



PERMIT PARKING POLICY

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1. INTRODUCTION

This policy permits Council to exempt resident, visitor and business vehicles from some timed parking restrictions and parking fees. This policy will ensure that the parking controls needed to manage traffic movement and parking do not unreasonably or adversely affect residents.

This policy authorises Council to continue implementation of a number of Parking Permit Schemes, including Resident Parking Scheme, Resident Visitor Parking Scheme, Business Parking Scheme and Non-Profit Organisation Parking Scheme.

2. LEGISLATIVE REQUIREMENTS

- Road Rules 2014
- Government Information (Public Access) Act 2009
- Interpretation Act 1987
- Local Government Act 1993
- Roads Act 1993
- Road Transport Act 2014

3. PURPOSE/OBJECTIVE

3.1.1 This policy seeks to:

- a) Improve amenity for particular classes of road users who do not have off-street parking spaces;
- b) Provide equitable on-street parking spaces for road users;
- c) Provide parking schemes to cope with extreme demands for parking that would otherwise be placed on the road system;
- d) Provide an appropriate mix of on-street parking spaces in residential streets and streets close to commercial centres;
- e) Support regional transport objectives and strategies that have been framed with commuters in mind;
- f) Increase public transport usage by converting those unrestricted kerbside parking spaces in residential areas to restricted parking spaces such as permissive or pay parking spaces where appropriate.

4. DEFINITIONS

In this policy the following definitions apply:

- **Authorised officer** - a police officer or a person authorised by a public authority: see section 4 of the Road Transport Act 2013.
- **BPS** - Business Parking Scheme.

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- **Classified road** - any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a Tollway, a State work. See *Road Act 1993*. Part 5 for further details.
- **Council**- the Liverpool City Council.
- **Liverpool City Centre** – is bounded by Sydney Road / Hume Highway in the north, Macquarie / Terminus Street in the south, Copeland Street / Hume Highway in the west and the Main Southern railway line in the east.
- **Motor vehicle** - a vehicle that is built to be propelled by a motor that forms part of the vehicle.
- **Park, parking or parked** - the driver stops a vehicle and allow the vehicle to stay (whether or not the driver leaves the vehicle).
- **Parking area** means a length of road or area designed for parking vehicles.
- **Parking authority** – means a council or a declared organisation.
- **Parking permit** – means an electronic or printed parking permit.
- **Pay parking space** – means a coupon parking space, or a metered parking space, or a ticket parking space, or a phone parking space.
- **Permissive parking area** - part of a road or road related area to which a permissive parking sign applies.
- **Permissive parking sign** - a traffic sign of the kind referred to in RR rule 204
- **PPS** - Permit Parking Scheme
- **Road** is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles
- **Road and road related area** – is any of the following:
 - An area that divides a road,
 - A footpath, or nature strip adjacent to a road
 - An area that is not a road and that is open to the public and designated for use by cyclists or animals
 - An area that is not a road and that is open to or used by the public for driving, riding or parking vehicles.
- **Roads authority**- the person or body that is responsible for a particular public road. See *Roads Act 1993*, for further details.
- **RPS**- Resident Parking Scheme
- **RMS** - Roads and Maritime Services NSW
- **RR** – Road Rules 2014
- **RVPS** - Residents Visitors Parking Scheme
- **Truck**- a motor vehicle with a GVM (gross vehicle mass) over 4.5 tonnes, except a bus, tram or tractor.

5. PERMIT PARKING SCHEMES (PPS)

Types of permit parking schemes

A parking permit issued by Council under any of the following schemes exempts the permit holder from kerbside time restrictions and parking fees while parked in a PPS:

5.1 Business Parking Scheme (BPS)

Used where business people have no off-street parking and on-street parking is restricted.

5.2 Resident Parking scheme (RPS)

Used where the residents have no off-street parking and have difficulty parking near their residence.

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5.3 Resident Visitors Parking Scheme (RVPS)

Similar to RPS but used to allow a visitor / carer(s) to attend the residence.

5.4 Non-Profit Organisation Permit (NPOP)

Non-Profit Organisations can apply direct to Council for a permit but are restricted to parking in "No Parking Council Permit Holders Excepted" zones.

5.5 Classes of Permits are:

5.5.1 Business Parking Permit (BPP)

- 5.5.2 Resident Parking Permit (RPP)
- 5.5.3 Residents' Visitors Parking Permit (RVPP)
- 5.5.4 Non-Profit Organisation Permit (NPOP)

6. FEATURES

6.1 The following are common features of all PPS;

- a) There are no areas set aside exclusively for the holders of Permits;
- b) A Permit does not give exemption from other parking restrictions and laws in the PPS; these include Bus Zone, No Parking zone, No Stopping zone, and so on;
- c) PPSs can only be introduced in conjunction with permissive parking schemes or pay parking schemes;
- d) Only Council can issue a permit;
- e) Every PPS requires the display of a permit on or inside the vehicle to obtain exemption from parking restrictions / charges;
- f) A permit holder can only get exemption from the times or charges when the holder's vehicle is parked in a permit parking space located within a parking area or road specified in the permit designated by the parking authority for use by holder of such a permit;
- g) PPSs will use one or more area identifiers unique to Council. The identifiers will be displayed on both the permit and the parking sign;
- h) The holder of a permit can park in any part of the area(s) for which the permit is applicable;
- i) The holder of a permit is not guaranteed a parking space within the PPS;
- j) PPSs can be introduced on a street-by-street basis or on a network or streets (area-wide) basis;
- k) Parking signs must be as prescribed in RR Rule 204 and have the words PERMIT HOLDERS EXCEPTED and area identifier to allow permit holders exemption from the period restrictions or charges for parking.

7. ELIGIBILITY CRITERIA

7.1 Business Parking Permit (ticketed parking zones)

7.1.1 Principals of a business are eligible to apply for a permit in ticketed parking zones but must meet the following criteria the:

- a) The business premises has no on-site parking facility and no unrestricted on-street parking space in front of or close to the business;
- b) The supply of off-street parking facilities within the area of the BPS are inadequate to meet the parking demand;
- c) The business premises could not reasonably be modified to provide on-site parking space(s);
- d) Vehicle registration number is recorded on the permit;
- e) Vehicle is not a truck, bus, tram or tractor
- f) Vehicle is registered in NSW in the name of the business

7.2 Business Parking Permit (“No Parking Council Permit Holders Excepted” zones)

7.2.1 Principals of a business are eligible to apply of a permit in a *“No Parking Council Permit Holders Excepted”* zones but must meet the following criteria:

- a) The business premises has no on-site parking facility and no unrestricted on-street parking space in front of or close to the business;
- b) The supply of off-street parking facilities within the area of the BPS are inadequate to meet the parking demand;
- c) The business premises could not reasonably be modified to provide on-site parking space(s);
- d) The vehicle registration number is recorded on the permit;
- e) The vehicle is not a truck, bus, tram or tractor;
- f) The vehicle is registered in NSW in the name of the business.

7.3 Resident Parking Permit (for residents who reside within the Liverpool City Centre)

7.3.1 The following eligibility must be met by residents who reside within the Liverpool City Centre:

- a) The resident has no on-site parking;
- b) In the opinion of Council, their place of residence could not be reasonably modified to provide on-site parking space(s);
- c) The vehicle is not a truck, bus, tram or tractor;

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- d) The applicant establishes residential status within the RPS to the satisfaction of Council, for example, a current rate notice, current electricity / gas bill, entry on the electoral roll
- e) The vehicle is registered in NSW;
- f) The vehicle need not be registered in the name of the applicant but proof is required from the registered owner that the vehicle is normally used by the applicant;
- g) The number of permits to be issued for an area should not exceed the number of available on-street parking spaces in the area;
- h) A maximum of one permit per household. However, in exceptional circumstances, the number of permits may be increased to a maximum of two;

7.3.2 When issuing permits to eligible residents who have on-site parking space(s), the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

7.3.3 Where the number of potential requests for permits exceeds the number of available on-street parking spaces, the following criteria must be used:

- a) The applicant must have no unrestricted on-street parking space(s) in front of their residence or along their kerbside;
- b) Secondly, the following priority order is to be used to issue permits:
 - 1) No off-street parking space
 - 2) One off-street parking space
 - 3) Two or more off-street parking spaces

Number of off-street parking spaces	Number of visitor parking spaces available	Number of vehicles at the residence	Maximum number of Resident Parking Permits that could be issued	Maximum number of Visitor Parking Permit that could be issued
0		1	1	
0		2	1	
0		3 or more	1	
1		1	0	
1		2	0	
1		3 or more	0	
	0			1 ##
	1 #			0
KEY:	# includes visitor parking spaces shared with other residents ## permit holder required to comply with time restrictions			

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7.4 **Resident Parking Permit** (for residents who reside outside the Liverpool City Centre)

7.4.1 The following criteria must be met by residents who reside outside the Liverpool City Centre:

- a) The resident must have restricted on-street parking spaces in front of their residence or along their kerbside;
- b) In the opinion of Council their place of residence could not be reasonably modified to provide on-site parking space(s);
- c) The vehicle is not a truck, bus, tram or tractor;
- d) The applicant establishes residential status within the RPS to the satisfaction of Council, for example, a current rate notice, a current electricity / gas bill, entry on the electoral roll;
- e) The vehicle is registered in NSW;
- f) The vehicle need not be registered in the name of the applicant but proof is required from the registered owner that the vehicle is normally used by the applicant;
- g) The number of permits to be issued for an area should not exceed the number of available on-street parking spaces in the area;
- h) A maximum of one permit per household.

7.4.2 When issuing permits to eligible residents who have on-site parking spaces(s), the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

7.4.3 Where the number of potential requests for permits exceeds the number of available on-street parking spaces, the following criteria must be used:

- a) The applicant must have no unrestricted on-street parking space(s) in front of their residence or along their kerbside;
- b) The following priority order is to be used to issue permits:
 - 1) No off-street parking space;
 - 2) One off-street parking space;
 - 3) Two or more off-street parking spaces.

7.5 **Assessment process for the Request of Resident Parking Scheme (RPS)**

7.5.1 For individual verbal/ written requests:

- a) Upon the receipt of five (5) individual verbal/written requests during a 12 month period from owners/occupiers who reside in the same street requesting the introduction of a RPS, Council will conduct a street utilisation survey. The street will be surveyed three (3) times per day (morning, noon and afternoon) for three (3) days. If the survey reveals

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an on-street parking occupancy of 80% or greater a resident survey will be conducted to ascertain the residents acceptance of parking restrictions in their street.

- b) If 51% or more of the residents agree (See 7.5.3) to the introduction of a RPS with associated parking restrictions, a report will be prepared and referred to the Local Traffic Committee for consideration and Council for approval.
- c) In the event that the on-street utilisation is below 80% or resident support for the scheme is below 51%, the scheme will not be introduced and the residents notified accordingly.

7.5.2 For petitions:

- a) Upon receipt of a petition containing five (5) or more signatures from owner/occupiers who reside in the same street requesting the introduction of a RPS, Council will conduct a street utilisation survey. The street will be surveyed three times per day (morning, midday and afternoon) for three days. If the survey reveals an on-street parking occupancy of 80% or greater a resident survey will be conducted to ascertain the residents acceptance of parking restrictions in their street.
- b) If 51% or more of the residents agree (See 7.5.3) to the introduction of a RPS with associated parking restrictions, a report will be prepared and referred to the Local Traffic Committee for consideration and Council for approval.
- c) In the event that the on-street utilisation is below 80% and/or resident support for the scheme is below 51%, the scheme will not be introduced and the customers notified accordingly.

Note: The on-street occupancy of 80% is calculated on the number of available parking spaces in the street compared to the number of vehicles parked in the street.

Surveys will not be undertaken during the following periods:

- School holidays,
- Public holidays,
- Easter,
- Christmas

7.5.3 The resident acceptance of a scheme of 51% will be calculated as follows:

Example only

Residents surveyed = 100

Survey forms returned:

In support of the scheme = 25
Not in support of the scheme = 25
Survey forms not returned = 50

It is taken that residents who do not respond to the survey have no objection to the introduction of the scheme. Therefore, in the above

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example, it is taken that 75% of residents surveyed accept the introduction of the scheme.

7.6 Resident Visitors Parking Permit

7.6.1 A Liverpool City Centre resident can obtain a permit from Council unless the resident has:

- a) On-site parking for the visitor
- b) Unrestricted on-street parking spaces in front of their residence or along their kerbside

7.6.2 The resident can then issue the permit to and retrieve it from their visitor who must park their vehicle in the immediate vicinity of the resident's premises.

7.6.3 To obtain a RVPP, an eligible resident must apply to Council and provide evidence of their residential status within the RPS to the satisfaction of Council, for example, a rate notice, a current electricity / gas bill, entry on the electoral roll.

7.6.4 When a carer requires a resident visitor's permit and the resident is unable to apply, then the carer may apply directly to Council and be issued with a permit when they provide the following information:

- a) The written consent of the resident or their representative;
- b) The address of the residence; and
- c) The expected duration and frequency of use of the permit.

7.7 Non-Profit Organisation Permit

7.7.1 A Non-Profit Organisations can apply direct to Council for a permit but are restricted to parking in "No Parking Council Permit Holders Excepted" zones.

7.7.2 The application must be accompanied by a current copy of one of the following Notices issued by the Australia Taxation Office:

- a) Endorsement as a tax concession charity (TCC); or
- b) Income tax exempt fund (ITEF)

8. INTERSTATE REGISTERED VEHICLES

8.1 Vehicles operating in NSW must comply with the *Road Transport Act 2013 and the Road Transport (Vehicles Registration) Regulation 2007* and must be registered under the NSW Legislation.

9. COMPANY REGISTERED VEHICLES

9.1 For a permit to be issued by Council, the employer of an applicant is required to submit a letter on company letterhead that shows the company's ABN (Australian Business Number) stating that the resident is using the registered vehicle and that the vehicle is housed overnight at the residential property.

10. THE DURATION OF A PERMIT

- 10.1 Permits are valid for one year from the date of issue and must be renewed prior to the expiry date on the permit.
- 10.2 Council does not send out renewal letters – it is the responsibility of permit holders to renew permits annually.
- 10.3 Permits must be renewed for any change in vehicle ownership or for any change to a residential / business property that affects the provision of off-street parking.

11. DISPLAY OF PERMIT

- 11.1 Permits must be affixed to the inside upper left hand corner of the windscreen with all details being clearly visible to an authorised officer.
- 11.2 Permits must reflect the registration number of the vehicle in which it is displayed and designated zone in which it is parked.

12. PERMIT FEE

- 12.1 Fee for Permits shall apply, as set out in Council's annual Revenue Pricing Fees and Charges.

13. USE OF PERMIT

13.1.1.1 A Permit is only valid:

- a) For the period shown on the Permit;
- b) If displayed in the vehicle displaying the same vehicle registration number;
- c) In the designated area;
- d) If all the Permit details are clearly visible from outside the vehicle;
- e) If the vehicle is parked in accordance with the Road Rules.

13.1.2 A permit

- a) Is not transferable;
- b) Does not guarantee the availability of a parking space;
- c) Can be cancelled and withdrawn at the reasonable discretion of Council;
- d) Will not be honoured if misused

Is no longer valid if circumstances change and the permit holder no longer meets the eligibility criteria;

14. RESPONSIBILITY

- 14.1 Council's Community Standards unit is responsible for the processing of applications for Permits under this Policy.
- 14.2 Council's Community Standards Unit is responsible for the enforcement of parking controls under this Policy.
- 14.3 The Liverpool Traffic Committee is responsible for reviewing regulatory changes for new or existing schemes.

15. SPECIAL POLICY CONSIDERATIONS

15.1 Zone Identifier

Permits can only be used in their corresponding "Designated Parking Zone". Accordingly, parking permits should be in different colours with zone identifier numbers representing the designated parking zone.

16. PROCEDURE ON HOW TO OBTAIN A PERMIT

- 16.1 To obtain a parking permit, an applicant must complete the relevant forms and submit to Council with the applicable fee.
- 16.2 Applicants for a permit must provide the following details:
- a) Current driver's licence as proof of residency or in the absence of a licence; or if they have a licence with a previous address, one of the following:
- Electoral Card
 - Current Rate Notice
 - Current Rental Agreement or Rental bond receipt
- b) Proof of registration (not required for RVPS)
- For a private vehicle a copy of the current car registration in the applicant's name
 - For a company car, a letter on company letterhead stating that:
 - i. The applicant is a company employee and has sole use of a company vehicle
 - ii. The registration number of the vehicle
 - iii. The vehicle is normally parked at the applicant's address
 - iv. The expiry date of car registration
 - v. The Company address
 - vi. For companies owned by individuals, a copy of registration of the business name or a letter with the company seal is required
- 16.3 Visitor permits
Application for visitor permit can be made to Council using Parking Permit Application Forms. The resident (not the visitor) must make the application

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and be accompanied with proof of residency. A vehicle registration certificate is not required. A maximum of one visitor permit per property will be issued.

16.4 Business Permits

Application for a business permit, the property / business owner /manager /delegate, must lodge the application. The application form must be accompanied by documentation verifying business status that is copy of a licence or rate notice and vehicle registration number.

16.5 The issue of a permit does not guarantee a parking space to the permit holder.

17. REPLACEMENT OF PERMITS

17.1 If a person wishes to apply for a replacement permit, a completed Replacement Permit Form is to be lodged and an administration fee must be paid. This applies when:

- a) Current Permit is lost or destroyed, or,
- b) A vehicle is sold. Documentation that the car has been sold will also be required.

18. EXEMPTION FROM PARKING RESTRICTIONS

18.1 A permit will exempt applicant from parking restriction, only if:

- a) The street sign states "Permit Holder Excepted", and in the right zone.
- b) The permit is clearly displayed on the vehicle.

18.2 Clause 18.1 is subject to the provisions of the Road Rules 2014 and Road Transport Act 2013 and its associated regulations

19 COLLECTION OF INFORMATION

19.1 In accordance with the provisions of the *Government Information (Public Access) Act 2009*, applicants for permits are informed that:

- a) The collection of relevant personal information from individual persons by Council is to facilitate the issuing of permits under this policy;
- b) The collection of relevant information is to ensure that only those persons entitled to a parking permit receive such a permit;
- c) Council will provide access through its Privacy Contact Officer to any person who has provided personal information under this policy to Council to check whether the personal information provided is accurate and current.

20. WHERE TO APPLY FOR A PARKING PERMIT

In person	Council's Customer Service Centre Level 2, 33 Moore Street, Liverpool, Monday - Friday, 8.30am - 5pm
Post	Locked Bag 7064, Liverpool BC, NSW 1871
Telephone	1300 36 2170 (Customer Contact Centre for NSW residents)
	(02) 9821 9222 (if calling from interstate.)
	133 677 National Relay Service (NRS) for hearing and speech impaired customers
Fax:	(02) 9821 9333
Email:	lcc@liverpool.nsw.gov.au

PERMIT PARKING POLICY

AUTHORISED BY:

Council Resolution

EFFECTIVE FROM:

26 August 2015

REVIEW DATE:

26 August 2017

DEPARTMENT RESPONSIBLE:

Planning and Growth (Development Engineering)

THIS POLICY HAS BEEN DEVELOPED AFTER CONSULTATION WITH:

Corporate Services (Governance and Legal Services)

VERSIONS

Version	Amended by	Changes made	Date	TRIM Number
1	Adopted by Council	Not applicable	6 February 2013	185830.2013
2	Council resolution	Complete review	26 August 2015	205180.2015

REFERENCE:

Liverpool City Council: Penalty Infringement Notice policy

Liverpool City Council: Customer Service and Communication Policy