

Policy and Procedure for Parking in residential streets in South Gloucestershire.

This policy/procedure relates to requests for the consideration of the introduction of parking restrictions, including residents parking schemes, in existing residential areas. It does not cover requests for advisory disabled parking bays. These requests are investigated by the Assess and Decide Traffic Management team and application forms are available on the Council's web site.

This policy/procedure does not relate to the design of new residential developments, in relation to the number and (as appropriate) the management of parking spaces allocated to new dwellings or visitors to those dwellings. This is guided by the statutory planning system through the implementation of planning policy through the determination of planning applications by the Council.

The policy/procedure set out below is to be followed when problems are identified. It sits below the Joint Local Transport Plan (3) parking supplementary document (agreed by JTEC in March 2013) and any further area wide parking management strategies developed in the future.

Principles

It is important that in managing parking, problems are not moved from one street to another. It may be that in some parts of the authority that suffer from area wide parking problems, parking will need to be managed on an area wide basis.

Where area wide parking management is not put in place, unrestricted parking should be allowed where it:

- a) does not compromise road safety;
- b) does not cause an obstruction to traffic flow or access for emergency, service or public transport vehicles;
- c) does not block pedestrian footpaths and footways (particularly where this would adversely affect disabled members of our community) or cycle lanes and paths;
- d) does not undermine policies or initiatives to encourage use of public transport or other alternatives to single occupancy car use; and
- e) does not prevent residents, who have no alternative off street parking, from parking on street.

Where a problem is reported and a technical assessment by the Council (as set out below) of the specific geographic area demonstrates that any of the above principles (a to e) are not met, then the following options may be considered for implementation:

Options for restricting parking in residential streets

1. Waiting restrictions only to address road safety, traffic flow or access.

2. Time limited waiting restrictions.
3. Waiting restrictions with residents parking permit scheme (subject to criteria i to v below).
4. Waiting restrictions with charged on-highway parking bays.
5. Residents parking permit scheme (subject to criteria i to vi below)
6. A mixture of the above.

A resident's parking permit scheme will only be taken forward once other options are explored and discounted.

Procedure for assessing and addressing parking issues in residential streets

If a problem is of concern to a Council Member, Town or Parish Council, emergency services or public transport operator they should contact the SGC Streetcare Assess and Decide Traffic Management team. Members of the public are encouraged to seek the support of their Local SGC elected Member prior to contacting the Street Care Assess and Decide team.

The person contacting SGC should clearly describe the problem. The following procedure will then be followed:

A desk top survey is then conducted to establish the current highway pattern and current waiting restrictions and terms of existing Traffic Regulation Orders (TROs). A site visit will in most instances be undertaken to observe the existing situation.

Following this initial investigation, a letter will be sent to the person raising the issue and the local Councillor to explain the outcome, explaining that either:

- The options (listed 1 to 5 above) would not be suitable in that location (giving the reasons for this conclusion); or
- The location will be considered for further investigation subject to prioritisation in the capital programme or through an Area Forum.

If the results of initial investigations do not preclude further investigation, the location is added to the Local Transport Priority investigation list. If the location is selected by the Area Forum for investigation (at present the Area Forums can select three schemes per year for investigation by the Assess and Decide Traffic Management team), or taken forward as a capital programme scheme a parking survey will be undertaken to determine the nature and extent of the problem identified and what solutions may be applicable.

The parking survey will establish the extent of non resident parking at the location under consideration. If a residents parking permit scheme could form

the solution or be part of the solution, then this is assessed further against the criteria for residents parking permit schemes (see below).

If another option (other than residents parking) is considered appropriate, residents will be consulted on the scheme design.

Criteria for residents parking schemes

Residents Parking permit schemes will only be considered where:

- i) The assessment suggests that a residents parking permit scheme would help solve the identified problem/issue.
- ii) There is a clearly defined area with defined boundaries such as major highways or physical features severing easy access to other residential areas.
- iii) The roads within the defined area are adopted highway managed and maintained by South Gloucestershire Council.
- iv) Over 70% of dwellings (households) responding to a consultation agree in principle to a residents parking permit scheme.
- v) The identified parking issues are not simply related to normal school pick up and drop off times where there is a school in the vicinity of the clearly defined area.
- vi) Normally, 50% of dwellings have no off street parking i.e. a garage and/or driveway available for one or more vehicles.

If the location is likely to meet all above criteria i to vi, then residents will be consulted on the scheme options/design.

Permit Charges

Households can apply for up to three residents parking permits (subject to proof of residency and ownership of the vehicle). Permits will be subject to an annual charge. Initial charges will be set by the PTSE committee and then reviewed as part of the Council's annual review of fees and charges.

Usually up to two permits will be issued per household (not including blue badge concessions – see below). Occasionally, it may be necessary to restrict the number of permits to one per household or where road space allows there may be an option for a household to purchase a third permit.

All disabled persons who hold a blue badge who are resident at any given address within a residents parking scheme will be eligible for a free permit for their personal use. For households where a disabled person or persons are resident, the free permit(s) issued to the disabled resident(s) will not count towards the number of permits allocated to that household. Therefore the number restrictions and charges outlined above still apply to non-disabled residents applying for a permit at those addresses where blue badge holders reside.

Not every person who is eligible for a blue badge holds one. Consultation material regarding the potential introduction of a residents parking scheme will

remind residents that those who are eligible for a blue badge would need to apply for one to enable them to receive the residents parking concession.

Visitors/Carers/Trade Vehicles

A visitor permit will be available to households, which will be charged and based upon a system that minimises the risk of the permit being abused. In general:

- Trades people will be assumed to be visitors
- Small businesses will be treated as a residential property in relation to permit allocation and,
- The system will make provision for the needs of residents with special medical needs.

The detailed implementation of the permit system will be developed by Parking Services.

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