



Policy Register

Parking Permit Policy 2019

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Policy Status	- Current
Responsible Service Unit	- City Compliance
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PURPOSE

The purpose of this policy is to provide direction in the equitable management of on-street vehicle spaces within the Municipality for residents, visitors, traders, tradespersons and carers and to identify:

- who is entitled to apply for a parking permit;
- the quantity of permits per property;
- the type of permit issued; and
- the cost per permit.

POLICY STATEMENT

The Parking Permit Policy will assist officers to determine whether it is appropriate to grant a vehicle parking permit and the number issued in each circumstance. This policy is also mindful of any legislative considerations.

It is policy that:

1.0 Residential Parking Permits

- 1.1 Residential parking permits will only be issued where the property is the applicant's primary place of residence and not property owners (landlords) who lease their property out.
- 1.2 Permits must be surrendered to Council if the resident leaves the premises.
- 1.3 Residential Parking Permits will not be issued to properties not used for residential purposes (ie used solely for commercial or another non-residential purposes).
- 1.4 Residential Parking Permits are valid for 12 months from the date of issue.
- 1.5 Permits are not transferrable between residents of different addresses.
- 1.6 Applicants requiring a replacement Visitor/Residential Permit for a lost or stolen permit will need to provide a Statutory Declaration and pay a fee.

Number of Dwellings	Parking Permit Eligibility	Additional Permit Eligibility	Maximum Number Permit Eligibility
Single (detached) dwelling (excluding multi dwelling development) on a lot	Up to 2 (no fee)	1 (fee applies)	3
Between 2 to 4 dwellings built prior to 23 rd of April 2019	1 per dwelling (no fee)	Not eligible for additional permits	1 per dwelling
Between 2 and 4 dwellings built after 23 rd of April 2019	1 per dwelling (fee applies)	Not eligible for additional permits	1 per dwelling
5 or more dwellings built after 23 rd of April 2019	Not eligible for parking permits		
5 to 9 dwellings built prior 23 rd of April 2019	1 per dwelling (fee applies)	Not eligible for additional permits	1 per dwelling
10 or more dwellings (excluding apartment development) that have been lawfully occupied prior to the 23 rd of April 2019	1 per dwelling (fee applies)	Not eligible for additional permits	1 per dwelling

* Reference to dwelling in table includes single detached dwellings, apartments, units or townhouses unless specifically stated otherwise

2.0 Trader Parking Permits (Commercial/Activity Centres)

- 2.1 A Trader Permit will only be issued to an individual business or to a recognised traders' association.
- 2.2 A Trader Parking Permit will only be issued in areas where parking restrictions apply that are monitored by Council.
- 2.3 A Trader Parking Permit may not be issued where a business has access to off-street parking.
- 2.4 A Trader Parking Permit is specific to a business.

- 2.5 Applicants requiring a replacement Trader Permit for a lost or stolen permit are required to provide a Statutory Declaration and pay a fee.

Trader Permit Type	Fee	Permit Numbers
Single Permit Application	Fee Applies	1
Bulk Permit Application Fee (by an incorporated Traders' Association)	Fee Applies at a discounted rate	Greater than 10 Businesses

3.0 **Aquarena Permits**

- 3.1 Aquarena Permits are permits issued upon advice from a Medical Practitioner to provide short term convenient access for visitors to the entrance of Aquarena, during rehabilitation or the like, and are considered an alternative to an individual who does not have access to a disability permit.
- 3.2 The Permit is only valid within the Permit Zone located at Aquarena.
- 3.3 The Permit is vehicle specific.
- 3.4 A Permit can only be issued for a period up to a maximum of 6 months.
- 3.5 Application requirements must be supported in writing by medical practitioner.

Aquarena Permit	Fee / Permit
Period Up to 6 months	Fee Applies

4.0 **Tradesperson Permits**

- 4.1 Tradesperson Permits are available for a construction site, subject to application, payment of the relevant fee and evidence of association with the construction site (normally provided by the nominated builder).
- 4.2 The number of permits available is limited to a maximum of 4 permits at any one time.
- 4.3 A permit can only be issued for a period of up to 12 weeks and generally will not be renewed.
- 4.4 The tradespersons vehicle permit will enable a vehicle to park between Monday and Friday 7.00am to 5.00pm (each day). Outside of these hours any existing parking controls will apply.

4.5 Permits are only valid when being used to complete on-site works at the property to which they are issued. They are not for private/personal use at any time.

4.6 Application can be made by:

- A resident of the property;
- The owner of the property (regardless of whether or not they are living at the property); and
- The tradesperson who will be doing the works.

Tradesperson Permit Type	Fee / Permit	Maximum Permit Numbers
Between 1 and 7 days	Fee Applies	4
Between 1 week and 12 weeks	Fee Applies	4

Note: Where construction works are to take longer than 12 weeks, an application for the installation of a Work Zone should be applied for.

5.0 Carer Permit

5.1 Carer Permits are issued to an individual employed in the delivery of a care service or to an Organisation that provides a care service between 6 and 12 months based on need of the recipient of the care service.

5.2 The Permit is only valid within time-limited parking restrictions greater than 15 minutes and within residential permit zones.

5.3 The Permit is vehicle specific or specific to an Organisation which provides a care service and is only valid when undertaking the care services.

5.4 In the case of an individual, a Permit will be issued for a period of 6 months, on confirmation of ongoing service this time frame may be amended up to 12 months. After 12 months has concluded, an application for another carer permit will need to be lodged with Council.

Carer Permit	Fee / Permit	Period
Individual/Organisation	No Fee	Period Up to 12 months

Organisation	No Fee	Period Up to 12 months
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6.0 **Display of Parking Permits**

- 6.1 A parking permit will be issued for display on the inside of the vehicle and must be displayed by hanging it from the rear vision mirror or placed on the left-hand side of the dashboard so the front of the permit can be seen without obstruction.
- 6.2 Vehicles not displaying the parking permit correctly may receive a parking infringement notice.
- 6.3 Vehicles must be legally parked in the permit area as designated on the parking permit and Victorian Road Rules.
- 6.4 Each permit issued will be either linked to a property or business or a specific vehicle.
- Where the permit is linked to a property it is not transferable between properties.
 - Where the permit is issued to a specific vehicle it is not transferable to another vehicle.

Any change of address or vehicle details must be advised to Council in writing and approval granted for the permit to remain valid.

7.0 **General Conditions for all Permit types**

- 7.1 Permits are issued at the discretion of Manningham Council and may be cancelled or suspended if misuse is identified.
- 7.2 The issue of a parking permit does not guarantee the availability of space to park.
- 7.3 Residential and Trader permits are valid for up to 12 months from date of issue.
- 7.4 Permit fees are not refundable if a resident or occupier moves during the duration of the permit.
- 7.5 The cost of all permits will be reviewed annually and will be included in Council's Annual Budget fees and charges schedule.
- 7.6 The permit application fee is considered an application fee and is not refundable if an application for a permit is refused.
- 7.7 Permits are not valid until the application is approved.

- 7.8 Permits will not be issued to vehicles that do not comply with the Road Safety Rules 2017 or other traffic related legislation.
- 7.9 Parking Permits will only be issued to vehicles with a current registration and that are in a roadworthy state. Where a vehicle is found contravening this provision, the permit may be cancelled.
- 7.10 Permits will not be issued to boats, trailers or caravans. An exception may be made where registered trailers are required for work purposes (e.g maintenance worker, tradesperson) in this case a condition detailing how the permit will be displayed will be added.
- 7.11 Permits must be displayed so that they are visible to an Authorised Officer either hanging from the internal mirror where they are provided in hanger form or located on the left hand side dashboard of the vehicle.
- 7.12 A Permit should be produced on request from an Authorised Officer within 48 hours.
- 7.13 The use of all permits are subject to specified conditions that must be complied with at all times.
- 7.14 Permits cannot be sold, lent, reproduced, copied, altered used for any other purpose.
- 7.15 If a person or business is found to misuse the permit scheme the following penalties may apply:
- On the first offence a permit may be suspended or cancelled for a period of 12 months and the fees will not be refunded; and
 - On a second occasion, permits will be permanently cancelled.
- 7.16 Permit holders are required to park legally at all times.

8.0 Information Requirements

- 8.1 All applications for parking permits must be made in the prescribed way and require proof of residency and details of the current vehicle registrations which will be linked to the Permits issued.
- 8.2 In special circumstances where a vehicle is to be linked to a dwelling, however, is not owned by the occupant (such as a company car) a statutory declaration or details on company letterhead must support the permit application providing details of:
- the owner of the vehicle;
 - the user of the vehicles including the address at which the vehicle is to be kept; and

- the vehicle (registration, make, model and year).

9.0 **Permit Refusal**

9.1 Any person may lodge an appeal against a decision made by an Authorised Officer in writing within thirty (30) days of the decision being made. Appeals must be forwarded to the **Coordinator City Compliance, Manningham Council**.

10.0 **Application of policy**

10.1 In applying this policy in the assessment of applications for parking permits, officers will assess each application on its individual merits and will consider:

- The availability of on-street vehicle parks relative to the address of the land for which a permit is being applied for;
- The availability of car spaces provided at the address of the land for which a permit is being applied for; and
- Any Special Circumstances that may appear to be inconsistent with this policy.

SCOPE OF POLICY

11.1 The policy applies to the following permit types:

- Residential Parking Permits;
Commercial Parking Permits;
Aquarena Parking Permits;
- Tradesperson Parking Permits; and
- Carer Parking Permits.

RESPONSIBILITY

Group Manager Approvals and Compliance

DEFINITIONS

12.1 **Parking Permit Type**

- Aquarena Parking Permits - means a parking permit issued to visitors to access Aquarena.
- Carer Permit – means a parking permit authorising an exemption for a vehicle from time limited parking restrictions greater than 15 minutes and within residential permit zones when delivering a care service.

- Commercial Parking Permit – means a parking permit authorising the use of land managed by Council on behalf of a trader, authorised Trader’s Association or owners’ corporation.
- Residential Parking Permit – means a parking permit issued to a resident authorising on-street vehicle parking.
- Tradesperson Permit – means a parking permit authorising a Tradesperson’s vehicle an exemption from time limited parking restrictions.

12.2 Other Definitions

- Apartment - A dwelling located above the ceiling level or below the floor level of another dwelling and is part of a building containing two or more dwellings.
- Application fee – is the fee paid to consider or process an application regardless of the outcome.
- Multi dwelling development – means an apartment, unit or townhouse and is defined in Council’s records under the land use description as a strata unit or flat, single unit/villa unit/townhouse or retirement village unit.
- Single detached dwelling – means a single house on land or not constructed as part of an apartment, unit or townhouse and is defined in Council’s records under the land use description as a detached home.
- Works Zone – means an approved temporary parking zone abutting a building site or development generally in accordance with a construction management plan. Refer to Manningham Parking Management Policy.

RELATED POLICIES

- Manningham Parking Management Policy, October 2018.

SUPPORTING PROCEDURES

- Parking Permit Decision Guidelines.

RELATED LEGISLATION

- Local Government Act 1989
- Road Safety (Traffic Management) Regulations 2009
- Road Safety Road Rules 2017
- Road Management Act, 2004

DOCUMENT HISTORY

Policy Title:	Parking Permit Policy
Responsible Officer:	Niall Sheehy
Resp. Officer Position:	Group Manager Approvals and Compliance
Next Review Date:	April 2022
To be included on website?	Yes

Last Updated	Meeting type - Council or EMT	Meeting Date	Item N°
27 Sep 2011	Council	27 Sep 2011	
29 Oct 2013	Council	29 Oct 2013	9.5
12 Dec 2017	Council	12 Dec 2013	10.3
23 April 2019	Council	23 April 2019	10.1

Appendix 1 (Fees)

Permit Fee Schedule - Reviewed Annually			
Residential Parking Permits	Initial Parking Permit	Additional Permits	Maximum Number of Permits
Single (detached) dwelling (excluding multi dwelling development) on a lot	Initial 2 Permits (no fee)	Fee applies / permit	3 per dwelling
Between 2 and 4 dwellings on the lot built before 23rd of April	Initial Permit (no fee)	Not eligible for additional permits	1 per dwelling
Between 2 and 4 dwellings on the lot built after 23rd of April	Initial Permit Fee applies	Not eligible for additional permits	1 per dwelling
5 or more dwellings on a lot built after 23rd of April	Not eligible for parking permits		
5 to 9 dwellings on the lot built before 23rd of April	Initial Permit Fee applies	Not eligible for additional permits	1 dwelling
10 or more dwellings (excluding apartment development) that have been lawfully occupied prior to the 23 rd of April 2019	1 per dwelling (fee applies)	Not eligible for additional permits	1 per dwelling
Lost Parking Permit Residential / Trader / Carer / Aquarena	Replacement Fee Applies		
Trader Permit Fee			
Single Permit Application Fee	Fee applies		
Bulk Permit Application Fee (Greater than 10 Businesses)	Fee applies		
Tradesperson Permit / Fee			
Between 1 and 7 days	Fee applies		
Between 1 week and 12 weeks	Fee applies		
Aquarena Permit / Fee			
Period Up to 6 months	Fee applies		
Carer Permit / Fee			
Individual/Organisation	No Fee		

* Reference to dwelling in table includes single detached dwellings, apartments, units or townhouses unless specifically stated otherwise