

Permit Parking Policy



City of Ryde

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TABLE OF CONTENTS

1 Objectives.....	3
2 Definitions	3
3 Eligibility.....	4
4 Life of Permit.....	5
5 Display of Permit.....	5
6 Permit Fee.....	6
7 Use of Permit.....	6
8 Responsibility.....	6
9 Special Policy Considerations.....	6
10 Procedures.....	7
11 Attachment 1.....	9

1. OBJECTIVES

The objective of this policy is to:-

1. Reinstate the residential amenity by discouraging non-residents & private vehicle users to park all day in residential areas.
2. Enhance on street parking access to residents who have limited or no off-street parking.
3. Support the regional transport objectives and strategies.
4. Increase public transport usage by converting those unrestricted kerbside parking spaces in residential areas into restricted parking spaces.

2. DEFINITIONS

1. A **Resident Parking Permit (RPP)** is a permit that exempts the vehicle noted on the permit, from the time limit shown on the parking control signs that designate the resident parking zone.
2. **Classes of Parking Permits:**
 - a) Business Parking Permit (BPP).
 - b) Resident Parking Permit (RPP).
 - c) Residents' Visitors Parking Permit (RVP).
 - d) Special Event Parking Permit (SEPP).
3. **Designated Areas:** Those areas listed by Council where parking permits are deemed to apply. The number of issued permits should be no more than the number of available on-street parking spaces for each designated zone. The designated areas are identified in the attachment 1.
4. **Eligible vehicle for Parking Permits:** Vehicles with current registration (NSW) including Cars, motorbikes, utilities, panel vans or commercial vehicle under 3 tonnes-gross. (Non-resident vehicle owners, trades-people and hotel or guest are not eligible for a resident parking permit. Temporary permit for trades-people may be provided separately on a weekly basis).
5. **Special Vehicle Permit:** Limited duration permit that may be available on application for the parking of vehicle in a time-restricted zone for a special purpose e.g. Trades-People.
6. A **Carer** is someone who provides childcare, the act of caring for and supervising minor children OR someone who provides the care and support for their parent, partner, child, relative or friend who has a disability, is frail, aged or who has a chronic illness.
7. A **Care Worker** or **Community Health Worker** is someone who is paid to provide support and assistance to a person with a disability, a frail older person, a person who is chronically ill or a carer.

8. **Community Care Services** are funded by a range of different government programs from all three levels of government. Services can include comprehensive case management and brokerage services for people with complex needs professional services such as community nursing, through to simpler services often provided by volunteers such as Meals on Wheels and Neighbour Aid.

3. ELIGIBILITY

A parking permit issued by the Council under any of the following schemes exempts the permit holder from time restrictions while parked in a designated zone of Permit Parking Scheme (PPS).

1. **Business Parking Scheme (BPS)**: Used where business people have no off-street parking and on-street parking is restricted.
2. **Resident Parking Scheme (RPS)**: Used where the residents have limited or no off-street parking and have difficulty parking near their residence.
3. **Residents Visitors Parking Scheme (RVPS)**: Similar to RPS, but used to allow a visitor to attend the residence.
4. **Special Event Parking Scheme (SEPS)**: Used where parking from a major venue spills into a substantial adjoining area affecting residence or businesses.

3.1 Business, Resident and Residents' Visitors Parking Permits

1. Residents/businesses of designated zones for Permit Parking Scheme (PPS) are only able to apply for parking permits.
2. Residents/businesses of designated zones for Permit Parking Scheme (PPS) who have limited access to or no off-street parking for their vehicles may be issued with parking permits.
3. Permits shall be issued to those vehicles that are registered within Permit Parking Scheme (PPS) Areas only.
4. A maximum of two permits shall be available per residential property subject to assessment of car ownership and available off-street parking.
5. A maximum of two permits shall be available per business property subject to assessment of car ownership and available off-street parking.
6. A Carer permit arrangement is available. A single resident parking permit, from within the existing residential entitlements may be allocated to a Care provider who is giving care to a resident. The resident must provide written advice to council stating they are prepared to allocate a parking permit to the Care provider from within their existing residential entitlement.
7. Businesses are not eligible to obtain Visitor Parking Permits.

8. In specific circumstances an organizational level permit can be made available to a Community Care Service where the resident receiving support is unable to apply for a residential visitors parking permit on behalf of service staff or volunteers. Community Care Services should contact the City of Ryde to negotiate the terms and conditions under which this permit can be used.
9. The vehicle cannot be a truck, bus, tractor, caravan, box trailer or boat trailer and must not exceed 3 tonnes-gross.
10. Where the number of requests for permits exceeds the number of on-street parking spaces, the following criteria must be used. First, the applicant must have no unrestricted on-street parking space(s) in front of their residence or along their kerbside. Second, the following priority order would be used to issue permits:
 - a) No off-street parking space.
 - b) One off-street parking space.
 - c) Two or more off-street parking spaces.

3.2 Special Event Parking Permits

1. Only residents in City of Ryde Local Government area may be issued with a parking permit.
2. The resident's vehicle must be registered to the resident's address in City of Ryde Local Government Area.
3. The vehicle cannot be a truck, bus, tractor, caravan, box trailer or boat trailer and must not exceed 3 tonnes-gross.
4. A maximum of two permits shall be available per residential property.
5. A maximum of two permits shall be available per business property.
6. Parking only would be permitted at the designated areas.
7. Special Event Parking Permits are only available at designated zones as determined by the Council. Special Event Parking Permit will only be applicable for the dates that are shown on the permit. These do not attract a charge.

4. LIFE OF PERMIT

1. Permits can be renewed every 12 months, commencing 1 July each year and will be applicable to the 30 June each year.
2. Permits should be renewed for any change in vehicle or to residential/business property that affects off-street parking.

5. DISPLAY OF PERMIT

1. Permits must be displayed similar to car registration label and be visible to rangers/police officers.

2. Permits must reflect the registration number of the vehicle in which it is displayed and designed zone in which it is parked.

6. PERMIT FEE

1. Fee for Permits shall apply as listed in Council's Management Plan (Fees and Charges).

7. USE OF PERMIT

1. A permit is not transferable.
2. If circumstances change and the permit holder no longer meets the eligibility criteria, the permit is no longer valid and must be returned to the Council.
3. Residents Visitors Parking Scheme (RVPS) permits must be returned to the resident after use or expiry.
4. Misuse of a permit is an offence.

8. RESPONSIBILITY

1. The City of Ryde's Environment & Planning Group is responsible for the processing of applications for Permit Parking Scheme.
2. The City of Ryde's Rangers are responsible for the enforcement of parking control in Permit Parking Scheme.
3. The City of Ryde's Traffic Committee is responsible for reviewing regulatory changes for new or existing schemes.

9. SPECIAL POLICY CONSIDERATIONS

9.1 Interstate Registered Vehicles

Vehicles registered in other states or territories are subject to compliance with the Safety and Traffic Management Act and the Road Transport (Vehicle Registration) Regulation 1999. Accordingly applicants with vehicles registered interstate may be issued with a temporary permit for a maximum of 3 months whilst updating/transferring registration subject to the provisions of the Policy. Further temporary permits will not be issued for that vehicle when the original permit expires.

9.2 Company Registered Vehicles

A letter from employer on company letterhead is required stating that the resident/business owner is using the registered vehicle and that the vehicle is housed overnight at the residential property. The company letterhead must show the organisation's ABN (Australian Business Number).

9.3 Zone Identifier

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

10.0 PROCEDURE

To obtain a parking permit, applicants should complete the relevant forms and submit to Council with the applicable fees.

10.1 How to Apply for a Parking Permit

Applications can be made in person, at the Customer Service Centre during office hours, 8.30am to 4.30pm, at City of Ryde Civic Centre, 1 Devlin Street, Ryde.

OR

Applications can be made by mail to: The City of Ryde, Locked Bag 2069, North Ryde, NSW 1670. The application form must be completed and accompanied with the fee, a copy of proof of residence and proof of registration, as outlined below.

Application also be accepted by via email: cityofryde@ryde.nsw.gov.au or fax:02 9952 8070.

10.2 To obtain a permit, applicants must provide:

1. Current driver's licence as proof of residency or in the absence of a licence, or having a licence with a previous address, one of the following:
 - I. Electoral Card.
 - II. Current Rate Notice.
 - III. Rental Agreement or Rental bond receipt.
2. Proof of registration (not required for RVPS).
 - I. For a private vehicle a copy of the current car registration in the applicant's name.
 - II. For a company car, a letter on company letterhead stating the:
 - a) applicant is a company employee and sole use of a company vehicle;
 - b) registration number of the vehicle;
 - c) vehicle is normally parked at the applicant's address;
 - d) expiry date of car registration;
 - e) company address.
 - III. For companies owned by individuals a copy of registration of the business name or a letter with the company seal is required.

10.3 **Visitor permits:** Application for visitor permit can be made to Council using Visitor Parking Permit Application Forms. The Resident (not the visitor) must make the application. Reasons for application must be included on the form accompanied with proof of residency. Registration paper is not required. A maximum of one visitor permit per property will be issued.

10.4 **Business Permits:** Application for business permit the property/business owner manager, not an employee, must lodge the application. The application form must be accompanied by documentation verifying business status i.e. copy of licence or rate notice and manager or owner/s' vehicle registration number.

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

10.5 Replacement of Permits

To apply for a replacement permit, a Replacement 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.

10.6 Exemption from Parking Restrictions

The permit issued 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.

NOTE: All other RTA conditions (Australian Road Rules & Road Transport Safety & Traffic Management Regulation) in relation to on-street parking still apply.

10.7 General

In accordance with the provisions of the Privacy and Personal Information Protection Act 1998, it is advised that:

- a) Collection of the relevant information is to facilitate the issuing of street parking permit.
- b) Collection of relevant information is to ensure that only those persons entitled to a street-parking permit receive such permit.
- c) The City of Ryde is the agency collecting the information relates, Council will provide to that person, access to the information collected in order to ascertain that the information is accurate and current.

10.8 Enquiries:

Customer Service Centre can be contacted on 9952 8222 Monday to Friday 8am – 5.30pm or you can visit the Customer Service Centre located at City of Ryde Civic Centre, 1 Devlin St, Ryde Monday to Friday 8.30am – 4.30pm.

Or

Postal Address:

The City of Ryde
Locked Bag 2069
North Ryde NSW 1670.

Attachment: 1

