

Council Policy

Council policy title:	Parking Permit Scheme 2023
Council policy sponsor:	Director Environment, Recreation and Infrastructure
Adopted by:	Bayside City Council
Date adopted:	15 August 2023
Scheduled review:	2028
Document reference:	DOC/23/206672

Human Rights Charter

This Policy has been assessed against the principles of the *Victorian Charter of Human Rights and Responsibilities Act 2006* (the Charter) and is considered to be compatible with the Charter. In assessing the proposed changes, consideration has also been given to the *Equal Opportunity Act 2010*.

Gender Equality Act 2020

In the development of this Policy, the requirement for Equity Impact pre-assessment has been completed. The pre-assessment concluded that this policy does meet the requirement and must complete the full Equity Impact Assessment (EIA).

The EIA was completed and signed on 7 July 2023. EIA TRIM reference can be found in DOC/23/154610.

Governance Principles

In the development of this Policy, the requirements of the Governance Principles as per the *Local Government Act 2020* have been considered and are summarised below:

LGA S 9.1	Governance Principle	Consideration
a)	Compliance with the law	This policy details the administrative management of parking permits as applicable under the Road Safety Road Rules 2017 and Road Management Act 2004.
b)	Achieve best outcomes for the community	This policy demonstrates Council's commitment to providing resident access to parking in residential streets, and allows for improved parking opportunities for community centres.
c)	Promote the sustainability of the municipality	This policy does not directly impact on the sustainability of the municipality. It relates to the administrative management of parking permits.
d)	Engage the community in strategic planning and decision making	This policy supports the Parking Strategy - Parking Sustainably 2023-2033 which was developed with robust community consultation.
e)	Strive for innovation and continuous improvement	This policy supports continuous improvement opportunities through the review cycle of the policy.
f)	Collaborate with all other levels of government and government agencies	This policy is Bayside specific and does not require collaboration under the Road Management Act 2004.
g)	Secure the ongoing financial viability of Council	This policy has minimal impact on Council's ongoing financial viability.
h)	Strategic planning and decision making must take into account plans and policies in operation at all levels.	This policy supports the actions and objectives of the Parking Strategy - Parking Sustainably 2023-2033.
i)	Council decisions, actions and information must be transparent.	This policy will be reviewed and adopted through the public decision-making forum – Council Meetings, and the policy will be publicly available via Council's website in accordance with Council's Transparency Policy.

1. Policy intent

To provide transparent and equitable application and management of the Parking Permit Scheme.

2. Policy purpose

Competition for on-street car parking spaces is increasing throughout the Municipality. Demand is already high in areas close to Activity Centres, commercial centres, shopping centres and train stations. Residents in these areas, particularly those who have limited access to private off-street car parking, have to compete with all road users for the available on-street spaces.

Without intervention, residents and their visitors can find it difficult to locate a parking space close to their homes.

The objective of this Policy is to provide a mechanism by which eligible permit holders are exempt from some parking restrictions and so have a reasonable likelihood of finding car parking in close proximity to their destination, while still preserving opportunities for parking for other road users such as shoppers, traders, people with disabilities, workers and commuters.

This Policy also outlines the eligibility and entitlement for Community Centre Parking Permits.

This Policy specifies the criteria by which the various types of Parking Permits will be allocated and will define the process by which permits will be considered.

This Policy is administered through two Procedures:

- The Parking Permit Scheme Administration Procedure; and
- The Managing On-Street Car Parking Demand Procedure, for inclusion of new areas into the scheme.

3. Glossary – Definitions and Abbreviations

Term	Definition
Alternative vehicle	A temporary vehicle used by a resident in place of a vehicle they own. This includes courtesy cars, rental, and car-share vehicles.
Community Centre	A property defined as either a Community Centre or Youth Centre
Community Centre Parking Permit	A permit issued to an eligible Community Centre to allow visitors access to convenient parking in close proximity to the eligible property.
Eligible Community Centre	A property that is defined as a Community Centre, and is staffed, and is included on the Eligible Community Centre Register, and where the property fronts or sides a signed street that is within a Parking Permit Scheme Area.
Eligible Community Centre Register	A list of community centres which are eligible for permits which is held by Council
Eligible Resident	A person whose primary place of residence is an Eligible Residential Property, as either the tenant or the owner.
Eligible Residential Property	A residential property that is eligible to participate in the Scheme.

Multi-Unit Developments	Where three or more dwellings have been constructed on a lot.
Residential Parking Permit	A permit that may only be issued to residents of an Eligible Residential Property for parking their own vehicles in close proximity to their primary place of residence.
Residential Parking Permit Register	A database held by the Council containing details of Eligible Residential Properties and associated restrictions.
Residential Visitor Parking Permit	A permit issued to an Eligible Residential Property for use by visitors for one-off gatherings, short stays of up to one month at the property, and for use by residents when they have the use of an alternative vehicle for a short period of time.
(the) Scheme	The Parking Permit Scheme.
Scheme Area	An area where the Scheme applies.
“Shop-top” Dwelling	A dwelling in business zoned land, or where there is a ground floor use of the property other than residential.
Temporary Parking Permit	A permit issued to an Eligible Residential Property for use by visitors for a temporary purpose such as a one-off gathering or event and is issued to apply to a registration number.

4. Scope

This Policy details:

- vehicle and property eligibility;
- permit entitlements; and
- where permits apply.

The types of permits this Policy applies to are:

- Residential Parking Permits
- Residential Visitor Parking Permits
- Community Centre Parking Permits
- Temporary Parking Permits.

5. Policy statement

Residential Parking Permits

Purpose

To allow eligible residents of properties in streets that are located within a designated Parking Permit Scheme Area to park on-street in certain locations without restriction or charge.

Eligibility

Parking permits will only be issued for a resident’s passenger vehicle where the resident’s property fronts or sides a signed street that is within a Parking Permit Scheme Area. Permits are not to be used at any other location or for any other purpose.

Eligible Residential Properties included in Council’s scheme are listed in Council’s Residential Parking Permit Register.

There are three general categories of ineligible properties:

- *Multi-unit developments:* Multi-unit development properties are those developments where the number of residential dwellings increased on a property on or after 1 July 2007. Residents living within multi-unit developments where there are three or more

dwelling are not eligible to participate in the scheme if the Occupancy Certificate was issued on or after 1 July 2007. Residential buildings occupied before 1 July 2007, where subsequent subdivision of the property has occurred are also classed as multi-unit developments under this Policy and are also ineligible regardless of their date of construction. Properties with three or more dwellings are excluded on the basis that multi-unit developments constructed on or after 1 July 2007 are required to have sufficient off-street parking as to not place an excessive demand on the availability of existing on street car parking spaces.

- *Shop-top dwellings*: residents living in shop-top dwellings are ineligible to participate in the Scheme. This policy is concerned with properties located within residential streets.
- *Business related properties*: occupiers of business properties are ineligible to participate in the Scheme. This Policy is concerned with properties located within residential streets.

Entitlement

- General entitlement:

For Eligible Residential Properties on streets located within a designated Parking Permit Scheme Area, there are two options available for permits:

- Option 1: four free Residential Parking Permits issued to specific vehicles. No Visitor Parking Permits are available under this option.
- Option 2: three free Residential Parking Permits, plus one Residential Visitor Parking Permit for an annual fee as determined by Council. Only one Residential Visitor Parking Permit per household will be issued (refer Residential Visitor Parking Permits below).

Additional Residential Parking Permits can be purchased for specific vehicles registered/garaged at the address in line with fees and charges as determined by Council.

- Areas impacted by paid on-street parking entitlement:

For areas impacted by the on-street paid parking measures, including residential streets with short term 1P parking restrictions along both sides of a residential street, there are two options available for permits:

- Option 1: three free Residential Parking Permits issued to specific vehicles, plus four free Residential Visitor Parking Permits.
- Option 2: two free Residential Parking Permits, plus four free Residential Visitor Parking Permits, plus one Residential Visitor Parking Permit for an annual fee as determined by Council (refer Residential Visitor Parking Permits below).

Additional Residential Parking Permits can be purchased for specific vehicles registered/garaged at the address in line with fees and charges as determined by Council.

The issuing of a permit does not guarantee the availability of any parking space in front of the permit holder's place of residence or within the designated street(s).

Residential Visitor Parking Permits

Purpose

To allow visitors to Eligible Residential Properties in streets that are located within a designated Parking Permit Scheme Area to park on-street in certain locations without restriction or charge.

Eligibility

Property eligibility is outlined above as per Residential Parking Permits.

Residential Visitor Parking Permits are to be used by bona fide visitors only and cannot be sold or transferred to anyone else (including commuter or business parking).

These permits may also be used when residents have the use of an alternative vehicle for a short period of time.

Entitlement

- General entitlement:

A maximum of one Residential Visitor Parking Permit per household will be issued where up to three Residential Parking Permits have been issued (subject to an annual fee as determined by Council).

- Areas impacted by paid parking entitlement:

Residential Visitor Parking Permits will be issued as follows:

- Option 1: up to four free Residential Visitor Parking Permits for a property where up to three free Residential Parking Permits have been issued, or
- Option 2: four free Residential Visitor Parking Permits, plus one Residential Visitor Parking Permit for an annual fee as determined by Council, for a property where up to two free Residential Parking Permits have been issued.

The issuing of a permit does not guarantee the availability of any parking space in front of the permit holder's place of residence or within the designated street(s).

Community Centre Parking Permits

Purpose

To allow regular visitors to an Eligible Community Centre to have access to convenient parking in close proximity to the community centre that is also exempt from timed on-street parking restrictions or charges.

Eligibility

Parking permits will only be issued to Eligible Community Centres as included on the Eligible Community Centres Register. Eligible centres are staffed, and generally defined by the following categories:

- Community Centres
- Youth Centres

Centres will only be issued permits where the property fronts or sides a signed street that is within a Parking Permit Scheme Area.

The Eligible Community Centres Register is included as Addendum 1 to this Policy.

Community Centre Parking Permits are only valid for use within the street that the eligible centre fronts or sides, and apply to on-street parking only.

Permits are not valid for use at any other location or for any other purpose.

Entitlement

Each Eligible Community Centre has access to up to four free Community Centre Parking Permits.

Registration of permits is attached to the Eligible Community Centre to allow permits to be transferable between vehicles.

The issuing of a permit does not guarantee the availability of any parking space in front of the Eligible Community Centre or within the designated street(s).

Temporary Parking Permits

If a resident has a need for additional parking permits for a temporary purpose, an application can be made to the Manager Amenity Protection. Permits issued will be restricted and be issued to apply to a vehicle registration number. They are typically valid for the day of the event.

6. Conditions of Use

Residential Parking Permits, Residential Visitor Parking Permits, Temporary Parking Permits

A Residential Parking Permit Application Form is required to support an application for the following purposes:

- New or additional residential parking permits if you live on a road with parking restrictions
- On-road paid parking scheme parking permits if you live on an eligible street
- Visitor parking permits under one of the above schemes
- An additional beach parking permit
- A temporary parking permit where special circumstances apply.

The Residential Parking Permit Application Form must be submitted with a current Motor Registration Certificate for each vehicle to demonstrate that the vehicle is registered/garaged at the address. If an existing permit does not conform to this Policy (such as where issued under an old version of the policy), the permits will be renewed only until such time as there is a change in ownership or tenancy of the property. At that time, the entitlement to the permits will cease for the property.

Application for a Residential Visitor Parking Permit is subject to a fee payable at the time of application. The Residential Visitor Parking Permit is assigned to an Eligible Residential Property and not linked to a specific vehicle.

Community Centre Parking Permits

A representative of an Eligible Community Centre must apply to Council to request Community Centre Parking Permits be issued. Registration of permits is attached to the Eligible Community Centre to allow permits to be transferrable between vehicles.

The permits should be stored in a secure location within the centre, except for when in use, and should be made available for all visitors across the various activities held at the centre. It is the responsibility of the centre to manage the allocation of permits to visitors to the centre and ensure that permits are returned to the centre after each use.

All Permits

All parking permits will exempt eligible vehicles from time restrictions of one hour or longer in designated residential streets.

Permits do not apply:

- outside or adjacent to single/mixed use business premises (except for those properties which have been assessed as an Eligible Community Centre); or
- to off-street car parks.

The parking permit must be displayed inside the vehicle on the bottom corner of the passenger side of the front windscreen.

Parking permits do not allow vehicles to be parked contrary to the Victorian Road Rules and permit holders are liable for any infringements incurred whilst parked in contravention of the road rules.

Fines incurred as a result of failing to display a permit will not be withdrawn.

The permit is to be retained by the permit holder at all times whilst not in use.

Permits, once issued, can only be used for passenger vehicles less than 6 metres in length and with a kerb weight of less than 2500kgs (Community Centre Parking Permits can be used for larger vehicles up to 7.5 metres in length and a weight up to 4500kgs). Other ineligible vehicles include those used for commercial purposes such as vans, buses, heavy or long vehicles (as defined in Section 200 of Road Rules Victoria) and earthmoving equipment. Towed vehicles such as trailers, caravans and boats and motor homes are also ineligible.

Residential Parking Permits are not transferable between vehicles, being specific to the vehicle registration number for which that permit was issued.

Community Centre Parking Permits, Residential Visitor Parking Permits, and Temporary Parking Permits are issued to a property and are not tied to specific vehicle registration. These permit types are not to be sold, transferred, or assigned to another party and must be solely used for the purpose they were issued.

7. Monitoring, evaluation & review

The Policy will be reviewed every five years to monitor its effectiveness and the level of community satisfaction. Community and officer feedback collected throughout the period will inform the evaluation.

8. Roles & Responsibilities

The Director Environment, Recreation and Infrastructure oversees the development and implementation of the Parking Permit Scheme Policy and may exercise discretion in issuing or renewing a parking permit in special circumstances.

The Manager Amenity Protection oversees the administration of the Parking Permit Scheme Policy.

9. Related documents

Legislation	Road Safety Road Rules 2017 and Road Management Act 2004.
Policies	Managing On-Street Car Parking Demand Policy Community Engagement Policy
Strategies/ Plans	Bayside Parking Strategy - Parking Sustainably (2023-2033) Integrated Transport Strategy (2018-2028)
Procedures/ Processes	Managing On-Street Car Parking Demand Procedure Parking Permit Scheme Administration Procedure
Guidelines	Driveway Clearance (Hockey Stick) Markings

Please note: This policy is current as at the date of approval. Refer to Council's website (www.bayside.vic.gov.au) to ensure this is the latest version.

Addendum 1 – Eligible Community Centres Register

Properties that are eligible	
Brighton Recreation Centre	93 Outer Cres, Brighton
Hampton Community Centre	14 Willis St, Hampton
Highett Neighbourhood Community House	2 Livingston St, Highett
Sandybeach Centre	2 Sims St, Sandringham
BayCISS Community Centre	12 Katoomba St, Hampton East
Properties not yet eligible until a residential parking area scheme is introduced	
Castlefield Community Centre	505 Bluff Rd, Hampton
Peterson Youth Club	371A Highett Rd, Highett