



North

**Yorkshire County Council**

Business and Environmental Services

---

## **RESIDENTS' PARKING SCHEME POLICY**

**March 2012**

## **1.0 INTRODUCTION**

- 1.1 This policy sets out how a request for a residents' parking scheme will be dealt with.
- 1.2 Issues occur where a significant proportion of residents and their visitors have difficulty in finding parking on the public highway close to their property and a reasonable alternative is not available. In areas of high demand and limited parking capacity vehicles can be displaced to nearby residential areas. This can prevent residents from being able to park near to their home and can also make access difficult. Examples of locations that can result in displacement to residential areas include:
- Town centres
  - Retail / leisure / tourist locations where there can be significant peaks at times during the year
  - Large employers
  - Railway stations
- 1.3 Residents' parking schemes can be an option, where on-street parking is permitted, to assist people living in areas where such issues occur. The purpose of a residents' parking scheme is to give residents priority and manage non-residents parking in the zone. The introduction of a scheme does not mean that residents have their own parking spaces nor does it guarantee every householder a parking space within the zone at all times.
- 1.4 Residents' parking schemes have a number of advantages and some disadvantages. The benefits can be improved access to properties for residents, reduced localised congestion in residential areas and reduced traffic conflict leading to improved accessibility. However, the disadvantages are that a scheme in one area might create or worsen parking problems in adjacent areas, there can be insufficient space for all residents' vehicles and parking for their visitors is restricted. There is also a charge for a residents' parking permit.
- 1.5 It should be noted that schemes are not solely for residents and provision needs to be made for visitors and in some instances other users, for example business. Given that residents' parking schemes impose constraints on both residents and non-residents the implications of introducing them must be considered very carefully.

## **2.0 SCHEME REQUEST**

- 2.1 All requests will be dealt with using the process outlined below and will only be progressed on satisfactory completion of each stage.
- Stage one – Initial approval
  - Stage two – Confirmation of scheme need
  - Stage three – Initial scheme design
  - Stage four – Consultation with owners/occupiers
  - Stage five – Detailed design

- 2.2 Petitions in relation to residents' parking schemes will be dealt with in accordance with the County Council Petitions Scheme. Any petition with support from at least 1% of the total district population would be subject to debate at the next suitable local Area Committee meeting. Petitions that do not meet this threshold will be dealt with under this policy.
- 2.3 If at any stage the appropriate criteria are not satisfied, then the request for a residents' parking scheme will not be progressed.
- 2.4 Members of the public should be aware that the process for introduction of a residents' parking scheme is complex and time consuming. It is not exceptional for the process to take around 12 -18 months to complete for even a simple scheme.

### **3.0 ASSESSMENT**

- 3.1 The following stages must be satisfied for a residents' parking scheme to be introduced.
- 3.2 Stage One – Initial approval
- 3.2.1 For a proposed residents' parking scheme to be considered, a self-appointed champion needs to come forward. This champion could be a resident, the local County Councillor or a member of the district, parish or town council.
- 3.2.2 The champion will be responsible for identifying the level of support by obtaining signatures from residents in the proposed zone. The champion is advised to contact the County Council at the earliest possible opportunity for guidance before approaching residents.
- 3.2.3 The local Highways Area Office will assess all initial requests against the criteria below. All of the criteria must be satisfied before progression to stage two.
- The champion has been able to obtain signatures of support from the owner/occupier of over 50% of the properties within the proposed zone
  - The local Highways Area Office do not believe that the issue can be addressed at source, for example by working with a large employer or railway station operator
  - The request is supported by all local County Councillors and the Area Committee Chairman
  - An appropriate funding source has been identified by the local Highways Area Office for the assessment and implementation
  - Civil Parking Enforcement is operational within the district
  - The local Highways Area Office has reasonable evidence to suggest that owners/occupiers of the properties in the area and their visitors have significant difficulty finding reasonably convenient parking
  - The District Council, local Parish / Town Councils, emergency services and National Park Authority, where appropriate, have been made aware of the request and do not have a reasonable objection

3.2.4 There are two key reasons why the County Council requires these criteria to be satisfied at stage one of the process. Firstly, there is a need to avoid unnecessarily expending resources on further stages of the process. Secondly it is not desirable to falsely raise public expectations by pursuing requests that do not satisfy these criteria.

3.2.5 Some residents' parking schemes are pursued as a consequence of the impact of a new development, for example a supermarket. These schemes are delivered through agreement between the County Council and a private developer. Such agreements seek to minimise the financial impact on residents by securing financial contributions from the developer to fund the scheme and operating costs over a reasonable period of time. In these circumstances the criteria will still need to be satisfied, but it is not considered necessary for a self-appointed champion to come forward.

**3.2.6 The local Highways Area Office will provide feedback to the champion, local County Councillors and the Area Committee Chairman on whether the proposal satisfies the stage 1 criteria.**

### 3.3 Stage Two – Confirmation of scheme need

3.3.1 The local Highways Area Office will carry out an appropriate survey(s) within the area to establish whether there is a need for a residents' parking scheme in accordance with the criteria outlined below.

3.3.2 The survey (s) should be undertaken on a day and at a time to reflect the perceived problem. Typically for a perceived daytime issue survey (s) should be undertaken intermittently between the hours of 08:00 – 18.00 and for a perceived night time problem survey (s) should be undertaken intermittently between the hours of 18.00 – 08:00.

3.3.3 It is recognised that there are areas within the County which experience significant peaks in demand for parking at certain times of the year as a result of visitors. The survey (s) should therefore be undertaken at a time of the year to reflect when issues are felt to be most prevalent.

3.3.4 In order to substantiate a need, the survey(s) should confirm that owners/occupiers of the properties in the proposed zone and their visitors have significant difficulty finding reasonably convenient parking space for significant periods of the day or night by:

- Demonstrating that less than 50% of the properties have either:
  - existing parking within the property boundary, or the potential for owners/occupiers to provide their own parking within the property boundary, or
  - available off-street parking within 400m<sup>1</sup>

---

<sup>1</sup> Guidelines for providing for journeys on foot, the Institution of Highways & Transportation, 2000 (suggested desirable walking distance).

## AND

- Demonstrating that:
  - For a daytime problem
    - more than 40% of kerbside space is occupied by non-residents for over six hours in the survey period AND more than 80% of kerbside space is occupied by any vehicles during the same six hours; and
  - For a night time problem
    - more than 40% of kerbside space is occupied by non-residents for over four hours during the survey period AND more than 80% of kerbside space is occupied by any vehicles during the same four hours; and

### **3.3.5 The local Highways Area Office will provide feedback to the champion, local County Councillors and the Area Committee Chairman on whether the surveys substantiate a need for a residents' parking scheme.**

#### 3.4 Stage Three – Initial scheme design

- 3.4.1 Once a need has been established following the results of the survey (s) the local Highways Area Office will consider options for moving forward the request. The Chartered Institution of Highways & Transportation publications *Transport in the Urban Environment (1997)* and *Parking Strategies and Management (2005)* provide guidance on the development of residents' parking schemes. It should be noted that the introduction of restrictions may reduce parking capacity in the zone.
- 3.4.2 The extent of the residents' parking zone needs to be confirmed. The zone should, where possible, follow natural boundaries and be planned to have a reasonable provision of space compared to demand<sup>2</sup>. Demand will be projected taking into account the number of properties and data on car ownership<sup>3</sup>. It may be necessary to extend the size of the zone beyond one street to ensure a reasonable provision of space compared to demand.
- 3.4.3 It is important that the potential for displacement parking to adjacent streets is considered at this stage and the proposed scheme should be amended to alleviate any issues identified.
- 3.4.4 Depending on the outcome from the stage 2 survey it may be necessary to consider the needs of non-residents, for example local business, in developing a scheme.
- 3.4.5 Special consideration should be given to the form of any parking scheme within a conservation area.

---

<sup>2</sup> Parking Strategies & Management, the Chartered Institution of Highways and Transportation, July 2005

<sup>3</sup> 2010 Acxiom survey

3.4.6 A detailed estimation of the cost of implementing the scheme and annual operating costs of the zone should be prepared and there must be confirmation that an appropriate funding source remains available.

3.4.7 The District Council, emergency services and National Park Authority, where appropriate, should be consulted on the proposed zone.

**3.4.8 The local Highways Area Office will consult with the champion, local County Councillors and the Area Committee Chairman to confirm that all agree to the initial design.**

3.5 Stage Four – Consultation with owners/occupiers

3.5.1 The local Highways Area Office will consult owners/occupiers of affected properties on the proposed scheme in writing. The consultation will also be sent to local County Councillors, the District Council, local Parish / Town Councils, the emergency services, any affected local businesses, and the National Park Authority where appropriate. The consultation will be open for a period of four weeks.

3.5.2 The County Council considers that a consensus is **NOT** achieved unless over 50% of owners / occupiers within the proposed zone are in support of the scheme. There is an onus on the champion to encourage responses to the consultation.

3.5.3 The consultation will seek to confirm the number of vehicles used by each property and the minimum number of parking permits owners/occupiers would require in order to support the proposed scheme.

**3.5.4 The local Highways Area Office will provide feedback to the champion, local County Councillors and the Area Committee Chairman on the outcome of the consultation.**

3.6 Stage Five – Detailed design

3.6.1 The local Highways Area Office will carry out detailed design taking into account any amendments required as a result of the consultation responses. The detailed design will show the layout of parking bays, any other restrictions, signing and additional features that might be necessary.

**3.6.2 The local Highways Area Office will agree the detailed scheme design with the champion, local County Councillors and the Area Committee Chairman prior to advertising a Traffic Regulation Order (TRO).**

3.6.3 A TRO must be advertised on street and in the local press. This is a statutory consultation period where objections can be made to the proposed scheme. Any valid objections received must be considered at a meeting of the local County Council Area Committee.

- 3.6.4 The Area Committee may decide to uphold an objection and this could result in the proposed scheme being amended to accommodate the objection. Where an objection is upheld there may be a need to re-advertise the TRO. The Area Committee may also decide that the objection is so fundamental that the proposed scheme cannot progress at the current point in time.
- 3.6.5 Where there are no objections to the legal order or where the proposal can be amended to accommodate an objection then the residents' parking scheme will be implemented.
- 3.6.6 The local Highways Area Office will provide updates to the champion, local County Councillors and the Area Committee Chairman on the process through to implementation.**

#### **4.0 OPERATIONAL DETAILS**

##### **4.1 Eligibility and applying for a permit**

- 4.1.2 Parking permits must be issued in areas where residents' parking schemes operate so that motorists can prove that they are eligible to park within the zone. There is also a need to provide temporary permits for visitors and in some cases businesses and tradesman.
- 4.1.3 The main purpose of a residents' parking scheme is to ensure that residents have a good chance of finding a parking space close to their home. For this benefit to be realised the criteria for issue must relate to balancing supply and demand<sup>4</sup>.
- 4.1.4 Permit entitlements for residents will be determined on an individual scheme basis taking into account the outcome of the stage 4 consultation with owners/occupiers of properties. The final decision on permit entitlements for residents will be taken by the local Highways Area Office in discussion with the champion, local County Councillors and Area Committee Chairman. It must be noted that permit holders are not guaranteed a parking space within the zone at all times.
- 4.1.5 All applications will need to be supported by proof of residence. The documents that will be accepted as proof are; council tax bill; driving licence; or tenancy agreement. Please only provide copies of these documents and not the originals. Those documents that will not be accepted as proof, are letters, bank statements and bills, as they can be sent to forwarding addresses.
- 4.1.6 The Vehicle Registration Document must also be produced for every application as proof of vehicle ownership and that the vehicle is registered to that address.

---

<sup>4</sup> Parking Strategies & Management, the Institution of Highways and Transportation, July 2005

4.1.7 It is the responsibility of the applicant to inform the appropriate contact (see paragraph 4.3.2) of any change of address or vehicle.

4.1.8 Blue Badge holders are exempt from the restrictions within a residents' parking zone and are entitled to park for as long as they need to.

#### 4.2 Other information

4.2.1 Under Civil Parking Enforcement Penalty Charge Notices (PCNs) can be issued for the non display of a valid permit within the operational restrictions applied to a residents' parking zone. This civil enforcement helps to ensure that only valid permit holders park in the zone.

4.2.2 There is a fee for a parking permit and the current rates will be available on the North Yorkshire County Council website [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

4.2.3 Any complaints in relation to this policy will be dealt with in accordance with the County Council complaints procedure.

#### 4.3 Contacts

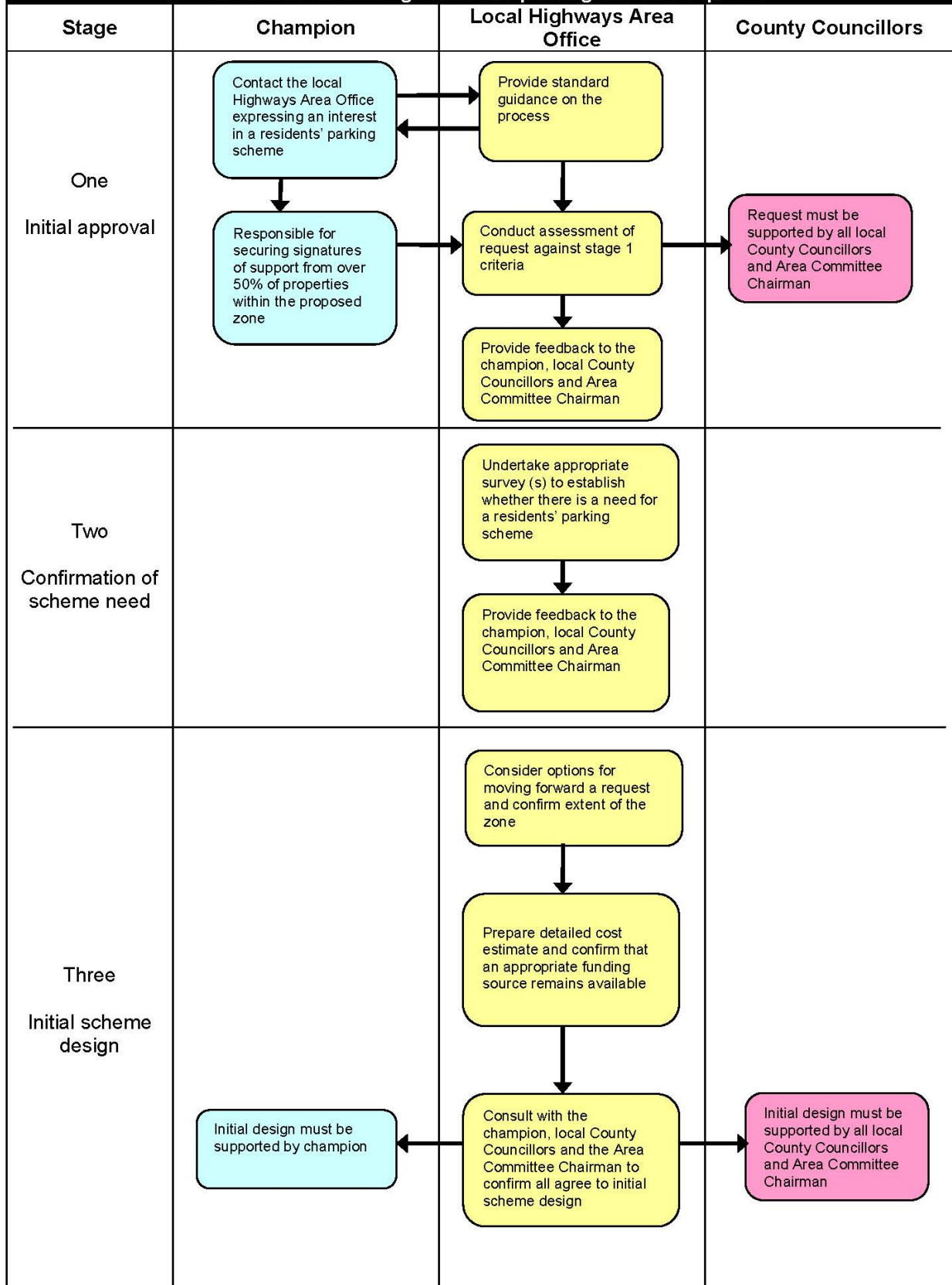
4.3.1 For further information on the process for assessing requests for residents' parking schemes or if you are a champion requiring guidance please contact the North Yorkshire County Council Customer Service Centre on 0845 8727374 or visit [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

4.3.2 For further information on applying for a residents' parking permit for an existing residents' parking zone see contact details in the table below.

Craven District	North Yorkshire County Council Customer Service Centre on 0845 8727374 or visit <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a>
Hambleton District	
Richmondshire District	
Ryedale District	
Selby District	
Harrogate Borough	Harrogate Borough Council customer services on 0845 300 6091 or visit <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a>
Scarborough Borough	Scarborough Borough Council customer first on 01723 232323 or visit <a href="http://www.scarborough.gov.uk">www.scarborough.gov.uk</a>



**Process for assessing residents' parking scheme requests**



Stage	Champion	Local Highways Area Office	County Councillors
<p style="text-align: center;">Four</p> <p>Consult owners /occupiers</p>		<p>Consult with owners/occupiers of affected properties and other stakeholders</p> <p>↓</p> <p>Provide feedback to the champion, local County Councillors and Area Committee Chairman</p>	
<p style="text-align: center;">Five</p> <p>Detailed design</p>	<p>Detailed design must be supported by champion</p>	<p>Carry out detailed design of the resident's parking scheme</p> <p>↓</p> <p>Advertise Traffic Regulation Order (TRO) inviting any objections to the proposal</p> <p>Where an objection is upheld there may be a need to re-advertise the TRO</p> <p>↓</p> <p>Where there are no objections to the TRO or where the proposal can be amended to accommodate an objection then the residents' parking scheme will be implemented</p> <p>↓</p> <p>Provide the champion, local County Councillor and the Area Committee Chairman with updates on the process through to implementation</p>	<p>Detailed design must be supported by all local County Councillors and Area Committee Chairman</p> <p>Any valid objections must be considered by a meeting of the local Area Committee</p>