



East Ayrshire
COUNCIL

Roads and Transportation Service

Further Information on Proposed Resident/Business Permit Parking Scheme

DRAFT

1. Background Information

A permit parking scheme is a recognised solution to on-street parking problems particularly in residential streets. The objective is to maximise the number of residents' spaces and to reduce the amount of commuter parking in residential areas and provide an enhanced environment. Individual households or commercial premises are issued with parking permits for the use of specified vehicles.

Permit parking schemes may be introduced in residential areas where parking from outside pressures (such as businesses, retail facilities, hospitals) restricts residents from parking in reasonably close proximity to their houses.

Only vehicles displaying one of the following may park in a bay or street designated for the use of permit holders:

- Resident permit
- Visitor permit
- Business permit

Following the introduction of a permit parking scheme, parked vehicles not displaying a valid permit may be issued with a Penalty Charge Notice. Permits shall be issued for use in designated areas and are not transferable between areas or vehicles.

The possession of a valid permit does not entitle a resident to park in an exclusive parking place nor does it guarantee a parking place. The permit only entitles a resident to park within the boundaries of the nominated scheme. An identification letter will be displayed on parking signs to identify the boundaries of the parking permit zones and on corresponding permits.

2. Legislation for Scheme Implementation

The Traffic Regulation Order required for the introduction of a Permit Parking scheme, will be a permanent Parking Places Order promoted under the Road Traffic Regulation Act 1984.

3. Criteria For Introducing New Permit Parking Schemes

To reduce difficulties that could subsequently arise from the relocation of displaced parked vehicles, the parking needs of residents in surrounding areas (even though currently unaffected by parking difficulties) will also need to be considered when residents' parking and other on-street parking controls are being planned.

Time limited waiting restrictions are also being considered near to businesses requiring visitor/shopper parking. The proposed maximum length of stay is 3 hours with no return within 2 hours. Loading only bays could also be considered at these locations; however these will have a direct impact upon the number of customer parking spaces available.

Currently there is no restriction on the number of permits that are available to purchase per household. Each vehicle however, must be registered to the property. For proposed pricing structure see Section 14.

Permits would also be available to a business that has insufficient off-street parking to meet the operational needs of the business. The permits will be for vehicles that are regularly used for essential operational purposes during the course of the working day.

Each household and business within the parking zone will also be eligible to apply for Visitor permits.

4. Public Consultation

A public consultation exercise is currently being undertaken to gauge community support for a scheme and involves the following:

- Distribution of a “Have your say...” leaflet enclosing a questionnaire and Frequently Asked Questions to every household/business in areas surrounding the town centre.
- Detailed plans of the proposals are on public display in The Johnnie Walker Bond throughout the consultation period. Officers will be on hand to discuss proposals. See exhibition times.
- Following the end of the consultation period representatives of East Ayrshire Council may carry out a door to door exercise to obtain as many responses as possible if the numbers of questionnaires returned are low.

For a scheme to progress, a majority of all consulted properties in an area must respond in favour of the scheme.

5. Permitted Vehicles

A Resident permit, Visitor permit or Business permit will only be issued in respect of a motorcar or light goods vehicle. Permits will not be issued in respect of any other class of vehicle. Similarly, permits will not be issued in respect of caravans or trailers (any caravan or trailer must be attached to a vehicle displaying a permit). Motorcycles will be provided a designated parking area where there is a demand. If there is insufficient demand motorcycles may park in resident permit bays without a permit, however if parked in the limited waiting bays they must adhere to the limited wait time.

6. Issue of Permits

The following will apply to the issue of permits:

- a) All permits will be issued for a period of 12 months and will be subject to an annual charge payable at the time of issue, unless indicated otherwise in this policy. East Ayrshire Council will determine the level of all charges (permits, replacements, etc).
- b) All permits will relate to parking in specified areas and will not be transferable from one residents' parking area to another.
- c) A permit will not be required for vehicles actively (and essentially) engaged in the pursuance of statutory powers or duties by the following:
 - Fire and Rescue Service
 - Ambulance Service
 - Police Scotland
 - The collection or delivery of postal packets by liveried vehicles
 - Statutory undertakers
 - Vehicles engaged in house removals
 - Formal wedding cars or hearses.
- d) Permits will not be required for vehicles:
 - Actively engaged in loading / unloading goods; or
 - Where passengers are boarding / alighting.

All applications including postal and annual renewals will only be accepted where they are supported by original documentation. An exception to this may be made for the in-year issue of visitor permits.

7. Display of Permits

All permits must be displayed on the inside surface of the windscreen or a side window facing the kerb or the permit placed on the dashboard area immediately below the windscreen so that the particulars recorded on the front of the permit are clearly visible to a person standing at the front or side of the vehicle.

8. Revocation of Permits

Permits may be revoked where: -

- The applicant's circumstances no longer confer eligibility for a permit; or
- The permit is abused or fraudulently used; or
- A replacement permit has been issued.

9. Blue Badge Holders

Blue Badge holders must not park their vehicles in 'permit holder only' spaces unless they possess a valid Resident, Visitor or Business permit. (Unless the kerbside restriction is Limited Waiting with an Exemption for Permit Holders).

Any person living/working within the limits of a scheme who is the holder of a Blue Badge will be required to obtain (without charge) a Resident or Business permit if they wish to park within the scheme.

A Resident or Business permit will be issued free of charge to resident Blue Badge holders or residents whose vehicle is the principal transport for a non-driving Blue Badge holder who lives in the same residence. Blue Badge holders will otherwise be subject to the same conditions that apply to other residents in relation to defined residents' parking places.

10. Resident Permits

All reasonable steps will be taken to make residents aware of their entitlement to apply for a permit(s). To qualify for a permit the applicant must reside at an eligible address and must own or use an eligible vehicle kept at that address.

In making application for either a Resident or Visitor permit, a resident must provide two separate proofs of residency. This may take the form of:

- A letter from an official source which includes the applicants name and address
- A full UK driving licence or a provisional licence, each bearing the photograph of the holder; or
- Council Tax Notice;
- Gas, Electricity or Telephone bill issued within the last six months.

Proof of ownership or usage of the vehicle will also be required. This must be in the form of a current driver's licence (either full or provisional) together with one of the following:

- The Vehicle Registration Document V5;
- Motor Insurance Document;
- Garage Sales or servicing invoice; or
- For company owned vehicles, a typed letter on headed paper & signed by the Company Secretary confirming the applicant's exclusive use of the vehicle and the requirement to provide parking for it at the applicant's address.

11. Visitor Permits

Visitor permits for a full day may be purchased in the form of one-off-use permits. Initially, a maximum of 100 permits will be available to each household per calendar year. Residents who are over 65 years of age will be entitled to one additional visitor's permit free of charge with each visitor's permit purchased (equating to 200 permits per year). Proof of age will be required for any additional Visitor permits.

In making an application for a book of Visitor permits a resident must provide proof of residency in the form outlined in Section 10.

Business premises, such as hotels, guesthouses and B&B's will be eligible to purchase visitor's permits for guests. The numbers that will be available will be agreed on an individual basis with the Council.

In exceptional circumstances at the discretion of the Council, additional visitor permits may be purchased. Examples of such cases might include:

- Doctors, district nurse and health care workers on call outs to patients within a parking area;
- Tradesman or vehicles being used in connection with ongoing building work at properties within a parking area;
- Non-resident family member or friend caring for an elderly or disabled relative on an unpaid daily basis. (This will normally only be considered where no other Residents' permits have been issued for the residence or there are no other residents eligible for a permit);
- Minister of religion providing daily pastoral care to a resident over a short period of weeks or months.

12. Business Permits

Business permits are available to eligible business vehicles and are intended for use where a business has insufficient off-road parking to meet the operational parking needs of the business. The permits are for vehicles that are regularly used for essential operational purposes in direct connection with the business during the course of the working day and not to provide all day parking for employees.

Business permits are available at a cost of £300 per annum, £85 per quarter or £30 per month and are issued to the business, not an individual member of staff.

The business must provide acceptable documentation to confirm the address of the business is within the parking scheme area. Examples of acceptable documentation are:

- A letter from an official source which includes the applicant's name and address;
- Gas, Electricity or Telephone Bill issued within the last six months; or
- Business Rates Notice.

Hotels, guesthouses or B&B's will be treated the same as other businesses in relation to the issue of permits.

Depending on the nature of the business involved and to reduce the requirement for permits, consideration may be given to the introduction of alternative forms of parking control in the vicinity of the business. For example, a short length of limited waiting (max stay 3 hours no return within 2 hours) could be introduced across the frontage.

13.Replacement and Returned Permits

A replacement permit may be issued on receipt of an application accompanied by a valid reason why the replacement is required. Where a replacement permit is issued the original will be revoked and a charge of £5.00 made to cover the administrative costs involved. Only in exceptional cases will lost or stolen Visitors' permits be replaced and in these circumstances it will be necessary for the applicant to attain and provide a lost/crime reference number from the Police.

If a permit has been mislaid and is subsequently found after the issue of a replacement, the original permit must be returned to the issuing office as soon as possible.

Where permits are no longer required, refunds will not be made.

14.Cost of Permits

The costs for the various forms of permits available are listed in Table 1.

Permit	Cost (per Annum)
Resident Permit	£25.00 each
Visitor Permits	£10.00 per book of 25 permits (max four books per Annum)
Visitor Permits (Residents over 65 years of age)	£10.00 per two book of 25 permits (max eight books per Annum)
Business Permits	£300.00.

Table 1: Pricing Tariff

The cost has been set at a level that covers the administration, sign and line maintenance and enforcement of the scheme.

To provide added flexibility for residents, the first issued permit will be permitted to specify two registration numbers; this will enable residents to choose which car is left in a resident's bay without having to swap cars on and off a driveway for example. It is important that whatever car is left on in a bay on-street must have the permit displayed. Penalty Charge Notices are issued for failing to display a permit and not for failing to own a permit. Subsequently issued permits would be issued for a single vehicle.

Residents over 65 years of age and Blue Badge holders will be eligible for a free permit for the first vehicle only.

15. Signing and Lining

The permit zones and parking restrictions will require appropriate signs and lines in accordance with the Traffic Signs Regulations and General Directions 2002, as amended. To avoid street clutter every attempt will be made to minimise the number of signs and lines whilst delivering effective enforcement and ensuring driver awareness of the restrictions.

16. Enforcement

Enforcement of any permit parking scheme introduced will be the responsibility of East Ayrshire Council Parking Service.

Failure to comply with the policy within permit parking only areas will result in a Penalty Charge Notice being issued, with a fine of £60 being incurred. This is reduced by 50% to £30 if payment is made within 14 days of issue of the Penalty Charge Notice.