



## **Newport City Council Resident Parking Policy**

### 1. Purpose

1.1 The main purpose of the highway is for traffic movement and therefore no vehicle has an automatic right to park on a public highway. Parking is accepted where it does not impact upon the movement of traffic, create a safety hazard, obstruct emergency vehicle access, or access to properties. Although providing parking is not a statutory duty of the council, residents parking schemes have been implemented in areas where there is pressure on parking for residents due to parking from businesses or other non-residents and therefore offers the residents the best opportunity to park.

1.2 Resident only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when availability of on-street parking is limited by non-residents wishing to park in the street.

Resident only parking schemes are not effective and will not be introduced, where there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Residents parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.

1.3 Before making an application, residents are asked to consider whether parking issues are temporary and therefore do not require a new resident parking scheme, e.g. do parking problems occur only at school drop off / pick up times, when deliveries are made, or when popping to the shops. As there are both advantages and disadvantages to introducing new resident only parking schemes:

#### Advantages

- Discourage commuter/shopper parking in residential streets;
- Enhanced environment in residential areas;
- Residents find their on-street parking is easier and more convenient;

- May improve parking and traffic management;
- May improve the management of parking from new development;
- Can produce road safety benefits.

#### Disadvantages

- Possible knock-on effect of re-located commuter / shopper parking;
- Costs of introduction and management and payment for permits;
- Permits do not guarantee a parking space;
- Schemes may only manage an under-supply of spaces and not solve parking problems;
- There are risks that a scheme could reduce levels of on-street parking, with problems for visitors and businesses;
- Can reduce traffic flow/safety as vehicle drivers search for fewer permitted spaces;
- Can lead to inefficient use of on-street parking space.

## 2. Criteria

### 2.1 Criteria for initial assessment

Applications received for new resident only parking schemes will undergo a first stage assessment to determine if they meet the first 3 essential criteria for a new resident only parking scheme. Applications must demonstrate that:

- a) The area or street is predominantly residential in character (more than 50% of properties are residential).
- b) The properties in the street(s) being applied for should generally have no off-street parking facilities (must be 20% or less who have off street parking).
- c) More than 50% of residents must agree to the installation of the scheme.

If applications are received without sufficient information to determine the above 3 essential criteria are met, then they will not be considered. For example, evidence would be required with the application to demonstrate the agreement of more than 50% of residents, such as a signed resident's petition.

If applications are received and they do not meet the above 3 essential criteria, then they will not progress for further assessment. Applicants will be informed if their request is not progressing and this decision is final.

If an application does meet the essential criteria, then it will progress to the next stage if funding is available to implement measures if the street qualifies. Requests for resident only parking schemes will be held on file to be assessed and considered once funding has been identified.

### 2.2 Criteria for full resident parking scheme assessment

Applications for new resident only parking schemes that meet the above 3 essential criteria and have funding identified, will then be assessed with parking capacity surveys (at various times and on different days), based on the following criteria and terms:

- d) More than 80% of available parking space must be shown to be occupied by all vehicles during the proposed duration of the Order.
- e) The proportion of road space allocated to permit holders will be limited to a maximum of 50%, except within the City Centre where the parking strategy will require total parking control.
- f) The daily duration of the scheme will usually operate from 8am to 8pm Mon-Sat, however this may be varied in the Traffic Regulation Order to address specific parking demands in an area if required. The proposed operation times will be established by the council and communicated to residents during consultation.
- g) Such Orders should usually form part of an area parking strategy which takes account of displaced vehicles and therefore a scheme may cover one street or more than one street.
- h) Each scheme will be separately identified and permit holders will be exempt only in their own 'zone'.
- i) Permits will be issued upon application only to resident vehicle owners, will apply to individual vehicles, and be renewable annually.
- j) The issue of permits will be subject to clearly defined conditions as to qualification. In general an over provision of permits of approximately 20% can be sustained without parking difficulties arising.
- k) In areas where there is a mix of residential and small businesses the, provision of business parking permits may be considered.
- l) Residents availing themselves of the scheme shall make a contribution towards the cost of implementation and management of the scheme, if required to do so. The cost of resident parking permits is outlined in section 3 below.

All applicants will be contacted with the outcome of their application once it has been assessed and the decision is final.

For any applications that are approved, a new Traffic Regulation Order (TRO) will be required for a new residents only parking scheme, which legally changes the use of the highway to restrict parking to residents displaying a valid permit between certain hours.

The process to make a new TRO can take 6 to 12 months to complete and once confirmed, new signs and roadway markings will need to be installed before a scheme becomes live.

Once live, all residents parked in the resident only bays, will need to display a permit or be at risk of a Penalty Charge Notice as outlined in section 5 below.

Eligible properties can apply for a Resident Parking Permit to allow them to park in resident only bays, in their identified 'zone'. Which properties are eligible will be identified when the scheme is designed and only these properties are eligible to receive a permit, subject to the below conditions.

### 3. Resident Parking Permits

#### 3.1 Resident Permits

Residents of eligible properties may apply for a maximum of 2 Resident Parking Permits per property in their Residents Permit Parking zone. In zones where on-street parking capacity has been identified as a particular concern, this has been limited to a maximum of 1 Resident Parking Permit per property.

The following definitions and guidance should be considered as a part of a resident only parking scheme:

- A resident will be considered as any person who resides at a property within the defined scheme and should be registered in the Council Tax records.
- A property will be defined as a domestic property listed under the Council Tax definitions. Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single property. Where a single property has multiple occupancy (for example, a house share or individually rented rooms) but only one Council Tax account, then the permits will be issued on a first-come, first-served basis.

The issue of a permit does not guarantee the availability of a parking space.

Resident permits will be available for a charge and renewable annually.

Permits will only be issued to a designated vehicle identified by a Vehicle Registration Mark (VRM).

Resident permits will only be issued to residents whose normal place of abode is within an existing resident only parking scheme area and the vehicle(s) owned or kept by them are registered at that address.

Resident Permits may only be used in the zone indicated on the permit/permit confirmation.

Landlords and owners of the property are not permitted to apply for a permit unless they reside at the property for which the application is made.

Residents applying for a permit will be required to:-

- Provide proof of residency (accepted proof includes council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date)
- Provide proof of vehicle ownership (V5 log book or full insurance documentation showing registration of vehicle the address you are applying for a permit at)
- Pay the requisite fee.

Requests for a residents parking permit will be delayed if applications are submitted without the correct evidence.

Permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

If a vehicle has recently been purchased, full insurance documentation confirming registration of the vehicle at the address where you are applying for a permit will be accepted as evidence, instead of a V5 log book.

Residents are still eligible to apply for resident parking permits for a company vehicle. In addition to the evidence required for proof of address, a letter from the employer will also be required on headed paper confirming the resident has sole use of the vehicle in question and that it is stored overnight at the resident's home address. The letter must include the residents' full name, address, and registration number of the vehicle and be dated within 3 months of the application.

Where a hire or courtesy car replaces an existing vehicle, a temporary permit may be issued for a limited period up to a maximum of 1 month.

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

Residents must display a valid permit in their vehicle when parking in a residential parking zone. Until a permit has been received/virtual permit activated, residents will not be allowed to park in a resident only parking place.

A permit will not be required for vehicles carrying out essential duties and statutory powers, including emergency service vehicles whilst attending an emergency, statutory undertakers, postal collection/delivery, council/government business and formal wedding cars and hearses. In addition permits will not be required for vehicles engaged in the loading/unloading of goods or where passengers are boarding or alighting

Permits will only be issued to cars, motorcycles and vans under 1524 kg (30 cwt) unladen weight. Residents will need to provide the Vehicle Registration Document (V5C) if applying for a van so that the unladen weight can be checked. It is the responsibility of the resident to ensure a valid permit is displayed at all times if parking a motorcycle in a residents' only parking zone or that a valid virtual permit has been activated.

Individual permits will not be issued for caravans or trailers, although these may be parked within a scheme on a short term basis whilst loading/unloading provided that they are hitched to a vehicle bearing a valid permit.

Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

All permits must be displayed on the inside surface of the windscreen, or alternative suitable location for a motorcycle, so that recorded particulars are clearly visible.

The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

Replacement permits are available for a change of vehicle or a lost/damaged permit for a charge.

Permits shall be returned to the council/virtual permits cancelled when the holder ceases to be the owner of the relevant vehicle or no longer resides at the address the permit is linked to.

If a new resident applies for a permit at a property that already has the maximum amount of permits issued, the old permits will only be cancelled and new ones issued if evidence is provided confirming the change of resident on Council Tax records. For HMOs written evidence must be provided by the landlord to confirm the change of resident.

All permits are non-refundable and non-transferable (for example if you move address)

Full terms and conditions for resident permits are available on the council website.

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.

### 3.2 Visitor Permits

Residents living in a resident only parking scheme can buy visitor parking permits, enabling their visitors to park their vehicles in a marked residents' bay

within their scheme, on the date the visitor permit is valid for. Residents do not need to hold a valid resident permit or own a vehicle to apply for visitors' permits.

Residents applying for visitor parking permit(s) will be required to provide proof of residency by providing either a council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date.

Permits for visiting friends and relatives are available at a cost and a maximum of 30 day visitor parking permits per year per property may be purchased. Residents' purchase history will be checked before new permit requests are processed.

Residents are not able to purchase more visitors parking permits once the maximum 30 have been issued, regardless of the amount of permits issued to other properties in the zone.

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

All permits must be displayed on the inside surface of the windscreen, or alternative suitable location for a motorcycle, so that recorded particulars are clearly visible.

The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

Requests for visitor parking permit(s) will be delayed if applications are submitted without the correct evidence.

Visitor parking permits are non-refundable and replacements are not available for lost permits. New visitor parking permits can only be issued up to the maximum allocation of 30 per property, chargeable at the same price.

Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

Full terms and conditions for visitor permits are available on the council website.

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.

### 3.3 Carer Permits

Visitors delivering health and care needs to residents will be afforded access under the schemes. Those residents who live within a residents only parking

zone may apply for a carers parking permit for family or professionals who visit the property to provide care.

Evidence of a care related benefit such as Carers Allowance or Attendance Allowance will be required. Where this is not possible, a doctor's note confirming the need for care can be submitted.

Carer's permits should only be issued to a designated vehicle identified by a Vehicle Registration Mark (VRM).

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

Carer's permits may only be used in the zone indicated on the permit/permit confirmation.

Residents applying for a carers permit will still be required to provide proof of residency at the address in the resident only parking zone by supplying a current years' council tax bill, utility bill dated within the last 3 months, tenancy agreement, mortgage statement, bank statement, insurance documents or driving licence.

Residents should confirm the name of their nominated carer and the Vehicle Registration Mark for the permit. Evidence will be required from the carer of vehicle ownership, by either a V5 log book, or insurance documentation showing the name of the nominated carer.

If a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued as an exemption. This permit is only available where a nominated carer permit is not appropriate as more than one person attends the property to support with care or medical needs.

Permit applications in these cases are required to be supported by the resident's medical practitioners by submitting a letter from their Surgery/Health Board confirming that care is provided by multiple professionals such as Doctors, District Nurses, Community Health Nurses, Midwives, Home Care Assistants, and/or Health Visitors. If care is provided by a commercial or charitable organisation or has been arranged without assistance from the Surgery/Health Board, a letter from the care organisation on headed paper confirming the attendance of multiple staff to provide domiciliary care at the address will be required.

Carers' permits will be issued free of charge. A maximum of 1 carer permit per property can be issued.

Carers' permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

All permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.



Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

All permits are non-transferable (for example if you move address)

Permits shall be returned to the council/virtual permits cancelled when the holder ceases to be the owner of the relevant vehicle or no longer resides at the address the permit is linked to.

Requests for a carers parking permit will be delayed if applications are submitted without the correct evidence.

Full terms and conditions for carer permits are available on the council website.

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.

- 3.4 Blue Badge holders are allowed to park within the residents only bays for up to three hours with a correctly displayed blue badge and their "clock" disc displayed.

#### 4. Removal of Residents Parking Schemes

- 4.1 Applications for the removal of residents parking schemes will be considered upon receipt of a request confirming more than 50% of residents living in eligible properties in that scheme area, agree with the removal of the scheme.

Applications must also identify the change in circumstances that means a resident only parking scheme is no longer appropriate i.e. the relocation of local businesses removing the need for residents only parking in the area.

The removal of a resident only parking scheme and the impact on surrounding parking schemes will be considered and only implemented where there is no negative impact and funding is available for the removal.

#### 5. Enforcement

- 5.1 The issue of a parking permit will at no time absolve the permit holder from parking legally, without due care, and without creating an obstruction. The council will not accept any responsibility for the damage, theft or loss of, or to, any vehicle or its contents whilst parked in a resident only parking zone. When

operated under Civil Parking Enforcement procedures, vehicles parking in resident only parking zones without having a valid virtual permit or displaying a valid paper permit will be subject to a Penalty Charge Notice, enforced through the Civil Parking Enforcement processes and powers, and normal approved procedures will be followed.