

Residents Parking Policy

2014

The policy framework for implementing, amending or removing parking restrictions in Southampton residential areas

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1. Parking Restrictions in Residential Areas

This policy has been developed to provide a consistent framework for implementing, amending or removing parking restrictions in Southampton residential areas outside of the City Centre Pay and Display Zone.

Note - Throughout this document, where the text refers to 'significant' or 'reasonable' what shall or constitute such shall be determined by the Council, at its sole discretion.

Policy Statement A

The policy statements outlined in this document apply to Southampton residential areas which are defined as follows;

- Roads where the highway is publically maintained;
- Roads that are outside of the City Centre Pay and Display Zone;
- Roads where properties are predominantly residential.

Southampton City Council accepts that with the current levels of car ownership that parking in many residential areas can best be managed informally by local communities and therefore does not actively seek out areas where parking restrictions can be implemented. Residential roads should therefore generally remain as unrestricted, so that the available on-street parking can serve a range of needs for residents, visitors and other community service providers.

As the Highway Authority the Council may however consider proposing parking restrictions if;

- a) There are access issues for service and/or emergency vehicles;
- b) There is a significant risk of accidents or;
- c) Significant traffic delays or congestion is occurring - and these matters have arisen as a consequence of vehicles being regularly parked in specific locations on the highway (which includes the footway).

Policy Statement RP1

Southampton City Council will not *seek to initiate* the process of implementing parking restrictions in residential areas unless such restrictions are necessary to resolve highway access or road safety issues (see Policy Statement RP3).

Issues may also arise where an increased demand for on-street parking either leads to obstructive parking or significantly impacts on the availability of parking for residents within a reasonable distance of their property.

The Council will therefore respond to requests to investigate areas where residents feel there are parking issues occurring, provided there is evidence that this view is held by a significant group of residents within the locality. Requests should therefore ideally come from a formal residents association or other similar community group, although a petition from a representative sample of residents that is submitted in accordance with the Council's published Petition Scheme will also be an appropriate means to trigger an investigation.

In the case of residents having difficulty accessing their property due to obstructive parking, the Council will obviously respond to individual representation provided there is evidence supplied by the resident that it is a problem that occurs regularly.

Policy Statement RP2

Southampton City Council will undertake to investigate the implementation, amendment or removal of parking measures when;

- A formal request is received from a residents association, community group or representative sample of residents to resolve parking issues occurring within an residential area;
- A formal request is received from a residents association, community group or representative sample of residents to remove or amend parking restrictions within a residential area which are perceived to no longer serve the purpose for which they were implemented.

2. Obstructive Parking

Excess demand for on-street parking may lead to difficulties accessing off-road parking, problems for service vehicles and road safety issues. Obstruction of the highway generally takes place where parked vehicles prevent;

- vehicles from passing along the carriageway;
- pedestrians or wheelchair users passing along the footway;
- vehicles or pedestrians using dropped crossings;
- vehicles parking so as to limit the swept path of vehicles turning at junctions;
- vehicles accessing a property from the highway.

Highway Access and Road Safety

The primary purpose of the carriageway is for the passage of traffic (including pedestrians), though it is recognised that in residential areas vehicle traffic may be reduced to single flow over lengths of road by unavoidable demands for loading/unloading or resident parking. This would be generally accepted where traffic flow is still possible and any tailbacks are localised and of short duration.

Obstructive parking tends to have most impact on wider service vehicles which may lead to failed waste collections or more seriously the obstruction of emergency services. In these circumstances the Council may consider appropriate measures including no waiting at any time restrictions or restrictions that apply at peak traffic times (e.g. no waiting restrictions).

Persistent obstructive parking can also increase risk of accidents. Where clusters of injury accidents arise, with related causes, the Council will consider what measures may be appropriate to promote safety. An annual safety review assists in prioritising sites and measures based on cost and benefit analysis. Where no waiting at any time (double yellow lines) are requested to address road safety concerns, the history of injury accident data for the locality will be reviewed.

Policy Statement RP3

Southampton City Council will consider the introduction of parking restrictions (such as double yellow lines, single yellow lines or no loading at any time) in residential areas where the following circumstances have arisen;

- Service and/or emergency vehicles cannot gain access to a road due to parked vehicles;
- There are significant road safety issues arising due to the location of parked vehicles;
- Significant traffic delays and/or congestion is occurring due to the parked vehicles.

Access to Property

Where vehicles park (without invitation of the owner) so as to obstruct vehicles from entering or exiting off-street parking over a legal vehicle crossing, the Council has the power to and will issue penalty charge notices for obstruction. Enforcement tends to be more effective where vehicles are parking in this manner for an extended period. Solutions can include;

- **Bar Markings** which are white lines that can be marked across the extent of a dropped kerb to highlight an access with a useable off-road parking area or a pedestrian crossing area;
- **Keep Clear Markings** which are intended to assist traffic entering and exiting accesses.

These markings are *advisory only* and do not affect the powers of enforcement. The Council's Civil Enforcement Officers may enforce obstruction of a dropped crossing providing it is not marked within a parking bay. Markings are intended for exceptional circumstances only, though with the increasing issues arising from obstructive parking in certain areas they are becoming more prevalent.

Policy Statement RP4

Where access to a property is being regularly obstructed by parked vehicles, Southampton Council will consider providing **Bar Markings** in the following circumstances;

- for medical or other essential service providers requiring access at all times;
- for blue badge holders;
- where there is restricted parking and evidence of obstruction of an access within a marked parking bay or;
- where there unrestricted parking and evidence of frequent obstruction that the Council has not been able to resolve through enforcement.

Applications for bar markings would not be expected to be approved where residents intend to park across their own access or for part of a dropped kerb. A charge to cover the cost of the provision and maintenance of a bar marking may be applied.

As an alternative to **Bar Markings** (and where the circumstances outlined above apply) Southampton City Council will only consider providing **Keep Clear Markings** where there are high levels of traffic requiring access and frequent periods of prolonged obstruction from queuing traffic. A charge to cover the cost of the provision and maintenance of a Keep Clear marking may be applied.

3. Parking Availability

Where there is excess demand for on-street parking community concerns may arise over the availability of parking for residents. The Council approach to these issues will be guided in part by whether the excess demand is arising from residents or from non-residents (e.g. commuters).

Excess Resident Parking

With increasing levels of car ownership, residential development, home-based business vehicles and reductions in off-street parking there are many localities where the demand for on-street parking from residents exceeds the available on-street capacity. Vehicles parking may then extend over footways, verges or in closer proximity to junctions. In these circumstances a Resident Parking scheme intended to deter non-resident parking would not generally be of assistance.

Households may themselves consider creating or extending off-road parking, which will require a legal vehicle crossing. Though this may increase parking capacity, it can impact on the overall appearance of the locality, if front gardens are removed to facilitate this.

Initial measures are likely to be targeted on assisting residents with significant mobility issues, that would be most affected by the inability to park in close proximity to where they live. It is therefore Council policy to assist Blue Badge holders where needed by the provision of disabled persons parking bays.

Whilst the Council is not able to take responsibility for or make provision for parking for residents, where external funding becomes available for highway improvements consideration may be given to any cost-effective measures that may assist resident parking in areas where there is excess demand. This may include verge hardening or the provision of lay-by parking. The scope for this work is however increasingly limited with the pressure on public finances.

Whilst the current Resident Parking Zones in the city have been predominantly requested and designed to address non-resident parking issues, technically it would be possible to introduce a permit parking scheme to manage the demand for resident parking as an alternative to parking on first-come first-served basis. A permit scheme may constrain vehicle parking by limiting the number of permits available per property or by encouraging the use off-road parking. As this would likely to be contentious, due to the need for some residents to reduce the number of vehicles they park on-street, there would need to be evident and convincing community support before it would be considered.

Policy Statement RP5

In areas where there is shortage of on-street parking due to excess demand by residents in the immediate locality, Southampton City Council will only consider implementing a Resident Parking scheme if all of the following circumstances apply;

- A significant number of properties do not have off street parking provision;
- There is sufficient on-street capacity for a scheme to be practical;
- Formalisation of the on-street parking does not lead to access or safety issues (as outlined in Policy Statement RP3);
- Significant support for the proposal from residents has been demonstrated before investigations are carried out based on the understanding that the availability of parking permits will be extremely limited;

Policy Statement RP5 cont.

- Where parking issues may be displaced to neighbouring streets, these residents will also be consulted over any prospective permit scheme and boundary.

Excess Non Resident Parking

The Councils policy and practice in relation to non-resident parking is guided by the duration and purpose of parking, with particular differences between long stay commuters and short stay local community or business parking.

Long Stay Parking

Southampton has a quality public transport system with key hubs around the major attractions in the city (City Centre, the University of Southampton and the General Hospital) and there is an expanding network of cycle routes linking these hubs and residential areas. It is Council policy to support and promote sustainable transport as a means of reducing congestion, carbon emissions and air pollution.

The main area-wide resident parking schemes across the city have therefore been introduced at the request of communities to address long stay non-resident parking (e.g. commuter parking) around major attractions such as the City Centre, the University of Southampton and the General Hospital. These schemes are generally effective in deterring long stay parking, as the extended parking duration increases the likelihood of enforcement, which encourages a higher level of compliance. Also for people working or studying for an extended period the use of alternative modes of travel becomes more attractive. This is particularly evident for the University of Southampton where permit parking in areas where students live and study has been a contributory factor in the growth in the Uni-Link bus service, which is also providing a wider community service.

Policy Statement RP6

In areas where there is limited on-street parking capacity due to excess demand by non-residents (e.g. commuters), Southampton City Council will consider implementing a Resident Parking scheme if all of the following circumstances apply;

- There is sufficient on-street capacity for a scheme to be practical;
- It can be demonstrated that the non-residents parking in the area are doing so for extended periods;
- Formalisation of the on-street parking does not lead to access or safety issues (as outlined in Policy Statement RP3);
- Where parking issues may be displaced to neighbouring streets, these residents will also be consulted over any prospective permit scheme and boundary;
- Initial support for the proposal from a representative group of residents has been demonstrated before investigations are carried out.

Consideration will also be given to;

- The proximity of local shops and businesses and the impact of the proposal on customer parking.

Short Stay Parking

Short stay non-resident parking can be less intrusive, as the turnover of parked vehicles allows residents, visitors and service vehicles access to on-street parking. There can also be a range of local business and community service providers that depend on available on-street parking for customers or visitors.

Where difficulties arise from excessive demand for short stay parking, particular in the vicinity of business or community service providers, consideration may initially be given to whether proposing parking places with limited waiting may be appropriate to provide a higher turnover of customers/visitors and thereby reduce the extent of wider displacement.

Where the demand for short stay parking is generated over a wide area by a major attractor, permit parking restrictions may be appropriate, though the design would need to take into account how and if it could balance the range of local community needs for short stay parking, whilst still providing an effective means of assisting in increasing the availability of parking for residents.

Where the demand for parking is for the purpose of picking up and dropping-off passengers (e.g. around schools), whilst the Council accepts that this can be highly intrusive, the difficulties of enforcement could significantly undermine the effectiveness of any parking scheme and would therefore be considered as a low priority for investigation.

Policy Statement RP7

In areas where on-street parking capacity is affected by short stay parking by non-residents (e.g. shoppers, parents dropping children at school, visitors to GPs, visitors to community/faith centres) Southampton City Council is unlikely to consider implementing a traditional Resident Parking scheme. Permit restrictions may be proposed if the following circumstances apply;

- Roads are significantly affected by non-resident parking for extended periods of time even if those non-residents are only staying for short periods;
- A large trip attractor (e.g. football stadium) results in regular significant non-resident parking over a wide area;
- There is sufficient on-street capacity for a scheme to be practical;
- Formalisation of the on-street parking does not lead to access or safety issues (as outlined in Policy Statement RP3);
- Where parking issues may be displaced to neighbouring streets, these residents will also be consulted over any prospective permit scheme and boundary;
- Initial support for the proposal from a representative group of residents has been demonstrated before investigations are carried out.

Consideration will also be given to;

- The proximity of local shops and businesses and the impact of the proposal on customer parking.

Trigger Phase

As it is Council policy to introduce RPS schemes only at the request of communities, the initial *trigger* for an investigation of the viability of scheme will be a substantive request from a representative resident's group or association or a valid petition submitted under the Council's published Petition Scheme to address significant resident issues over the shortage of available parking generally arising from excessive non-resident parking (as outlined in Policy Statement RP1).

Policy Statement RP8

Once a request is received to investigate the implementation of an RPS, Southampton City Council will undertake an initial assessment of whether a RPS scheme would be viable in the locality. This may include;

- Whether the ongoing management and enforcement of the scheme can be carried out at no cost to the council e.g. via permit charges or funding provided through a planning agreement;
- Whether the roads affected are adopted (i.e. maintainable at the public expense);
- The extent and duration of non-resident parking occupancy;
- The attraction(s) for non-resident parking;
- The impact on the local community (e.g. in terms of road safety, waste collection and availability of parking)A viable area over which a scheme might be introduced to minimise the impact from displacement and to justify the relatively high cost of introducing new restrictions;
- What expectations there may be for promoting an alternative sustainable mode of travel;
- What alternative measures may be more appropriate;
- Ward Councillor views;
- Whether a prospective scheme would be an extension to an existing RPS Zone or a new Zone.

Where a residents parking scheme is considered as a possible and appropriate measure, a survey may then be undertaken of residents and other interested parties to;

- Ensure residents are aware of the any permit charges that would apply, prospective permit entitlement and conditions that would apply to the scheme;
- Confirm within the viable scheme area that there is a convincing and sustainable majority of residents in favour of the scheme, taking into account both resident preferences and the survey response rate;
- Subject to appropriate community support, help to shape the scheme design to meet the balance of needs of residents, community services and any appropriate local business needs (e.g. short stay parking for customers).

If a prospective scheme is recommended through this process, then a scheme design will be finalised. Any final scheme approval will then still be subject to the requisite legal and public consultation.

4. Resident Parking Schemes

Resident Parking Schemes provide a means by which parking places or restrictions can be introduced for use by permit holders within an area defined as a Zone (e.g. Zone 1 around the Polygon). In order to make full use of the available on-street parking and for effective operation, it is Council policy that any permit holder for a specified Zone may park anywhere within the Zone.

By restricting permit entitlement the demand for available parking can be managed to assist eligible residents and other appropriate service providers in finding parking within a locality during the period restrictions apply. In order to fund the cost of this managed parking (e.g. introducing, administering, maintaining and enforcing a scheme), a scale of charges will apply, except where they fulfil and essentially medical or community needs.

Design Phase

Once Southampton City Council considers that the implementation of a Residents Parking Scheme may be an appropriate solution to the parking issues identified by local residents, the scheme will need to be designed. The main factors that need to be considered are as follows;

- Hours/Days of Operation – During which periods will the parking restrictions apply;
- Limited Waiting Periods – What short stay periods will be allowed to facilitate everyday access for visitors;
- Parking Bay Design – How will the on-street parking arrangements be formalised?

It is important (although not compulsory) to have strong community input into the design phase. If a representative group of residents can agree on how the scheme will work, then it is more likely to be accepted by all affected residents at the implementation stage.

Hours and Days of Operation

The period when parking restrictions apply can be defined in terms of the months, days and hours, taking into account the practicalities of signing. The standard operating period for a RPS scheme is based on weekday commuter parking (8am to 6pm, Monday to Friday), though this may be reduced or extended e.g. 8am to 10pm or Monday to Sunday, where there this reflects community needs and views.

Whilst the period should be guided by the peak periods of non-resident parking, consideration may also be given where appropriate to assisting permit holders in accessing available parking, subject to the cost and practicalities of enforcement. It may also be worth considering having restricted hours of operation only when there is parking demand by non-residents e.g. 8am – 10am when commuters are arriving for work.

Some variation of restriction periods may be possible within some Zones to reflect more localised parking issues and needs. This may not however be possible where the times of operation are defined by Entry and Exit signs, rather than the signing of individual parking bays.

Limited Waiting Periods

A scheme design should take into account a range of community needs and may therefore require a balance of different restrictions including:

- *Permit Parking (for permit holders to park)*
- *Limited Waiting (short stay parking for non-permit holders)*
- *Pay & Display Parking*
- *No Waiting at Any Time (double yellow line)*
- *No Waiting during a restriction period (single yellow line)*
- *Disabled parking bays*
- *No Loading or Loading restrictions*

- Unrestricted parking

Any provision for limited waiting should also take into account the maximum stay period and return period, with consideration of public interest and the practicalities of enforcement.

Most parking restrictions include an exemption for essential works or activities. Vehicle owners are advised to seek further guidance from SCC Parking Services where this may be required.

Parking Bay Design

All signing and on street markings need to be compliant with the Department for Transport's (DfT) The Traffic Signs Regulations and General Directions and introduced through due process by a Traffic Order under the Road Traffic Regulation Act.

In general resident parking restrictions are lined with marked parking places on the carriageway, with signs stating the regulations applying and restriction period. The restriction period may alternatively for certain zones be signed through Entry/Exit signs as part of *Controlled Zones*. Within Controlled Zones all kerbside has to be restricted.

Where properties have vehicle crossovers, it is Council practice to propose continuous restrictions, across accesses. This maximises the available parking capacity and thereby allows residents to make most use of the available kerb side

Within zones, where there roads or an area of roads with cul-de-sacs within which it would be difficult to mark parking places due to the narrow width or curvature, there is an option to introduce a *signing only* permit restrictions as a variant of the Controlled Zone, subject to the restrictions being permit holder parking only.

Development and Independent Resident Parking Schemes

Whilst there are benefits and some cost-savings from more standardised resident parking schemes, it is accepted that circumstances may require a more customised scheme design with specific restriction periods, permit entitlement and permit charges.

Development Resident Parking Schemes

The St Mary's Stadium scheme is an example of a *development* Resident Parking Scheme, with the following features;

- The scheme being introduced as a consequence of the development;
- All set-up and life time costs being met by the development through a Planning agreement;
- The scheme boundary being defined by the impact of the development, with related permit entitlement;
- Restriction period defined by the impact of the development (e.g. Stadium events).

Independent Resident Parking Schemes

In certain circumstances the Council may consider proposing an *independent* Resident's Parking Scheme, where requested by a specific community, where the following criteria would apply;

- The scheme boundary would be fixed, rather than open to extension;
- The scheme would have a dedicated Zone;
- The charges for permits would need to cover the cost of introduction, administration, maintenance, enforcement and any other related costs.

Permit entitlement and any other terms of use would be designed for the specific circumstances of the scheme.

Policy Statement RP9

In designing the parking restrictions that would apply in a Resident Parking Scheme, Southampton City Council will;

- *Recommend* hours and days of operation that reflect the periods when there is demand for parking by **non-residents** unless the primary (or supplementary) purpose of the scheme is to manage the **residents'** demand for parking;
- *Recommend* a limited waiting period that reflects the demand for parking by visitors to the residential properties unless there is insufficient parking capacity or this would undermine the hours of operation;
- *Recommend* that parking bays provide the maximum possible parking capacity in the road space available but will instruct that the parking bay design does not obstruct the highway or significantly increase the risk of accidents;
- *Identify* that in some roads, lining parking bays may not be possible due to the lack of available road space and restrictions where practical;
- *Review* parking provision for reviewed for disabled residents;
- *Design* parking restrictions for roads/streets in their entirety (unless exceptional circumstances can be demonstrated).

Decision Phase

Southampton City Council will consult all residents within the proposed area on the design of the scheme to see if the proposal is accepted by a significant majority of residents to allow for people moving into and out of the area.

Subject to community approval for the design and available funding, the Council will then agree a timetable for drafting the relevant legal documentation and formally proposing the restrictions. As well as statutory notices in a local newspaper the Council will place public notices in the locality of the scheme and engage other known interest groups through appropriate media where practical. If there objections are received in response to the public notice, these will be considered in the context of this policy. Whilst minor concerns may be accommodated, any fundamental objections will ultimately have to be decided upon through the relevant Council decision making process.

If a Residents Parking Scheme is approved through due process, an implementation plan will be agreed and communicated allowing for:

- Communication of the outcome to residents and other interest groups
- Contracting any related requirements for signing and lining
- Time for eligible permit holders to apply for permits, once the permit entitlement register is finalised
- Sealing the legal regulations.

Overall the process from the initial community request through to implementation may take 12-18 months.

Policy Statement RP10

Once a prospective scheme has been designed to introduce, amend or remove a Residents Parking Scheme, Southampton City Council will consult all affected residents on the proposal with the following options;

1. This household is in favour of the proposal
2. This household is not in favour of the proposal
3. The implementation of the proposal would not affect this household

In order for a scheme to be formally proposed, there will need to be a significant response rate and a convincing majority of households which are in favour of the scheme (The households who have stated the 3rd option are not included in the total).

Note that the level of the majority required will be determined at the discretion of the Council but as a general guideline the Council would expect evidence that at least 60% of residents supporting the proposal as an indication that the change will be sustainable.

The Council will also consider the overall percentage of residents responding to a survey as a general indication of the level of community interest and priority for prospective funding.

Removing a Residents Parking Scheme

In some cases, residents within an existing Residents Parking Scheme may decide that it no longer serves the purpose for which it was implemented and they wish to see the parking restrictions removed (Note that this will not apply to restrictions implemented for the reasons outlined in Policy Statement RP3).

The process for removing a Resident Parking Scheme is similar to that for implementing or amending parking restrictions of this nature. Before a formal consultation is carried out, residents will need to demonstrate that there is a reasonable support for doing so (as outlined in Policy Statement RP2).

Southampton City Council will then carry out an investigation to see what impact removing the Residents Parking Scheme or part of the Residents Parking Scheme will have on the neighbouring areas. In most cases, any impact will be to the area which is proposing to remove the parking restrictions, particularly if they are adjacent to areas which have parking restrictions in place and wish to retain them.

If there is no impact to neighbouring areas, Southampton City Council will carry out a formal consultation of all affected households (normally those eligible for a parking permit) with the outcome assessed as per the method outlined in Policy Statement RP10.

Policy Statement RP11

Provided there will be no significant impact to other residential areas, Southampton City Council will propose the removal of any parking restrictions not implemented for highway access or safety purposes if sufficient support for the proposal is demonstrated using the methodology outlined in Policy Statement RP10 (Note that this process will be applied to roads/streets in their entirety unless exceptional circumstances can be demonstrated).

5. Permit Eligibility

Resident Permits enable residents to park within the area with permit restrictions during the restriction periods. To assist in managing demand and to support sustainable travel, Council policy is to define eligible properties, limit permit entitlement and to set requirements for eligible classes of vehicle. There is provision for either an annual resident's permit or a temporary resident's permit. The temporary resident's permit is only intended as a short term provision for residents, for example whilst vehicle registration changes are arranged, otherwise eligible for an annual resident's permits. They are not available for use by visitors or by people staying at properties which are not their primary residence.

Eligible Properties and Permits per Property/Household

The entitlement boundary will generally be defined when a RPS scheme is introduced and on the basis of eligible properties with qualifying households using on-street parking within the Zone boundary prior to the introduction of permit restrictions.

Policy Statement RP12

Properties within Residential Parking Schemes are normally eligible for parking permits if;

- The property has a discrete postal address within the defined boundary of the zone;
- An eligible vehicle (see Policy Statement RP13) is registered to the property;
- Where the qualifying property either is within a Zone without deduction in entitlement for Off-Road parking, or where an entitlement remains after any appropriate deduction for Off-Road parking;
- The primary or dominant purpose of the property is residential and not commercial or business use;
- The property is not ineligible on the basis that it was built or subdivided after a set date (see Policy Statement RP14).

Vehicle Requirement

In order to help increase the on-street parking capacity within RPS Zones permit entitlement will be restricted to certain classes of vehicle, unless an exceptional provision is agreed.

In order to avoid misuse, a Resident permit will only be issued for specific vehicles, as defined by the vehicle registration, registered for an eligible household.

UK law requires that vehicles operating on UK roads for longer than six months, register with the UK Driver and Vehicle Licensing Authority (DVLA), pay the appropriate Road Fund License and be specifically insured as a UK vehicle. For this reason permits for non-UK registered vehicles may only apply for Temporary (3 month permits) Residents permits until the vehicle is UK registered.

Vehicles over 3.5 tonnes require an Operating Licence, which is dependent on the provision of appropriate off-road parking. These vehicles should not therefore be parked in residential roads other than for operational purposes (e.g. loading and unloading).

Policy Statement RP13

To make most use of the available on-street parking Resident permits will be limited to vehicles as follows:

- Passenger vehicles with a maximum of 8 seats under 5m in length
- Goods vehicles under 3.5 tonnes and under 5m in length

New Developments

In March 2001 the government published Planning Policy Guidance 13: Transport (PPG13), which introduced maximum parking standards for new developments, *'as part of a package of measures to promote sustainable transport choices'*. PPG13 also stated that the *'availability of car parking has a major influence on the means of transport people choose for their journeys'*.

This is also in accordance with Policy F of Southampton City Council's Local Transport Plan which states, *'It is important that parking management measures are implemented alongside improvements to sustainable travel modes to help increase the attractiveness and viability of these alternatives over private car trips, to support widening travel choice.'*

There is also a need to be consider that many Resident Parking Schemes have capacity issues at times of peak demand. New developments create additional demand for parking for which there may be no available on-street capacity.

For these reasons, new residential developments built, subdivided or created by means of a change of use after March 2001 are not eligible for parking permits unless there are exceptional circumstances.

Policy Statement RP14

Southampton City Council will exclude properties with planning approval for build, sub-division or change of use, post to 31st March 2001 from entitlement to resident and visitor permits unless agreed on an exceptional basis. Any assessment of a request for an exceptional provision for permit entitlement for new developments may take into account the following;

- Whether the exclusion from permit entitlement was included within a S106 agreement;
- The size of the development relative to the available parking in the locality;
- Any preceding entitlement that may have applied to the curtilage of the property prior to development;
- The likelihood of demands for similar properties in the locality;
- The support and promotion of sustainable travel in the locality;
- Whether an applicant was residing in the property prior to the introduction of a resident parking scheme.

The issue of any form of permit entitlement will remain at the discretion of the Council.

Visitor Permits (for residents visitors)

In many localities within RPS schemes there is a provision for short stay parking, which together with unrestricted parking outside of hours/days the schemes operate can meet the needs of residents' visitors.

Where the needs for residents' visitor parking cannot be met (e.g. where there is an extensive area of permit holder only parking) the Council provides three types of visitor permit to assist residents. The permits may not be used as an alternative to Resident Permits and are only to be used for the purpose

of visiting the permit holder. The same class of vehicle requirement will apply as for resident permits, unless agreed on an exceptional basis.

Visitors permits may only be used by 'genuine' visitors to residential premises (i.e the dominant purpose of the visit must be to spend time with the resident themselves). Visitor's permits may not be used by those commuting for work or business or 'visiting' but then (before or after such a visit) using the permit whilst working or undertaking business related activity elsewhere.

(Day) Visitor Permits

There is generally an entitlement and allocation of (day) Visitor Permits for households eligible for resident permits. These are currently high quality scratchcards designed to avoid fraudulent reproduction. A charge is applied to offset the cost of printing and issue, and to assist in deterring misuse. The Visitor Permit allows a visitor to park a qualifying vehicle for the day that the permit is required. The Visitor Permit may be used within a maximum distance of the permit holder's property.

Annual Visitor Permits

Where households have a high level of visitors during the restriction period, there is an alternative of an Annual Visitors Permit. A charge for these permits will apply to deter misuse and additional conditions of use may apply including:

- For use within a maximum distance from holders property
- Maximum stay of hours per day
- Maximum continuous period of daily use without prior notification

There will be a limit of one Annual Visitors Permit per household, and the overall number of these permits on issue within a Zone may be limited, if there is a significant shortage of resident parking.

Essential Visitors Permit

As part of a Council policy of supporting care in the community, a permit may be issued to an eligible resident in need of regular essential visits to provide care in the home. The permit will be issued to the person requiring care, and then may be used for visitors providing care and support. There is a limit of one Essential Visitor's Permit per household. There is no charge for the permit, though issue is subject to qualifying criteria and successful application. The permit may be used within 200m of the permit holder's property.

Policy Statement RP15

Properties within a Residents Parking Scheme that are eligible for Resident Permits (as per the guidelines outlined in Policy Statements RP12 to 14) will in most cases be eligible for a range of visitor permits. A limit may however be placed on the number of visitor permits issued, in order to assist in managing demand for on-street parking within the zone. This will be outlined in the proposal for the Resident Parking Scheme.

Southampton City Council will regularly review Visitor Permits to ensure they are meeting the needs of residents and are not open to abuse.

Southampton City Council will remove the right to Visitor Permits from any property where it is found that Visitor Permits have in the opinion of the Council been misused.

Other Permits and Blue Badge Holders

Other Permits

The Council recognises local business and service providers may provide important support for the communities in which they work. A range of permits are therefore available, subject to meeting the qualifying criteria, and the following general principles:

- The issue or reissue of permits will be at the discretion of Council
- A limit on the number of permits available per provider subject to annual review
- Any appropriate Permit charges may be reduced for non-profit making organisations
- That the permit may not be used for any other purpose including residential parking in place of a resident's permit
- The limit of entitlement to specific classes of vehicle (e.g. passenger vehicles with a maximum of 8 seats, goods vehicles under 3.5 tonnes and motorcycles) or length of vehicle (e.g. 5m in length) appropriate to a residential area.

Policy Statement RP16

Southampton City Council will make a range of permits available, subject to limits on issue, for businesses, services and community groups to operate in areas where Residential Parking Schemes are in effect including:

- **Business / Temporary Business Permits** – These permits allow Businesses to make deliveries, provide services etc, in a Residential Parking Zone. A charge shall apply to these permits. Business Permits may not be available in zones with a significant shortage of weekday resident parking.
- **Landlord Permits** – This permit shall apply strictly to Resident Permit Zones where the Landlord owns properties to allow maintenance work and other service work to be carried out at those properties. A charge shall apply to these permits.
- **Medical Permits** – This is a permit that allows eligible medical staff to park in Resident Parking Zones and make health visits to residents in those zones. These permits are issued free of charge.
- **Community Support Permits** – This is a permit that allows community work to be carried out in within defined Resident Parking Zones. These permits are issued at the discretion of Southampton City Council, without charge.

Southampton City Council will regularly review the charges and conditions of use for these permits to ensure they are meeting the needs of the user groups and are not open to abuse.

Southampton City Council will remove the right to permits from any user where it is found that permits have been misused.

Blue Badge Holder Parking

Under the Council's Inclusion policy and in compliance with The Equality Act (see below) it is Council practice to allow vehicles displaying Blue Badges and being used for the purpose of transporting Blue Badge holders to park in residential permit parking places without the need for a resident's permit.

Policy Statement RP17

Southampton City Council allows Blue Badge Holders to park in Resident Parking Zones free of charge. Parking by Blue Badge Holders in Resident Parking Zones is subject to the normal conditions of use that applies to Blue Badges.

Disabled Persons Parking Bays

In some circumstances, disabled users will require access to a parking space close to their property, particularly if they have restricted mobility. In these circumstances, the Council will investigate the potential for implementing a disabled parking bay outside or close to the Blue Badge Holder's property.

Policy Statement RP18

Southampton City Council will consider providing disabled parking places to assist access for Blue Badge holders to their residence or community facilities, taking into account a range of criteria including;

- The Driver is a resident disabled person with a valid Blue Badge;
- Where the applicant is not the driver, but a driver lives at the same address, a bay may be considered, providing that the vehicle is used as a regular means of transport for the disabled person;
- There is no useable or accessible off-road parking;
- A car is registered and kept at the residence;
- There are significant problems in accessing on-street parking;
- There are no conflicting road safety requirements or other overriding interests.

The Council will carry out periodic reviews to ensure that the qualifying requirements for the provision of disabled persons parking bays are still met. If not, the bays may be removed, if it is in the public interest to do so.

Under the Equality Act 2010 it is unlawful for service providers to treat disabled people less favourably because they are disabled. Service providers have to make reasonable adjustments for disabled people in the way they deliver their services. This is so that a disabled person is not put at a substantial disadvantage compared to non-disabled people in accessing the services.

Provisional permit provision

The Council has the discretion to issue an exceptional provisional permit subject to review. Any assessment of a request will generally take into account;

- The individual merits of the request;
- The availability of on-street parking in the locality and time when parking is most likely to occur;
- Whether other similar requests would be expected to be fulfilled (e.g. from households in the same development);
- The support and promotion of sustainable travel in the locality.

Policy Statement RP19

Where an exceptional circumstance is not met by an existing permit provision, a provisional permit to meet this need may be issued at the discretion of Southampton City Council. Requests of this nature will be judged on their own merits and will be subject to review.

Southampton City Council will remove the right to permits from any user where it is found that permits have been misused.

6. Enforcement and Permit Abuse

Enforcement

Whilst the Council encourages all road users to comply with highway regulations, it is accepted that the level of compliance is increased and sustained through enforcement. The aims of the Council's parking enforcement team are therefore to:

- Enforce parking restrictions in a fair and consistent manner for the benefit of all parking users
- Provide safe parking places with clear markings and signage
- Keep streets clear to enable smooth traffic flow and protect public safety

In order to cover the parking regulations across the city, patrols are organised to provide both geographical coverage as well as relating the frequency of coverage to the level of contravention. The Council publishes an Annual Report covering the operation and performance of its Civil Parking Enforcement.

Policy Statement RP20

Southampton City Council will carry out regular enforcement of parking restrictions in residential areas and have powers to issue a Penalty Charge Notice to any vehicle in breach of the parking restrictions.

If evidence of a persistent/recurring parking offence is received, Southampton City Council will allocate resources accordingly to resolve the issue.

Permit Abuse and Cancellation

It is recognised that minority of residents and other permit holders may misuse the permits that they have been allocated. The Council will actively investigate any reported instances of permit abuse and will subsequently take appropriate action.

Policy Statement RP21

Southampton City Council will cancel and/or withdraw permits in a range of circumstances including;

- if the qualifying criteria is no longer met;
- permits are misused by the permit holder or their visitors;
- permits are given to other non-qualifying drivers;
- permits are expired;
- payment is not cleared;
- Enforcement or other Council staff are subject to any form of intimidation or violent behaviour.

Further access to resident/visitor permits may be blocked to those properties/users/groups where misuse has occurred. The length of the ban will be at the discretion of Southampton City Council.

7. Other Issues

Unadopted Highway

Certain roads are “unadopted”, which means that they are not maintained at the public expense (the landowners are therefore responsible for maintenance). Current Council practice is not to propose parking regulations on roads that are unadopted. Parking in a private road without permission or a legal right to do so may be trespassing, and is a civil wrong for which redress may be obtained. Residents are advised to take their legal advice in these circumstances.

Vehicle crossovers

With increasing demand for on-street parking residents may wish to create or extend an area of off-road parking on their property, for which a vehicle crossover is required. This means that the kerbs are dropped from their normal height and the pavement or verge is strengthened to take the weight of the vehicle crossing it. It is not legal for vehicles to drive over a pavement or verge unless a vehicle crossover has been authorised and installed. This is because vehicles may otherwise damage the pavement or any pipes or cables that are buried underneath it. Planning permission is required if the vehicle crossover is to be installed on a Classified road and may be required for creating an extensive area of hard standing over a garden area. The removal of garden walls and gardens in conservations areas may also be restricted. Otherwise further details and costs are available through the application process.

8. Related Documentation

The legal regulations, permit charges and rules applying to resident parking schemes will be stipulated in a Traffic Order(s), available on request from the Council.

The required documentation and any other relevant terms and conditions are stipulated in the relevant application forms for permits, dropping crossing, bar markings and disabled person's parking bays.

A guide for residents on how permit parking schemes operate, current scheme criteria, and how communities may request such schemes will also be available from the Council.

The Parking Standards Supplementary Planning Document (SPD) provides more detail on how the Council will apply the contents of existing Core Strategy policy CS19 (Car & Cycle Parking) and other policies in the determination of planning applications for residential and non-residential developments.