

Residents' Parking Policy (Revised)

January 2017

Traffic & Transportation, Coventry City Council
Paul Bowman

CONTENTS

1 Introduction 2

2 Objectives of Residents' Parking Schemes..... 2

3 Criteria for a Residents' Parking Scheme 3

4 Basic Principles of Operation 4

5 Types of Controlled Parking Zones 6

6 Eligibility 7

7 Types of Permit 8

8 Paperless Permits (Mi-permit System) 9

9 Times of Operation 10

10 Cost and Duration of Permits..... 10

11 Permit Application Process 11

12 Enforcement & Permit Abuse 11

1 Introduction

- 1.1 This Policy document has been developed in conjunction with the Assistant Director for Transportation and Highways, and the Traffic Manager.
- 1.2 The Local Transport Plan, The Area Action Plan and the City Centre Parking Strategy already highlight Residents' Parking Schemes (RPSs) as a practical way of managing the issues associated with on-street parking by commuters, non-residents, shoppers and visitors to residential areas.
- 1.3 The Coventry City Centre Parking Strategy (August 2016) acknowledges the need to manage on-street parking to protect the needs of residents and the residential environment. It commits to tackling the issues by ensuring that local planning policies require new developments to manage the demands for parking through an adequate supply of private car parking in order to minimise the overspill and impacts on local residents.
- 1.4 Coventry City Council recognises that commuter parking in residential areas affects the local environment and quality of life. It can cause varying traffic management issues in terms of obstruction and creates a need for parking restrictions and controls including RPSs.
- 1.5 This Residents' Parking Policy creates a framework under which the Council could consider the introduction of future RPSs to help manage parking and traffic in residential areas. It sets out the conditions where a RPS may be considered as well as setting out the operational details of the schemes.
- 1.6 In regard to the pre-existing schemes, of which there are currently 16 throughout Coventry, the schemes will be revised over time, subject to adequate funding provision, in accordance with this policy.
- 1.7 This Policy sets out an approach that can be consistently adopted across the whole of the Coventry area so that the controls can be applied in such a way so as to manage the demands for residents, visitors, businesses parking in residential areas.

2 Objectives of Residents' Parking Schemes

- 2.1 The purposes and advantages of RPSs in residential areas are as follows:

- Improving and protecting the quality of life for local residents
- Provide a mechanism for managing parking and traffic
- Give priority in the use of the available road space to residents and businesses, including customers, carers, medics
- Remove, control and discourage commuter and non-resident parking
- Improve road safety
- Enhance the environment in residential areas

3 Criteria for a Residents' Parking Scheme

The following criteria must be met in order for a RPS to be considered:

- 3.1 All requests for a RPS must be submitted in writing and fully supported by at least one of the three local Ward Councillors from the area in question.
- 3.2 The results of any consultation require at least 60% of the properties in the street that are surveyed to confirm that they are in favour of the proposed introduction of the scheme (*Note: As opposed to the number of residents surveyed or the number of responses to the survey*).

In areas where there is a large student or transient population, the consultation exercise will be tailored and suitable to the specific circumstances involved and may not be solely dependent on a 60% majority.
- 3.3 A RPS will not be considered where on-street parking surveys demonstrate that there are sufficient spaces available (i.e. more than 40% of available spaces in the street) during normal office hours throughout the week (i.e. Monday to Sunday) or at any other peak periods when parking is considered to be problematic.
- 3.4 For a RPS to be introduced there should be an observable and persistent parking problem that causes frequent and significant disturbance to the local residents.
- 3.5 Where the outcome of the consultation indicates that fewer than 60% of respondents are in support of the proposed scheme, the Council will not consider a similar request for a residents parking scheme unless either of the following occurs:

- There has been a significant change in circumstances within the area, including new developments, that has resulted in an impact on the traffic management arrangements in the locality.
 - A period of at least 24 months has elapsed following the previous consultation exercise.
- 3.6 Schemes will be designed so that the impact and creation of further parking problems on adjacent streets is minimised or avoided where possible. Schemes will be subject to a post-implementation review in order to monitor and measure any impacts and to consider if adjustments are required.
- 3.7 Individual properties on roads that are part of the scheme can be excluded from eligibility for residents' parking permits if that exclusion was a specific part of the planning consent for the property, such as part of a section 106 agreement.
- 3.8 Where a scheme is introduced and is not funded through Section 106 developer contributions, the operational running costs together with the enforcement of the scheme must be self-funded with no financial burden on the Council.

Policy Statement [1]

1. At least one local Ward Councillor **MUST** support the proposed introduction of the parking scheme
2. At least **60% of the properties** that are surveyed to be in favour of the proposed scheme (*N.B. not the number of residents surveyed or the number of responses to the survey*).
3. A parking scheme will not be introduced if there are **more than 40%** of spaces available during the daytime.
4. A parking scheme will only be considered where there is an **observable and persistent** parking problem.

4 Basic Principles of Operation

- 4.1 A resident doesn't have any special claim to a parking space in front of their own property neither does the introduction of a RPS guarantee or assure a parking space for residents.

- 4.2 An RPS will be considered by the Council following the fulfilment of the criteria outlined above.
- 4.3 Where an RPS is deemed to be the solution to the parking and traffic problem, Traffic Engineers will undertake surveys to gauge the days / times when the problem exists.
- 4.4 Traffic Engineers will develop and design a scheme proposal as a solution to the issues based on their findings from the surveys.
- 4.5 The detailed proposals of the RPS including the days and times of operation will be communicated to stakeholders including local residents.
- 4.6 Once the final scheme design has been approved, the design will be subject to legal and public consultation process.
- 4.7 The final scheme will be implemented through due process by a Traffic Regulation Order made under the Road Traffic Regulations Act.
- 4.8 All signs and street markings that are installed will be compliant with the Department for Transport's Traffic Signs and General Directions.
- 4.9 Subject to the set-up costs and available funding, the Council will develop an implementation plan to include all aspects of the process.
- 4.10 The Council will place statutory public notices in the local newspapers, together with notices on-street within the vicinity. If there are formal objections received following the advertising of the scheme then these will be considered in line with the Council's due process.
- 4.11 Only authorised permit holders will be authorised to park in the parking zone covered by the scheme.

Policy Statement [2]

1. All criteria must be satisfied
2. All schemes will be subject to public consultation
3. All schemes will be subject to a 4 stage process comprising:
 - Initial Request
 - Design
 - Consultation
 - Implementation

5 Types of Controlled Parking Zones

- 5.1 A **Controlled Parking Zone (CPZ)** is an area where all of the kerb space is subject to traffic regulations and the entrance / exit to the zone is indicated by signs at all points. Within the zone 'repeater signs' are used as reminders of the restrictions.
- 5.2 A **Residents' Parking Scheme (RPS)** is an example of a CPZ where parking in a street, group of streets, or an area is controlled to help residents park their vehicles where vehicles not belonging to residents are making it difficult to park.

Residents' parking schemes can be a complex process to design and manage and it is inevitable that different locations may require different solutions. Within this revised policy, the three main types of scheme available are:

Permit only scheme – this is the most traditional form of scheme which is used in areas that are almost exclusively residential in nature. Eligible households are those where the property or business is located within the designated area. The scheme can comprise of one or several zones and a permit allows the permit holder to park within a specified permit zone. Vehicles that are ineligible for a parking permit might be deemed to be unauthorised to park or limited to a maximum duration of stay.

Shared use scheme – this type of scheme is used in areas of mixed residential and business use and is commonly referred to as a shared use or "hybrid" scheme.

Single hour restriction – with this type of scheme all kerb space is restricted, with the exception of permit holders, for usually one hour in the morning and one hour in the afternoon to deter all day commuter parking.

6 Eligibility

- 6.1 The Council will apply a 'prioritisation criteria' to identify those schemes that are of greatest priority in order to determine the sequence in which schemes are introduced. This will be based on one of the following: the results of parking surveys; the scheme is deemed necessary to mitigate and is funded by a new development; or is necessary as part of a wider integrated traffic or parking management strategy.
- 6.2 All aspects of the Council's 'Criteria for the introduction of a Resident's Parking Scheme' must be met.
- 6.3 The Council will define the boundary of the scheme and which properties within the boundary are eligible for permits.
- 6.4 To be eligible for a permit, Council tax payments must come directly from the household or the landlord of the property.
- 6.5 The Council reserves the right not to issue permits to some buildings of high level multi-occupancy.
- 6.6 Any vehicle that is displaying or is registered for a resident's permit must be registered with the DVLA at the property. Company or lease vehicles will be eligible provided that they are used by the resident living at the property.
- 6.7 Resident's permits will be limited to private vehicles that are less than 5 metres in length and have a maximum of 8 seats. Heavy goods vehicles and other vehicles that do not fulfil the criteria will not be eligible for a permit.
- 6.8 Normally, the number of residents permits allowed per property will be limited to a maximum of 3. In exceptional circumstances, the Council may determine the maximum number of permits that can be issued in the street and in turn set a limit on the number of residents' permits, visitor permits and business permits that will be allowed per property.
- 6.9 Residents of hotels, bed and breakfasts, guesthouses and similar establishments will not be eligible for a permit unless it is their permanent place of residency.

- 6.10 Proof of residency and proof that the vehicle is registered at the property will be required when applying for a resident or business permit.
- 6.11 Chargeable permits must be paid for in full before they are issued and deemed to be valid. Any permits that are surrendered will not be eligible for a refund either in full or in part.
- 6.12 A permit will be deemed invalid if the permit holder ceases to live at the property
- 6.13 Discretionary carer permits will be issued free of charge to those residents who can show a need for care at home (e.g. a letter from Social Services to that effect).

7 Types of Permit

The following is a description of the types of permits that may be available in a scheme and the maximum number of each type of permit that will be available per property. Application for permits must be made in the form required by the Council.

- **Resident Permit:** A resident is considered to be any person living at the property and should be registered in the Council Tax records. The maximum number of permits allowed per property will be at the Council's discretion and may be subject to the amount of road space available and the availability of off-street parking facilities. Under normal circumstances the maximum number of residents' permits allowed per property will be 3. Where applicable, each permit will be charged at the prevailing rate. Each vehicle requiring a permit must be registered with the DVLA at the property.
- **Visitor Permit:** A visitor permit is required by those who are visiting residents who live within the parking scheme. Visitor permits must not be issued by residents to commuters – this will be deemed to be misuse which may result in the withdrawal and cancellation of any visitor and resident's permits without refund. A maximum of 3 visitor permits can be registered to a property at the same time. In exceptional and extenuating circumstances additional visitor permits may be issued on request for a pre-defined period of time. Where applicable, each visitor permit will be chargeable at the prevailing rate.
- **Business Permit:** Business permits will be required by any person who occupies or runs a business premises that is located within the parking scheme where that business does not

have sufficient off street parking facilities. A maximum of 3 business permits will be issued to a business. Each business permit will be chargeable at the prevailing rate.

- **Customer Permit:** Those businesses without off-street parking facilities whose customers need to park for lengthy periods (e.g. hairdressers) will be eligible to register for a customer parking permit. The customer permit will be limited to a specific date for a pre-defined duration of up to 4 hours. Businesses will be charged for each customer permit. The applicable charge will be subject to the duration of stay.
- **Blue badge holders:** The provision of blue badge holders is unaffected by the existence of a residents' parking scheme. Blue Badge holders residing within the area must apply for and buy a parking permit if they require one. Blue badge holders who are non-residents are allowed to park for up to 3 hours within the parking zone on the proviso that the Blue Badge and 'clock card disc' are correctly displayed in the vehicle.
- **Carer Permit:** Carer permits will take the form of a paper permit and will be issued free of charge to residents who require a regular level of care from one or more carers. An application for a Carer permit must be made in writing to the Council's Parking Services and must include a letter from a GP, or Social Services, or other documentation to demonstrate the need for a Carer. The Carer permit will be assigned to the property as opposed to the carer and is valid only for use in the permitted zone.
- **Medical / Pastoral Permit:** This is a permit that allows eligible medical staff to park in a Residents' Parking scheme to make health visits to patients in the zone. Any person that satisfies the Council that he or she is a fully registered medical practitioner providing medical care or alternatively is a minister providing pastoral services to residents within the parking scheme, will be eligible for a Medical / Pastoral Permit. One permit will be issued to each applicant and will be in paper format. Medical permits will be chargeable at the prevailing rate.
- **Special Permits:** At the Council's discretion, permits may be authorised in exceptional circumstances for use by for use by non-residents to allow for works / services to be carried out at the property. Special Permits will be for pre-defined time periods and will be chargeable at the prevailing rate.

8 Paperless Permits (Mi-permit System)

The Council has implemented a paperless (virtual) permit system known as Mi-permit. Mi-permit is the Council's preferred method of managing the permit registration and permit issue process. With effect from November 2016 any new schemes that are introduced will use the paperless (Mi-permit) system.

A permit issued through Mi-permit will be an electronic or virtual permit. Residents can manage their permits and visitor permits through an on-line account or over the phone.

Using this method the Council's Enforcement Officers are able to check their hand held computers as they patrol the streets to identify which vehicles have been correctly registered or not, for a permit.

It is intended that traditional paper permits, including visitor scratch cards will be gradually phased out over time and replaced with virtual permits. In the intervening period the Council will continue to issue paper permits where requested by residents. Any pre-existing schemes that are using paper permits will be transferred to the Mi-permit system.

9 Times of Operation

The times of operation for individual Residents' Parking Scheme will be determined at the initial design and consultation stages of the implementation process.

As a general principle, the standard the times of operation should be from 08:00am to 18:00pm during Monday to Sunday. However, under exceptional circumstances, the operational times will be set to reflect the increase in commuter parking on specific days / times within the area.

10 Cost and Duration of Permits

Permits will normally be for a maximum duration of 3 years. Occasionally, in areas with a transient population, including a large number of students, an option of a 1 year permit will be available.

The cost of a permit will be reviewed and set annually in line with the Council's annual review of all fees and charges. The following table shows the current permit charge rates:

Table:1 Current cost of permits as at July 2016

Permit Type	Duration	Cost
Resident	3 years	£20
Resident	1 year	£10
Visitor	3 years	£20

Business	3 years	£100
----------	---------	------

Where residents' parking schemes are introduced by developers and are funded using Section 106 contributions, permits will be free to local residents for the initial 3 year period. Thereafter and assuming that the parking scheme will continue:

- Permits will be free of charge until the Section 106 funding has run out.
- As and when the funding has run out, the permits will be chargeable at the standard prevailing rate.

The exception to this rule is the Ricoh Arena scheme which will be free to residents who were resident in the area prior to September 2014. Permits will be chargeable to anyone moving into the area from 1st October 2014 onwards.

11 Permit Application Process

The permit application process will be subject to the type and format of the scheme and the various types of permit.

The Council has adopted the Mi-permit system for the management of paperless permits and applications must be made via the online web portal at: <http://wanttopark.com/Coventry> or by telephone.

Further details of the application process will be communicated to residents in writing and are also available online via the Council's website at www.coventry.gov.uk

12 Enforcement & Permit Abuse

The Council will encourage all road users to comply with the highway regulations including any parking restrictions.

The Council's Civil Enforcement Officers will monitor parking restrictions and enforce vehicle parking where necessary to improve the level of compliance.

The main aims of the Council's parking enforcement team are to:

- Discourage indiscriminate and illegal parking
- Enforce parking restrictions in a fair and consistent manner

- Improve road safety
- Improve traffic flow and minimise traffic congestion
- Improve access for public services and public transport vehicles

The Council's Civil Enforcement Officers will carry out regular patrols of parking restrictions including residents' parking schemes. The Enforcement Officer will carry out visual checks of vehicles and / or their hand held computers to identify if vehicles have been registered for a permit and thereby are deemed to be authorised to park in the scheme.

Any vehicle that is identified by the Civil Enforcement Officer to be unauthorised to park in the scheme during its times of operation will be deemed to be in breach of the parking restriction and will be issued with a penalty charge notice. The cost of penalty charge notice is £70 which is reduced by 50% to £35 if it's paid within 14 days of service.

The Council's standard terms and conditions of use for permits will apply.

The Council will actively investigate any allegations or reports of permit misuse and abuse. Thereafter, the alleged vehicle will be subject to regular monitoring by the Council's Civil Enforcement Officers and if it is deemed that the permit is being misused, the Council will take any appropriate action which may include withdrawing permits from use.

Permit holders will not be eligible for a refund of any payments made if they are deemed to have been misusing permits and this has ultimately lead to the withdrawal of permits.

Residents' Parking Policy (Revised)
January 2017