On Street Residents’ Parking Guidance

1. This policy replaces all other policies on Residents’ Parking Schemes. All schemes consulted on or after 1 January 2018 will use this policy.

Introduction

2. Within Cornwall there are a number of areas which have attracted inconsiderate and/or illegal parking causing potential road safety problems, congestion, obstruction and considerable inconvenience to residents and businesses. Whilst it should be noted that there is no right to park on the highway – the only legal right being to pass and re-pass, it is sometimes desirable to introduce residents’ parking schemes. Traffic Regulation Orders (TROs) are used to regulate use of the highway but offer no priority to the residents affected – both residents and non-residents would be equally affected by any such restrictions. Resident Parking Schemes, where deemed necessary, will help to control the existence of parking and to prevent commuter parking which should alleviate congestion.

The Layout of Resident Zones

3. The information below provides general information on the implementation and set up of Resident Parking zones. However consideration of any scheme, including hours of operation, should take into account specific local facts, the views of the local Member and the operating hours of nearby car parks.

4. An area of residents parking will be made up of a small number of adjacent streets (occasionally only one street) which will be given a unique reference – this is known as a zone.

5. The properties where residents are eligible to apply for permits are defined by a catchment area. The catchment area may include streets that do not contain any parking. The number of permits available will reflect the available road space, other parking provision available in the area and likely take up rate. The catchment area will be defined at the point of scheme implementation; property development/redevelopment within a catchment area does not guarantee automatic inclusion within the catchment area.

6. When residents’ parking zones are introduced careful assessment will be made regarding the available parking. Whilst every attempt will be made to maximise the available parking space, parking restrictions will remain (or be imposed) where it is considered that parking would cause a danger or obstruction to other road users, or unreasonably impede the flow of traffic.

7. Residents’ parking zones will be marked either in the form of a controlled parking zone with entry and repeater signs or by a series of kerbside bays and signs. All of the signing and lining will meet the current national regulations.

8. The hours of operation will normally be from Monday to Saturday 8.00 a.m. to 6.00 p.m. However local circumstances may mean that Monday to Friday or Monday to Sunday or a 24 hour scheme is more appropriate.
9. Only vehicles displaying a valid permit or issued with a valid electronic permit (other than the exemptions set out in the Terms & Conditions) will be allowed to park during operational hours.

10. Outside the operational times anyone can park within the zone.

11. During operational times there will be standard exemptions for activities such as loading and unloading, setting down and picking up passengers. Several other standard exemptions will apply within each zone e.g. for emergency vehicles, works on the highway etc. These will be detailed in the Terms & Conditions of the zone.

12. In areas that have a suitable car park in the vicinity the residents’ permit may include use of an off street car park so that if there was no parking available in the on-street area the car park could be used overnight. The provision of such a permit would be subject to the normal operation of the car park.

13. Consideration will be given to the provision of limited waiting bays within residents’ parking schemes to provide short stay visitor parking. This will be subject to an analysis of the total parking provision available within that zone.

14. Permit holders will not be guaranteed a space.

15. Permit Holders will be not be guaranteed to be able to park in the specific street in which they live. All parking spaces will be available for all permit holders within that specified zone and a permit holder can park within any street in the zone. Individual spaces will not be reserved for individual residents.

16. Permits will not be valid in zones with a different zone reference number.

17. Enforcement will be the responsibility of Cornwall Council. Enforcement will not be carried out on demand however zones will be enforced as part of routine patrols.

**Issuing of Resident Zone Permits**

18. The strict control on the number of permits available is considered essential to a scheme achieving its objectives. Such restrictions, when relaxed, eventually result in chronic parking problems caused simply by too many residents’ vehicles and complaints that residents are paying for a scheme which offers no tangible benefit. Two permits per household will be the norm. However assessments prior to consultation will determine the total parking provision and this will be vital in setting the maximum number of permits that can be issued.

19. A household is defined as a self-contained unit with a separate bathroom and kitchen that is subject to a distinct council tax charge. Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single household.
20. It is essential that the cost of implementing, administering and enforcing the scheme is reflected in the cost of the permits. Resident Permits cost will be: First Permit - £50 Second Permit £75.

21. Households will be able to purchase visitor permits which can only be purchased by Residents. A Resident does not have to have a resident permit themselves to be able to purchase visitors permits but will have to provide proof of residency in the usual manner to do so. Visitor permits are available to provide parking for visitors only and not to give households access to an additional permit. Visitor permits will be valid on the day of use and applicable to one vehicle only and to the specified zone. Residents can purchase either: a) books of ten daily permits at a cost of £10. Each permit will be valid for parking for a day and will be able to be marked with the vehicle registration of the visitor or b) electronic daily session visitor permits - residents can also register with the Council for a Corporate account which will allow them to purchase permits on a daily basis costing £1. The number of visitor permits each household can purchase will be equal to 100 times the maximum number of resident permits allowed per household within that zone.

**Permit Types and Criteria for issue**

22. The Council will provide Terms & Conditions for each individual Scheme. These will detail the specific conditions for each zone which will be based upon the localised needs for that scheme, however they will all predominantly be based upon the following main terms:-

23. At the discretion of the Council permits may either be paper based or electronic.

24. The Council will only issue permits to a person whose usual residence is within the zone’s catchment area. This does not include the landlord/owner of a property if they do not reside at that property.

25. Residents will be required to provide proof of their address when applying for a permit. Normally a current utility bill and vehicle registration document will provide the necessary evidence, however the Council may, at its discretion, request other forms of evidence. The Council can request proof of evidence upon renewal of a permit or at any other time appropriate.

26. Permits will be marked with vehicle registration numbers and issued only to vehicles registered to the applicant’s residence therefore residents will also need to provide a copy of the V5C form when applying for a permit. For fleet vehicles confirmation from the employer will be required.

27. Vehicle Registration changes are possible for a £10 administration fee.

28. **Businesses** located within a zone will be allowed one permit for an essential vehicle at a cost of £100. Proof in the form of a current Business Rates bill will be required. The permit will be marked with the vehicle registration number of the essential vehicle. Where a business uses a variety of vehicles
an alternative permit may be purchased, at a cost of £150 which allows any one of a range of specified vehicles to be parked in the zone at one time.

29. Businesses are not permitted to purchase visitor books except for registered B&Bs and hotels (see 31 below)

30. Charities located within a zone will be allowed one permit for an essential vehicle for a £10 administration fee. Charities are not permitted to purchase visitor books.

31. Hotels and guest houses/B&B’s will have the options available set out in the table below. A fire certificate or proof of Business Rates will be required.

<table>
<thead>
<tr>
<th>Number of permits available to neighbouring resident properties in the zone:</th>
<th>Options for hotels and guest houses in the scheme area:</th>
<th>One</th>
<th>Two</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. 1 residents’ permits (for an eligible resident) plus a maximum of 100 visitor permits</td>
<td>a. 2 residents’ permits (for eligible residents) plus a maximum of 200 visitor permits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. A maximum of 300 visitor permits</td>
<td>b. 1 residents’ permit plus a maximum of 400 visitor permits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. A maximum of 600 visitor permits</td>
<td>c. A maximum of 600 visitor permits</td>
<td></td>
</tr>
</tbody>
</table>

32. Resident, business or visitor permits will not be valid in vehicles over 7.5T.

33. Disabled badge holders will be permitted to park for a maximum of 3 hours within the parking areas in the residents’ zone.

34. Resident disabled badge holders For disabled badge holders residing within a zone, upon application, a resident permit will be issued free of charge, but will constitute as one of the eligible permits for a residence. This will normally be in the form of an electronic permit but a valid Blue Badge must also be displayed in the windscreen of the vehicle when parked in the resident zone.

35. Care companies may apply, free of charge, to be configured on to the Council’s mobile phone permit system allowing their staff to book a daily permit that will be valid during their attendance at a patients residence. Registration for this will require the Care company to evidence that the person is employed by them. Care Company permits will be restricted to specific zones but companies will be able to request employees have permissions for various zones. Cornwall Council will monitor the usage of the Care company permits and will at times require the companies to evidence that the use of the permit was for a genuine care visit. Any abuse of the system will lead to a review of the approval for the Care company to be an
approved user of the system.

36. **Carers permit** Residents who require continual regular care, not provided by a professional health care organization can apply for one free Informal Care permit. Issue of this permit will require the resident (or person legally nominated as representing them) to apply and supply evidence from a medical practitioner that the resident is in need of care. Permits will not be issued for temporary care needs. Permits will be paper based and non vehicle specific so they can be transferable between multiple carers.

37. **Residential Care Homes** located within the catchment area are entitled to one non vehicle specific permit per occupied room/unit. This permit may be used by residents or their visitors.

38. **Tradesmen** working within a zone should utilize customer’s visitor books.

39. If a resident moves away from a zone the permit must be surrendered. A pro-rata rebate will be given. If a resident moves into another zone a new, annual, permit will have to be applied for and purchased.

40. Permits that are defaced or damaged may be replaced at the discretion of Cornwall Council. There will be a charge for defaced or damaged permits. For the first replacement within a year after a permit has been issued this will be 50% of the cost of a new permit. For subsequent replacements this will be the full cost of a new permit. It will be entirely at the discretion of the Council as to whether a replacement permit is to be issued.

41. There will be a charge for the replacement of lost permits. For the first loss within a year after a permit has been issued this will be 50% of the full cost of a new permit. For subsequent losses this will be the full cost of a new permit. It will be entirely at the discretion of the Council as to whether a replacement permit is to be issued.

42. Copying of permits is not allowed.

43. Reselling of permits is not allowed.

44. Each resident or business that purchases a permit (or visitors’ permits) will be issued with a set of terms and conditions that they must agree to abide by.

45. Any breaches of the terms and conditions may result in a Penalty Charge Notice being issued.

46. Failure to abide by the terms and conditions may result in the cancellation of the permit. Anyone committing such abuse could be refused permits in the specific zone, in other residents’ parking zones or for use in the Council’s off street car parks.

Version: 13/12/17