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**NAME OF POLICY:** On-Street Parking Permit

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**POLICY MANUAL:** Service

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## **BACKGROUND**

In 2006, a review of the Council's Resident Parking Permit Policy was undertaken. Following an extensive consultation process with the local community, the On-Street Parking Permit Policy was adopted by the Council at its meeting that was held on 5 February 2007.

## **KEY OBJECTIVES**

The key objectives of the Policy are:

- to provide a fair and equitable process in assessing and meeting the parking needs of all road users within the City of Norwood Payneham & St Peters ("the City"); and
- to optimise the use of available on-street parking in a manner that best meets all needs and complements the role of available off-street parking provisions.

## **KEY PRINCIPLES**

The key principles of the Policy are:

- on-street parking will be available in a safe, convenient and appropriate manner that supports the primary activities in the street resulting from land uses (both current and potential) for each area within the City;
- on-street parking will not be allocated through the means of the exclusive use of a single space or spaces by any one individual or group; and
- on-street parking will be controlled through the implementation of time-limit controls, for which a warrant must be established, in order to provide adequate turnover of parked vehicles to actively encourage use by all road users and equitably share the available on-street parking spaces within the City.

## **POLICY DETAILS**

### **1. PERMIT TYPES**

#### **1.1 Residential Parking Permit**

1.1.1 Residential Parking Permits are provided to residents of the City, in order to exempt them from parking controls which apply directly adjacent to their properties and is applicable only to time limit and controls that indicate residents only.

1.1.2 Resident Permits are not transferable between vehicles.

## **1.2 Visitor Permit**

1.2.1 Visitor Permits are provided to residents of the City to enable their visitors, or trades persons to allow them to park their vehicles for longer than the permitted time in areas in which time-limit apply or in areas that indicate Resident only parking adjacent to their properties.

1.2.2 Visitor Permits are transferable between vehicles.

## **1.3 Temporary “Special Event” Permit**

1.3.1 Temporary “Special Event” Permits are provided to occupiers of any residential and any commercial property located in areas of the City in which temporary parking controls are implemented to address parking demands resulting from the staging of the Clipsal 500 Car Race, the WomAdelaide Arts Festival and similar events which occur from time to time.

1.3.2 The streets in which temporary parking controls are implemented during events such as the Clipsal 500 Car Race and the WomAdelaide Arts Festival, are subject to change from year to year.

1.3.3 Temporary “Special Events” Permits are transferable between vehicles.

## **2. DURATION OF PERMITS**

2.1 Residential and Visitor Permits will be issued annually. Residential and Visitor Permits which are issued at any point in time within any annual period will apply till the end of the lifecycle in which they are issued.

2.2 Temporary “Special Event” Permits will only be valid on the days where temporary parking controls are in place in the affected streets within the City, to address the parking demands that result from the staging of events such as the Clipsal500 Car Race and the WomAdelaide Arts Festival.

## **3. NUMBER OF PERMITS**

3.1 Subject to meeting the eligibility criteria, a maximum number of permits will be issued for each type of permit, as follows.

3.1.1 Two (2) Residential Permits per residential property.

3.1.2 Two (2) Visitor Permits per residential property.

3.1.3 Three (3) Temporary “Special Event” Permits per residential or commercial property during the staging of special events.

## **4. ELIGIBILITY CRITERIA FOR RECEIVING PERMITS**

### **4.1 Resident Permit**

To be eligible to receive a Resident Permit, an applicant must:

4.1.1 be a resident of the City and must produce evidence of residency. Evidence produced must be via a lease, sub-lease or letter from the owner of the property, if the person applying for the Permit is not the owner and occupier of the property.

4.1.2 have an applicable vehicle(s), which is not a truck, trailer, caravan, boat, bus or motorcycle.

- 4.1.3 not have provision for off-street parking or the number of vehicles which are garaged at the property cannot be physically accommodated off-street (lack of space on the property due to the storage of materials and the like will not be considered as meeting the criteria);
- 4.1.4 produce evidence of ownership of the applicable vehicle(s) garaged at the property (in the case of a company vehicle, confirmation from the company in writing will be required as evidence); and
- 4.1.5 reside in a property alongside where parking controls indicates resident only and/or time-limit parking.

#### **4.2 Visitor Permit**

To be eligible to receive a Visitor Permit, an applicant must:

- 4.2.1 be a resident of the City and must produce evidence of residency. Evidence produced must be via a lease, sub-lease or letter from the owner of the property, if the person applying for the Permit is not the owner and occupier of the property;
- 4.2.2 not have provision for off-street parking to accommodate visitors' vehicles; and
- 4.2.3 reside in a property alongside where parking controls indicates resident only and/or time-limit parking.

#### **4.3 Temporary "Special Event" Permit**

To be eligible to receive a Temporary "Special Event" Permit, a person must:

- 4.3.1 be the occupier of a residential or business property in any of the streets in which temporary parking controls are implemented for the duration of events such as the Clipsal500 Car Race or the WomAdelaide Arts Festival, in the year in which the events are held.

### **5. ELIGIBILITY CRITERIA FOR INTRODUCING TIME-LIMIT CONTROLS**

In order for the Council to consider the introduction of time-limit parking controls, in any street within the City, an investigation will be undertaken to ascertain a warrant and justification. For the introduction of such controls, the investigation will consider and the availability of on-street parking, the availability of off-street parking and the agreement of residents to the introduction of the controls. A further detail of the criteria is detailed below.

All criteria must be met prior to the Council considering the introduction of controls in any street within the City. If one or more of the criteria is not met, the Council will not consider the introduction of any parking controls.

#### **5.1 Availability of On-Street Parking**

- 5.1.1 An On-Street Parking Occupancy Survey will be undertaken for a period of two (2) weeks, for the purposes of ascertaining the on-street parking conditions and the overall availability of on-street parking.

5.1.2 The Council will consider that reasonable on-street parking is unavailable, if the results of the survey indicate that 50% (or more) of the overall number of on-street parking spaces are not available 50% (or more) of the overall survey period (ie two (2) weeks).

## **5.2 Agreement of Residents**

5.2.1 A written survey will be undertaken with all residents to ascertain whether or not residents are in agreement with the introduction of time-limit controls.

5.2.2 The Council will consider that the residents of a street are in agreement with the introduction of time-limit controls, where more than 50% of those who respond to the Council survey are in favour of the introduction of the time-limit controls.

## **6. FEES PAYABLE**

### **6.1 Resident Only Permit Zone – (as indicated by parking control signage)**

- 6.1.1 Resident First Permit (\$25 per annum)
- 6.1.2 Resident Second Permit (\$50 per annum)
- 6.1.3 Visitors Permit (\$25 per annum)
- 6.1.4 Visitors Second Permit (\$50 per annum)
- 6.1.5 Pensioners and full-time students (50% rebate)
- 6.1.6 Replacement Permit (\$10)

### **Time Limited Zone – (as indicated by parking control signage)**

- 6.1.1 First Permit (Free)
- 6.1.2 Second Permit (\$25 per annum)
- 6.1.3 Visitors Permit (Free)
- 6.1.4 Visitors Second Permit (\$25 per annum)
- 6.1.5 Pensioners and full-time students (50% rebate)
- 6.1.6 Replacement Permit (\$10)

### **6.2 Temporary “Special Event” Permit**

- 6.3.1 All permits are issued at no fee.

Residential / Visitors Parking Permits are valid for a one (1) year period commencing 1 July until 30 June, at which time residents will be required to submit a new application.

Pensioners and full-time students will be required to provide evidence, of their concession status, in order to be eligible for receiving the rebate.

## **REVIEW PROCESS**

The Council will review this Policy within 12 months of the adoption date of the Policy.

## **INFORMATION**

Further information regarding this Policy can be obtained by contacting Council's Customer Services staff on telephone 8366 4555.

## **ADOPTION OF THE POLICY**

This Policy was adopted by the Council on 5 February 2007.

This Policy was reviewed and adopted by the Council on 5 March 2012.

This Policy was amended by the Council on 3 April 2017.