

# RESIDENTS' PARKING SCHEME POLICY

## GUIDANCE FOR THE CHAMPION

### ROLE OF THE CHAMPION

- The County Council will not consider any requests for residents' parking schemes unless a self-appointed champion comes forward.
- The champion is strongly advised to read the Residents' Parking Scheme Policy that is available on the County Council website in conjunction with this guidance.

### Who can be a champion?

- The champion can be a resident, the local County Councillor or a member of the district, parish or town council.

### What is the champion expected to do?

- At stage one 'initial approval' (see Residents' Parking Scheme Policy) the champion will be responsible for identifying the level of support by obtaining signatures from residents in the proposed zone. To satisfy the stage one criteria the champion must be able to obtain signatures of support from the owner/occupier of over 50% of the properties within the proposed zone.
- At stage four 'consultation with owners / occupiers' (see Residents' Parking Scheme Policy) there is an onus on the champion to encourage responses to the consultation. The County Council considers that a consensus is NOT achieved at stage 4 of the process unless over 50% of owners / occupiers within the proposed zone are in support of the scheme.
- The final decision on permit entitlements for residents will be taken by the local Highways Area Office in discussion with the champion, local County Councillors and Area Committee Chairman.

### What can the champion expect?

- The local Highways Area Office will engage with the champion at each stage of the process:
  1. Initial approval – feedback on whether the proposal satisfies the stage 1 criteria
  2. Confirmation of scheme need – feedback on whether the surveys substantiate a need for a residents' parking scheme
  3. Initial scheme design – consult to confirm agreement to the initial design
  4. Consultation with owners/occupiers – feedback on the outcome of the consultation
  5. Detailed design - agree the detailed scheme design with the champion prior to advertising a Traffic Regulation Order (TRO)

## **ISSUES FOR THE CHAMPION TO MAKE RESIDENTS AWARE OF**

### **Funding**

- The County Council has a limited budget to fund the implementation of residents' parking schemes. It is common place for demand to outweigh this budget. There is a prioritisation process in place to determine which schemes are funded.

### **Timeframe**

- The process for introduction of a residents' parking scheme is complex and time consuming. It is not exceptional for the process to take around 12 -18 months to complete for even a simple scheme.

### **No guarantee of a parking space**

- The introduction of a scheme does not mean that residents have their own parking spaces nor does it guarantee every householder a parking space within the zone at all times.

### **Parking capacity**

- The introduction of restrictions may reduce parking capacity in the zone. It may be necessary to extend the size of the zone beyond one street to ensure a reasonable provision of space compared to demand.

### **Visitors**

- Parking for visitors will be restricted and they will require visitor permits to park in the zone.

### **Needs of non-residents**

- It may be necessary to consider the needs of non-residents, for example local business, in developing a scheme.

### **Permit entitlement**

- Parking permits must be issued in areas where residents' parking schemes operate so that motorists can prove that they are eligible to park within the zone. There is also a need to provide temporary permits for visitors and in some cases businesses and tradesman.
- The main purpose of a residents' parking scheme is to ensure that residents have a good chance of finding a parking space close to their home. For this benefit to be realised the criteria for issue must relate to balancing supply and demand.
- Permit entitlements for residents will be determined on an individual scheme basis taking into account the outcome of the stage 4 consultation with owners/occupiers of properties. Owners / occupiers will be asked how many parking permits they would require in order to support the proposed scheme.
- There may be instances where in order to make a scheme workable some residents with more than one car may not be able to have a permit to park in the zone for all of their vehicles.

**Permit fee**

- There is a charge for a residents' parking permit. The current fee will be available on the County Council website.

**Scheme approval process**

- The introduction of a Residents' Parking Scheme requires a Traffic Regulation Order (TRO). A TRO is a legal document that must be advertised on street and in the local press. This is a statutory consultation period where objections can be made to the proposed scheme. Any valid objections received must be considered at a meeting of the local County Council Area Committee made up of County Councillors.
- The Area Committee may decide that an objection is so fundamental that the proposed scheme cannot progress at the current point in time.

**Enforcement**

- Under Civil Parking Enforcement Penalty Charge Notices (PCNs) can be issued to motorists who park within a residents' parking zone without clearly displaying a valid permit.