

RESIDENTIAL PARKING PERMIT POLICY

Policy Reference No.	POL/195
File No.	HCC08/66
Strategic Objective	2.3 Connect our City through efficient and effective walking, cycling and public transport and road networks.
Adopted by Council	9 May 2022
Date for Review	May 2025
Responsible Officer	Manager Assets
Department	Assets

RESIDENTIAL PARKING PERMIT POLICY

1 POLICY STATEMENT

- 1.1 Council will issue up to three residential parking permits to eligible properties in a street with permit zone or time-based parking restrictions.

2 PURPOSE

This Policy:

- 1.1. defines the conditions for residents when applying for and the use of residential parking permits.
- 1.2. defines the conditions for a work zone permit and service permit.
- 1.3. defines the responsibilities to enable Council employees to assess applications and issue residential parking permits.
- 1.4. supports Council's Parking Management Policy, which outlines a range of documents that relate to the management of parking.

3 SCOPE

This policy:

- 3.1 outlines the resident's eligibility and conditions of use of Council's residential parking permits in a street with permit zone or time-based parking restrictions.
- 3.2 outlines the use of a works zone permit for construction vehicles to park in a street where a works zone is implemented.
- 3.3 outlines the use of a service permit for short term tradesperson vehicles to park in a street with a permit zone or time-based parking restrictions.
- 3.4 does not apply to or provide direction on where parking restrictions are implemented. This is outlined in Council's Parking Restrictions Policy.

4 OBJECTIVE

- 4.1 To provide residents who reside in a street with permit zone or time-based parking restrictions, clear direction on their eligibility of applying for residential parking permits and conditions on their use.
- 4.2 To provide construction persons undertaking work in a street clear direction on their eligibility of applying for a work zone permit.

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- 4.3 To provide tradespersons undertaking work in a street with a permit zone or time-based parking restriction, clear direction on their eligibility of applying for a service permit.

5 POLICY IMPLEMENTATION

5.1 Background

- 5.1.1 Permit zone and time-based parking restrictions are introduced in areas with major facilities (railway stations, activity centres, community facilities) within Hume City Council that generate additional parking demand in residential streets. This parking can cause congestion in residential streets and limit the opportunity for residents to park. The eligibility of parking restrictions is assessed in line with Council's Parking Restrictions Policy.
- 5.1.2 Residents require residential parking permits to park within permit zones and to park longer than allowed by time-based parking restrictions for visitors and their own vehicles.
- 5.1.3 In line with Council's Parking Restrictions Policy, Council consults with all residents with any proposal of permit zone and time-based parking restrictions.

5.2 Residential Parking Permit

- 5.2.1 Resident parking permits are only available to people who reside in a section of street with permit zone and/or time-based parking restrictions.
- 5.2.2 Any persons, who are the registered owner of a vehicle and reside in a dwelling in a street within a permit zone or time-based parking restrictions, are eligible to fixed residential parking permits.
- 5.2.3 Any persons, who reside in a dwelling in a street within a permit zone or time-based parking restrictions, 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 for 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 or time-based parking restrictions.

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- 5.2.7 Multi-unit developments of up to three dwellings are only eligible for one residential parking permit for each dwelling being either one Fixed Parking Permit or Visitor Parking Permit. Additional permits do not apply.
- 5.2.8 New multi-unit developments of more than three dwellings are not eligible for residential parking permits.
- 5.2.9 Each residence (excluding unit developments) is eligible for up to three residential parking permits. The first two permits are issued free of charge and can be a combination of:
- two Fixed Parking Permits
 - two Visitor Parking Permits, or
 - one Fixed Parking Permit, and one Visitor Parking Permit.
- 5.2.10 The third permit, either a fixed or visitor permit, will attract an administration fee of \$60.00. The fee is applicable whenever a permit is issued including renewal.
- 5.2.11 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.
- 5.2.12 The replacement of any lost Visitor Residential Parking Permits will incur an administration fee of \$30.00.
- 5.2.13 The replacement of a fixed Residential Parking Permit without the old permit being returned to Council will incur an administration fee of \$30.00.
- 5.2.14 Residents will need to provide evidence that they reside in the property to be eligible to obtain Residential Parking Permits.
- Fixed Parking Permits – VicRoads registration notice, insurance certificate or lease agreement for each vehicle.
 - Visitor Parking Permits – Drivers licence, household bill or rental agreement.
- 5.2.15 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.
- 5.2.16 Permits will only be issued for passenger vehicles and will not be issued for trucks, trailers, boats, caravans, motorcycles etc.
- 5.2.17 Existing permits once expired will be subject to the new policy and fees associated.

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5.3 Works Zone Permit

- 5.3.1 The purpose of the works zone permit is to enable a works zone permit area to be reserved for use by construction vehicles.
- 5.3.2 A Works Zone is as an area of road set aside for deliveries and/or loading/unloading of building materials or tradesman car parking at a work/construction site.
- 5.3.3 A Works Zone can only be applied for in areas of road where legal parking is permitted.
- 5.3.4 A Works Zone area will only be permitted along the frontage of the work/construction site, generally for a maximum length of 20m. Dispensation for the maximum length may be given at Council's discretion.
- 5.3.5 Work Zone fees:
- \$250 per sign for Council to supply, install and remove Work Zone Signage.
 - \$50 per week for a maximum frontage of 20m.
- 5.3.6 Three transferable work zone permits will be issued for the duration relating to the paid fees
- 5.3.7 A vehicle must not stop in a works zone unless the vehicle is engaged in construction work in or near the construction site and displays a valid work zone permit.

5.4 Service Permit

- 5.4.1 The purpose of service permits is to provide short term exemption for up to 10 work days from permit zones or timed parking restrictions for tradespeople, removalists, etc. servicing residents/businesses.
- 5.4.2 A tradesperson is eligible for a service parking permit for intended works of a minor nature in a street with a permit zones and/or time based parking restrictions provided the vehicle is parked on the same street and as close as possible to the property the permit is issued.
- 5.4.3 Service parking permits are only valid when being used to complete on-site works at the property to which they are issued. They are not for private/personal use at any time.
- 5.4.4 The service parking permit fee is \$50 for a maximum of 10 work days.

5.5 Residential Parking Permit Conditions of Use

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- 5.5.1 The issuing of a Resident Parking Permit does not imply availability of an on-street parking space.
- 5.5.2 Resident Parking Permits are only valid within the nominated parking area on the permit and respective parking sign.
- 5.5.3 The granting of a permit does not allow for the contravention of the Victorian Road Rules.
- 5.5.4 The Fixed Parking Permit must be affixed from inside of the vehicle to the lower left side of the windscreen.
- 5.5.5 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.
- 5.5.6 Work zone and service permits are transferable between vehicles. They should be placed on top of the dashboard as close as practicable to the left side and be clearly visible.
- 5.5.7 The owner of any vehicle not displaying a valid permit or if the permit is not visible, risks receipt of a Parking Infringement Notice.
- 5.5.8 The owner of any vehicle displaying a cancelled or expired permit risks receipt of a Parking Infringement Notice.
- 5.5.9 Applications for all permits can be made in writing on a form obtained from Council, online through Council's web site or at Council's customer service centres.
- 5.5.10 It is the responsibility of the vehicle owner to ensure that any parking permits displayed are current and valid.
- 5.5.11 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 require a statutory declaration stating the reason for the lost permit and will incur an administration fee of \$30.00. If found, the permit is to be returned to Council. No refunds for payments of permits will be made.
- 5.5.12 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 require a statutory declaration stating the reason and incur an administration fee of \$30.00. No refunds for payment of permits will be made.
- 5.5.13 Council reserves the right to modify or remove the parking 'Permit Zone' at any time.

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5.5.14 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.

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

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

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

5.5.18 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, Work Zone and Service Parking Permit Application Forms.

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