

Residents' Permit Parking Policy

A. POLICY OBJECTIVES

- i) To enhance residential amenity by reducing opportunities for non-residents and commuters to park all day in residential areas.
- ii) To provide equitable access to on street parking in residential areas for residents who have limited or no off-street parking.
- iii) 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.
- iv) To ensure compliance with Division 1 of Part 6 of the Road Transport (Safety and Traffic Management) Regulation 1999

B. ELIGIBILITY

- i) Only residents of Willoughby City Council who reside within an existing Residential Parking Area and do not have access to on-site parking for their vehicles in accordance with Clause D of this policy may be issued with a resident parking permit.
- ii) The vehicle must be registered to a residential address in Willoughby City Council.
- iii) The vehicle cannot be a caravan, box trailer or boat trailer and must not exceed 3 tonnes.
- iv) Non-resident vehicle owners, tradespeople and guests are not eligible for a residential parking permit. Temporary permits for tradespeople may be provided separately on a weekly basis.
- v) Units or Townhouses that received Development Approval after 30 June 1998 and/or an Occupation Certificate after 30 June 1999 are not entitled to a residential parking permit as it does not meet the intention of the *Willoughby Development Control Plan (WDCCP)* to provide parking for all residents on-site and to encourage the use of public transport (notion adopted 1 May 1998).
- vi) The following types of dwelling, as defined in the *Draft Willoughby LEP 2012*, are not eligible for a Residential Parking Permit or able to obtain a Residential Visitors Parking Permit;
 - Group Homes
 - Hostels
 - Seniors Housing
- vii) Boarding Houses will be treated as a single Dwelling House, not on the basis of one permit

per bedroom. The maximum permits allowable for a Boarding House is two (2) and priority for these permits will be given to the resident owner/ manager/caretaker.

Occupants of a Boarding House are not eligible to apply for a Residential Visitor Parking Permit or a permit for a carer.

- viii) Secondary Dwellings (i.e. 'Granny Flat') will not be treated as a separate dwelling. Instead the entire property will be treated as one household.

C. DEFINITIONS

- i) A Residential Parking Permit is 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" or "Authorised Residents Vehicles Excepted".
- ii) Residential Visitor Parking Permits exempt the bearer from time limits and/or ticket parking fees for one day only in the parking area written on the front of the Permit where parking is signposted "Permit Holders Excepted" or "Authorised Residents Vehicles Excepted".
- iii) For the purpose of this policy, "Household or Duplex" is defined as any of the following dwellings under the *Draft Willoughby LEP 2012*;
 - Dual Occupancies
 - Dwelling Houses
 - Semi-detached Dwellings
- iv) For the purpose of this policy, "Unit or Townhouse" is defined as any of the following dwellings under the *Draft Willoughby LEP 2012*;
 - Attached Dwellings
 - Multi Dwelling Housing
 - Residential Flat Buildings
 - Shop Top Housing
- v) A 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.
- vi) Onsite Parking is defined as an area dedicated for, or originally built for the purpose of, parking a motor vehicle. To be counted as an onsite parking space, the size and location of the parking space must comply with the Willoughby DCP requirements and the Australian Standard. The

above will apply regardless of whether the parking space(s) are used for storage or other purposes (unless development approval has been obtained for the amended use)

A single width driveway which provides for "Tandem" Parking (one vehicle behind another) will be counted as parking for two vehicles. A Residential Parking Area is a group of properties and/or streets that have been identified and predefined within a geographical area.

D. PROVISIONS

i) Residential Parking Permits

Residential Parking Permits may be purchased from Willoughby City Council's Help and Service Centre provided that the resident is applying for a permit in a property that is currently within a residential parking area and meets the eligibility requirements set out in Clause B and provisions set out in Clause E of this policy.

ii) Visitor Parking Permits

Visitor Parking Permits may be purchased from Willoughby City Council's Help and Service Centre in allotments of 10 by residents of Willoughby City Council who reside within an existing Resident Parking or Permit Parking Area. Each residential property within a Resident Parking or Permit Parking Area is entitled to a maximum of 30 Visitor Parking Permits per financial year.

iii) Carer Permit Arrangements

A Carer permit arrangement is available. The entitlements set out in Clause E will remain the same. However, a single resident parking permit, from within the existing residential entitlements, may be allocated to a 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 a permit in the form of a longer-term Trade Parking Permit is available provided that the resident provides a letter to Council from the organisation providing care detailing that multiple carers are required.

iv) Application Requirements – Residential Parking Permits

Applicants for residential parking permits are to provide the necessary car registration information and proof of residential address as specified in Council's Residential 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 Duplex" or "Unit or Townhouse" is occupying this space.

v) Application Requirements – Residential Visitor Parking Permits

Applicants for residential visitor parking permits are to provide the necessary proof of residential address as specified in Council's Residential Visitor Parking Permit application form.

vi) Renewal of Existing Permits

Residential Parking Permit holders are permitted to renew their permit each year provided that:

- The permit is renewed within 28 days of the expiry date shown on the permit;
- The permit holder has continued to reside at the same address for which the permit was originally issued;
- Such renewals are possible within the administrative arrangements for the Willoughby City Council Residential Parking Scheme.

If the above conditions cannot be met, a new application for a residential parking permit shall be submitted to Council.

vii) 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 Help and Service Branch. 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, proof of residential status will be required.

Residents who move within the Willoughby City Council LGA from one residential parking area to another may transfer their permit to the new address provided that the new property meets the provisions set out in Clauses 4.11 to 4.16.

viii) Fees

Fees for resident parking permits will be in accordance with Council’s Schedule of Fees and Charges. This schedule is reviewed annually and any changes are placed on public exhibition during the third quarter of the Financial Year, and later published in the Infrastructure Services Fees and Charges Operation Plan.

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. Fees for a second permit will be at least double the price of a first permit. Fees for a third permit will be at least double the price of a second permit.

ix) Company Vehicles

Should an applicant have a company vehicle allocated to them, when applying for a Residential 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.

x) Interstate Registered Vehicles

(a) Vehicles registered in other states or territories are subject to compliance with the *Safety and Traffic Management Act* and the *Road Transport (Vehicle Registration) Regulation 1999*. Accordingly, applicants with vehicles registered interstate may be issued with a permit for a maximum of 3 months duration subject to the provisions of the Policy. Further permits will not be issued for that vehicle when the original permit expires.

(b) Units or Townhouses

- Units or Townhouses with three or more bedrooms are entitled to a maximum of two permits per unit provided that there are two cars registered to the unit with three or more bedrooms and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.
- Units or Townhouses with less than three bedrooms will be entitled to a maximum of one permit per unit provided that there is a car registered to the unit with less than three bedrooms and there is no on-site parking for the unit.

ii) PARKING ZONE B

Parking Zone B consists of Parking Areas 5, 7, 12, 20 and 22

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

(b) Units or Townhouses

Units or Townhouses are entitled to a maximum of two (2) permits per unit provided that there are two or more cars registered to the unit and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.

E. PARKING ZONE SPECIFIC PROVISIONS

i) PARKING ZONE A

Parking Zone A consists of Parking Areas 1, 13, 17, 19

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three (3) cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

iii) PARKING ZONE C

Parking Zone C consists of Parking Areas 11, 18

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

(b) Units or Townhouses

Units or Townhouses are entitled to a maximum of two (2) permits per unit provided that there are two cars registered to the unit and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.

iv) PARKING ZONE D

Parking Zone D consists of Parking Areas 3, 6, and 9

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

(b) Units or Townhouses

Units or Townhouses are entitled to a maximum of two (2) permits per unit provided that there are two cars registered to the unit and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.

v) PARKING ZONE E

Parking Zone E consists of Parking Areas 2, 3, 4 and 21

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

(b) Units or Townhouses

Units or Townhouses are entitled to a maximum of two (2) permits per unit provided that there are two cars registered to the unit and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.

vi) PARKING ZONE F

Parking Zone E consists of Parking Areas 10, 15 and 16

(a) Household or Duplex

A maximum of three (3) permits per household, boarding house, semi-detached household or each dwelling in a duplex will be issued, provided that there are three cars registered at the address and the property has no on-site parking. The maximum number of permits that may be issued will be reduced by the number of on-site parking spaces available to the property.

(b) Units or Townhouses

Units or Townhouses are entitled to a maximum of two (2) permits per unit provided that there are two cars registered to the unit and there is no on-site parking for the unit. The maximum number of units will be reduced by the number of on-site parking spaces available to the property.

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

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 amount of unrestricted street parking available.

Should Council make a change to the maximum number of permits allowable in a specific street, this policy will be updated and the street will be identified specifically under the heading "Exceptions" within Clause E.

F. NEW PARKING SCHEMES OR EXTENSION TO EXISTING SCHEMES

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

- i) 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.

- ii) 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 85 percent of the whole subjected area to become a candidate street for further investigation to have a RPS.
 - iii) If the above is satisfied, a minimum 50 percent resident support from the properties within the proposed RPS area is required to proceed with the installation of a RPS.
 - iv) Residents on both sides of the entire section of the subject street/area and a minimum of 6 properties immediately outside the proposed RPS should be consulted to assess their views on the proposed RPS together with any properties that have 'No Parking' or 'No Stopping' restrictions in front of their property within a 50m radius.
 - v) Council will inform residents of the limitations of a RPS during consultation, for example:
 - a) The maximum number of Residential Parking Permits issued to a household is three (3).
 - b) The maximum number of Residential Parking Permits is reduced by one permit for every on-site parking space available at the property.
 - c) Units or Townhouses that received Development Approval after 30 June 1998 and/or an Occupation Certificate after 30 June 1999 are not entitled to a residential parking permit as it does not meet the intention of the *Willoughby Development Control Plan (WDCCP)* to provide parking for all residents on-site and to encourage the use of public transport (notion adopted 1 May 1998).
 - d) No permits will be issued for boats, caravans, buses, trailers and trucks over 3 tonne GVM.
 - e) Signposting of new restrictions will formalise any statutory 'No Stopping' areas at intersections.
 - f) Resident Parking Zones restrictions will not be established within the Chatswood Town Centre Area
 - vi) If parking issues are generated due to commuters accessing public transport, the RPS proposal should be designed to be equitable to residents and commuters.
 - vii) All residents and the Chamber of Commerce (if required) will be advised of the Local Traffic Committee's recommendation when considering the proposed RPS, including details of the next Ordinary Council meeting where the matter will be considered.
- Under the current instrument of delegation to Council under Section 50 of the Transport Administration Act 1988, Council must discuss any permit parking scheme proposal, this includes new schemes and extension to existing Resident Parking schemes, at its Local Traffic Committee and consider the Local Traffic Committee's views before its introduction.

G. RESPONSIBILITY/ACCOUNTABILITY

- i) The Traffic and Transport Group is responsible for the provision and management of resident parking schemes
- ii) The Help and Service Centre is responsible for the processing of applications for resident parking permits
- iii) Council's Rangers are responsible for the enforcement of parking controls in Resident Parking Scheme.
- iv) With respect to the permit holder, the following conditions apply to Residential Parking Permits;
 - a) To be valid, permits need to be affixed to the inside of your car's front windscreen.
 - b) Alteration or misuse of the permit is an offence and will result in cancellation of the permit.
 - c) The permit holder must acknowledge that the permit remains the property of Council at all times.
 - d) 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.
 - e) It is an offence to gain a permit under misrepresentation to Council