

# **Resident Permit Parking Operational Procedure**

March 2023

The primary aim of a 'Resident Permit Parking' scheme is to protect residents who live adjacent or close to settlement centres, from external parking pressures.

## **Legal Context**

The Traffic Signs Regulations and General Directions 2016 (TSRGD) sets out the legal context by which highway authorities can introduce new traffic signs and regulations to help manage their highway network.

The Traffic Signs Manual Chapter 3 Regulatory Signs 2019 sets out the reasons for their introduction and specifies the necessary traffic signing and road marking arrangement that should be implemented for any scheme introduced on the network.

Resident Permit Parking Schemes are categorised in the following manner:

*Permit parking (other than permit parking areas)* – Permit parking is provided where residents could have difficulty in parking close to their homes because road space would otherwise be taken up by commuters, shoppers, etc. They generally consist of upright signs and bay markings.

*Permit parking areas* – Similar to above, but where parking in an entire road is reserved solely for permit holders, in some cases it may be possible to provide signs at the entrance to the road and dispense with signs and bay markings within the road itself. This is known as a permit parking area.

The Traffic Signs Manual Chapter 3 Regulatory Signs 2019 states:

*'Permit parking is provided where residents could have difficulty in parking close to their homes because road space would otherwise be taken up by commuters, shoppers, etc'.*

It is therefore important to note that residents parking schemes will only work where the problem is caused by non-residents parking in the street; if the problem is caused by the number of residents' vehicles, a controlled area will not improve the situation.

It should also be noted that schemes will only work if users obey the rules. Whilst Civil Parking Enforcement allows Northumberland County Council to enforce parking restrictions such as 'Resident Permit Parking' schemes, resource levels mean that the bulk of the Council's enforcement activity will take place during normal working hours. The County Council are unable to commit to anything other than occasional ad hoc enforcement outside of the Civil Enforcement Officers normal working hours.

## **Criteria for Implementing a New Resident Permit Parking Scheme**

The following criteria will be used for determining the viability of any potential Resident Permit Parking Schemes:

- Permit parking areas will only be considered for residential streets within locations which are subject to a high demand for long stay commuter and shopper parking.
- Businesses (other than guest houses) are not eligible for a permit within a resident scheme as the main purpose of the scheme is to protect resident parking.
- The requestors of a permit parking scheme must accompany their initial requests for a scheme with evidence of support from at least **75%** of the households in the street or area to be covered by the scheme using a petition or similar process. This can be in paper or electronic form ('e-petition') and submitted with both written and electronic signatures but must identify the household and name and signature of the person completing the petition. The request should make clear the geographic boundary of the proposed scheme.
- The initial request must be supported by the local County Councillor.
- The initial request must be supported by the local Parish or Town Council.
- Funding for the proposed scheme must be available from the local County Councillor's Local Improvement Scheme allowance or some other external source of funding.
- Parking bays should in general be dual use. However, in exceptional circumstances if sufficient justification can be made for the permit parking to be for the sole use of residents, then that will be considered, if appropriate.
- The Council will only designate bays or areas for resident only parking once all other available avenues have been explored. This may include alternative restrictions.
- The times of operation of a permit scheme will be appropriate to the issues raised but should closely align with the options set out in Schedule 1.
- The associated work involved in developing the scheme as well as the overall cost of the scheme must be proportionate to the benefits that will be realised in terms of road safety improvements and the existing number of affected residents that will benefit.
- Any new dwellings that are created within a scheme area will not automatically become eligible for permits.
- Individual bays will not be designated to specific households.
- Permanent disabled bays will not be allowed within a residents parking scheme. Advisory Disabled Bays will be reviewed on an individual basis.
- Applicants will be expected to pay the full annual permit cost regardless of the time of year when an application is made.

Resident Permit schemes will not be considered where:

- A Traffic Regulation Order has been introduced within the previous 12 months.
- The issue has been considered within the last two years

- The parking problems are associated with school drop off and pick up. School parking issues will be addressed primarily through improving road safety initiatives by alternative measures such as “School Streets”, ‘No Waiting’ and ‘No Stopping’ restrictions. Active travel measures will also be promoted such as walking and cycling. Where possible, physical infrastructure will be implemented to help facilitate that process.
- Northumberland is a key tourist destination which can create parking pressure on towns and villages, especially those along coastal routes. However, these pressures tend to be limited to peak visitor periods and in the vast majority of cases, tourist parking is catered for by the availability of off-street car parks, therefore permit parking should only be considered for tourist-related parking in exceptional circumstances when all other measures have proven ineffective.

**Table 1** sets out the primary scheme assessment criteria to follow when considering the introduction of Resident Permit Parking Schemes throughout the County.

**Table 1: Resident Permit Parking primary scheme assessment criteria**

<b>Criterion</b>	<b>Level</b>
Amount of on-street parking available	At least <b>85%</b> of parking space occupied for at least 3 hours per day
Amount of on-street parking used by non-residents	At least <b>40%</b> of parked vehicles estimated to be non-residents
Amount of alternative off-street parking available to householders	More than <b>50%</b> of houses on the street to be without off-street parking
Level of resident support for the scheme	At least <b>75%</b> of households in the street to show support for a scheme in either a petition or similar process before any development of a scheme commences
Level of resident support for the scheme	At least <b>75%</b> of households in the street to respond in favour of a scheme in formal consultation after a scheme has been drawn up

In addition to the criteria described above, the following additional factors should also be taken into consideration:

- Existing road layout. For example, does the installation of parking bays still permit the free flow of traffic?
- Where parking bays are not required (in an area for example), is the layout suitable to accommodate area requirements? For example, a cul-de-sac or a small network of roads with little or no through traffic would be considered most appropriate.
- The likely knock-on effect of the scheme into other surrounding residential areas.
- Permit classification and eligibility including ‘class of vehicle’ permitted to use the Resident Permit Scheme which will be determined by the associated Traffic Regulation Order.

## **Conditions Relating to Resident Permits**

The Council reserves the right to refuse issue of individual permits within a permit scheme, where the class of vehicle in specific cases is deemed unsuitable for the scheme. For example, where the size of vehicle would reduce available parking for other residents in the area. Issues of this nature will be identified and addressed with the enforcement team.

A property is defined as a residence being individually rated for the purpose of Council Tax. Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single residence.

The entitlement for each property within a scheme area is two permits; one resident permit registered to a vehicle at the property and one visitor permit. The visitor permit is not allocated to a vehicle and therefore gives the flexibility of being used in any vehicle.

Consideration will be given to issuing a 3rd permit to properties within a scheme area where the available road space can accommodate at least 25% more cars than the number of permits issued.

## **Pricing & Allocation**

- The pricing of the permits will be in accordance with current pricing and allocation policies.
- Each property within a permit scheme is entitled to one permit and this permit must be assigned to a vehicle registered at that property.
- Each property may also apply for one visitor permit for their property.
- A guest house can apply for the same number of permits as any other residential property within the scheme area, a maximum of two permits.

## **Options For Scheduled Times of Operation of Resident Permit Schemes**

- 1) Resident permit holders only or:  
Monday - Friday 9am - 5.30pm, 2 hours maximum stay, no return within 3 hours
- 2) Resident permit holders only or:  
Monday - Saturday 9am - 5.30pm, 2 hours maximum stay, no return within 3 hours
- 3) Resident permit holders only or:  
Monday - Friday 9am - 5.30pm, 30 minutes maximum stay, no return within 3 hours
- 4) Resident permit holders only or:  
Monday - Saturday 9am - 5.30pm, 30 minutes maximum stay, no return within 3 hours

- 5) Resident permit holders only or:  
All days, 9am - 5:30pm, 2 hours maximum stay, no return within 3 hours
- 6) Resident permit holders only or:  
All days, 9am - 5:30pm, 30 minutes maximum stay, no return within 3 hours

Procedure Date: March 2023

Highways Improvements Team and Parking Services Team

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