



BOROONDARA
City of Harmony

Parking Permit Policy

August 2016

Responsible Directorate: City Planning
Authorised by: Council
Date of adoption: 22 August 2016
Amended: 16 January 2019
Review date: 2020-2021
Policy type: Council



Table of contents

| | |
|--|-----------|
| 1. Introduction..... | 3 |
| 1.1. Purpose | 3 |
| 1.2. Scope | 3 |
| 2. Background..... | 4 |
| 2.1. Policy Context | 4 |
| 2.2. Corporate framework | 5 |
| 2.3. Guiding Principles | 5 |
| 2.4. Policy Objectives | 6 |
| 3. Policy Development Process..... | 7 |
| 3.1. Benchmarking | 7 |
| 3.2. Consultation | 7 |
| 4. Policy statement | 7 |
| 4.1. Parking Permit Scheme | 8 |
| 4.2. Issuing of Permits | 8 |
| 4.2.1. Community Groups | 10 |
| 4.2.2. Residents – | 11 |
| 4.2.3. Council staff, volunteers and Community Groups - | 11 |
| 4.2.4. Businesses - | 11 |
| 4.2.5. Tradespersons - | 15 |
| 4.3. Rights and Responsibilities of Permit Holders and Users | 13 |
| 4.3.1. Unauthorised permit use | 13 |
| 5. Implementation and monitoring | 13 |
| 5.1. Accountabilities | 13 |
| 5.2. Financial implications | 14 |
| 6. Definitions | 15 |
| 6.1. Definitions | 15 |
| 7. References | 18 |



1. Introduction

1.1. Purpose

Parking restrictions are a necessary part of Council's responsibility in managing parking resources. This Policy is fundamental to achieving effective outcomes for the community.

In order to do so, this Policy defines the eligibility criteria and circumstances, in which a person may be issued with, and use, specific types of parking permits issued by the City of Boroondara related to residential and commercial areas. The Policy is designed to facilitate reasonable access to parking opportunities for eligible persons whilst also preserving access for other legitimate road users such as shoppers, commuters and general visitors.

The Policy should be read in conjunction with, and adds to and does not derogate from, the rights, eligibilities and responsibilities set out in Council's Staff Car Parking Policy.

1.2. Scope

This Policy defines the eligibility criteria and circumstances in which the following types of parking permit may be issued:

- Residents' Specific Vehicle Parking Permit
- Residents' Visitor Parking Permit
- Residents' Support (Council) Permit
- Business Parking Permit - Annual
- Business Parking Permit - Quarterly
- Tradesperson Parking Permit - Short Term Residential Areas
- Tradesperson Parking Permit - Long Term Residential Areas

Stakeholders in this Policy include:

- Residents and their visitors
- Businesses, trader groups and associations, traders (business operators) and their employees
- Tradespersons undertaking works, their employees and subcontractors
- Construction industry
- VicRoads
- Victoria Police
- City of Boroondara Staff and volunteers, including but not limited to Traffic Engineers, Parking Officers, Home Support Staff and Maternal and Child Health Nurses
- Shoppers
- Students
- Broader Community



2. Background

In some areas within the municipality, parking is becoming increasingly difficult to secure, especially in areas impacted by retail/commercial activity, recreational activity, multi-unit developments, hotels, nightclubs and commuters driving to public transport. The combination of these developments and the growing demand on parking resources has led to a decrease in the availability of on-street and off-street parking in many residential and commercial areas.

One of the strategies outlined in the *City of Boroondara Council Plan 2017-2021* is to respond effectively to community needs on parking issues. Having established permit parking areas, Council is able to respond to the growing demands on parking resources. This will be achieved through the provision of accessible parking opportunities for residents, visitors to residential properties, businesses and traders in commercial areas and tradespersons while they are performing works on properties in residential and commercial areas where parking restrictions apply.

This Policy describes the eligibility criteria and circumstances, in which a person may be issued with a parking permit. Council will review parking resource management and community needs through parking studies. The monitoring and review of this Policy will be informed by this ongoing work.

2.1. Policy Context

Schedule 11 (Powers of Councils Over Traffic) of the *Local Government Act 1989* empowers Council to operate a residential parking scheme and to generally create permit parking areas (zones) and any fees for such parking areas. This is also supported by the provisions of the *Road Safety Road Rules 2017* and *Council's Amenity Local Law*.

This Policy aligns with the *City of Boroondara Community Plan 2017-2027* as shown in Table 1 of Clause 1.3. This document supersedes and replaces the *City of Boroondara Parking Residential Permit Policy 2011* and has been informed by *The Parking Management Policy 2006*. These policies specify the circumstances in which Council will introduce parking restrictions in Residential and Commercial areas.

Access Plans and Parking Studies will further guide the implementation of parking restrictions in specific areas. The following documents and Schemes are also relevant to this policy and its associated procedures (if an issue date is not specified, the most recent version of the document will apply):

1. *City of Boroondara Annual Budget*;
2. *City of Boroondara Register of Public Roads*;
3. *City of Boroondara Access and Inclusion Plan 2013-2017*;
4. *City of Boroondara Road Safety Strategy 2007-2012*;
5. *City of Boroondara Road Management Plan 2013*;
6. *City of Boroondara Asset Management Policy 2014*;
7. *City of Boroondara Traffic Management Policy 2006*;
8. *City of Boroondara Residential Design Policy 2011*;
9. *City of Boroondara Amenity Local Law 2009*;
10. *City of Boroondara Councillor Support and Resources Policy 2013*;



11. *City of Boroondara Staff Car Parking Policy 2015*;
12. Boroondara Planning Scheme;
13. Relevant operating procedures;
14. *Infringements Act 2006*;
15. *Local Government Act 1989*;
16. *Road Safety Act 1986*;
17. *Road Safety Road Rules 2017*;
18. *Road Management Act 2004*;
19. *Victorian Charter of Human Rights and Responsibilities Act 2006*;
20. *Privacy and Data Protection Act 2014*.

2.2. Corporate framework

This Policy supports Council's Mission and Vision and aligns with the Themes and Strategic Objectives of the Boroondara Community Plan as demonstrated in Table 1 as follows.

2.3. Guiding Principles

The guiding principles for this policy have been developed with reference to the *City of Boroondara Parking Management Policy 2006* and the *Disability Parking Policy 2006* which provide an overarching conceptual framework for this policy. These principles are prominent in the literature on parking management (May, 1996; Marsden and Wootton, 2001; Marsden, 2006). These principles are designed to inform the fair and just implementation, monitoring and review of this policy on balance with enforcement requirements.

Enhanced Amenity and Safety

- Protection and enhancement of community safety, amenity and the local environment.

Equity and Social Inclusion

- Balancing the parking resource in a fair, ethical, sustainable and controlled manner to support and promote equitable access, inclusion and community engagement.
- Stakeholder needs are identified and responded to in the development and review of the Policy.

Quality Improvement and Responsible Management

- This policy is monitored and reviewed on a regular basis as part of a continuous quality improvement process.



Table 1: Guiding Principles of Parking Management in the City of Boroondara

| Theme | Strategic Objective | Aligned Strategies |
|--|--|---|
| Theme 1: Your Community, Services & Facilities | Strategic Objective 1: Community Services and Facilities are high quality, inclusive and meet a variety of needs now and into the future. | Strategy 1.10 Develop a strategic response to improving the safety of public places, Council’s facilities and events and take action as required to help protect community participation. |
| Theme 5: Getting Around Boroondara | Strategic Objective 5: Travel options that are connected, safe, accessible, environmentally sustainable and well-designed. | Strategy 5.1 Improve road safety for pedestrians, drivers and cyclists through infrastructure improvements, education and traffic management initiatives. Strategy 5.5 Develop and implement innovative solutions to efficiently manage parking options to respond to demand, changing transport trends and community needs. |
| Theme 6: Your Local Shops & Businesses | Strategic Objective 6: A vibrant local economy and shops that are accessible, attractive and a centre of community life. | Strategy 6.1 Improve and upgrade the amenity, accessibility and unique sense of place of shopping strip infrastructure and streetscapes to increase activation of local shopping areas. |
| Theme 7: Civic Leadership & Governance | Strategic Objective 7: Ensure that ethical, financial and socially responsible decision making reflect community needs and are based on principles of accountability, transparency, responsiveness and consultation. | Strategy 7.2 Ensure transparent decision making through open governance processes. |

2.4. Policy Objectives

The objectives of the Parking Permit Policy are:

1. To provide balanced access through permits, to parking for various permit users including residents and their visitors; businesses and their employees and visitors; tradespersons, their employees and sub-contractors; and Council Staff and volunteers providing Priority Services in the City of Boroondara;
2. To preserve access to parking for other legitimate road users in the municipality such as shoppers, commuters and general visitors, including people with disabilities and the elderly;



3. To ensure that car parking does not affect the amenity of the locality;
4. To promote community safety and social inclusion through an expanded scope of Residential Visitor Permit use;
5. To shape the development of associated procedures, practice guidelines and communication tools to inform current and new residents or occupiers; as well as businesses and tradespersons, and other key stakeholders of the parking permit policy (and any changes to the aforementioned) in the City of Boroondara;
6. To ensure the utility, relevance and appropriateness of the Parking Permit Policy to the users and other key stakeholders of associated parking permits;
7. To support fair, equitable, efficient and transparent management of parking permit application and renewal processes; and
8. To inform and maintain compliance with the Parking Permit Policy and any associated procedures in accordance with the conditions of each permit and related legislative requirements.

3. Policy Development Process

The development of this Policy has been informed by the aforementioned legislative and policy frameworks as well as Council's parking studies which have included reviews of the literature, detailed mapping, parking analysis and community needs assessment of specific areas within the municipality. The following methods were also used in the development of this Policy:

3.1. Benchmarking

Benchmarking was undertaken with a number of inner city municipalities with similar demands for on-street parking.

3.2. Consultation

Community consultation was undertaken in the initial development of this Policy.

The revisions reflected in the January 2019 amendment to the Policy were informed by internal consultation with Council's Traffic and Transport, Economic Development, Communications and Engagement and Customer Service Departments, as well as Health Active Ageing and Disability Services, Family, Youth and Recreation, Statutory Planning, Governance and Legal Services. Parking Enforcement officers and administrative staff from the Department of Local Laws were also consulted.

4. Policy statement

Where parking restrictions have been implemented in Residential and Commercial areas within the City of Boroondara, on land which Council is responsible for enforcing those parking restrictions, Council may operate Parking Permit Schemes.

Parking Permit Schemes will be in accordance with:

1. the relevant legislative provisions and Local Laws that apply; and



2. the procedures, process and conditions developed by the Chief Executive Officer and his or her delegates for the management of Parking Permits.

4.1. Parking Permit Scheme

The Parking Permit Scheme in the City of Boroondara incorporates residential, business and tradesperson parking, managed according to the permit types described in this Policy. The Parking Permit Scheme in the City of Boroondara is implemented in accordance with relevant operating procedures, legislative provisions and local laws that may apply.

Where an owner or occupant of a residential property rents, leases, charges a fee or otherwise receives any beneficial consideration for allowing a non-resident to park on that owner's or occupant's property, or attempts to do so, there will be no entitlement to access a permit under this Policy. Further, where such activity occurs, any existing permit will be subject to cancellation.

Under this Policy, parking permits will not be issued for use in relation to motor homes, caravans, boats, earthmoving machinery or equipment, trailers or any vehicle or machinery that is designed or modified to be towed by another vehicle. However, in the case of detached trailers and/or detached towed machinery used by tradespersons, permits will be available in the course of delivering their services.

4.2. Issuing of Permits

Permits under this Policy are issued for use in registered vehicles only. Registration includes those vehicles registered with VicRoads or the relevant Authority in any other State or Territory of Australia. However, registration does not include any temporary vehicle use permit issued by VicRoads or other Authority in a State or Territory of Australia. This approach is consistent with the legislative entitlements for the use of a vehicle on a road.

Provision is made under this Policy for the discretion of the Manager to issue permits under certain circumstances and subject to demonstrated need.

4.2.1. Community Groups

All permits issued to Community Groups will remain until such time as the permit holder no longer requires the permit(s). No new permits for Community Groups will be issued from the date this Policy takes effect.

Parking permits may be issued in accordance with -

- relevant legislative provisions and Local Laws that may apply;
- procedures developed by the Chief Executive Officer or his or her delegate for the management of parking permits; and
- the following:



4.2.2. Residents -

- (i) who reside within streets that have a time limited restriction of one (1) hour or more and/or a permit zone;
- (ii) who demonstrate ownership and/or occupancy of the premises in the street to which the permit relates;
- (iii) who demonstrate ownership or legal possession of the vehicle or vehicles nominated in a permit application;
- (iv) where, in the case that the vehicle is a company vehicle or owned by another person, written advice from the owner of the vehicle is provided, stating that the vehicle is driven by the resident and is normally kept at the resident's address;
- (v) where, in the case that the vehicle is provided to the user under the provisions of a car share program by a car share provider and that the car share provider has entered into an agreement with Council (the terms car share program, car share provider and agreement are defined in clause 6.1 of this policy);
 - a. Note: the manner in which this clause is applied shall be determined by the terms of agreement struck between Council and the car share provider as developed by the Traffic and Transport Department from time to time.
- (vi) on the basis that the maximum number of permits for each household is three (3) of which a maximum number of two (2) Residents Visitor Parking Permits may be included ('household' is defined in clause 6.1 of this policy);
 - a. Notwithstanding clause (viii) above, in relation to a household and in very limited circumstances, a further residential parking permit for a specified vehicle may be issued upon the applicant satisfying the following criteria:
 - i. there is sufficient space available at the front of the property, that is, at least 23 metres at the kerb immediately adjacent to the property, to park vehicles legally, and
 - ii. there is capacity to enter or exit abutting driveways in a safe manner.
- (vii) on the basis that the maximum number of permits for each eligible premises within a multi-unit development is one (1) ('multi-unit development' is defined in clause 6.1 of this Policy);
 - a. owners and and/or occupiers living within multi-unit developments will be eligible for one (1) parking permit, being either a Residents Vehicle Specific Parking Permit or a Residents Visitor Parking Permit, where:
 - i. the planning approval of the units pre-dates August 2001; or



- ii. the units have been built since August 2001, and first occupied prior to 4 July 2011 being the adoption of the 2011 Residential Parking Permit Policy, in accordance with a planning permit which does not contain a note stating that the units (or dwellings) will not be eligible to participate in Council's Residential Parking Permit Scheme.
 - b. In all other circumstances residents of a multi-unit development will be ineligible to receive a permit except where a multi-unit development consists of no more than two (2) dwellings and it can be demonstrated that parking demands in the designated street are unlikely to be adversely impacted. In such cases residents of both dwellings will be eligible for permits normally available to residents in a single dwelling property.
 - c. Where existing permits which do not conform to this Policy are held, such permits will be re-issued until such time as there is a change in ownership or tenancy at which time the entitlements to such permits will cease.
 - d. Units which have been occupied for the first time post the adoption of the 2011 Residential Parking Permit Policy will not be eligible to obtain parking permits under this Policy;
- (viii) on the basis that the manager or proprietor of a shared housing establishment is eligible to access a Residential Parking Permit, and if so, a maximum of two (2) permits comprising Residents Visitor Parking Permits ('shared housing establishment' is defined in clause 6.1 of this Policy);
- (ix) on the basis that the maximum number of permits for each shop-top dwelling is one (1). A Residents Specific Vehicle Parking Permit ('shop top dwelling' is defined in clause 6.1 of this Policy) subject to the following:
- a. No permits will be issued for any arterial roads within a commercial area.
 - b. Permits will only be issued for the nearest appropriate side streets (as determined by Council Authorised Officers) and arterial roads outside commercial areas.
 - c. No permits will be issued for Council controlled off street car parks.
- (x) subject to assessment by Council's Traffic and Transport Department where warranted; and
- (xi) subject to submission of a permit application by a person entitled to make application and the application containing true and correct details.

No parking permit of any type will be issued for, and will not be valid for use by, vehicles used for commercial purposes, such as heavy or long vehicles as defined in Rule 200 of *Road Safety Road Rules 2017*, caravans, boats, motor homes, trailers or other vehicles designed to be towed and earthmoving equipment.



As an exception, in the case of a removalist van being a long or heavy vehicle, as engaged in removal services for a resident of a property to which a Residents Visitor Parking Permit applies, the removalist van will be entitled to use such Residents Visitor Parking Permit for as long as is necessary to complete the removals service.

Standard and larger sized vans which do not exceed 7.5 metres in length or 4.5 tonnes in gross weight can also validly display a permit under the Parking Permit Policy and the Procedure.

Residential Parking Permits are not eligible for use in Council owned, managed or controlled car parks.

4.2.3. Council staff and volunteers

- (i) on the basis that a Council staff member or volunteer delivering Priority Services to the community is eligible to access one (1) Residential Parking Permit comprising a Residents' Support (Council) Permit;

4.2.4. Businesses -

- (i) ensuring that the number of parking permits issued is not disproportionate to the number of parking spaces available;
- (ii) which demonstrate that they have a registered Business Name and/or registered Company;
- (iii) which demonstrate that their place of business is located within reasonable proximity to the designated business parking area;
- (iv) subject to assessment by Council's Traffic and Transport Department where warranted; and
- (v) subject to submission of a permit application by a person entitled to make application and the application containing true and correct details.

4.2.5. Tradespersons -

- (i) who will be undertaking works or providing services at residential premises in the City of Boroondara;
- (ii) subject to maintaining reasonable and balanced access in residential areas for residents and their visitors;



- (iii) subject to maintaining reasonable and balanced access in commercial areas for shoppers, visitors and traders;
- (iv) who demonstrate that they are accredited to undertake the works or provide the services by the relevant authority, or work under the supervision or direction of a practitioner registered with the relevant authority;
- (v) who demonstrate that they have a registered Australian Business Number or a registered Business Name and/or registered Company;
- (vi) subject to proof of engagement to undertake the works or provide the services;
- (vii) subject to assessment by Council's Traffic and Transport Department where warranted;
- (viii) subject to submission of a permit application by a person entitled to make application and the application containing true and correct details;
- (ix) who demonstrate the works or services are not maintenance works or services and rather are construction or renovation in nature.

A Tradesperson Parking Permit may be issued to a resident on behalf of a tradesperson and such permits are transferable to a tradesperson's employees and/or sub-contractors.

Where the construction or renovation works or services at a nominated premises in a residential area are expected to take less than four (4) weeks, a Tradesperson Parking Permit - Short Term Residential Areas will be issued.

Where the construction or renovation works or services at a nominated premises in a residential area are expected to take more than four (4) weeks, a Tradesperson Parking Permit - Long Term Residential Areas will be issued.

Where construction or renovation related works or services are intended to be carried out from, on or over a Council controlled road or road related area, a Tradesperson's Parking Permit will not be considered under this Policy. For traffic management purposes, in these cases, Council's Traffic and Transport Department will be responsible for the management of issuing a road and/or footpath occupancy permit.

A tradespersons vehicle with a trailer attached is considered one (1) vehicle. A tradesperson parking permit can only be used where the vehicle and trailer attached do not exceed 7.5 metres in length and 4.5 tonnes in gross weight. However, where the trailer is detached from the vehicle, the trailer is considered to be a separate vehicle. In such circumstances the tradesperson is entitled to access a parking permit for the detached trailer or a detached item of machinery designed to be towed and normally used in the course of construction.



4.3. Rights and Responsibilities of Permit Holders and Users

All permit holders and permit users have rights and responsibilities. Permit holders, as custodians of a permit, are responsible for the safekeeping and compliant use of such a permit. By accepting a permit, a permit holder or user has an understanding that an infringement may result from a breach of the permit conditions.

All permit holders and permit users are required to deliver up permits issued under this Policy to an Authorised Officer of Council or a member of the Police force when directed to do so.

While permits are issued to permit applicants for use in accordance with this Policy and the permit conditions, all permits issued under this Policy remain the property of the City of Boroondara.

4.3.1. Unauthorised permit use

A permit holder or their visitors, employees or sub-contractors, as the case may be, must not:

1. Lease out, rent out, lend or sell a parking permit to another person or duplicate a permit;
2. Charge any person a fee to use a parking permit or accept any consideration (monetary or otherwise) from a person for the use of a permit;
3. Give or otherwise provide a parking permit to any person not entitled to use the permit under the Parking Permit Policy; or
4. Allow or assist any other person, not entitled to use a permit under the policy, to misuse the permit contrary to the Parking Permit Policy.

Any form of reproduction or advertising of a permit for rent, lease, sale, profit or other beneficial or fraudulent consideration, or causing such an advertisement to be published, is a contravention of the Parking Permit Policy and the conditions of the permit. This may result in the cancellation or suspension of permits or restrictions being placed on permit eligibility for up to the remaining life of the permit. No refunds will be given where a permit is cancelled due to breach of this condition.

A permit holder has the right to appeal the cancellation or suspension of permits.

5. Implementation and monitoring

This Policy introduces an expanded scope of practice for the management of parking permits in the City of Boroondara. The monitoring and review of the Policy will ensure its ongoing relevance, utility and appropriateness for key stakeholders.

5.1. Accountabilities

For all queries or feedback regarding this Policy, please contact the responsible officer below.

| Contact | Contact number | Contact e-mail |
|--------------------|----------------|--|
| Manager Local Laws | 9278 4444 | Boroondara@boroondara.vic.gov.au |



The Chief Executive Officer is formally recognised as having ultimate accountability and responsibility for issuing Parking Permits under this Policy.

The Director City Planning is responsible for overseeing Policy implementation.

The Manager Local Laws will be responsible for the administration, monitoring and compliance of this policy and the related procedures. The Manager will also be responsible for ensuring that Council fulfils its legal responsibilities with regard to operating a Parking Permit Scheme.

The Coordinator Projects and Strategy - Local Laws will be responsible for ensuring that:

1. administrative staff in Local Laws are trained in applying this policy, procedures, processes and conditions to applications for Parking Permits;
2. the integrity of the Parking Permit databases is maintained and the renewal processes for Parking Permits is undertaken;
3. accurate information about Parking Permits is provided on Council's website;
4. accurate advice about Parking Permits is provided in response to enquiries from prospective applicants;
5. infringement appeals are processed in accordance with this policy and associated procedures; and
6. the permit schemes are run with regard to the *Privacy and Data Protection Act 2014*.

The Coordinator Field Services - Local Laws will be responsible for ensuring the on-road parking enforcement officers are well trained and appropriately equipped with respect to the implementation and application of this Policy and process.

Team Leader Support Services - Local Laws will be responsible for supporting the Manager Local Laws, the Coordinator Projects and Strategy - Local Laws and the Coordinator Field Services - Local Laws to achieve their respective responsibilities.

Where a person is aggrieved by a decision to refuse to grant or renew a parking permit, that person may appeal in writing to the Manager Local Laws. Similarly, any person aggrieved by the withdrawal of their parking permit privileges for misuse may appeal in writing to the Manager Local Laws. Appeals must be in writing and clearly state the grounds relied on for review.

5.2. Financial implications

The administrative costs in terms of maintaining and updating the integrity of the Parking Permit databases, together with printing costs and the implementation of this Policy and associated procedures will be accommodated within existing operating budgets.



6. Definitions

6.1. Definitions

| | |
|-------------------------|---|
| Agreement | Means an agreement between Council and a car share provider as developed by the Traffic and Transport Department from time to time. |
| Assessment Services | Refers to disability and aged care assessments. |
| Authorised Officer | Means a person appointed by Council under section 224 of the <i>Local Government Act 1989</i> . |
| Business | A person, organisation or group of persons who conduct a business either under a registered business name and/or registered company. |
| Business Parking Permit | A permit issued to businesses and traders which is transferrable to and amongst employees. The permit is to be displayed on the dashboard of the motor vehicle while the vehicle is parked in the parking location and zone specified on the permit. |
| Business premises | Means the premises from which a trader or tradesperson conducts their business. |
| Car share program | Car share differs from traditional car rental in that renters/members are pre-approved, cars are rented by the hour, cars are clearly marked and distributed within a community for ease of access, fuel and insurance costs are inclusive and access is 24 hours a day 7 days a week. The term 'car share program' may include a peer-to-peer car share program. |
| Car share provider | Is an enterprise that operates a car share program that has entered into an agreement with Council that stipulates the terms in which car share vehicles operated by that enterprise may park within the City of Boroondara. |
| Commercial area | A locality where business and commercial activities are primarily conducted including a shopping centre, shopping strip and a row of more than six (6) consecutive business and/or commercially operated buildings. |
| Household | A person or group of people occupying a single dwelling. |
| Multi-Unit Development | Two (2) or more dwellings on a lot. |
| Nominated premises | A single location described in the tradesperson parking permit application form as the location where work is being carried out or services are being provided by the tradesperson or their employee. |
| Permit holder | The person or company named as the applicant in a parking permit application form and to whom a permit is issued. In the case of a company, the director or |



| | |
|---|--|
| | directors, as the case may be, will be considered the permit holder. |
| Priority Services | Refers to care and support services, including: <ol style="list-style-type: none"> 1. Maternal and Child Health Services; 2. Meals on Wheels; 3. Community Bus Service; 4. Home Support and Assessment Services; 5. Emergency Services; and 6. other similar services, provided to residents and ratepayers within the City of Boroondara. |
| Resident | A permanent inhabitant of a property and includes an owner-occupier and/or an occupier. |
| Residential area | An area that falls within a Residential zone under the Boroondara Planning Scheme. |
| Residential Parking Permit | Refers to the Residents Specific Vehicle Parking Permit, the Residents Visitor Parking Permit and the Residents Support (Council) Permit. |
| Residents Support (Council) Permit | A permit that may be transferable between vehicles and used by: <p style="text-align: center;">Council staff and volunteers when delivering Priority Services to residents in residential areas.</p> |
| Residents Specific vehicle Parking Permit | A non-transferable, permit issued to a resident and associated with a particular motor vehicle. |
| Residents Visitor Parking Permit | A permit that is transferable between vehicles and may be used by residents or visitors. |
| Shared housing establishment | A rooming or boarding house or other single building establishment where the building is in a residential area, provides self-contained accommodation and does not have more than ten (10) habitable rooms. |
| Shop-top Dwelling | No more than two (2) dwellings located above ground floor retail or other business, in a designated shopping precinct, neither of which forms part of a multi-unit development consisting of three (3) or more dwellings. |
| Temporary Parking Permit | A permit issued with short-term validity to act as a temporary substitute or interim solution for a Residential Parking Permit issued under this Policy. |
| Trader | A person, organisation or group of persons who conduct a business either under a registered business name and/or registered company. |



| | |
|--|--|
| Tradesperson | Includes a builder and is a person or group of persons who conducts a business that primarily provides onsite construction or renovation related works or services and are accredited to do so by the relevant authority (where required), or work under the supervision or direction of a practitioner registered with the relevant authority and the business operates with a registered Australian Business Number or under a registered business name and/or registered company. |
| Tradesperson Parking Permit | Refers to the two (2) types of permit that may be issued to a tradesperson being the: <ol style="list-style-type: none">1. Tradesperson Parking Permit - Long Term Residential Areas; and2. Tradesperson Parking Permit - Short term Residential Areas. |
| Tradesperson Parking Permit - Long Term Residential Areas | A permit issued to residents and tradespersons, transferable to their employees, while either is conducting construction or renovation work or services, at a nominated premises in a residential area and where the works or services are expected to take more than four (4) weeks. |
| Tradesperson Parking Permit - Short Term Residential Areas | A temporary, short-term permit issued to residents or tradespersons conducting minor works or services at a residential premises where the works or services are expected to take less than four (4) weeks. |
| Visitor | A person attending a dwelling for a short-term period for the purpose of social interaction, provision of health or social support and/or care or the delivery of routine domestic related services, including gardening, cleaning and/or general property maintenance. |



7. References

- Boroondara Planning Scheme (2016). Available from URL: <http://planning-schemes.delwp.vic.gov.au/schemes/boroondara> cited 5th May 2016.
- City of Boroondara (2013). Access and Inclusion Plan 2013-2017. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara Register of Public Roads (2011). Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2007). Road Safety Strategy 2007-2012. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2013). Road Management Plan. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2014). Asset Management Policy. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2006). Traffic Management Policy. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2011). Residential Design Policy. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- City of Boroondara (2009). Amenity Local Law. Available from URL: <https://www.boroondara.vic.gov.au/> cited 5th May 2016.
- Infringements Act (2006). Available from URL: http://www.austlii.edu.au/au/legis/vic/consol_act/ia2006161/ cited 5th May 2016.
- Local Government Act (1989). Available from URL: http://www.austlii.edu.au/au/legis/vic/consol_act/ cited 5th May 2016.
- Marsden, G. (2006). The evidence base for parking policies - a review. *Transport Policy*, 13(6), pp. 447-457.
- Marsden, G. & Wootton, J. (2001). "A review of Local Transport Plans in England", Proc. AET European Transport Conference, 10-12 September 2001. Homerton College, Cambridge, UK, CD-ROM, PTRC, London.
- May, A.D. (1996). "Transport Policy" in, O'Flaherty, C.A. (Ed) *Transport Planning and Traffic Engineering*, London, Elsevier Butterworth Heinemann.
- Privacy and Data Protection Act (2014). Available from URL: http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/95c43dd4eac71a68ca256dde00056e7b/409fbd6322ca2b75ca257d5700232e36!OpenDocument cited 5th May 2016.
- Road Safety Act (1986). Available from URL: http://www.austlii.edu.au/au/legis/vic/consol_act/ cited 5th May 2016.
- Road Safety Road Rules (2017). Available from URL: http://classic.austlii.edu.au/au/legis/vic/consol_reg/rsrr2017208/



cited 3 March 2018.

Road Management Act (2004). Available from URL:

http://www5.austlii.edu.au/au/legis/vic/consol_act/rma2004138/ cited 5th May 2016.

Victorian Charter of Human Rights and Responsibilities Act (2006). Available from URL:

http://www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/ cited 5th May 2016.