RESIDENTIAL PARKING PERMIT POLICY

Policy Reference No.  POL/195
File No.          HCC08/66
Strategic Objective  4.3 Create a connected community through efficient and effective walking, cycling, public transport and car networks.
Adopted by Council  March 2008
Re-Adopted        27 April 2015
Date for Review     April 2020
Responsible Officer  Manager Assets
Department          Assets
1 POLICY STATEMENT
Council will issue up to three (3) residential parking permits to eligible properties in a street with ‘Permit Zone’ parking restrictions.

2 PURPOSE
2.1 This policy defines the conditions for residents when applying for and the use of residential parking permits.

2.2 This policy defines the responsibilities to enable Council employees to assess applications and issue residential parking permits.

2.3 This Policy supports Council’s Parking Management Policy, which outlines a range of documents that relate to the management of parking.

3 SCOPE
3.1 This policy outlines the resident’s eligibility and conditions of use of Council’s residential parking permits in a street with ‘Permit Zone’ parking restrictions.

3.2 This policy does not apply to or provide direction on where ‘Permit Zone’ parking restrictions are implemented.

4 OBJECTIVE
To provide residents who reside in a street with ‘Permit Zone’ parking restrictions, clear direction on their eligibility of applying for residential parking permits and conditions on their use.

5 POLICY IMPLEMENTATION
5.1 Background
5.1.1 ‘Permit Zone’ parking restrictions are introduced in areas with major facilities (railway stations, community services) within Hume City Council that generate additional parking in residential streets. This parking is causing congestion in the residential streets and is limiting the opportunity for residents to park.

5.1.2 Residents require residential parking permits to park within ‘Permit Zones’ for visitors and their own vehicles.

5.1.3 Council consults with all residents with any proposal of ‘Permit Zone’ parking restrictions.

5.2 Residential Parking Permit Policy.
5.2.1 Resident Parking Permits are only available to people who reside within a Permit Zone.

5.2.2 Any persons, who reside in a dwelling and are the registered owner of a vehicle in a street within a Permit Zone, are eligible to fixed residential parking permits.
5.2.3 Any persons, who reside in a dwelling in a street within a Permit Zone, are eligible to visitor residential parking permits.

5.2.4 Residential parking permits are not available to property owners (landlord) who lease their property or vacant land.

5.2.5 Resident Parking Permits will not be issued to properties used for commercial purposes.

5.2.6 Fixed Resident Parking Permits are not available for vehicles that are not registered to a property within a Permit Zone. If a vehicle is registered to another person not at the applicants address, a statutory declaration is to be made from the registered vehicle owner that the applicant is the authorised driver of the vehicle and that the vehicle is kept at the applicants address. If a permit is applied for a company vehicle, a letter from the employer is required.

5.2.7 Unit developments of three or more dwellings are only eligible for one residential parking permit each dwelling being either one Fixed Parking Permit or Visitor Parking Permit. Additional permits do not apply.

5.2.8 Each residence (excluding unit developments of three or more dwellings) is eligible for up to three residential parking permits. The first two permits are issued free of charge. This could be a combination of;

   5.2.8.1 two Fixed Parking Permits
   5.2.8.2 two Visitor Parking Permits, or
   5.2.8.3 one Fixed Parking Permit, and one Visitor Parking Permit.

5.2.9 The third permit, either a fixed or visitor permit, will attract an administration fee of $20.00.

5.2.10 The fee is applicable whenever a permit is issued including renewal.

5.2.11 The replacement of any lost Visitor Residential Parking Permits will incur an administration fee of $20.00.

5.2.12 The replacement of a fixed Residential Parking Permit without the old permit being returned to Council will incur an administration fee of $20.00.

5.2.13 Residents may apply for up to four Temporary Parking Permits for special occasions, issued for a maximum duration of three days and are issued free of charge. Temporary Parking Permits will only be issued to residents. An application is to be made a minimum of five business days prior.
5.2.14 Permits shall be issued for up to a three year period. Prior to the expiry date, the resident will be notified and a new application must be submitted for new permits.

5.2.15 Permits will only be issued for passenger vehicles and will not be issued for trucks, trailers, boats, caravans, motorcycles etc.

5.3 Residential Parking Permit Conditions of Use.

5.3.1 The issuing of a Resident Parking Permit does not imply availability of an on-street parking space.

5.3.2 Resident Parking Permits are only valid within the nominated parking area on the permit and respective parking sign.

5.3.3 The granting of a permit does not allow for the contravention of the Victorian Road Rules.

5.3.4 The Fixed Parking Permit must be affixed from inside of the vehicle to the lower left side of the windscreen.

5.3.5 Visitor and Temporary Parking Permits are transferable between vehicles and can be used by residents and/or their visitors. They should be placed on top of the dashboard as close as practicable to the left side and be clearly visible.

5.3.6 The owner of any vehicle not displaying a valid permit or if the permit is not visible, risks receipt of a Parking Infringement Notice.

5.3.7 The owner of any vehicle displaying a cancelled or expired permit risks receipt of a Parking Infringement Notice.

5.3.8 All permits must be applied for in writing on an application form obtained from Hume City Council, providing required vehicle details and verification.

5.3.9 It is the responsibility of the vehicle owner to ensure that any parking permits displayed are current and valid.

5.3.10 Any lost permits must be reported as soon as practicable. All lost permits will be cancelled and invalidated. The replacement of any lost permit will incur an administration fee of $20.00. If found, the permit is to be returned to Council. No refunds for payments of permits will be made.

5.3.11 The replacement of a fixed residential parking permit requires the old permit to be removed and returned to Council and a new application to be submitted providing vehicle details and verification. The issuing of a
new permit without the old permit being returned to Council will incur an administration fee of $20.00. No refunds for payment of permits will be made.

5.3.12 Council reserves the right to modify or remove the parking ‘Permit Zone’ at any time.

5.3.13 Residential Parking Permits must not be sold, borrowed, reproduced, altered or used for any other purpose. Breach of this condition risks the cancellation of all current permits.

5.3.14 Vehicles displaying a parking permit are to park as close as possible to the property the permit was issued to.

5.3.15 Council reserves the right, at its discretion, to revoke permits where the Conditions of Use have been breached.

5.3.16 Residential Parking Permits remain the property of Hume City Council.

5.3.17 The issuing of Residential Parking Permits is at the discretion of Council.

6 DEFINITIONS AND ABBREVIATIONS

6.1 Nil

7 RELATED DOCUMENTS

7.1 Residential Parking Permit Application Forms

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<thead>
<tr>
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