

Related Policy

This Procedure prescribes the manner in which Council considers introducing Resident Parking Schemes, under Council's Permit Parking Schemes Policy 2019.

Scope

This document sets out the City of Ryde's procedures for:

1. Establishing a Resident Parking Scheme
2. Implementation of a Resident Parking Scheme
3. Implementation of a Temporary Parking Scheme
4. Eligibility for Resident and Visitor Permits
5. Criteria for the assessment of permits under exceptional circumstances
6. Obtaining a Permit and the use of the Permits
7. Renewal or Cancellation of Permits
8. Removal or the reduction of an existing Resident Parking Scheme
9. Definitions

1. Establishing a Resident Parking Scheme

Applying for a Resident Parking Scheme

Investigations into the implementation of a resident parking scheme will commence for a street if a petition from the residents in the street is received by Council, and includes support from at least 6 properties.

In the instance that the street has less than 6 properties, Council will consider representation from at least 3 property owners.

If the assessment of a street does not meet the criteria for consideration of a resident parking scheme, a review will not be considered within a 2 year period unless there are extenuating circumstances.

Assessment Process for a Resident Parking Scheme

All residents and owners of properties located within the subject street will be consulted to obtain their opinion as to whether or not they wish their street to be included in a resident parking scheme. It should be noted that where a resident and an owner of the same property have a different viewpoint in relation to adoption of a resident parking scheme, it is the owner's viewpoint

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 1 of 13

that will take precedence. It is however, only the resident of the property who will be issued with any associated parking permits.

On receipt of a completed petition, an initial investigation will be undertaken to determine if the street meets the following criteria:

- The area has not been investigated within the last two years;
- An on-street parking utilisation survey must indicate that 85% of the available on-street parking spaces on both sides of the street are being utilised.
- Surveys to identify this utilisation rate are undertaken at three (3) time periods (morning, lunchtime, afternoon) on any three (3) days of a normal week (does not include holidays and special event periods) to gauge the parking demand along the subject street.

If the street is unable to meet this criteria no Resident Parking Scheme will be implemented, if however the street does meet the parking utilisation criteria Council will undertake consultation with the residents and property owners to establish the level of support.

Consultation will need to establish that a minimum of 51% of properties in the subject street are in support of the proposed scheme.

2. Implementation of a Resident Parking Scheme

If all properties in a street have access to at least 2 off-street parking spaces and thus would only be entitled to a single visitor parking permit, then only one side of the street will be included in the resident parking scheme. The other side of the street would remain unrestricted. Variations of this arrangement are possible (each side of the street having 50% unrestricted & 50% RPS).

Residents on both sides of the street will be eligible to apply for parking permit/s, however permits and the exemptions they offer will only be valid on the side of the street where the resident parking scheme signage applies.

The decision on which side of the street will have the resident parking scheme implemented is at the discretion of Council and is based on the maximum number of off-street parking spaces that would be available to residents.

The affected street or section thereof will be limited to 2 hour parking, with permit holders exempt from this restriction.

In locations that Council has determined to be high parking demand areas, 1 hour parking (with permit holders exempt) may be considered.

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 2 of 13

3. Implementation of a Temporary Resident Parking Scheme

A temporary resident parking scheme will only be considered if there is a significant change to existing public transport options requiring commuters to change their mode of transport to work or any other specific circumstances that alters parking demand in an area e.g. the shutdown of the Epping to Chatswood railway line in 2018/2019.

4. Eligibility for Resident and Visitor Permits

Only residents located within an approved resident parking scheme zone are eligible to apply for resident and visitor parking permits for that specific zone. The use of these permits is limited to the resident's specific zone only and cannot be used within other resident parking scheme zones.

Parking Permit allocation

Resident Permits - Unless you qualify under exceptional circumstances, RMS Permit Parking Guidelines allows for two resident permits per property **minus** any available on-site parking (as defined under mandatory RMS Guidelines).

To be eligible to obtain two resident permits, the resident would have to first establish that they have two vehicles registered to their property, and demonstrate a lack of available on-site parking space (as defined under the RMS Guidelines).

To be eligible to obtain one resident permit, the resident would have to be able to establish that they have two vehicles registered to their property, and demonstrate there is only one available on-site parking space (as defined under RMS Guidelines). Please see Figure 1 – Eligibility and number of permits based on assessment of on-site parking space(s) and registered vehicles.

Visitor Permits - All eligible properties qualify for one visitor permit.

It is important to note, a parking permit does not guarantee a parking space within a permit parking area.

Eligible households

Residents of the following household types, located on properties the Council has declared are included in a Resident Parking Scheme, are eligible to apply for Resident Parking Permits and will be issued with their allocation of Residents' Visitor Parking Permits:

- approved attached dwellings;
- approved dual occupancies;

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 3 of 13

- approved dwelling houses;
- approved group home (permanent);
- approved residential flat buildings (small- up to 3 storeys excluding garages);
- approved multi dwelling housing; and
- approved secondary dwellings. (Only 1 visitor permit applicable, ineligible for resident parking permit)

Ineligible households

Residents of the following household types are not eligible to apply for any Parking Permits of any kind;

- any unauthorised dwellings;
- boarding houses;
- group homes (transitional);
- hostels;
- residential flat buildings (large – 4 or more storeys excluding garages));
- seniors housing;
- shop top housing; and
- any new developments constructed after 1 January 2019

Eligible vehicles

In addition to standard passenger vehicles, resident parking permits may be issued for the following vehicles, registered to an eligible household:

- passenger vehicles that seat up to 12 adults, including the driver;
- motor bikes
- trucks under 3 tonnes GVM and under 7.5 metres long.

Ineligible vehicles

Resident Parking Permits cannot be issued for the following vehicles and it is expected that on-site parking will be used:

- passenger vehicles that seat more than 12 adults, including the driver;
- trucks over 3 tonnes GVM and/or over 7.5 metres long;
- tractors and self-propelled plant;
- box trailers (unless attached to a registered vehicle and under 7.5m in overall length);
- caravans; and
- boat trailers

5. Permits under Exceptional Circumstances

Residents may be eligible for additional permits under exceptional circumstances under the following criteria;

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 4 of 13

Additional Resident Permits

Under Council's Parking Permit Policy residents may be eligible for up to three (3) Resident Parking Permits **minus** any available on-site parking, if they can establish that they have three or more vehicles registered to their property.

To be eligible to obtain three resident permits the resident would have to be able to establish that they have three (3) vehicles registered to their property, and no available on-site parking (as defined under RMS Guidelines).

To be eligible to obtain two resident permits the resident would have to be able to establish that they have three vehicles registered to their property and only one available on-site parking (as defined under RMS Guidelines).

To be eligible to obtain one resident permits the resident would have to be able to establish that they have three vehicles registered to their property and only two available on-site parking (as defined under RMS Guidelines).

Carers

Carers of residents will typically not be entitled to a parking permit as they will be expected to use the resident's Visitor permit. However, under exceptional circumstances, residents may apply for a permit for a carer.

A request for a carers permit will be assessed on a case by case basis and and where there is adequate justification a carer's permit may be issued.

6. How to apply for and use the Permit

Obtaining a permit

As part of the implementation process, residents are sent an application form when their street is approved. Separate to this, application forms can also be obtained from Customer Service. Staff will check the location to determine that the property is located within a Resident Parking Scheme zone before providing an application form.

To apply for a permit, resident will need to complete the application form and provide the following:

- Current driver's licence as proof of residency which needs to confirm the property address (required for both visitor and resident permits);
- Registration papers for private car/motorcycles which need to confirm the property address (for each resident permit).
- For company vehicles, a letter on company letterhead stating that:

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 5 of 13

- The applicant is a company employee and sole use of a company vehicle;
- registration number of the vehicle;
- the vehicle is normally parked at the applicant's address;
- For company vehicles, in which the company is owned by individuals; a copy of the registration of the business name or a letter with the company seal.

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.

Using the Permit

Permits can only be utilised in their corresponding "Designated Parking Zone". Accordingly resident and visitor permits must display which zone they are valid for and have a valid expiry date.

Resident permits need to be attached to, and visible through the vehicles windscreen and the registration number on the permit must match that of the vehicle.

Visitor permits are transferrable and need to be displayed and visible through the windscreen of the vehicle.

Carers permits need to be attached to, and be visible through the vehicles windscreen and the registration number on the permit must match the vehicle.

Only eligible vehicle types (cars and motorcycles) can use the permits and permits must be displayed correctly and hold a valid expiry date otherwise parking infringement fines apply.

Permits which have been reported lost are void and if used will not be honoured and parking infringement fines apply.

7. Renewal or Cancellation of Permits

Permits fall due on 30 June each year, with resident parking permits renewed every 2 years and visitor permits renewed every 12 months.

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 6 of 13

Residents will be notified when permits are due for renewal and will need to confirm that they are still located at the same property and that they want the permits to be renewed.

Any change to the vehicle details listed on the original resident permit will require the resident to provide the necessary registration paperwork before a replacement permit is issued.

Permits cancelled due to a change of tenancy will no longer be honoured and a letter will be sent to the previous permit holder advising them that their permits have been cancelled.

Fees apply to the replacement of lost permits. Refer to Council's website for a list of the relevant fees and charges.

8. Removal or reduction of a Resident Parking Scheme

An established resident parking scheme may be removed at Council's discretion if it is considered that it is no longer considered warranted and / or if 51% of all households within a street indicate that this is their preference. Residents and non-resident owners will be contacted in all circumstances. Where the owner and resident of the same property have a different view, it is the owner's preference that will take precedence.

Temporary resident parking schemes are established for a set period of time, after which time residents will be contacted and advised when the signage will be removed and the street/area to be reverted back to unrestricted parking.

9. Mobility Parking Scheme

A resident who is already in possession of a mobility parking scheme card is exempt from the 2 hour parking restrictions that generally accompany resident parking schemes and thus would not need to apply for a resident parking permit.

10. Definitions

Council means City of Ryde Council.

dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 7 of 13

household means a building or place approved to be used predominantly as a place of residence, and includes any of the following:

attached dwelling means a building containing 3 or more dwellings, where:

- (a) each dwelling is attached to another dwelling by a common wall, and
- (b) each of the dwellings is on its own lot of land, and
- (c) none of the dwellings is located above any part of another dwelling.

boarding house means a building that:

- (a) is wholly or partly let in lodgings, and
- (b) provides lodgers with a principal place of residence for 3 months or more, and
- (c) may have shared facilities, such as a communal living room, bathroom, kitchen or laundry, and
- (d) has rooms, some or all of which may have private kitchen and bathroom facilities, that accommodate one or more lodgers, but does not include backpackers' accommodation, a group home, hotel or motel accommodation, seniors housing or a serviced apartment.

dual occupancy means 2 dwellings (whether attached or detached) on one lot of land, but does not include a secondary dwelling.

dwelling house means a building containing only one dwelling.

exceptional circumstances as discussed in the body of report.

group home (permanent) or permanent group home means a dwelling:

- (a) that is occupied by persons as a single household with or without paid supervision or care and whether or not those persons are related or payment for board and lodging is required, and
- (b) that is used to provide permanent household accommodation for people with a disability or people who are socially disadvantaged, but does not include development to which *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* applies.

group home (transitional) or transitional group home means a dwelling:

- (a) that is occupied by persons as a single household with or without paid supervision or care and whether or not those persons are related or payment for board and lodging is required, and
- (b) that is used to provide temporary accommodation for the relief or rehabilitation of people with a disability or for drug or alcohol rehabilitation purposes, or that is used to provide half-way accommodation for persons formerly living in institutions or temporary accommodation comprising refuges for men, women or young people,

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 8 of 13

but does not include development to which *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* applies.

hostel means premises that are generally staffed by social workers or support providers and at which:

- (a) residential accommodation is provided in dormitories, or on a single or shared basis, or by a combination of them, and
- (b) cooking, dining, laundering, cleaning and other facilities are provided on a shared basis.

multi dwelling housing means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.

residential flat building (large) means a building over 3 storeys, containing 3 or more dwellings, but does not include an attached dwelling or multi dwelling housing.

residential flat building (small) means a building up to 3 storeys, containing 3 or more dwellings, but does not include an attached dwelling or multi dwelling housing.

rural worker's dwelling means a building or place that is additional to a dwelling house on the same lot and that is used predominantly as a place of residence by persons employed, whether on a long-term or short-term basis, for the purpose of agriculture or a rural industry on that land.

secondary dwelling means a self-contained dwelling that:

- (a) is established in conjunction with another dwelling (the **principal dwelling**), and
- (b) is on the same lot of land as the principal dwelling, and
- (c) is located within, or is attached to, or is separate from, the principal dwelling.

semi-detached dwelling means a dwelling that is on its own lot of land and is attached to only one other dwelling.

seniors housing means a building or place that is:

- (a) a residential care facility, within the meaning of *Ryde Local Environmental Plan 2014*, or
- (b) a hostel within the meaning of clause 12 of *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*, or
- (c) a group of self-contained dwellings, or
- (d) a combination of any of the buildings or places referred to in paragraphs (a)–(c),

and that is, or is intended to be, used permanently for:

- seniors or people who have a disability, or

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 9 of 13

- people who live in the same household with seniors or people who have a disability, or
- staff employed to assist in the administration of the building or place or in the provision of services to persons living in the building or place,
- but does not include a hospital.

shop top housing means one or more dwellings located above ground floor retail premises or business premises, but does not include any accommodation associated with agriculture, air transport facility, caravan parks, centre-based child care facility, community facility, commercial premises, educational establishment, entertainment facility, emergency services facility, environmental facility, exhibition home, exhibition village, freight transport facility, health services facility, industry, information and education facility, marina, mine, mixed use development, mooring, mooring pen, mortuary, moveable dwelling, passenger transport facility, place of public worship, port facilities, public administration building, recreation facility, registered club, research station, respite day care centre, school-based child care, service station, storage premises, telecommunications facility, temporary structure, tourist and visitor accommodation, transport depot, truck depot, vehicle body repair workshop, vehicle repair station, veterinary hospital, warehouse or distribution centre, waste or resource management facility, water recreation structure, water supply system, wetland, wharf or boating facilities, or wholesale supplies, as defined by *Ryde Local Environmental Plan 2014*.

on-site parking means any hard-stand area located on private land, capable of parking a vehicle, including any manoeuvring space and access to it, comprising the minimum dimensions in *Figure 5.2 of Australian Standard AS 2890.1:2004 Parking facilities Part 1: Off-street car parking* (reproduced in *Figure 1*) unless a smaller size is approved under NSW legislation.

Parking Permit means a printed permit issued by City of Ryde staff under *Road Transport (General) Regulation 2013*.

Road Rules means *Road Rules 2014*.

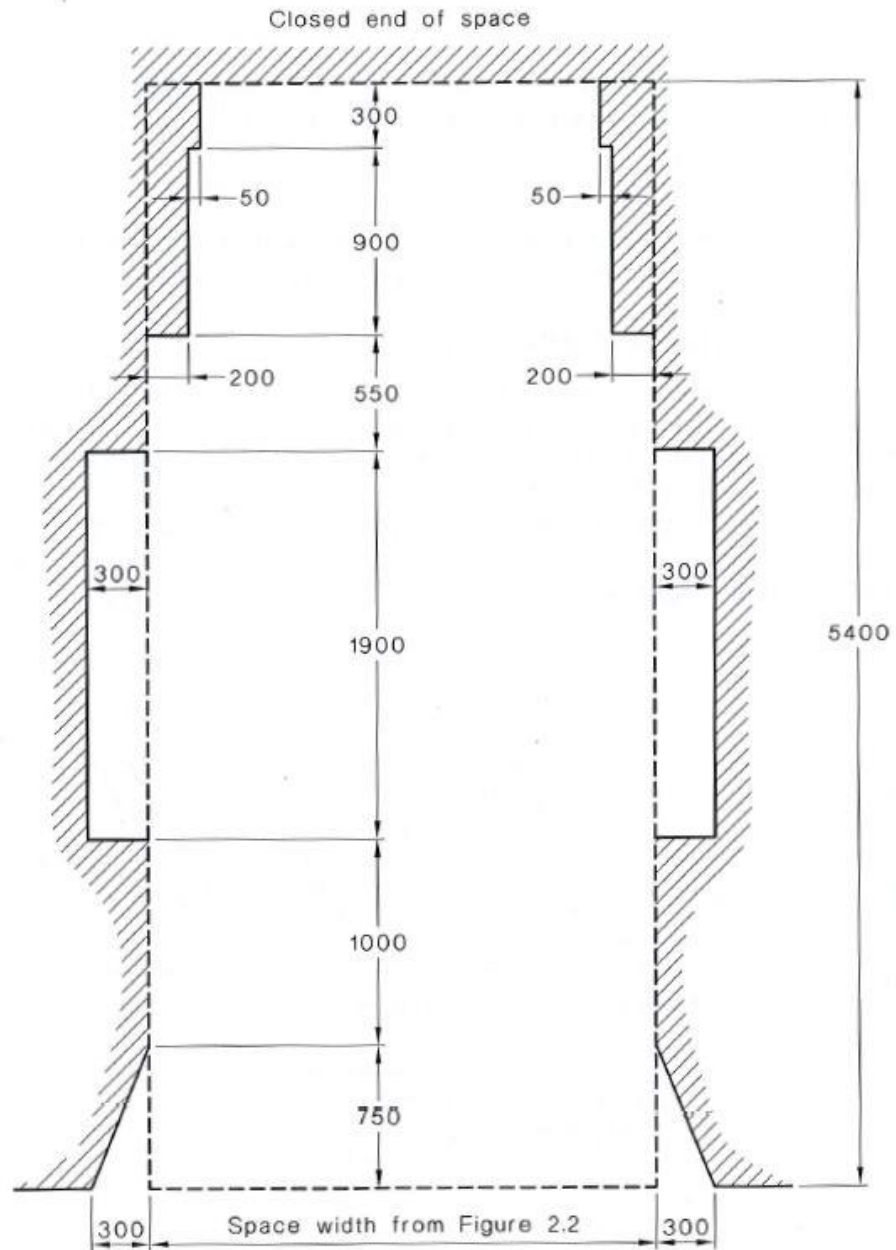
Unauthorised household means accommodation that does not have appropriate approvals under NSW legislation.

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 10 of 13

Figure 1.

AS/NZS 2890.1:2004

48



NOTE: The design envelope provides for structural elements to be clear of all four side doors.

Permit Parking Procedure		
Owner: Transport	Accountability: Manager, Transport	Issue: 07/08/2019
Trim Reference: D19/110451	Policy: Permit Parking Policy	Page 11 of 13

Figure 2.

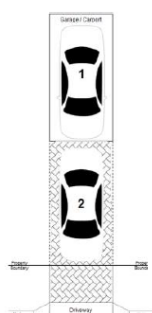
How many free permits am I eligible for?

The number of free permits you are eligible for depends on the number of vehicles that are registered to your property and the number of parking spaces on your private property.

To work out how many resident permits you may be eligible for, you will need to count the number of vehicles registered to your property (at a maximum of three (3)) and minus the number of parking spaces on your private property. This will then equate to the number of free resident permits you may be eligible for. In addition all properties in a resident parking scheme may be eligible for one (1) free visitor permit. The below table and examples will help you determine how many permits you may be eligible for:

Number of vehicles registered to your property	-	Number of parking spaces in your private property	=	This number of resident permits	&	1 Visitor permit	Total number of eligible permits
3 or more motor vehicles	-	0 spaces	=	3 resident permits	+	1 visitor permit	4 permits
3 or more motor vehicles	-	1 space	=	2 resident permits	+	1 visitor permit	3 permits
3 or more motor vehicles	-	2 spaces	=	1 resident permit	+	1 visitor permit	2 permits
3 or more motor vehicles	-	3 or more spaces	=	No resident permits	+	1 visitor permit	1 permit
2 motor vehicles	-	0 spaces	=	2 resident permits	+	1 visitor permit	3 permits
2 motor vehicles	-	1 space	=	1 resident permit	+	1 visitor permit	2 permits
2 motor vehicles	-	2 spaces	=	No resident permits	+	1 visitor permit	1 permit
2 motor vehicles	-	3 or more spaces	=	No resident permits	+	1 visitor permit	1 permit
1 motor vehicle	-	0 spaces	=	1 resident permit	+	1 visitor permit	2 permits
1 motor vehicle	-	1 space	=	No resident permits	+	1 visitor permit	1 permit
1 motor vehicle	-	2 spaces	=	No resident permits	+	1 visitor permit	1 permit
1 motor vehicle	-	3 or more spaces	=	No resident permits	+	1 visitor permit	1 permit

EXAMPLE 1

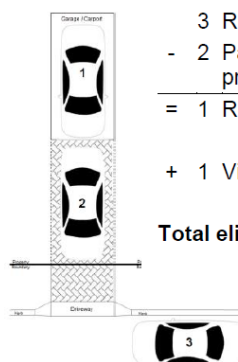


2 Registered motor vehicles
- 2 Parking spaces on private property
= 0 Resident permits

+ 1 Visitor permit

Total eligibility: 1 permit

EXAMPLE 2



3 Registered motor vehicles
- 2 Parking spaces on private property
= 1 Resident permit

+ 1 Visitor permit

Total eligibility: 2 permits

Please note: All permits are subject to an eligibility and application process. Proof of vehicle registration for all vehicles registered to a property will be required with each permit application.