

**Residents Parking Policy and Guidance**

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## **Section 1**

### **Criteria for the Introduction of Residents Parking Schemes**

1. That at least 85% of the available kerb space is occupied for more than six hours on any given day in the week.
2. That the reasonable demand for residents' spaces can be met.
3. That the police are satisfied that a reasonable level of enforcement of the proposals can be maintained.
4. That the proposals are acceptable to the greater proportion of the residents.
5. Wherever possible the operation of the scheme should be self-financing.
6. It must be shown that the introduction of the scheme will not cause unacceptable problems in adjacent roads.
7. That the majority of residents have no vehicular accommodation within their property boundary.
8. That there is no private off-street parking facility available to residents within reasonable proximity.

## **Section 2**

### **Evidence of Residency**

#### **Primary Evidence**

1. Council Tax records will identify the main occupants of the property. *(If not paying Council Tax then one of the following plus number 9 of the Secondary Evidence will be required. In the event that a new vehicle has recently been purchased and the V5 registration document has not been returned from the DVLA then an invoice showing the vehicle and name and address will be required. On production of this a temporary permit will be given for a maximum period of two weeks. A full permit will only be produced on production of the DVLA V5 showing the pertinent detail).*
2. Utility Bill from BT/Electricity/Gas/Water showing 3 months occupancy giving the person's name and address.
3. Legal tenancy agreement (at least 6 months).
4. Proof of ownership of the property (ie a copy of land registry title from a search inquiry).

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5. In the case where the applicant is living with a relative a birth certificate showing relationship to the Council Tax payer (plus number 9 of the Secondary Evidence).

### Secondary Evidence

In the situation that there is no primary evidence that will support their statement of residence then at least 3 of the following items plus item number 9 will be required.

6. Bank statements for the last 3 months in the resident's name at the stated address.
7. Credit Card statements for the last 3 months in the resident's name at the stated address.
8. Driving licence in the resident's name at the stated address.
9. V5 registration document showing the vehicle for which the permit is required in the name of the applicant at that address.
10. Motor insurance renewal notice and schedule of insurance for that vehicle in the name of the applicant at that address.
11. In the event that a person who moves in with a resident who is paying a mortgage requires a permit, they can provide a signed statement from the mortgage payer confirming that they are also residing at the premises in support of their application.
12. An Inland Revenue demand for the person at that address.
13. A rent book, showing the conditions of residence, in the applicant's name for that address.
14. A Council Tax demand for that person at that address.
15. A Passport in the person's name at the stated address.
16. Persons on short term tenancy agreements, whose documentation has an address other than where they reside locally, must produce written confirmation from an appropriate referee that they are residing at an address that qualifies for a permit for a minimum period of 3 months and also produce their Tenancy Agreement.

### ***Section 3***

#### **Operational Guidelines**

1. Where a scheme is intended to address multiple needs (ie in town centre areas where it is desirable to provide on street parking), the parking areas may take the form of exclusive Residents Parking, or limited waiting with shared

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Residents Parking that allows permit holders to park for any length of time without incurring a penalty.

2. Areas to be avoided in setting out reserved spaces are:-
  - i) Outside commercial premises.
  - ii) Outside vehicular access points to properties.
  - iii) Where Orders, such as yellow lines, are in force.
  - iv) In close proximity to junctions.
  - v) In locations on the highway where they may pose a problem to road safety.
3. Only persons displaying a valid permit are allowed to park without restriction in the controlled areas. The times of the Order can be varied according to local needs, following consultation with local stakeholders.

## ***Section 4***

### **Permit Types and Issues**

1. Residents Parking Permit
  - a) To be eligible for a parking permit the resident has to meet the criteria detailed in Section 2.
  - b) To obtain a permit, a resident must provide proof that they own and drive a vehicle and reside in the street/zone for which the permit will apply.
  - c) This proof has to be a current V5 registration document and a driving licence, both of which have the resident's name, with the address being that of the street/zone in which the scheme operates. Or, in the case of a lease hire vehicle, in lieu of the V5 document, written confirmation from the leasing company that the permit applicant is the keeper of the vehicle for which the permit is required.
  - d) A permit can only be used in the street or zone and for the vehicle for which it is issued.
  - e) A permit is valid for 12 months (renewable), but must be surrendered if the vehicle is changed, when a new permit will be issued.
  - f) A maximum of 2 residents parking permits may be issued per household. This figure is discretionary, depending on whether the applicant has an alternative off highway parking facility available or has special difficulties.
  - g) A resident's parking permit will be charged at the rate indicated in Section 5. In the event that the original permit is lost, destroyed, stolen or otherwise disposed of, a replacement permit can be issued for a

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duration up to the renewal date of the original permit, at the charge indicated in Section 5.

## 2. Visitor Parking Permits

- a) Visitor permits will be in the form of a 'scratch card'. Each card when used will be valid for 1 day. The cards will be produced in booklets of 5.
- b) Visitor permits will be charged at the rate indicated in Section 5.

## 3. Care Attendant Permit

This permit is issued to various authorised Social and Health Care providers including Nurses and Midwives attending to residents in the particular street.

## 4. Family Visitor Permit

A maximum of 2 permits can be issued for a 12 month period (renewable) to enable a family member to visit, on a frequent basis, an elderly or infirm relative who is not in possession of a Resident's Parking Permit. This Permit is only issued when such visits are confirmed as necessary by the resident's own doctor.

## 5. Care Organisation Permit

If a 'Special Needs' dwelling exists in streets or zones where a Residents Parking Scheme is in operation, a permit can be issued to a registered Care Organisation to enable a Support Officer to park in the reserved area whilst visiting the dwelling in pursuit of their duties.

## 6. Exclusions

Permits are only issued to commercial vehicles at the discretion of the local authority, subject to individual circumstances.

The local authority can revoke permits.

## ***Section 5***

### **Charging Structure**

#### **Residents parking permit**

£25 per permit per annum  
Replacement permit - £5

#### **Visitor parking permit**

Visitor permits may be purchased in booklets of 5 at a cost of £2.50 per booklet.

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## **Care Attendant Permit**

No charge

## **Family Visitor Permit**

£25 per permit per annum

Replacement permit - £5

## **Care Organisation Permit**

No charge