



## City and County of Swansea

### Resident Parking Policy – approved by Cabinet on 5 July 2012

1. **Purpose**
  - 1.1 Residents only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when the availability of on-street parking is limited by non residents wishing to park in the street.
  - 1.2 Residents only parking schemes are not effective, and will not be introduced, when there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Residents parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.
2. **Criteria for assessment**
  - 2.1 Streets for which residents parking facilities are requested will not be surveyed to assess whether they meet the criteria below, **unless funding is available to implement measures if the street qualifies**. Requests for Resident Parking schemes will be held on file to be assessed and considered once funding has been identified.
3. **Criteria for implementation**
  - 3.1 The Council may implement a Residents Parking scheme subject to all the following conditions being satisfied:
  - 3.2 That the street or area must regularly exceed 75% parking saturation for at least four periods, daytime or evening, per week. (In the event that the street does not reach this level of parking saturation but does exceed 60% then a scheme of “Limited Waiting, Resident Permit Holders exempt” may be introduced.)
  - 3.3 There is evidence of significant levels of parking in the street by non residents.

- 3.4 That the majority of properties have no off-street parking available within reasonable proximity of the property.
- 3.5 That the majority of properties have no scope to establish vehicular access on to the property (including circumstances where application(s) for cross-over(s) has / have been declined) and no scope for providing parking facilities within the property's boundaries.
- 3.6 Parking can be accommodated without unacceptable impact on general traffic flow and buses.
- 3.7 There is funding available to advertise and implement the measures.

#### **4. Provision**

- 4.1 The allocation of residents parking bays shall take up no more than 50% of parking spaces. Where parking saturation is between 60% and 75%, limited waiting bays with exemption for residents permit holders may be provided. The extent of provision within a street will be considered on a case by case basis in an effort to meet the needs of residents and visitors alike.
- 4.2 A maximum of two permits per household may be issued, each to be endorsed with the vehicle registration number. Each permit will be valid for a maximum of one year.
- 4.3 Lost, stolen or destroyed permits can be replaced at a cost of £25 per permit.

#### **5. Criteria for Permit issue**

- 5.1 Permits shall be granted to bona fide car owning full time residents of the street concerned. An applicant will be deemed to be a full time resident if the appropriate name and Swansea address appears on the V5 (vehicle registration) document and **either** his / her driving licence **or** a utility bill, and that his / her name also appears on the Swansea Electoral Register.
- 5.2 The same criteria (as in 5.1) above) apply to foreign nationals.
- 5.3 A permit shall be issued for a goods vehicle with a maximum gross weight (mgw) no greater than 3500kg, subject to the owner providing written confirmation, from the employer, of authorised out of hours use (e.g. for standby arrangements) and the vehicle being no more than 2.35m high and 5.35m long.
- 5.4 Company car users will be able to qualify for a residents only parking permit, provided that their employer confirms in writing that the vehicle is essential for their work and that they have to take the vehicle home.

- 5.5 Where a Disabled Person owns a vehicle but is unable to drive and therefore uses a nominated driver, a permit shall be issued to the nominated driver for the nominated driver's address. To qualify the Council requires a letter of authorisation from the disabled person (registered keeper) and a copy of the ownership / sales documentation from the Motability Company confirming where the vehicle is kept.
- 5.6 Residential complexes with private parking will not be allocated permits for on-street residents only parking bays.
- 5.7 Houses converted into more than one unit (e.g. a house split into flats) after 1<sup>st</sup> January 2011 will be treated as a single unit – i.e. a maximum of two permits for the whole house on a first come, first served basis. Permits will be issued only where no off-street parking is provided or achievable.
- 5.8 Residents of properties who have no off street parking facilities and are prevented from parking outside their property because it abuts a principal traffic route or is situated at a junction controlled by traffic signals, or at a roundabout and covered by a Traffic Order preventing parking may be granted a permit for an adjacent street in which residents parking is provided, subject to there being sufficient spare capacity in those residents parking bays.

## 6. Other related permits

- 6.1 Holiday Visitor Permits – a two week holiday permit can be issued to visitors who reside outside of the City & County of Swansea boundary, including owners of second homes in Swansea. An application form must be signed by the occupier or owner of the Swansea property or the person being visited. A maximum of four permits per year will be available; for a duration of 2 weeks per permit, with a maximum of two permits to run consecutively. Only one permit will be allocated to an address at any one time.
- 6.2 Holiday companies that rent properties can apply for holiday permits for customers at a charge of £25 / week on receipt of a written request. No reduction in charge will be given for stays shorter than 1 week.
- 6.3 Family Visitor permit – A family visitor permit shall be issued for use by designated relatives of a resident who requires significant levels of care and support, **provided that no more than one residents only permit has been issued for the property.** A maximum of two registration numbers may be displayed on the permit. These permits will be valid for a 12 month period from date of issue.
- 6.3.1 A doctor's confirmation of the need for the permit is required on application and on renewal. However, where the doctor intends to impose a charge for this service, then production of a blue badge as

supporting evidence will be considered as an alternative to the doctor's confirmation of the applicant's disability.

- 6.4 Care Attendant Permits - These permits will be issued to organisations / companies providing care, on receipt of a signed application form. The applicant must confirm that the carer is the primary person treating the resident's physical needs. This permit will be valid for a period of twelve months from the date of issue and will cost £25 / year.

## **7. Charges**

- 7.1 The charges in this policy are subject to annual review.