



BOROONDARA
City of Harmony

Residential parking permit policy

Responsible Directorate: City Development and Amenity
Authorised by: Council
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1. Introduction

1.1. Purpose

The purpose of this policy is to facilitate reasonable vehicle access for residents and their visitors to their street, while preserving access for other legitimate road users such as: shoppers, traders, disabled persons and commuters.

The policy defines the criteria by which Council will allocate visitor and vehicle specific parking permits to households. The policy will define the process by which permits will be considered and balance the competing demands of a variety of on-road users.

1.2. Scope

This policy defines eligibility for both vehicle specific and visitors residential parking permits.

Stakeholders in this policy are residents of the municipality and their visitors, tradespersons undertaking works, traders and the Police.

This policy deals with the following three types of Residential Parking Permits:

- Specified Vehicle Permit
- Visitor Parking Permit
- Tradespersons Parking Permit.

2. Background

As a generalisation residential parking is becoming increasingly difficult to secure, especially in areas impacted by:

- Multi-Unit Developments
- Night Clubs and hotels
- Public Transport (Commuters).

Triggers that give rise to residential parking controls being introduced include decreasing the availability of on-street parking for residents and their visitors and are prompted by:

- Submissions from the public
- Local Area Traffic Management Reviews
- Anticipated impacts of major developments (eg Tooronga)
- Increasing intensification of developments.

2.1. Methodology

Benchmarking was undertaken with a number of inner city municipalities with similar demands for on-street parking. Internal consultation was also undertaken with the traffic engineers. Feedback from community consultation has also assisted in shaping this policy.

2.2. Context

Council Plan 2010-2015 outlines the following key directions: 'Strengthening our communities', 'Enhancing the environment', 'Ensuring liveability and amenity' and 'Providing facilities and assets'. Updating the Residential Parking Permit Policy is consistent with Council's commitment to provide fair and equitable use of on-street parking as a resource and in doing so provide for high standards of community safety and amenity.



2.3. Consultation

The draft policy was advertised in the Leader and made available on Council's website. Hard copies were made available at Council libraries and offices. A five week period of consultation was undertaken with comments and feedback being brought to Council before adoption.

2.4. Corporate framework

This policy supports Council's Mission and Vision by addressing the following objective(s) in the Council Plan 2010-2015:

- Strengthening our communities
- Enhancing the environment
- Ensuring liveability and amenity
- Providing facilities and assets

3. Policy statement

Increasing intensification of development in the municipality has led to a decrease in the availability of on-street parking for residents and their visitors.

Council's Residential Parking Policy specifies the means by which permits will be allocated to households where specific residential parking permit areas exist in their street.

4. Implementation and monitoring

4.1. Accountabilities

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

Contact	Contact number	Contact e-mail
Manager Local Laws	9278 4949	Michael.Somerville@boroondara.vic.gov.au

The responsible officer coordinates the implementation, maintenance and review of this policy; ensuring stakeholders are aware of their accountabilities.

Coordinator Business Systems - Local Laws will be responsible for:

- ensuring that administrative staff in Local Laws are trained and applying the policy to all applicants for residential parking permits.
- the integrity of the database and undertaking the renewal process.
- ensuring that accurate advice is provided to residents and visitors on this issue when making an enquiry by telephone and counter and also updating Council's website.

Coordinator Parking and Traffic - responsible for ensuring that on-road enforcement staff are well trained with respect to this policy, having on-road ticket issuing devices uploaded with information pertaining to the residential parking permits.

4.2. Financial implications

It is anticipated that the administrative costs in terms of maintaining and updating the integrity of the database together with printing costs are budgeted for and the implementation of this policy can be achieved within existing operating budgets.

4.3. Related documents

Road Rules Victoria

5. References

Boroondara Planning Scheme

Definitions

Specified Vehicle Permit	A non-transferable, adhesive permit issued to a resident and affixed to a particular motor vehicle.
Visitor Parking Permit	A fully transferable permit issued to residents for casual issue to their visitors, to be displayed on the dashboard of the motor vehicle whilst the visitor is visiting the resident to whom the permit has been issued.
Tradesperson's Parking Permit	A temporary, short-term permit issued to residents, or Tradesperson's conducting work at premises, for display on the dashboard of the motor vehicle whilst work is being conducted.
Multi-Unit Developments	Two or more dwellings on a lot.
"Shop-top" Dwelling	A single dwelling in business zoned land which is not included in a multi unit or apartment development.
Domestic house cleaner	Any house cleaner that attends a residential property to clean.
Domestic gardener	Any garden maintenance contractor who conducts work at a residential property.

6. Permit application process and eligibility

Resident parking permits will be issued to residents who reside within streets that have a time limited restriction and/or a permit zone. Residential parking permits are issued under the following conditions:

6.1. Permit applications

An application for permit/s must be made on the attached form and be accompanied by satisfactory documentation as to:

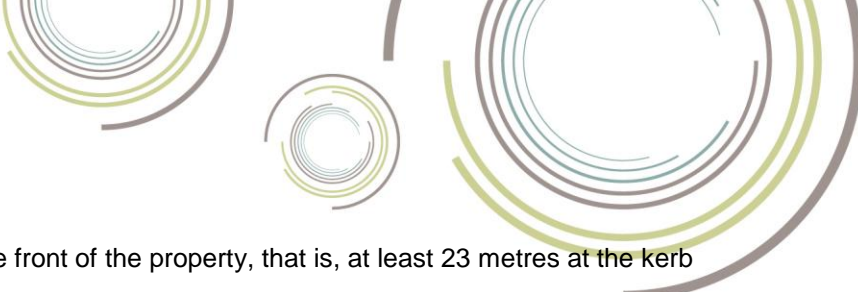
- Ownership or occupancy of premises in the street concerned, eg electricity bill, rate notice or lease agreement etc.
- Ownership or legal possession of the vehicle or vehicles concerned eg registration papers.
- If the vehicle is a Company vehicle or owned by another person, written advice from the owner of the vehicle is required, stating that the vehicle is driven by the resident and is normally kept at that address.

6.2. Maximum permit numbers to households

The maximum number of permits which will be issued is 3 (subject to the qualification contained in Clause 6.3), including a maximum of 2 visitors permits. No charge will be applied for the initial issue of any of these permits. A fee will be applied to replace a lost or stolen permit. This fee is prescribed annually through Council's budget process.

6.3. Criteria for 4th Permit

A 4th specified vehicle permit may be issued under the following criteria:

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- a) 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
 - b) Capacity to enter or exit abutting driveways in a safe manner.

6.4. Process for permit replacements

To replace a specified vehicle parking permit or a visitor parking permit a statutory declaration is required. The lost permits will be cancelled and replacements issued (see clause 6.9). No charge will be applied for new permits resulting from a change of vehicle or address but a charge will apply for lost permits.

6.5. Change of address or change of vehicle

A new permit will be required in the event of a change of vehicle or address. These permits will be issued to residents who reside within streets that have a time limitation and/or a permit zone. In either case the permit must be removed from the vehicle.

6.6. Visitor Parking Permits

A visitor parking permit may be issued to a property for use by visitors. Visitors are to display this permit in their vehicle as directed in the permit for the duration of the visit. The permit is to be retained by the Owner/ Occupier of the property at all times whilst not in use.

6.7. Renewal Periods

Residential Parking Permits will be issued annually in Hawthorn (specific to postcode 3122) and every 2nd year in other areas. The permit will expire upon change of vehicle or address.

6.8. Permits not valid for heavy or commercial vehicles

Residential permits will not be issued to and are not valid to be used by vehicles used for commercial purposes such as vans, heavy or long vehicles as defined in Section 200 of Road Rules Victoria, caravans, boats, motor homes and earthmoving equipment.

6.9. Fee for lost permits

If a permit is lost, the loss must be reported to the Council as soon as possible. A replacement fee is applicable and is defined annually by Council through the budget process.

6.10. Permits applicable to specific vehicles

Specified vehicle permits are not transferable and will only apply to the vehicle registration number, which the permit was issued to.

6.11. House Cleaners and Domestic Gardeners ineligible

No permits will be issued for domestic house cleaners and domestic gardener. Where residents have an entitlement, visitor permits may be used for this purpose.

7. Use of Permits

7.1. Streets where permits may be used

Residential parking permits, including visitor parking permits, will exempt vehicles from time limitation parking restrictions (for time limited areas of one hour or greater) and designated permit zones in which the owner of the vehicle resides or any other street to which the permit applies.

The permit will not entitle the holder to park or stand in any other parking restricted area. Permit holders are liable for any infringements incurred whilst parked in any other parking restricted area.



7.2. Designated Streets

A permit will apply in the street designated on the permit and the nearest intersecting street to the residential property to which the permit has been issued.

For a corner property, a permit will be issued for the street to which the address of the property relates (eg property at the corner of Oxley Street and Linda Street with an address of 1 Linda Street will have a permit to park on Linda Street).

7.3. Display of permits

Both visitor parking permits and specified vehicle permits must be displayed in accordance with permit conditions specified and be clearly and readily visible from outside the vehicle.

Council will adopt a 'single warning' approach to non-display of residential car parking permits. Following a warning or where an infringement is withdrawn on appeal, any subsequent infringement issued for the non display of a current permit will not be withdrawn.

If a permit is not displayed, the permit holder may be liable for any parking infringement incurred.

7.4. Permits not guaranteeing availability of parking spaces

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

7.5. Suspension of permits

The use of parking spaces in streets for which parking permits apply may be suspended by members of the Victoria Police or by authorised Council Officers.

7.6. Coding System - Street Identification

Specified vehicle permits will not display the street in which the permit applies. A coding system that appears on the permits has been developed to identify streets and protect privacy.

7.7. Multi-Unit Development Eligibility

Owners and occupiers living within multi unit developments will be eligible to apply for one residential parking permit where:

- The planning approval of the units pre-dates August 2001.
- The units have been built since August 2001 in accordance with a planning permit which does not contain a note stating that the units will not be eligible to participate in Council's Resident Parking Permit Scheme.

In all other circumstances residents of multi unit developments will be ineligible to receive a permit. Where existing permits which do not conform to the 2011 policy adopted by Council are held, these permits will be re-issued until such time as there is a change in ownership or tenancy at which time the entitlement to permits will cease for the relevant property.

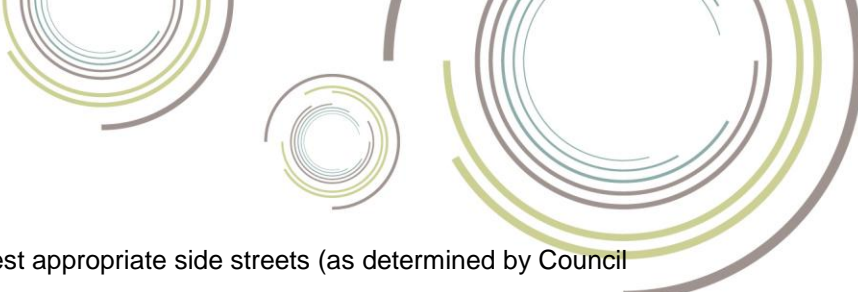
Units which have been occupied for the first time post the adoption of the 2011 Resident Parking Permit Policy will not be eligible to obtain residents parking permits under this policy.

Where a multi unit development consists of no more than two dwellings and it can be demonstrated that parking demands in the designated street are unlikely to be adversely impacted, residents of both dwellings will be eligible for permits normally available to residents in a single dwelling property.

7.8. 'Shop top dwellings'

A maximum of one specified vehicle permit will be available subject to the following:

- No permits will be issued for the arterial roads within a designated shopping precinct.

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- Permits will only be issued for the nearest appropriate side streets (as determined by Council Authorised Officers) and arterial roads outside shopping precincts.
 - No permits will be issued for Council controlled off street car parks.

7.9. Tradesperson's permits

Tradesperson's parking permits – permits are available to ratepayers of residences who are eligible to receive parking permits under the policy subject to the following conditions;

- a) Only 2 Tradespersons permits are available per residence at any one time.
- b) For minor refurbishing works for work on a property not exceeding 4 weeks, upon application, a process of allocating a maximum of two tradespersons permits per property will be undertaken without the need to allocate a construction zone. This fee is set by Council in its annual budget process.
- c) Any requests for permits exceeding 4 weeks, for works such as renovations, the residents must apply for construction work zone permits and parking bay occupation permits and appropriate charges will apply.
- d) The permits can only be issued for a prescribed duration dependent on the nature and duration of work at the discretion of the relevant manager.
- e) Tradespersons permits are only issued for works to be carried out at that specific residence.
- f) Tradespersons permits will only be valid for the days that they are issued and between the hours of 7.00am to 5.00pm.

8. Discretion

8.1. Discretion to vary permit conditions

The issue of permits for any street or any variation of the above conditions will be at the discretion of the responsible Manager.

The application of discretion will be limited to circumstances of:

- Demonstrated personal or family disability or hardship; or
- Demonstrated temporary loss of access to onsite parking due to public works or essential decommissioning of onsite parking; or
- In the case of residential parking in the permit applicant's street, where it can be demonstrated that parking demands and circumstances can accommodate additional permits.

Any permit issued in addition to a fourth permit must be a specified vehicle permit.

In these instances, discretion will only be exercised when supported by written evidence to the satisfaction of the responsible manager.

When deciding a request for the application of discretion each case will be considered on its own merits.

8.2. Permit revocation

Discretion may be exercised by the responsible manager to revoke a permit where it is has been found to be used contrary to the conditions specified.