

Glen Eira City Council Residential Parking Permit System Policy 2023

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| Internal external or both: | Both |

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1. TITLE

Residential Parking Permit System Policy

2. DEFINITIONS AND ABBREVIATIONS

Unless the contrary intention appears in this policy, words defined —

- (a) in the Glen Eira City Council Community Local Law 2019 have the same meaning in this policy; and
- (b) below have that meaning in this policy.

| Term | Meaning |
|--------------------|---|
| Arterial Road | Has the same meaning as it has in section 3(1) of the <i>Road Management Act 2004 (Vic)</i> |
| Authorised Officer | means a person appointed as an authorised officer under section 224 of the <i>Local Government Act 1989</i> |
| CPI | Consumer Price Index |
| ITS | Glen Eira City Council Integrated Transport Strategy 2018 - 2031 |

3. POLICY

3.1 Policy aim

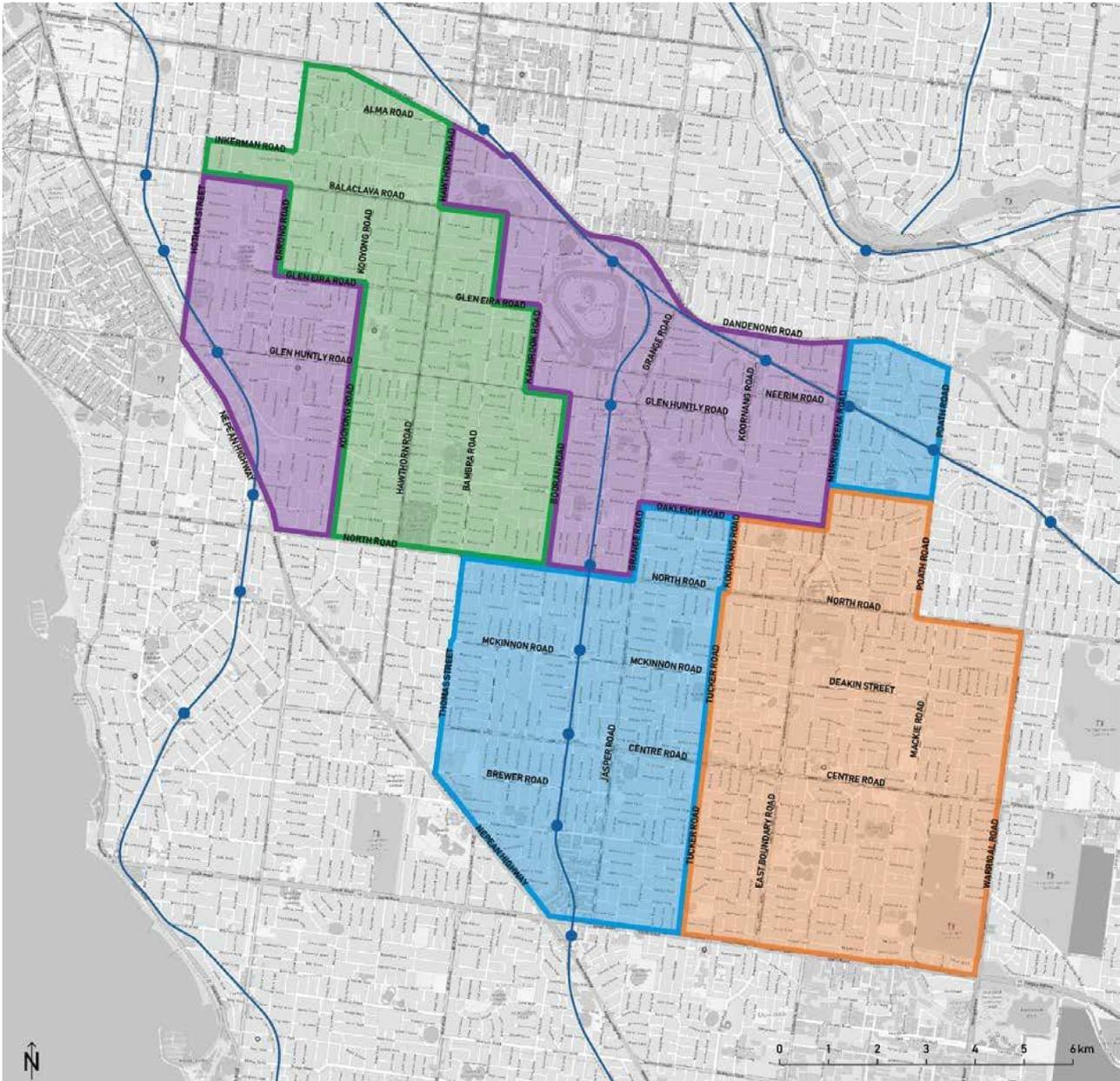
On-street parking is a public asset, not owned by any one individual. Streets are for a diverse range of road users and parking is a valid but conditional use of public space. The cost of using this space should be recognised.

The following provisions aim to:

- Provide residents, and their visitors eligible to participate in the resident parking scheme, with on-street parking within convenient walking distance of their homes, where practicable.
- Provide an empathetic approach to residential parking, understanding the broad requirements for parking across the community and providing access to those who most require it.
- Be transparent about where resident exemptions to on-street restrictions will apply and how restrictions will be applied.
- Adopt measures to reduce the instances of permit misuse where problems are known to occur.
- Adopt a pricing strategy for permits that is equitable in providing some basic privileges but seeks to encourage sustainable transport alternatives where options are available.
- Provide tradespersons in nominated streets in the municipality access to on-street public car parking in the vicinity of a location at which they are working.

3.2 Parking Permits Precinct Map

To provide parking and access to modes of transport across Glen Eira in an equitable manner, the number of permits available to eligible households varies based on access to transport as determined by the Integrated Transport Strategy precincts.



Parking Permits Precinct Map.

3.3 Residential, visitor and visiting tradesperson parking permits

Residential permits

Residential permits are available to eligible residents of Glen Eira. Residential permits exempt the permit holder from parking restrictions in timed parking areas one hour and above or allow them to park in residential permit zones. Permits allow residents greater opportunity to park near their property but do not guarantee a parking space nearby. Residential parking permits allow a vehicle to park:

- Within the street the resident lives in, or the nearest nominated adjacent street if you live in a recognised commercial area with restrictions or a road with no existing on-street parking or existing clearways (the 'permit street') and;
- The nearest streets that intersect the permit street from the eligible household (as shown in the diagram opposite).

Visitor permits

Visitor parking permits are designed for short term visitors. Visitor permits are only available to

residents eligible for residential parking permits. Visitor parking permits exempt the permit holder from parking restrictions in timed parking areas one hour and above or allow them to park in residential permit zones. Visitor parking permits allow a vehicle to park:

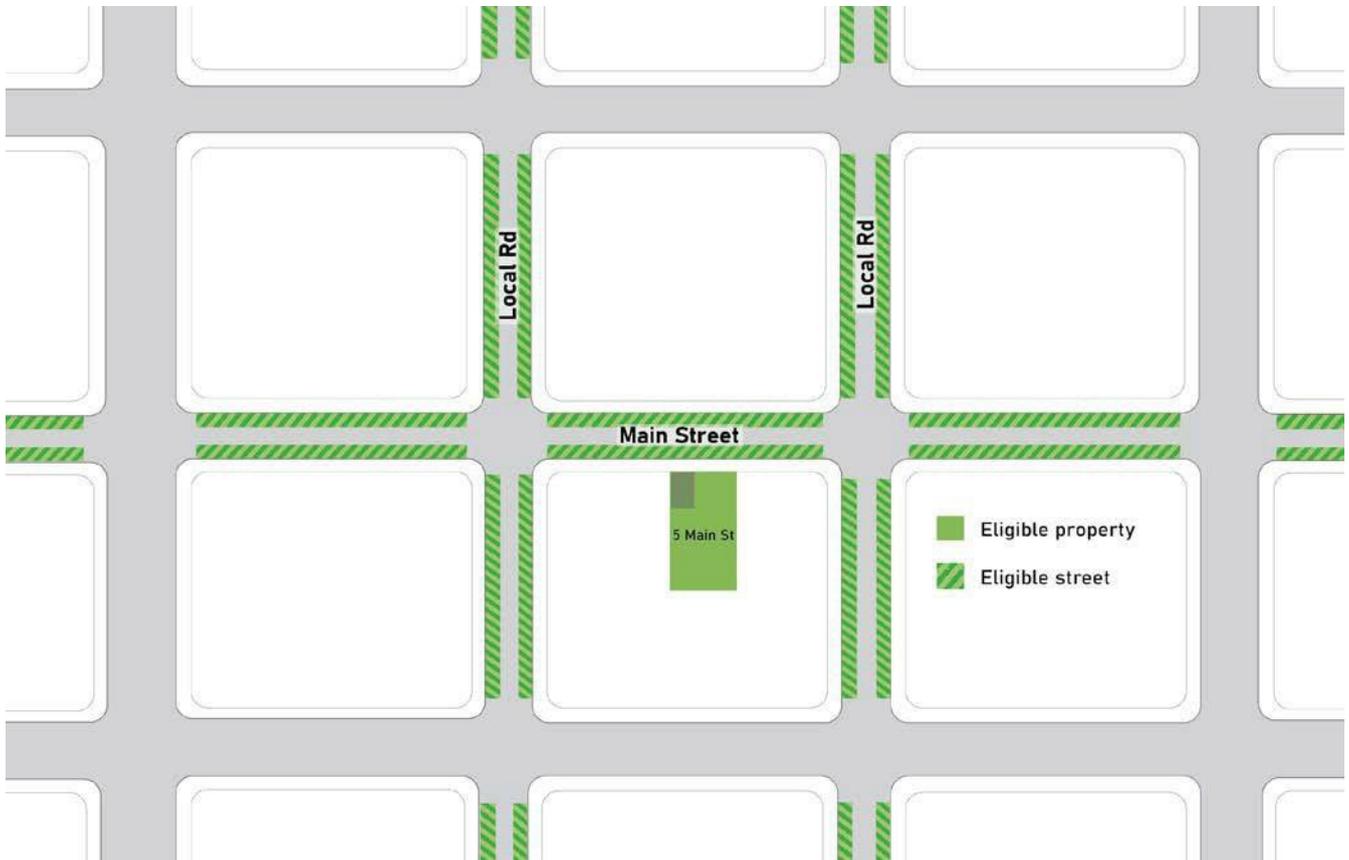
- Within the street the resident lives in, or the nearest nominated adjacent street if you live in a recognised commercial area with restrictions or a road with no existing on-street parking or existing clearways (the 'permit street') and;
- The nearest streets that intersect the permit street from the eligible household (as shown in the diagram opposite).

Visiting tradesperson permits

Visiting tradesperson parking permits are available to eligible residents of Glen Eira.

Visiting tradesperson parking permits enable tradespersons to park on-street in timed parking areas one hour and above or allow them to park in residential permit zones while carrying out maintenance and improvement work for eligible residents. The permit is held by the resident and can be given to their tradesperson/s to display on their vehicle. Visiting tradesperson parking permits allow a vehicle to park:

- Within the street the resident lives in, or the nearest nominated adjacent street if you live in a recognised commercial area with restrictions or a road with no existing on-street parking or existing clearways (the 'permit street') and;
- The nearest streets that intersect the permit street from the eligible household (as shown in the diagram opposite).



Eligible street diagram.

3.3.1 Eligibility

To be eligible to receive residential, visitor and visiting tradesperson permit the following criteria must be met:

- Any person who applies for a permit must be a resident of the City of Glen Eira.
- Permits will only be issued to eligible residential properties/occupants (not commercial properties/occupants). Council defines a residential property as being a property that is used entirely for residential purposes. Properties that have a mixed use (such as apartments on upper floors and a cafe/shop/business on the ground floor) are not considered residential.
- The applicant must produce proof of occupancy of a dwelling. This can be any of the following:
 - a valid driver's license with your name and residential address.
 - any connected gas or power service in your name, or an email/letter acknowledging the account set-up.
 - a current signed tenancy agreement or bond lodgment receipt.
- Permits may be used by more than one vehicle in a household or by visitors to a residence.
- All permits are only applicable to vehicle(s), which is not a boat, bus, trailer, truck, or caravan.
- Permits will only be issued to residents who have parking restrictions within their street, between intersecting streets (see the diagram below).



Eligible property diagram.

Additionally, residential, visitor and visiting tradesperson parking permits will not be issued to owners and occupiers living in Glen Eira if the following conditions apply:

- Owners and occupiers living in a dwelling included on the 'Properties excluded from Residential Parking Permits' list as contained in appendix 1 to this Policy (formerly Council Policy 13.12 Exclusion of Specific Developments from the Residential Parking Permit Scheme).
- All new residential developments for which construction commences on or after the date of 17 March 2020 (the date of the adoption of this Policy), where the number of dwellings on the site is increased by more than one, will be excluded from Resident Parking Permits.

Where a residential parking permit, issued prior to 17 March 2020, would not be permitted by this Policy, Council may reissue that residential parking permit under this Policy, provided that the issuing of the nonconforming residential parking permit shall be otherwise subject to this Policy including:

- the number of permits allowed (section 3.3.4); and
- the permit fee provisions (section 3.3.6).

Eligibility to apply for a nonconforming residential parking permit under this Policy shall cease upon a change in ownership or tenancy of the permit holder.

3.3.2 Conditions

Residential, visitor and visiting tradesperson parking permits only provide an exemption for parking abutting residential property, and only under certain circumstances. A permit does not guarantee a resident, visitor or visiting tradesperson a parking space directly abutting their residence but provides an opportunity for residential parking within a short walking distance. Residential, visitor and visiting tradesperson parking permits only apply to:

- The street the resident lives in, or the nearest nominated adjacent street if you live in a recognised commercial area with restrictions or a road with no existing on-street parking or existing clearways (the 'permit street') and;
- The nearest streets that intersect the permit street from the eligible household.

The permit is only valid if parked within the corresponding streets of issue.

The intention of the residential, visitor and visiting tradesperson parking permit is to provide parking opportunities for residents and their visitors on residential streets. Permits are not valid if the vehicle is parked in front of or along the side of a non-residential property; including commercial, retail, mixed use, industrial, community land uses and off-street car parks.

Residential, visitor and visiting tradesperson parking permits are valid for one year from the date of issue.

In addition, residential, visitor and visiting tradesperson exemptions using the permits are also not available for the following areas:

- Declared arterial roads (unless otherwise signed).
- Off-street car parks.
- Ticketed parking areas.
- Parking zones less than one hour.
- Clearways, loading zones, truck zones and where prohibitive (red) signs apply (excluding permit zone signs).

Permit holders who act in contravention to the stated conditions may have their permits cancelled by Council. Council reserves the right to withdraw permits at any time subject to the giving of reasonable notice.

3.3.3 Corridor parking condition

If significant on-street parking interfacing residential properties is lost on any corridor identified on the opposite corridor map, the remaining on-street parking will be prioritised for surrounding residents by allowing only those residents directly affected by the loss of on-street parking to park within the remaining on-street parking.

'Permit only' parking will be established, with a number on the parking sign correlating to the residential or visitor parking permit issued. This will allow eligible permit holders to park within the 'permit only' restricted parking within the corridor.

The corridor parking condition will be applied at the discretion of Council.



Parking Permits Corridor Map.

3.3.4 Number of Permits

Residential permits

To provide parking and access to modes of transport across Glen Eira in an equitable manner, the number of permits available to eligible households varies based on access to transport as determined by Council’s Integrated Transport Strategy precincts. Refer to the map under section 3.2. Eligible households will be limited to the number of permits as outlined in the table below.

| Residential permit numbers | | | | |
|----------------------------|----------------|------------|-----------|----------|
| Precinct | Tram and Train | Train Only | Tram Only | Bus Only |
| Number of permits | 2 | 2 | 2 | 3 |

Households with no off-street parking space available will be eligible for an additional residential permit at no cost, as long as they meet the additional eligibility criteria. That is, for example, if no off-street parking space is available for a property eligible for two permits, then an additional permit will be available at no cost.

Off-street parking availability will be determined by existing driveway crossovers, regardless of whether there is a driveway.

Visitor permits

Eligible households will have access to 100 daily use visitor permits, per calendar year at no cost.

Visiting tradesperson permits

Eligible households will have access to 10 daily use visitor permits, per calendar year at no cost.

3.3.5 Public Transport Incentive

Revenue raised from the cost of permits will go into a public transport incentive scheme to incentivise additional travel by public transport.

If a household eligible for the permit system chooses to forgo their rights to all eligible permits, a maximum of one 28 day Zone 1+2 Myki pass (currently valued at \$184.00, as of January 2023) will be provided in lieu, free of charge. The Myki card will be loaded with the amount of a 28 day Zone 1+2 so it can be used throughout the calendar year period.

The numbers of Mykis provided each year will be capped. The first eligible households who apply will receive one 28 day Zone 1+2 Myki pass until the cap is reached.

The public transport incentive scheme will operate on a cost neutral basis, meaning permit revenue will be used to cover the cost of the public transport incentive and other incentives to reinvest the revenue generated back into the community.

The number of Myki cards provided each year will be capped.

Council will review the public transport incentive annually and reserves the right to amend or withdraw the scheme at any time.

3.3.6 Permit fees

Permit fees help cover the cost of issuing parking permits, any expenditure including labour for the running of the scheme, the cost associated with issuing Myki cards and maintaining residential parking signs across the local area. Annual permit fees are outlined below. Concession card discounts apply.

Residential permits

| Residential | | | |
|-------------|------------|------------|--------------|
| 1st Permit | 2nd Permit | 3rd Permit | 4th Permit** |
| Free | \$100* | \$150* | Free |

| Residential — pensioner/concession | | | |
|------------------------------------|------------|------------------------|--------------|
| 1st Permit | 2nd Permit | 3 rd Permit | 4th Permit** |
| Free | \$50* | \$75* | Free |

* Indexed every five years at the state nominated annual CPI (from 1 Jan 2022).

**Bus only precinct where no off-street parking space is available.

Replacement permit

To replace a lost or misplaced residential permit a \$100 replacement fee will be incurred.

Council's authorised officers will examine all reported instances of lost or misplaced residential permits. Falsely claiming that a permit is lost or misplaced to obtain an additional permit may result in criminal prosecution and/or suspension of any permits which are issued by Council. For first or subsequent offences, Council may take a range of enforcement action including issuing an infringement notice or prosecution.

Visitor permits

Eligible households will have access to 100 daily use visitor permits, per calendar year at no cost. Lost or misplaced visitor permits will not be replaced.

Visiting tradesperson permits

Eligible households will have access to 10 daily use visiting tradesperson permits, per calendar year at no cost. Lost or misplaced visiting tradesperson permits will not be replaced.

3.4 Works zone permit

3.4.1 Eligibility and conditions

Under Rule 181 of Road Rules — Victoria: A driver must not stop in a works zone unless the driver is driving a vehicle that is engaged in construction work in or near the zone.

Council will consider installing a works zone for construction works under the following conditions:

- Works zones will only be installed along the property boundaries of the site for a maximum of four parking bays (26 metres in total — 4 x 6.5m long bays) with the fees relating to the duration of time indicated below. Additional bays are negotiable at a cost of \$192 per bay per month, with the written consent of the affected owner/occupier.
- The works zone will apply between 7am and 5pm Monday to Saturday (excluding any clearway or no stopping parking restrictions or any other location deemed unsuitable by Council).
- Where a works zone is installed in paid parking areas, an additional fee will be charged equivalent to the cost of the maximum fee charged per day for the requested duration of the works zone.
- Works zones may not be permitted in areas occupied by bus or tram stops (or similar) without the written consent of the operator.

3.4.2 Work Zone fees

- Three months or less \$1,036* per works zone
- Six months \$1,843* per works zone
- Nine months \$2,395* per works zone
- 12 months \$2,825* per works zone
- Extensions \$497* per month per works zone

*Indexed every year at the state nominated annual CPI.

3.5 Empathetic Permits

Council is understanding of the broad access requirements and associated need for parking across the community. An empathetic approach to parking enables access to those who most require it.

3.5.1 Carers permit

Parking permits are available to eligible residents for use by a carer when providing in-home care.

The permit is transferable between vehicles and is issued to the resident rather than the carer. This enables the resident to receive care from multiple carers. The permit has the same privileges as a visitor parking permit as outlined in section 3.3 of this Policy.

3.5.1.1 Eligibility for a carers permit

A carers parking permit may be issued to a resident of Glen Eira who can provide either:

- a copy of a Carer card or Companion card, or
- appropriate document/s from the appropriate government health body or Doctor indicating the need for long-term health care of the resident.

A carers parking permit is not valid for use on a caravan, bus, trailer or any other vehicle that exceeds 4.5 tonnes tare weight.

The permit has the same privileges as a Visitor parking permit as outlined in section 3.3 of this Policy.

3.5.1.2 Number of carers permits and fees

Eligible residents can obtain up to two carers permits free of charge. Each permit is valid for 12 months.

3.5.1.3 Special case compassionate permit

A special case compassionate permit or permits may be issued to residents with special needs for use by family, friends or carers who provide support. Such applications will be at Council's discretion and will be valid for 12 months.

3.5.1.4 Eligibility for a special case compassionate permit

A special case compassionate permit may be issued to a resident who:

- Is a resident in the City of Glen Eira.
- Has a letter from the appropriate government body indicating the need for special consideration for a compassionate parking permit.

*Note: Family and friends who provide support may be required to produce a Statutory Declaration for a Special Case Compassionate Permit if a letter from the appropriate body is not possible.

A special case compassionate permit will be issued at Council's discretion and will be valid for 12 months. The permit will be transferable between vehicles.

A special case compassionate permit is not valid for use on a caravan, bus, trailer or any other vehicle that exceeds 4.5 tonnes tare weight.

3.5.1.5 Number of special case compassionate permits and fees

Eligible residents will be issued a single special case compassionate permit free of charge and is valid for 12 months.

3.5.2 Large households (additional permits)

Large households are those that have four (4) or more vehicle licence holders residing in the household. Any additional permits will cost \$150 each or \$75 for pensioner/concession holders. Any applications for additional permits will be considered where available on-street parking supply exists and permit holders must adhere with the provisions of this policy.

*Note: Large households (additional permits) cannot be applied for via Council's online application process.

Additional permits may be issued on the basis that residential permit allocation for a particular location has not been exhausted.

The following decision-making framework is applicable:

| | |
|--------|--|
| Step 1 | Applications must be in writing and evidence must be provided of four (4) or more vehicle licence holders residing in the household. |
| Step 2 | An independent Officer (someone who was not involved in the decision to issue the allocated permits) is to review the application for additional permits in accordance with this policy. |
| Step 3 | An assessment (desktop and physical location) of allocated parking permits is conducted to determine if any additional permits being issued would prevent those residents from parking in the parking zone and whether businesses would be affected. |
| Step 4 | Referral to Council's Coordinator City Transport and Placemaking is undertaken providing a ten-business day period for response. |
| Step 5 | Assess input from the Coordinator City Transport and Placemaking and reach a decision. |
| Step 6 | Issue Decision. |

3.5.3 Group parking permit

A group parking permit is a temporary residential parking permit valid for two days and one night. The permit has the same privileges as a visitor parking permit as outlined in section 3.3.4 of this *Policy*.

3.5.3.1 Eligibility for a group parking permit

- Group parking permits can only be issued to residential properties within the City of Glen Eira.
- A group parking permit is valid for two consecutive days and one night (maximum of 48 hours).

Vehicles displaying a valid group parking permit are subject to the same conditions as a visitor permit as outlined in section 3.3.4 of this *Policy*.

3.5.3.2 Number of group permits and fees

- A maximum of ten group parking permits can be issued to a property at any one time.

- A maximum of five group parking permit applications can be made per property per calendar year.

Group parking permits – \$2 per permit (minimum purchase of five).

Pensioner concession – \$1 per permit (minimum purchase of five).

3.5.4 Community Volunteer Non-Profit Parking Permit

Community volunteer non-profit parking permits will be available to not-for-profit community service organisations (subject to approval by Council), who rely on volunteers. A permit does not guarantee a parking space but provides an opportunity to park nearby within the nearest specified Council off-street car park.

The permit exempts the permit holder from parking restrictions one hour and above within the nominated Council off-street car park.

3.5.4.1 Eligibility and Conditions for Community Volunteer Not-for-Profit Parking Permits

Applications for a not-for-profit community service organisation parking permit must come from the Organisation's CEO, Manager or a senior executive. The written application request or request for renewal must include:

- The organisation's official letterhead
- Australian Charities and Not-for-profits Commission (ACNC) registration
- An outline of why the permit is required including why regular parking arrangements are unable to be used by their volunteers
- The address of the nearest Council off-street car park
- The permits weekly frequency of use.

Vehicles displaying a valid community volunteer not-for-profit parking permit are exempt from parking restrictions one hour and above within the nominated Council off-street car park.

Community volunteer not-for-profit parking permits will be valid for three years from the date of issue.

Permit holders or organisations who act in contravention to the stated conditions may have their permits cancelled by Council. Council reserves the right to withdraw permits at any time subject to the giving of reasonable notice.

3.5.4.2 Number of Community Volunteer Not-for-Profit Parking Permits and Fees

Eligible not-for-profit community service organisations, which rely on volunteers will be issued up to two community volunteer not-for-profit parking permits, free of charge. Sporting Clubs are ineligible as off-street parking does not apply.

3.6 Implementation of permit changes

- Limits on the number of residential and visitor permits (3.3.4) were implemented for existing permit holders on 1 July 2022. Until this time, all existing permit holder provisions remained at a maximum of three permits per property.
- Limits on the number of residential, visitor and visiting tradesperson (3.3.4) permits were implemented for new applicants on 1 July 2020.
- Permit fees for residential permits (3.3.6) were implemented on 1 July 2022.
- Permit fees for works zone permits (3.4.2) will continue to be applied from the date of adoption of this policy.
- Public transport incentive scheme was implemented on 1 July 2022 (3.3.5).
- Empathetic permits (3.5) available to new applicants from 1 July 2020 and existing permit

holders from 1 July 2022.

- Group parking permits (3.5.3) were implemented for all applicants on 1 July 2020.

4. POLICY REVIEW

The review of this Policy and its implementation will be conducted by a senior Council officer not responsible for day-to-day management of parking and delegated by Glen Eira City Council's CEO.

A review of this Policy was completed three years after its implementation and will be reviewed every two years thereafter.

Council will review the public transport incentive (Section 3.3.5 of this Policy) each year from the year of implementation (2022) and reserves the right to amend or withdraw the public transport incentive scheme at any time.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

6. ASSOCIATED INTERNAL DOCUMENTS

- *Glen Eira City Council Community Local Law 2019*
- *Glen Eira City Council Parking Policy*

7. EXTERNAL REFERENCES/RESOURCES

- *Local Government Act 1989 (Vic)*
- *Road Management Act 2004 (Vic)*
- *Road Safety Act 1986 (Vic)*
- *Road Safety Road Rules 2017*