents has been demonstrated before investigations are carried out based on the understanding that the availability of parking permits will be extremely limited
- Where parking issues may be displaced to neighbouring streets, these residents will also be consulted over any prospective permit scheme and boundary

4 Residents Parking Design Considerations

Local RPS must achieve the objective of reducing local problem parking and this requires each scheme to be introduced as a carefully defined area. Boundaries will be set through logical points, subject to the considerations and criteria below, taking into account the capacity of neighbouring streets.

4.1 Layouts

In determining the layout of a RPS the following will be considered:

- areas of prohibited waiting, e.g. to maintain traffic flow, visibility, safety
- road widths and need for passing places
- the location of crossings and dropped kerbs
- vehicle accesses and loading areas
- bus stops
- the needs of blue badge holders
- limited waiting areas near local business or community facilities
- visitors and other drivers who may need to park

The objective would usually be to maximise the number of residents' spaces.

A residents parking zone could consist of an individual street, part of a single street or be a wider area consisting of 2 or more streets.

A RPS will not be considered for small individual locations where provision of residents parking is required for 10 or less properties. However a section of an individual street can be considered where there is 10 or less properties should that street form part of a wider area zone.

4.2 Parking Restriction Review

As part of developing a RPS the streets/area being considered will also be reviewed to establish whether any other restriction on parking may be necessary. This is to ensure safety and prevent unnecessary congestion or to any make other necessary provisions [disable bays/taxi ranks etc].

Careful consideration will be given to the displacement of non-residents to surrounding areas so as not to simply move a parking issue to another location.

4.3 Qualifying Properties

The residential properties which will be permitted to apply for a permit within the identified residents parking zone will be identified through consultation with locally elected representatives [The County Councillor(s) and Town/Community Council].

5 Prioritising Implementation of RPS Areas

Should a prioritisation system be required, surveys should be used to determine the extent of parking problems and the demand for residents' parking. If required it should assess:

- the level parking occupancy on-street on "typical" days(s), measured by surveys undertaken on a "normal" weekday and on a Saturday, repeated four times (mid morning, mid afternoon, early evening and late evening)
- the amount of on-street parking by residents
- the availability or otherwise of off-street parking for residents.
- the availability or otherwise of alternative parking for visitors
- the wider community needs i.e. places of worship, hospitals, schools etc

The component results should then be scored, to a maximum of 30 points, for:

- total occupancy – a maximum of 20 points based on the average number of vehicles parked on-street at the four different times of day. Points are awarded per survey based on the occupancy level.
- amount of residents' parking – a maximum of 5 points based on the highest number of their vehicles parked on-street at any time of day
- availability of off-street parking for residents – a max. of 5 points based on the number of properties without off-street parking places.
- If public off street car park available within 200m of the street/zone -5 points will be awarded
- for each community facility within the street/zone -5 points will be awarded.

Schemes can then be ranked according to score and, if necessary, schemes scoring below 15 points, shall be discounted. Ranked lists and the cut-off score may be reviewed from time to time.

6 Implementation Process

Before a scheme is introduced in any particular area a poll of households within the proposal area will be undertaken and a significant proportion of the affected households must be in favour of a scheme for it to proceed.

Consultation with the affected households will be undertaken, a sample questionnaire is enclosed in Appendix B.

Following the consultation, the scheme may require modifications which will be agreed with locally elected representatives.

The Final Draft RPS will then be reported to the appropriate Council Committee to resolve whether or not to commence the legal procedure for making the necessary Traffic Regulation Order subject to the ranking of the scheme and the availability of adequate resources.

Should there be no substantive objections to the draft Traffic Regulation Order, the RPS will be implemented. If substantive objections are received then these will be referred back to the relevant Council Committee for resolution.

The approved scheme will be implemented so as to come into force on the first of an appropriate month with permits being made available on the Powys County Council website for purchasing at least 1 month prior to that date.

Sufficient publicity will be undertaken to promote the scheme locally so as residents will be aware to enable them to purchase a permit if needed prior to the implementation date.

7 Permit Issuing Criteria, Types & Charges

7.1 Residency Condition

Residents' permits will only be issued to residents whose normal place of abode is within the RPS qualifying area and the vehicle(s) owned or kept by them are registered at that address.

Any resident may apply for a permit regardless of their driving ability or type of vehicle owned (other than for operating goods vehicles). They will be required to:-

- Provide proof of residency (council tax or utility bill)
- Provide proof of vehicle ownership (V5 log book)*

* Residents who have use of employer's vehicles, lease or hire vehicles or who operate a taxi will require a letter, or lease agreement, from the owner to confirm this together with proof of entitlement to keep a vehicle at home.

- Pay the requisite fee.

The Council may review the proofs required for residency, vehicle ownership and other forms of evidence.

7.2 Number of Permits

Initially only one permit per property will be issued.

A property is defined as a residence being individually rated for the purpose of Council Tax. Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single residence.

Additional, or secondary residents permits will only be considered after the scheme has been introduced for more than 12 months. Additional permits will only be considered in the following situations:

- where the residents parking zone consists of shared use bays additional residents permits may be made available where less than 50% of the kerb capacity is taken by permits issued
- where the resident parking zone is exclusive to permit holders only, additional permits may be made available where less than 75% of the kerb capacity is taken by permits issued

More permits may be issued than there are spaces and therefore there are no guarantees that a permit holder will be able to find a parking space.

Where entitlement is increased, not more than two permits will be issued per property.

7.3 Permit Conditions

Residents' permits will be valid for a period of twelve months, expiring at the end of the last month.

A residents' permit is not transferable between vehicles.

An administration charge will apply for a replacement permit when changing vehicle details. The current permit must be surrendered when applying for the change.

Replacement permits would be valid to a date no later than the expiry date of the surrendered permit.

It is the permit holder's responsibility to renew their permits before expiry, no warning letters will be sent. Permits can be bought up to 2 months in advance of the expiry of a current permit to ensure continuity of cover. Failure to renew in time may result in the issue of a Penalty Charge Notice should a vehicle not display a valid permit.

A valid permit must be displayed in the windscreen of a vehicle at all times it is parked within the relevant scheme area.

Parking in an RPS area without correctly displaying a valid current permit will render the vehicle liable to a Penalty Charge Notice.

Permits may not be given to, sold to, or used by any other persons

Permits will remain the property of the Council and may be withdrawn and/or cancelled without refund in cases of misuse.

These terms and conditions may be varied from time to time however any resident applying for a permit will be made fully aware of the current terms and conditions that apply to the permit at that time.

7.4 Visitors Permits

Visitor Permits are not currently available

7.5 Tradespeople

Tradespeople who require to park outside or near a property to undertake maintenance and the vehicle is essential to those works a dispensation permit may be sought for the appropriate fee. Applications for dispensations can be made online at www.powys.gov.uk/parking

7.6 Charging Policy

Equal charges will be levied for each RPS area and for the same type of permit.

Second or subsequent permits for the same address will be charged at the same rate.

An administration fee will be payable for the replacement of lost or damaged permits. Repeated reports of loss may lead to further enquiry. The Council in these circumstances will use its discretion and may not renew the permit should misuse be considered taking place.

An administration fee will be payable for changing the details of a permit when resident change their vehicles.

Residents moving away and no longer requiring the use of a permit must surrender the permit. A refund based on the proportion of whole months remaining on the permit less an administration fee will be made.

8 Alterations to an Implemented Scheme

8.1 Amendments

Increasing the size of an existing scheme to encompass additional streets/properties would only be considered if the criteria for a new scheme is met. The addition will then be considered as a new scheme.

8.2 Reductions and Revocations

An existing residents parking scheme would only be reduced or revoked if it was identified during a parking review of a Town and the scheme was no longer appropriate. Changes could then be included within a town based Traffic Regulation Order.

Should no parking review within a town have been undertaken or planned and there is local demand to reduce or revoke a scheme, this will only be considered if funding was made available from alternative source [eg the residents affected]. A specific Traffic Regulation Order could be considered to remove part or all of a zone if there was significant support from those residents affected.

Appendix A – RPS Ranking

Each scheme will require surveys of the level of parking currently taking place and estimate the demand for residents parking. The below scoring will be applied to each scheme to enable schemes to be ranked against each other to determine a priority list for their implementation subject to the availability of resources.

- Total occupancy

The available parking will be surveyed at four different times of the day and points will be awarded per period based upon the occupancy level shown below

Occupancy Rate %	Points
0-20	1
21-40	2
41-60	3
61-80	4
81-100	5

- Amount of residents parking

From the surveys the estimated level of parking taken up by residents will be assessed and scores base on the below will be allocated.

Residents parking %	Points
0-20	1
21-40	2
41-60	3
61-80	4
81-100	5

- Availability of parking

The percentage of residential properties without off street parking provision for at least 1 vehicle will be determined against the total number of qualifying properties within the qualifying zone.

Properties without parking provision %	Points
0-20	1
21-40	2
41-60	3
61-80	4
81-100	5

- Alternative parking

If there is an off street parking facility [public or private] in which residents can use within 200m of the proposed RPS 5 points will be deducted from the score.

- Community facilities

For each community facility which does not have adequate off street parking associated with that facility and visitors require access to on street parking near by -5 points will be awarded. Community facilities include but not limited to; churches, community halls, doctors, libraries, shops, schools, banks or playgrounds.

Should 2 or more schemes rank with the same score and resources do not permit all to be progressed during the same financial period, a weighting shall be applied to the score provided. This weighting will be based upon the scale of the scheme, with the scheme providing greater opportunity to the most residents compared to the cost of the proposed scheme. In these situations the following weighting will apply:

$$\text{Ranking score} \times \frac{\text{number of residential households within the qualifying zone}}{\text{Cost of the scheme}} \times 1000$$

Appendix B - Sample questionnaire



**Residents Parking Scheme
Questionnaire**

Name _____ Address _____ Postcode _____

Q1 Is your property: Residential Business Other Please specify _____

Q2 Do you have use of a garage, drive or other off-street space for parking? Yes No

If 'Yes' how many vehicles can you park off-street? _____

Q3 How many vehicles are registered and normally kept at your property? _____

Q4 If residents parking permits are to be trailed, how many permits do you think should be issued to this property? _____

Q5 Do you currently have difficulty finding a parking space:

During the day? Yes No

In the evening? Yes No

At weekends? Yes No

Q6 If you answered 'Yes' to any of Q5, do you think the difficulty is caused by:

Residents vehicles Yes No

Visitors to the Town Yes No

Employees of local businesses Yes No

Others (please specify) _____

Q7 Do you think the proposed scheme provides sufficient Residents Parking spaces? Yes No

If 'No' what additional or alternative on street provision would you consider appropriate?

Q8 It is proposed that the available parking provision identified by the blue hatched areas is permitted for "shared use" for Residents Parking and Limited Waiting, do you:

Agree to the "shared use" designation of these areas? Yes No

If 'Yes' do you consider the Limited Waiting allowance of 1.5 hours is about right? Yes No

Q9 It is proposed that the available parking provision identified by the green hatched areas is permitted for "residents parking only", do you:

Agree to the "residents parking only" designation of these areas? Yes No

Q10 Are you in favour of a Residents Parking Scheme? Yes No

Q11 Would you purchase a permit? Yes No

If 'No' could you explain why not?

