



Ashfield Council

Resident Parking Permit Scheme Policy

December 2013

This policy will be reviewed **triennially** by: Works and
Infrastructure

Next review date: October 2015



Title:	Resident Parking Permit Policy
Summary:	To provide the eligibility criteria and entitlements for the issue of resident parking permits, including policy requirements for the introduction for a new scheme or extension to an existing scheme.
Record Number:	
Date of Issue:	April 2014
Approval:	Council Meeting: 10 December 2013
Version Control:	Version V1.0 - April 2014
Contact Officer:	Senior Engineer – Infrastructure Design & Traffic Services
Relevant References:	
Main Legislative or Regulatory References:	Roads & Maritime Services Permit Parking (Version 3 November 2012) Road Transport Act 2013
Applicable Delegation of Authority:	
Related Ashfield Council Policy:	
Related Ashfield Council Procedure:	



1. Policy Background

Ashfield is the hub of a major bus/rail interchange and the commercial/retail establishments provide major employment. Many employees and commuters travel by car and park in residential streets.

All residential streets where there are no *time limit restrictions* are heavily 'parked out' day and night respectively.

There have been many requests by residents and Councillors for implementation of resident parking schemes so that the available on-street parking spaces are shared more equitably between residents, commuters and employees.

2. Policy Purpose

This policy has been prepared to assist Council to:

- Facilitate the introduction and administering of a resident parking scheme in the Ashfield LGA.
- Provide clear criteria by which a permit will be issued.
- To alleviate parking problems experienced by residents
- To improve the amenity for residents who do not have sufficient off-street parking spaces or unrestricted on-street parking spaces.
- To provide an appropriate mix of on-street parking spaces in residential streets.
- To define the maximum resident parking permit entitlements.

3. Policy Objectives

- 3.1 To enhance residential amenity by rationalising available parking opportunities for non-residents and commuters to park all day in residential areas.
- 3.2 To provide equitable access to on street parking in residential areas for residents who have limited or no off-street parking.
- 3.3 To support the regional transport objectives and strategies that have been framed with commuters in mind and are aimed at encouraging the use of public transport.
- 3.4 To ensure compliance with relevant legislation and regulations for resident parking schemes and the requirements for the issuing of parking permits.

4. Eligibility

- 4.1 Only residents of Ashfield Council who reside within an existing Resident Parking Area and do not have access to on-site parking for their vehicles (in accordance with Clause 6 of this policy) may be issued with a resident parking permit.



- 4.2 The resident's vehicle must be registered to the residential address within Ashfield Council. If the resident has a company vehicle refer to Clause 6.8.
- 4.3 The vehicle cannot be a caravan, box trailer or boat trailer and must not exceed 3 tonnes.
- 4.4 Non-resident vehicle owners, tradespeople and guests are not eligible for a resident parking permit. Residents and Builders may make an application for an exemption from timed parking in circumstances where renovations require a "Work Zone" to be established.
- 4.5 Units or Townhouses that received Development Approval after 30 June 1997 are not entitled to a resident parking permit as it does not meet the intention of the Ashfield Development Control Plan (ADCP) to provide parking for all residents on-site.
- 4.6 The following types of properties, are not eligible for a Resident Parking Permit;
 - Nursing Homes
 - Hospitals
 - Seniors Housing
 - Residential Care Facilities
- 4.7 Commercial properties/buildings are not eligible for a Resident Parking Permit.
- 4.8 Boarding Houses will be treated as a single Household, and not considered on the basis of the number of bedrooms. The maximum number of permits allowable for a Boarding House is two (2) and priority for these permits will be given to the resident owner/manager/caretaker.
- 4.9 Secondary Dwellings (i.e. 'Granny Flat') will not be treated as a separate dwelling. Instead the entire property will be treated as one Household.

5. Definitions

- 5.1 Resident Parking Permit A permit that exempts the vehicle, noted on the permit, from the time limit shown on the parking control signs that designate the residential parking area where parking is signposted "Permit Holders Excepted".
- 5.2 Visitor Parking Permit A permit that exempts the vehicle displaying the permit, from the time limit shown on the parking control signs that designate the residential parking area where parking is signposted "Permit Holders Excepted".



- 5.3 Household For the purpose of this policy, “Household” is defined as any of the following dwellings;
- Dual Occupancies
 - Dwelling Houses
 - Semi-detached Dwellings
- 5.4 Unit or Townhouse For the purpose of this policy, “Unit or Townhouse” is defined as any of the following dwellings;
- Multi Dwelling Housing
 - Residential Flat Buildings
 - Shop Top Housing
- 5.5 Health Carer Is defined as someone who provides the care and support for their parent, partner, child, relative, friend or patient who has a disability, is frail, aged or who has chronic illness.
- 5.6 On-site Parking (Off-street Parking) Is defined as an area, on the property, dedicated for, or originally built for the purpose of parking of a motor vehicle. To be counted as an on-site parking space, the size and location of the parking space is to generally comply with the Ashfield DCP requirements and the Australian Standards. For practical purposes an off street carpark is defined as a carpark that is possible to reasonably park a standard car (e.g. Commodore or Camry).
- Tandem Parking will be counted as parking for two or more vehicles, (i.e. one behind another).
- 5.7 Resident Parking Area Is a group of properties and/or streets that have been identified and predefined within a geographical area.

6. Provisions

6.1 Resident Parking Permits

Resident Parking Permits may be purchased from Ashfield Councils Customer Service Centre provided that the resident is applying for a permit in a property that is currently within a resident parking area and meets the eligibility requirements set out in Clause 4 and the entitlements set out in Clause 6.11 of this policy.

6.2 Application Requirements – Resident Parking Permits

Applicants for resident parking permits are to provide the necessary car registration information and proof of residential address as specified in Council’s Resident Parking Permit application form.



Where an applicant is applying for a permit and the property has onsite parking available the applicant must provide proof that another member of the “Household” or “Unit or Townhouse” is occupying this space.

6.3 **Health Carer Parking Permit Arrangements**

A Health Carer parking permit arrangement is available in lieu of a resident parking permit. The entitlements set out in Clauses 6.11 will remain the same. However, a single resident parking permit, from within the existing residential entitlements, may be allocated to a Health Carer who is giving care to the resident, provided all other eligibility requirements are met.

The resident must provide written advice to Council stating they are prepared to allocate a parking permit to the Care Provider from within their existing residential entitlement.

For a resident requiring multiple carers, additional permits may be applied for provided that the resident provides a letter from the organisation providing the care, to Council detailing that multiple carers are required.

6.4 **Visitor Parking Permits**

Visitor Parking Permits will not be available.

6.5 **Renewal of Existing Permits**

Resident Parking Permits are issued for a 12 month period commencing in September and expiring in August of the following year.

Resident Parking Permit holders are required to renew their permit/s each year upon receipt of Council’s notification for renewal.

If the permit is not renewed prior to the expiry date on the permit a new application for a resident parking permit will be required to be submitted by the resident to Council.

6.6 **Transferral of Existing Permits**

Residents who transfer an existing permit to a new vehicle registered at the same address may do so through Council’s Customer Service Centre. To facilitate this transfer a copy of the new vehicles registration is required.

If the registered owner of the vehicle is different to that which the original permit was issued then proof of residential status will be required.

6.7 **Fees**

The first permit (within each 12 month renewal period) will be issued at no charge to the resident.

Fees for additional or replacement permits will be in accordance with Council’s Schedule of Fees and Charges. The fee will be used to defray the costs necessarily



incurred by Council for administration, operation and enforcement of the scheme. No fee is refundable once a permit is issued.

6.8 **Company Vehicles**

Should an applicant have a company vehicle allocated to them, when applying for a Resident Parking Permit the applicant must provide a letter from the company, on company stationery and signed by an appropriate officer of the company stating that the applicant has exclusive and complete private use of the vehicle.

6.9 **Interstate Registered Vehicles**

Permits for interstate registered vehicles will not be issued.

6.10 **Resident Parking Permit Entitlements**

The Resident Parking Permit entitlements are summarised in the table below.

For a resident to receive the maximum entitlement they are to provide copies of the registration papers for each vehicle registered at that address.

Parking Areas 1, 2, and 6 (Areas 3, 4 and 5 are not operational)

Property Description	Parking Permit Maximum Entitlement			
	Nil Off-Street Parking Spaces	One Off-Street Parking Space		Two Off-Street Parking Spaces
		Two or more registered vehicles	One registered vehicle	
Household <ul style="list-style-type: none"> • Dual Occupancies • Dwelling Houses • Semi-Detached Dwellings 	2	1	0	0
Units or Townhouses that received Development Approval before 30/6/1997 <ul style="list-style-type: none"> • Multi Dwelling Housing • Residential Flat Buildings • Shop Top Housing 	2	1	0	0
Units or Townhouses that received Development Approval after 30/6/1997 <ul style="list-style-type: none"> • Multi Dwelling Housing • Residential Flat Buildings • Shop Top Housing 	0	0	0	0



6.11 Increase/Decrease to the Maximum Number of Permits Allowable in a Street

If required Council will assess the need to increase or decrease the maximum number of permits allowable on a street by street basis taking into account, but not limited to, the following;

- The number of permits currently issued in the street;
- The number of permits that could possibly be issued for that street;
- The number of unrestricted on-street parking available.

Should Council make change to the maximum entitlement of permits allowable in a specific street, this policy will be updated and the street will be identified specifically within Clause 6.10.

7. New Parking Schemes Or Extension To Existing Scheme

The following guidelines will be used to assess the parking issues for the introduction of a Resident Parking Scheme (RPS) or the extension to an existing RPS:

- a) A minimum of three (3) enquiries or a petition signed by 3 or more residents from different properties in the street within a year is required to initiate an investigation for a RPS.
- b) The parking occupancy levels, undertaken on a typical Tuesday and Wednesday in the street in the peak period (between 10am and 2:30pm) must be higher than 75% of the proposed area to become a candidate street for further investigation to have a RPS.
- c) If the above is satisfied, a minimum 50% resident support from the properties within the proposed RPS area is required to proceed with the installation of a RPS.
- d) Residents on both sides of the entire section of the proposed street / area and a minimum of 6 properties immediately outside the proposed RPS area should be consulted to assess their views on the proposed RPS.



- e) Council will inform residents of the limitations of a RPS during consultation surveys for example:
- The maximum number of Resident Parking Permits issued to a household is 2.
 - This maximum number of Resident Parking Permits being reduced by one permit for every off-street parking space available on the property.
 - Units or Townhouses that received Development Approval after 30 June 1997 are not entitled to a resident parking permit as it does not meet the intention of the Ashfield Development Control Plan (ADCP) to provide parking for all residents on-site.
 - No permits will be issued for boats, caravans, buses, trailers and trucks over 3 tonne GVM.
 - Signposting of new restrictions will formalise any statutory 'No Stopping' areas at intersections.
 - Visitor parking permits will not be available.

8. Responsibility/Accountability

8.1 The Works and Infrastructure Directorate is responsible for the provision and management of resident parking schemes.

8.2 The Customer Service Centre is responsible for the processing of applications for resident parking permits.

8.3 Council's Rangers are responsible for the enforcement of parking controls in a Resident Parking Scheme.

8.4 The Works and Infrastructure Directorate will be responsible for reviewing applications which do not meet the eligibility criteria or fall outside the bounds of this policy.

8.5 With respect to the permit holder, the following conditions apply to Resident Parking Permits;

- To be valid, permits need to be affixed to the inside of your car's front windscreen.
- Alteration or misuse of the permit is an offence and will result in cancellation of the permit.



- The permit holder must acknowledge that the permit remains the property of Council at all times.
- The permit holder must notify Council and return the permit should they cease to live at the residence or an onsite parking space becomes available for use.
- It is an offence to gain a permit under misrepresentation to Council

9. Review Process

Should a resident who resides in a Resident Parking Scheme area and is dissatisfied with the scheme, or with the determination of their application, may seek a review under the following process:

- 9.1 A resident who resides within the Resident Parking Scheme area and who has concerns about the operation of the Resident Parking Scheme may submit a written request to Council for review.

Any matters of substance that are within the review of Council shall be reviewed by Council staff.

A determination shall be provided to the applicant in writing. Councillors will also be provided with a copy of the response.

- 9.2 A resident who is dissatisfied with Council's determination of their application may write to Council and provide further information for Council's review.

In the event that a resident is determined by Council to have on-site parking they may write to Council outlining why the parking space does not comply with either the Ashfield DCP or the Australian Standards; or consider it is too difficult to park a standard car (eg Commodore and/or Camry) and request a site review.

A determination shall be provided to the applicant in writing. Councillors will also be provided with a copy of the response.

- 9.3 If a resident is dissatisfied with a determination under Clause 9.1 or 9.2 they may submit further reasons and request that the matter be submitted to Council for consideration. Alternatively a Councillor may request that the matter be submitted to Council for consideration.