

## Parking Permit Policy 2017

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Policy Classification	- <b>Transport</b>
Policy N°	- <b>POL/525</b>
Policy Status	- <b>Current</b>
Responsible Service Unit	- <b>Approvals &amp; Compliance</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>12 December 2017</b>
Next Review Date	- <b>12 December 2021</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*

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## **PURPOSE**

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The purpose of this policy is to provide direction as to when a parking permit will be issued, specifically:

- who is entitled to a parking permit
- the quantity of permits per property
- the type of permit issued
- the cost per permit

## **POLICY STATEMENT**

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

It is policy that:

### **Residential Parking Permits**

- Residential parking permits will only be issued where the property is the applicant's primary place of residence
- Permits are not transferrable between residents of different addresses
- Permits must be surrendered to Council if a resident leaves the premises

### For single detached dwellings

- Two permits are available for each detached dwelling on a three year cycle, subject to application (no fee) and evidence of residency
- The permit can either be vehicle specific or a general visitor permit
- Residents may apply for an additional permit and are required to pay a fee. Additional permits are renewable annually. Additional permits can either be a vehicle specific permit or a general visitor permit

### For multi-dwelling developments

- For a development of up to four dwellings, one permit for each property is available on application (no fee), subject to evidence of residency and permits are renewable on a three year cycle
- For a multi-dwelling development for more than four dwellings one permit is available for each property on application, subject to evidence of residency and payment of a fee and are renewable annually
- The permit can either be vehicle specific or a general visitor permit
- There are no additional permits available for multi dwelling development sites

### **Commercial Permits**

- Issued to either an Individual Business or to a recognised Traders Association
- Issued at a reduced rate where the application is made in bulk through a recognised Traders Association
- Permits are issued for up to 12 months and expire on 31 December each year

### **Aquarena Permits**

- Issued upon advice from a Medical Practitioner to provide closer access to the entrance of Aquarena during rehabilitation or the like
- The permit is vehicle specific
- The permit is valid for up to 6 months

### **Tradesperson Permits**

- 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)
- A maximum of 4 permits can be issued per site
- A permit can only be issued to a site for a period up to 12 weeks

- The permit is valid directly in front of or within 50 metres of the construction site

### **Carer Permits**

- Evidence would need to be supplied either from a medical practitioner or similar to confirm a carer service is being provided and the timeframe for the delivery of the care service.

### **All permits:**

- Annual permits will generally expire on 31 December each year unless otherwise specified
- 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
- Permits authorise parking in a specified location or street and are valid to the nearest intersecting street to the permit holders address. They do not provide any exemptions from the Road Rules Victoria
- Permits (other than tradesperson permits) are not valid for large commercial vehicles, trailers, caravans or trucks & earth moving vehicles or as defined in *Road Safety Road Rules 2017 – Rule 200*
- Permits do not guarantee the availability of parking places
- Permits must not be duplicated, altered or amended in any way
- Lost permits will only be replaced at the discretion of the Council and after receipt of a Statutory Declaration
- Permit holders are required to produce their parking permit on request to an authorised officer
- Permits may be cancelled, suspended or revoked where misuse is identified
- Permit applications must be made on the specified form

The cost of each permit will be determined by Council and is included in Council's Annual budget fees and charges schedule. This is reviewed annually.

## **SCOPE OF POLICY**

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The policy applies to the following permit types:

- Residential Parking Permits
- Commercial Parking Permits
- Aquarena Parking Permits
- Tradesperson Parking Permits
- Carer Parking Permits

## **RESPONSIBILITY**

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Manager Health & Local laws

## **DEFINITIONS**

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**Application fee** – is the fee paid to consider or process an application regardless of the outcome.

**Carers 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. It would not exempt No Standing, No Parking, Loading Zones, Clearways/Bus Lanes or Disabled Parking bays.

**Commercial Permit** – means a parking permit authorising the use of land managed by Council on behalf of a registered business or owners corporation.

**Multi dwelling development** – means an apartment, unit or townhouse and is defined on Council's records under the land use description as a strata unit or flat, single unit/villa unit/townhouse or retirement village unit.

**Residential Parking Permit** – means a parking permit authorising a vehicle to park within a Resident Permit Area.

**Single detached dwelling** – means a house and is defined on Council’s records under the land use description as a detached home.

**Tradesperson Permit** – means a parking permit authorising a Tradesperson’s vehicle an exemption from time limited parking restrictions greater than 15 minutes and within residential permit zones. It would not exempt No Standing, No Parking, Loading Zones, Clearways/Bus Lanes or Disabled Parking bays.

## **RELATED POLICIES**

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Parking Management Policy, 28 October 2014

## **SUPPORTING PROCEDURES**

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Issuing Parking Permit Procedure

## **RELATED LEGISLATION**

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Under the provisions of the *Road Management Act, 2004* and the *Local Government Act, 1989*, Council has the power, as the Road Authority, to manage roads in a manner that minimises any adverse effect on community safety and the environment. Council has also the power to fix, rescind or vary any fees in a parking area and a manner of payment for those fees.

This Policy will apply to all of Manningham. Permits will be issued according to the following guidelines and also in consideration of Manningham’s Processing Permit Applications Procedure.

## **DOCUMENT HISTORY**

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<b>Policy Title:</b>	Parking Permit Policy
<b>Responsible Officer:</b>	Paul Bonnici
<b>Resp. Officer Position:</b>	Coordinator City Compliance
<b>Next Review Date:</b>	November 2021
<b>To be included on website?</b>	Yes

## Policy Register Parking Permit Policy

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
27/09/2011	Council	27/09/2011	
29/10/2013	Council	29/10/2013	9.5
12/12/2017	Council	12/12/2017	10.3