

Policy & Procedure Guide: RSPPG_E042

Title: Residents' Parking

Author : S Hughes
Version : 5
Implementation Date: To be effective from date issued.
Date issued to users: October 2017

Classification

Level 1 (Title / Key Words) : permitted vehicles, permits, application forms, special permits, businesses, health carers, light goods vehicles, motor cars, motorcycles, neighbourhood renewal area, parking place, residence, resident, controlled doctors parking bays, long-stay, church

Level 2 : Engineering
(Directorate/Owner):

Level 3: (RSHQ or HoBU Managed Function): Engineering Services – Traffic Management Policy

Level 4 : (Work Areas) Traffic

Notes

Certification

This document complies with Policy and is to be implemented with effect from the date of issue.

(Signed)

Director of Engineering

Certification Date:

CONTENTS

1	INTRODUCTION	4
1.1	Purpose	4
1.2	Definitions	4
1.3	Background	5
1.4	Legislation	5
1.5	Costs and benefits	5
2	POLICY & PROCEDURE	7
2.1	General Information	7
2.2	Considerations when introducing residents' parking schemes	8
2.3	Permitted vehicles	12
2.4	Issue of permits	12
2.5	Display of permits	13
2.6	Revocation of permits	13
2.7	Blue Badge holders	13
2.8	Residents' permits	14
2.9	Visitors' permits	15
2.10	Business permits	16
2.11	Health carers' permits	17
2.12	Special permits	18
2.13	Total number of permits for an area	19
2.14	Replacement and returned permits	19
2.15	Signing of residents' parking places	20
2.16	Economic Appraisal	21
2.17	Costs associated with permits	22
2.18	Appeals against the non-issue of a permit	23
2.19	Variations to the policy	23
3	IMPACT ASSESSMENTS	24
3.1	Section 75 of the Northern Ireland Act 1998	24

3.2	The Rural Needs Act (NI) 2016	24
3.3	Regulatory Impact Assessment (RIA)	24
3.4	Lifetime Opportunities – Government’s Anti-Poverty Strategy	24
4	APPENDICES	26
4.1	Appendix 1: HSC Trust Carers Contact Information :	26
4.2	Appendix 2 – Residents’ Parking Permit application form (example)	28
4.3	Appendix 3 – Business Permit application form (example)	33
4.4	Appendix 4 – Special Permit application form (example)	36
4.5	Appendix 5 – Sample Questionnaire	38
4.6	Appendix 6 – Information leaflet (sample text)	44
4.7	Appendix 7 – Scheme introduction letter (sample)	51
4.8	Appendix 8 – Immediately Adjacent Business Questionnaire	52

1 Introduction

1.1 Purpose

1.1.1 This Policy & Procedure Guide (RSPPG) is directed to those engaged in the design, and provision of controlled parking schemes.

1.2 Definitions

1.2.1 Business - a lawful business, trade or profession and shall include a registered charity, a statutory undertaking, a public undertaking and a [state funded] educational establishment and identified as a non-domestic property listed in the Lands and Property Services (LPS) valuation list (see

<https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>);

1.2.2 'Charged' scheme - a scheme for which there is a charge for permits (see 2.17) and which lies wholly outside a Department for Communities (DfC) Neighbourhood Renewal Area (see 1.2.9);

1.2.3 'Free' scheme - a scheme for which there is generally* no charge for permits and which lies either wholly or partially inside a DfC Neighbourhood Renewal Area (see 1.2.9) (*a charge for builder's vehicles and skips still applies, see 2.17.2);

1.2.4 Health carers – paid health and social care staff providing residential care or treatment e.g. doctors, nurses, home helps, occupational therapists, care assistants, etc.;

1.2.5 Light goods vehicle – a motor vehicle constructed or adapted for use for the carriage of goods, the permissible maximum weight of which does not exceed 3.5 tonnes;

1.2.6 Mixed use scheme – a scheme which combines permit parking for residents and some other form of controlled parking, such as pay and display.

1.2.7 Motor car – a mechanically propelled vehicle constructed solely for the carriage of passengers and their effects, seating not more than 7 persons in addition to the driver;

1.2.8 Motorcycle – a mechanically propelled vehicle not being a motor car having fewer than 4 wheels, the weight of which unladen does not exceed 410 kilograms;

1.2.9 Neighbourhood Renewal Area (NRA) – an area defined by the Department for Communities as deprived using the new Noble Multiple Deprivation Measure (see <https://www.communities-ni.gov.uk/topics/urban->

[regeneration/neighbourhood-renewal](#));

1.2.10 Parking place – a place where vehicles or vehicles of any particular class may wait;

1.2.11 Residence – a domestic property listed in the Lands and Property Services valuation list (<https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>);

1.2.12 Resident – a person who normally resides at a residence that has its primary parking area within the limits of the residents’ parking scheme;

1.2.13 RTRO – The Road Traffic Regulation (Northern Ireland) Order 1997;

1.2.14 TSRGD – The Traffic Signs Regulations and General Directions 2016 (applicable in GB only);

1.2.15 TSRNI – Traffic Signs Regulations (Northern Ireland) 1997.

1.3 Background

1.3.1 A residents’ parking order provides one of many means of controlling on-street parking, through the issue of parking permits to individual persons or commercial premises for the use of specified vehicles. It is not a means of controlling access to certain areas. Permits may also be issued for the purpose of visiting residential or commercial premises.

1.3.2 Whilst Article 13 of the RTRO allows a residents’ parking order to be applied to an off-street parking place, the Department currently has no plans to do so. This is due to a lack of demand for such a provision and concerns surrounding the possible negative impact that such a provision may have on any future disposal of land on which a residents’ parking order was applied.

1.4 Legislation

1.4.1 The powers used by the Department to introduce residents’ parking schemes on public roads are contained in Part IV ‘Parking Places’ of the RTRO.

1.5 Costs and benefits

1.5.1 The costs involved with implementing this policy emanate from the following main areas:

- Scheme design;
- Local consultation;

- Scheme implementation (traffic signs, road markings, ticket machines etc.);
- Scheme management (production and issuing of permits); and,
- Enforcement.

1.5.2 Part of these costs will be recovered from the charge for certain permits for schemes that lie wholly outside a DfC Neighbourhood Renewal Area (NRA). The remaining costs will be partly offset from the income from the pay and display facilities, where these are used, and any residual costs being subsumed into the normal Departmental operating budget.

1.5.3 The benefits likely to result from introducing residents' parking schemes will accrue mainly to residents benefiting from improved parking opportunities, an enhanced living environment, improved traffic progression and improved road safety within their area.

2 Policy & Procedure

2.1 General Information

2.1.1 Residents' parking schemes may be introduced in residential areas:

a) where parking from nearby businesses, sports facilities, hospitals, schools, universities, theatres, shopping areas, etc penetrates residential streets and prevents residents from parking in reasonably close proximity to their houses; or

b) for transportation reasons where, for example, local transport plans stipulate that commuter parking needs to be controlled, or for areas where the Department is implementing an area wide parking strategy that could potentially displace parking to adjacent areas.

2.1.2 Residents' Parking Schemes may be introduced either: in the form of a simple residents only scheme, where parking is restricted to permit holders only; or, as a mixed parking scheme where parking is available not only to permit holders but also to others who purchase a pay-and-display ticket (or avail of other limited waiting arrangements); or a combination of the two.

2.1.3 Based on the experience of Local Authorities in GB where mixed schemes predominate, and as the reduced level of permit charge (£30 introduced in version 4 of this policy and procedure guide) was largely achieved on the basis of income from ticketed (pay and display)/charged on-street parking there is a presumption in favour of the introduction of mixed schemes in Northern Ireland. Given the potential impact on cost recovery, and the subsequent impact on the viability of the economic appraisal used to calculate the permit charge, permit only schemes should only be introduced by exception.

2.1.4 Only vehicles that are displaying, or are recorded as having, one of the following may park in a bay or street within a Residents' Parking Scheme during hours of operation.

- a pay-and-display ticket (within a mixed scheme only);
- paid either by telephone or on-line (within a mixed scheme only); or
- resident's permit (either paper or electronic - paragraph 2.8); or
- visitor's permit (paragraph 2.9); or
- business permit (paragraph 2.10); or
- health carer's permit (paragraph 2.11);

- special permit (paragraph 2.12); or,
- Blue Badge (paragraph 2.8).

Following the introduction of residents' parking, where no evidence of any of the above can be found a parked vehicle may be issued with a penalty charge notice – an exception being where limited waiting is introduced without a pay and display ticketing facility (although those vehicles parking without a valid permit must still comply with the maximum waiting times shown on adjacent signs). Permits shall be scheme-specific and not transferable between residential areas.

2.1.5 Possession of a valid permit does not ensure entitlement to park and does not imply that adequate parking space will be available for all permit holders at any one time.

2.2 Considerations when introducing residents' parking schemes

2.2.1 To reduce difficulties that could otherwise arise from the migration of displaced parked vehicles, the parking needs of residents in surrounding areas (even though currently unaffected by parking difficulties) should be considered when charged parking, residents' parking and other on-street parking controls are being planned.

2.2.2 When addressing the factors likely to influence the introduction of a residents' parking scheme, it is important to take cognisance of the general requirements of Article 15 of the RTRO to consider:

- a) the need to maintain the safe and free movement of traffic;
- b) the interests of the owners / occupiers of adjoining property when deciding what parking places are to be designated;
- c) the need to maintain reasonable access to premises.

In addition, an assessment should be made of the justification of the need to remove long-stay parked vehicles and to reserve space for the parking of permitted vehicles.

2.2.3 The factors to be considered in the design of individual schemes will depend on the reason for which the scheme is to be introduced. Notwithstanding the statutory consultation procedures associated with all schemes, as a general principle a degree of local democracy should influence the introduction of schemes requested by residents. With the exception of schemes introduced for transportation reasons, schemes should generally only be introduced where they have the support of a significant proportion of residents. This support will be gauged by taking account of a single response received from each residence in the area under consideration with a stipulation that two thirds of responding households

must be in favour of the proposed scheme, subject to a minimum response rate of one third of all households. Where there are houses of multiple occupancy (HMOs) within the area under consideration, individual households within these will only be treated on an individual basis if their stated address appears individually in the LPS Valuation List, otherwise each HMO will be treated as one household.

2.2.4 The design of a residents' parking scheme in which a church or school is located should be sensitive to the needs of the establishment in question. It is likely that waiting restrictions of a type other than residents' parking control will be required in the vicinity of a church or school. For example, longer duration limited waiting (such as, maximum stay 2 hours no return within 2 hours) may accommodate the needs of a church within a scheme. As far as possible, scheme design should seek to minimise disruption to the normal operation of these premises.

2.2.5 Where parking permits are requested for a church or school, these can be issued as either residents' or business permits depending on whether the applicant resides in the premises.

2.2.6 The following should be considered in the design of individual residents' parking schemes:

- a) the use of available parking spaces for the parking of both vehicles with permits and those without;
- b) the effective control of parking space through the introduction of waiting restrictions that apply during that part of the morning when commuters are seeking all-day parking space;
- c) restricting the hours of application of residents' parking controls (eg 7.30-9.30am and 4.00-6.00pm) to ease the problem likely to be faced by medical and social workers and some visitors;
- d) the overall benefit that would accrue for transportation reasons from the removal of all-day parkers from city centre areas, even where the levels of resident car ownership are low and requests for resident parking provision are few;
- e) detailed scheme design to minimize disruption in other areas adjacent to the scheme caused by displaced vehicles or traffic; and
- f) whether the scheme is required on a permanent basis or if it can be limited to specific days, times of day, seasons or events.

2.2.7 The size of individual schemes will vary. To inform scheme design, surveys should be undertaken to determine the levels of resident and non-resident parking demand, the level of resident support for a scheme and the times during which it may be appropriate for a scheme to operate (a sample

questionnaire is shown in Appendix 5). These may include:

- a) an assessment of the extent of available on-street and off-street parking accommodation;
- b) an assessment of those properties having adequate off-street parking;
- c) sufficient surveys to indicate the scale of the problem;
- d) parking surveys to determine the proportion of residents' vehicles in relation to number of houses;
- e) vehicle registration number surveys to establish the level of parking by residents during the day; and
- f) census or other data, such as NISRA's Northern Ireland Neighbourhood Information Service (NINIS) data, on car ownership or availability

2.2.8 When identifying an area to be zoned for consideration as a residents' parking scheme the area should normally be geographically linked and generally seen as being within the same area or part on the same community. The area should not be too large and the boundaries of the Zone will normally be defined by main roads, railways, large open space, large commercial areas, etc. However in some cases an area with these boundaries may need to be sub-divided to reduce it to a manageable size.

2.2.9 The existence and extent of other controlled and residents' parking schemes in the area, both on-street and off-street, shall be taken into consideration, together with the associated administrative and enforcement regimes in place to deal with other schemes. The design of small isolated schemes remote from other areas of parking enforcement will require careful consideration as their enforcement could place a disproportionately high demand on a finite enforcement resource.

2.2.10 Where streets have a mix of properties with on-street and off-street parking, it should be recognised that keeping off-street parking accesses clear will displace parking toward properties having on-street parking, thus exacerbating their parking difficulties. However, where the number of properties with on-street parking decreases and scheme size correspondingly decreases, cognisance must be taken of the proximity of other controlled parking regimes and the finite enforcement resource referred to in paragraph 2.2.9. Schemes shall not be introduced where residential parking is primarily off-street.

2.2.11 With the exception of schemes introduced for transportation reasons, a residents' parking scheme is generally unlikely to be introduced where parking demand by non-residents is not high or residents have adequate opportunities to park.

2.2.11.1 While a degree of flexibility will necessarily apply, it is likely that as a guide, a scheme will be justified where the following criteria are met during the working day (normally Monday to Friday 8am to 6pm):

- more than 60% of the available kerbside space is estimated to be occupied by non-residents' vehicles for more than 5 hours; and
- more than 80% is occupied in total for the same 5 hours.

2.2.11.2 Similarly, where parking problems exist outside of the working day, the following should be used as a guide to qualifying criteria:

- more than 40% of the available kerbside space estimated to be occupied by non-residents' vehicles for more than any consecutive 4-hour period outside of the working day; and
- more than 80% occupied in total for the same 4-hour period.

2.2.11.3 The degree of parking density and the duration of it may be used to assess the relative priorities of competing schemes.

2.2.11.4 In order to preclude any short-term variations in parking patterns, levels of parking conflict should be ongoing for a sustained period before any decision to implement a scheme is taken.

2.2.12 In order for a residents parking scheme to be progressed towards implementation, as a general guide, 50% of the streets in a zoned area must meet the criteria for justifying the implementation of a residents parking scheme, as set out in paragraph 2.2.11, otherwise a scheme will not proceed.

2.2.13 Generally residents' parking schemes will be designed to accommodate the parking of all vehicles on the carriageway. However, where streets are narrow and the residential density is high, it is likely that there will be a much greater demand for parking spaces than would be available on the carriageway. Where this is the case, partial parking on the footway may be permitted provided this does not cause an obstruction to pedestrians and the height of the kerb is such that vehicular damage would not result from vehicles entering or leaving parking bays. To counter possible vehicle damage claims, careful consideration should be given to the design of each footway parking scheme and designers should ensure that records of all pertinent design decisions are kept.) As a general guide in narrow streets where the demand for permits is under 1.2 permits per available kerbside space then all parking would be provided on the carriageway. However, where the demand was greater than 1.2 permits per available kerbside space then parking on the footway could be considered in the scheme design.

2.2.14 The introduction of a residents' parking scheme shall not be accepted as an alternative to the provision by a developer of parking accommodation to the standards contained within Planning Policy Statement

3, issued by the Department of the Environment of Northern Ireland.

2.3 Permitted vehicles

2.3.1 A resident's permit, visitor's permit or business permit shall only be issued in respect of a motorcar, motorcycle or light goods vehicle (see definitions in paragraph 1.2). Permits shall not be issued in respect of any other class of vehicle. Similarly, permits shall not be issued in respect of caravans or trailers.

2.4 Issue of permits

2.4.1 Permits shall be issued by the Parking Enforcement Unit. Permits may either be in a printed format or may be handled electronically as a 'virtual' permit with the vehicle registration being used for enforcement/control purposes. The following shall apply to the issue of permits:

- a) All permits shall be issued for a period of 12 months.
- b) All permits shall relate to parking in specified streets or areas and, unless otherwise designated, shall not be transferable from one residents' parking scheme to another.
- c) A permit shall not be required for vehicles actively (and essentially) engaged in the pursuance of statutory powers or duties by the following:
 - the Northern Ireland Fire and Rescue Service; or
 - the Northern Ireland Ambulance Service; or
 - the Police Service of Northern Ireland; or
 - HM Revenue & Customs; or
 - the military; or
 - a medical practitioner; or
 - the collection or delivery of postal packets; or
 - a district council, government department/agency; or
 - statutory undertakers; or
 - formal wedding cars or hearses.

a) Permits shall not be required for vehicles:

- actively engaged in loading/unloading goods; or
- where passengers are boarding/alighting.

2.4.2 Applications will only be processed when supporting document is provided. Scanned or photocopied versions of any documentation supporting applications are generally acceptable. Applicants should, however, be made aware that they may be asked to provide original documentation where the copies are of poor quality or for audit/compliance purposes.

2.4.3 Suggested examples of application forms for use in connection with residents' parking schemes can be found in Appendices 2 – 4.

2.5 Display of permits

2.5.1 Where a printed permit is issued it shall be displayed on the inside surface of the front windscreen or a side window facing the kerb so that the particulars recorded on the front of the permit are clearly visible to a person standing at the front or side of the vehicle.

2.5.2 In the case of a motorcycle the printed permit shall be placed in a conspicuous position in a vehicle-mounted disc holder in front of the rider's seat.

2.6 Revocation of permits

2.6.1 Permits may be revoked where: -

- the applicant's circumstances no longer confer eligibility for a permit; or
- the permit is fraudulently used; or
- a replacement permit has been issued.

2.7 Blue Badge holders

2.7.1 Blue Badge holders who correctly display a valid blue badge can park free of charge, without time limit, within any Residents' Parking Schemes during its hours of operation. Where marked bays are provided the vehicle must be parked wholly within a bay.

2.7.2 It is recognised that some Blue Badge holders may not wish to display their badge at all times so residents' or business permits may be issued on request to resident Blue Badge holders or residents whose vehicle is the principal transport for a non-driving Blue Badge holder who lives in the same residence.

2.8 Residents' permits

2.8.1 All reasonable steps shall be taken to make residents aware in writing of their entitlement to apply for permits. The following limitations shall then be placed on the issue of residents' permits:

2.8.1.1 Initially only one permit shall be issued to an individual residence. Guidance on the issue of further permits is contained in paragraph 2.13.1. Additional residents' permits may be issued to each vehicle-owning Blue Badge driver in a residence where the only parking available is on street.

2.8.1.2 A residence that has access to off-street parking shall not be eligible for an initial resident's permit. Such a residence shall however be eligible for visitors' permits. They may also be considered as being eligible for inclusion in a second or subsequent release of residents' or business permits should there be sufficient parking space for these to be made available. As an exception, consideration may be given to the provision of a resident's permit where a case is made that the off-street parking available is unsuitable for the use of a Blue Badge holding resident, due to gradient or restricted width for example. Where the number of vehicle-owning Blue Badge drivers exceeds the suitable off-street parking available to a residence, then additional residents' permits may be issued to accommodate the surplus.

2.8.1.3 In making application for a resident's permit, a resident shall provide proof of identity and residency. This may take the form of a current:

- Northern Ireland or Great Britain full driving licence or a Northern Ireland provisional licence; or
- Passport; or
- Senior Citizen's SmartPass or Half Fare Smartpass issued under the Northern Ireland Concessionary Fares Scheme; or
- electoral identity card.

2.8.1.4 Where the proof of identity does not indicate residency then additional proof of residency shall be required in the form of a:

- current rent book; or
- utility or rates bill issued within the last six months.

2.8.1.5 Application may be made in respect of one vehicle only per residence or business. "Owner", in relation to a vehicle, shall mean the person by whom such a vehicle is kept and used. Separate applications will be required for second and subsequent permits. Whilst the vehicle need not necessarily be registered in the applicant's name, proof of ownership or

usage of the vehicle shall be required. This shall be in the form of a current driving licence (either full or provisional) together with one of the following:

- the Registration Document;
- a copy of the car insurance documentation for the car for the permit is being sought;
- a copy of a hiring / leasing agreement, together with a letter from the employer where appropriate; or
- for company owned vehicles, a typed letter on headed paper & signed by the Company Secretary confirming that the vehicle is made available to the resident for personal use.

2.9 Visitors' permits

2.9.1 Visitors' permits will be valid for a full day's operation of a scheme and be available to all residences irrespective of car ownership. Depending on the approach taken at the time, visitor's permits will either be in the form of one-off-use permits available in booklets or arranged electronically, making use of the vehicle registration, either by phone or internet.

2.9.2 A maximum of 25 permits will be available per residence or business per quarter year, though this may be reviewed in the light of operational experience. Visitor permits may be carried over if not used in the parking quarter year in which they were bought.

2.9.3 For a 'free' scheme, residents who are 65 years of age or over shall be entitled to one additional permit with each visitor permit obtained (equating to 50 permits per quarter year).

2.9.4 For a 'charged' scheme, residents who are 65 years of age or over shall be entitled to one additional permit free of charge with each visitors permit purchased (equating to 50 permits per quarter year).

2.9.5 In making application for a visitors' permit, a resident shall provide proof of identity and residency. This may take the form of a current:

- Northern Ireland or Great Britain full driving licence or a Northern Ireland provisional licence; or
- Passport
- Senior Citizen's SmartPass or Half Fare Smartpass issued under the Northern Ireland Concessionary Fares Scheme; or
- electoral identity card.

2.9.5.2 Where the proof of identity does not indicate residency then additional proof of residency shall be required in the form of a:

- current rent book; or
- utility or rates bill issued within the last six months.

2.9.6 Where a resident is 65 years of age or over and wishes to claim the higher number of visitors' permits, proof of age shall be required in the form of:

- Birth Certificate*
- Pension Book **
- Driving Licence
- Passport

* An appropriate certificate (eg a marriage certificate or deed poll) will be required to confirm a change of surname.

** Female applicants must produce another of the stated documents to confirm they are 65 or over.

2.9.7 Business premises, including hotels, guesthouses and B&Bs, shall be eligible to the same number of visitors' permits as private residences, with the exception that the increased allocation for those aged 65 or over shall not apply.

2.9.8 Proof that a business operates at an address within the parking scheme area shall be required in the form of a: -

- rates bill issued by the Rates Collection Agency; or
- Certificate of Net Annual Value as issued by the Valuation and Lands Agency; or
- utility bill issued within the last six months.

2.10 Business permits

2.10.1 A business that has its primary parking area within the limits of a residents' parking scheme may be eligible for the issue of a business permit. Initially only one permit shall be issued to an individual business. Guidance on the issue of further permits is contained in paragraph 2.13.1. By exception, additional business permits may be issued to each vehicle-owning Blue Badge driver in a business where the only parking available is on street.

2.10.2 Business permits should be associated with the business premises

rather than an individual vehicle.

2.10.3 Depending on the nature of the business involved, consideration should be given to the introduction of alternative forms of parking control in the vicinity of the business, e.g. a short length of limited waiting (60min in 2 hour) across the frontage of small shop or business premises.

2.10.4 Hotels, guesthouses or B&B premises shall be treated the same as other businesses in relation to the issue of permits.

2.10.5 Proof that a business operates at an address within the parking scheme area shall be required in the form of a: -

- rates bill issued by the Rates Collection Agency; or
- Certificate of Net Annual Value as issued by the Valuation and Lands Agency; or
- utility bill issued within the last six months.

2.11 Health carers' permits

2.11.1 The parking needs of a health carer (see definition in paragraph 1.2.4) may be accommodated by the use of a:

- visitors' permit obtained from the resident; or,
- health carers' permit which may be issued to the local Health and Social Care (HSC) Trust, where the Trust applies for permits on behalf of staff requiring a permit; or,
- ticket purchased from a nearby pay and display machine (mixed use schemes only).

2.11.2 Health carers' permits will generally be issued for specific vehicles although, where appropriate, a limited number of 'pool' type permits may be issued to cater for changing staff or those providing emergency cover. These may be associated with a particular health centre or medical practice as opposed to specific vehicles.

2.11.3 Health carers' permits used by home helps will normally be specific to a particular residents' parking area unless their local HSC Trust substantiates a request for the issue of a permit to cover a wider area.

2.11.4 Health carers' permits may be issued where the local HSC Trust substantiates requests for these.

2.11.5 Health carers' permits may also be issued to other organizations within the independent sector delivering Health and Social Care Services.

2.11.6 Applications for health carers' permits should:

- a) be from the local HSC Trust or independent sector organisation on headed paper; and
- b) list the registration details of all staff vehicles for which a permit will be required; and
- c) list the nature of duties likely to be associated with each vehicle eg. GP on call, district nurse, home help etc; and
- d) detail why certain staff require a permit that covers more than one residents' parking scheme area; and
- e) substantiate why a request for 'pool' type permits (associated with a particular unit) cannot be met through the use of permits attributed to specific vehicles.

2.11.7 The Department for Health, Social Services and Public Safety was consulted in the drafting of this policy. It advised that the approval of parking permits for health care professionals is a matter for local HSC Trusts. A list of HSC Trusts and their addresses is contained in Appendix 1. Those likely to be affected by a proposed scheme should be contacted in advance of implementation to advise that they should consider the parking needs of their staff.

2.12 Special permits

2.12.1 At the discretion of the Department, special one-day permits may be issued for vehicles involved in one-off events such as weddings, funerals, etc. where the use of visitors' permits would not be appropriate.

2.12.2 Special permits may also be issued for longer periods where it is *essential* that parking spaces be occupied by vehicles associated with builders' vehicles and skips in connection with ongoing building work. Such permits shall only be issued for the duration of the actual work involved and shall be charged at the rate given in section 2.17. Vehicles shall be actively involved in the work with which they are associated and permits shall not be issued where they are used to provide convenient parking for workers.

2.12.3 Special permits may be issued where the Department accepts a strong case supporting it. Examples of such cases might include where a:

- church is located within a scheme, consideration may be given to the issue of special permits on an annual basis to local funeral directors whose services are regularly called upon by the church in question; or

- non-resident family member or friend cares for an elderly or disabled relative on an unpaid daily basis. Evidence will be required in support of an application of this type. Where such an application is accepted, the permits should be issued and consideration given to attributing the permit to the residence rather than the vehicle to cater for care being provided by more than one family member or friend; or
- minister of religion is providing daily pastoral care to a resident over a short period of weeks or months.

All of the above examples should be restricted in duration to a few hours daily, although this may be varied depending on individual circumstances.

2.13 Total number of permits for an area

2.13.1 Where parking demand exceeds availability, up to 1.2 permits (combined resident and business permits) may be issued per available parking space. In the issue of permits, the guiding principle should be to initially allocate one permit per residence or business premises and then to consider what scope exists for the issue of further permits. Where this is possible, further permits should only be issued where they can be made available to all eligible applicants, rather than issue a limited number on a first come first served basis.

2.14 Replacement and returned permits

2.14.1 A replacement permit may be issued on receipt of an application accompanied by a valid reason why the replacement is required. Where a replacement permit is issued the original shall be revoked and a charge of £10 made to cover the administrative costs involved, irrespective of whether the original permit was issued free of charge or was charged for. Only in exceptional cases will lost or stolen visitors' permits be replaced.

2.14.2 If a permit has been mislaid and is subsequently found after the issue of a replacement, the original permit should be returned to the issuing office as soon as possible.

2.14.3 Residents should report cases of stolen permits to the police. A police crime reference number shall accompany applications for the replacement of stolen permits.

2.14.4 Permits remain the property of the Department and where permits are no longer required they should be returned to the issuing office.

2.14.5 Given that handling costs represent a significant portion of the cost of providing permits it is not possible to provide refunds on any returned permits.

2.15 Signing of residents' parking places

2.15.1 All signs and road markings shall be in accordance with the provisions of the Traffic Signs (NI) Regulations or otherwise authorised by the Department. The regulations allow for certain variations of this sign including changing '*Residents' parking*' to something more appropriate to suit the scheme under consideration.



Figure 1

Sign for use at the entrance to a residents' parking zone



Figure 2



Figure 3

Signs for use at the entrance to Type 5 developments or other areas where the marking of parking bays may not be desirable.

Figure 3 would most likely be used at the entrance to a network of streets in conjunction with 'Zone ends' signs to TSRNI diagram 664.

Figure 2 shall only be used at the entrance to a small cul-de-sac and may be used alone without an associated 'Zone ends' sign.

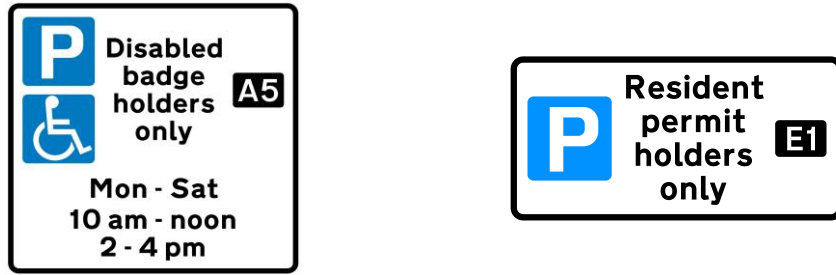


Figure 4
Signs for use at individual parking bays or lengths of parking bays.

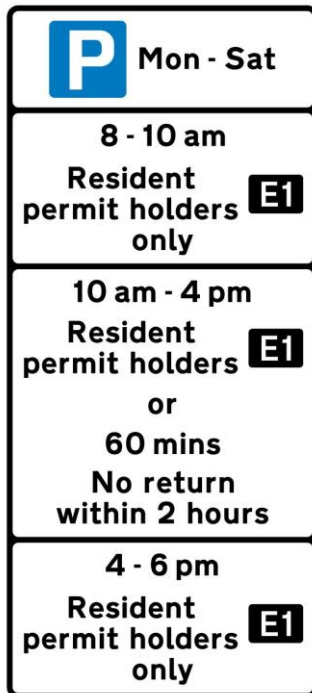


Figure 5

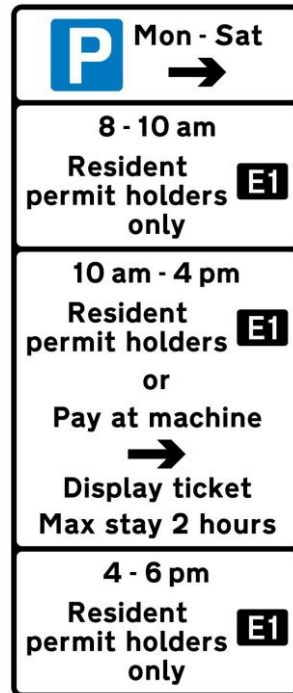


Figure 6

The signs in Figures 5 & 6 (Sign Diagrams 660.6 & 660.7 respectively) indicate some of the variety of composite restrictions that are possible within individual parking bays.

2.16 Economic Appraisal

2.16.1 An economic appraisal was carried out prior to the publication of this version of this RSPPG, and was formally approved by the Department for Finance and Personnel.

2.17 Costs associated with permits

2.17.1 For a 'free' scheme all permits will be issued free of charge except for special permits for builders' vehicles.

2.17.2 The cost of a special permit for builder's vehicles, including skips, will be £50 per week for space used. This charge applies to all schemes, irrespective if there is a charge for the standard residents' permit or not.

2.17.3 The charge for builders' permits has been retained to ensure that builders act responsibly when undertaking works and in an attempt to make them consider the impact their actions could have on neighbouring residents.

2.17.4 For a 'charged' scheme the initial cost of residents', visitors', business and health carers' permits is set out below. These costs will be the subject to review every two years and at the same time as the annual parking tariff review: -

• resident's permit	£30.00 ¹
• visitors' permits	£12.50 for 25 permits
• visitors' permits (resident 65 years or over)	£12.50 for 50 permits
• business permit	£30.00 ¹
• health carer's permit	free
• special permit for weddings / funerals	free
• special permit for statutory undertakers	free
• special permit for builder's vehicles/skips	£50/wk per space used ²

¹Issued free to Blue Badge holders (when requested, see 2.7)

²N.B. applicable for all schemes (see 2.17.2).

2.17.5 As indicated in paragraph 2.14.1 a £10 charge will be made to cover the administrative costs involved with issuing a replacement permit, irrespective of whether the original permit was issued free of charge or was charged for, which must be paid in advance of issue. Although it should be noted that only in exceptional cases will lost or stolen visitors' permits be replaced. No refund will be given for returned or partially used permits (see 2.14.5).

2.18 Appeals against the non-issue of a permit

2.18.1 While no provision is made in the RTRO for appeal against the refusal to issue a parking permit, an appeal may be made to the Parking Enforcement Manager.

2.18.2 To be successful an appeal must demonstrate to the satisfaction of the Parking Enforcement Manager that:

- existing policy guidelines have not been complied with; or
- an exceptional need exists that has not been adequately addressed.

2.19 Variations to the policy

2.19.1 Departures from the guidance set out in this Policy and Procedure Guide may from time to time be approved to accommodate specific cases or uses of the road system. Submissions should be made to the Director of Engineering through the Divisional Roads Manager.

3 Impact Assessments

3.1 Section 75 of the Northern Ireland Act 1998

3.1.1 An equality screening analysis has been carried out on the policy contained within this RSPPG on the assumption that schemes will be introduced with the support of residents (see paragraph 2.2.3). Possible equality implications have been considered and no differential impact on any of the groups listed in section 75 of the Northern Ireland Act 1998 has been identified. In consequence, a full equality impact assessment has not been considered necessary.

3.1.2 Where a scheme is introduced for transportation reasons (see paragraph 2.1.1b) then a separate equality screening analysis will be required for that scheme.

3.1.3 A separate equality screening will also be required when initial scheme consultations identify potential equality issues.

3.2 The Rural Needs Act (NI) 2016

3.2.1 A rural needs impact assessment has been undertaken on this version of this RSPPG.

3.2.2 The problem that a residents' parking scheme is aimed at addressing does not normally materialise in the rural situation. Schemes will be evaluated on an on-going scheme-by-scheme basis both in terms of delivery and monitoring. Should any rural issues be raised this assessment will be reconsidered.

3.3 Regulatory Impact Assessment (RIA)

3.3.1 A Regulatory Impact Assessment is not deemed necessary as this policy and procedure guide will not lead to costs or savings for business on businesses, charities, social economy enterprises or the voluntary sector.

3.3.2 This RSPPG and the legislation that provides the power to implement Residents' Parking schemes (RTRO 1997) were both subject to public consultation and no significant objections to either document were raised. Additionally before a scheme is introduced significant local consultation takes place and a scheme will not generally be introduced where there is significant local objection.

3.4 Lifetime Opportunities – Government's Anti-Poverty Strategy

3.4.1 The Department's approach to delivering Residents' Parking is that schemes should collectively be self-financing and not present an impact on

normal roads budgets. There will generally therefore be a cost associated with the provision of permits. However, in recognition that the payment may cause a burden for some in more deprived areas, schemes will be provided without charge in Neighbourhood Renewal Areas.

4 Appendices

4.1 Appendix 1: HSC Trust Carers Contact Information :

Belfast Health & Social Care Trust

South & East Belfast Area

Margaret McDonald
Carers Co-ordinator
Knockbracken Healthcare Park
Glen Villa
Saintfield Road
Belfast
BT8 8BH
Tel: 028 9056 4937
margaret.mcdonald@belfasttrust.hscni.net

North & West Belfast Area

Lynne Calvert
Carers Co-ordinator
Grove Wellbeing Centre
120 York Road
Belfast
BT15 3HF
Tel: 028 9063 6819
lynne.calvert@belfasttrust.hscni.net

Western Health & Social Care Trust

Mrs Cathy Magowan
Carers Support Coordinator
Western Health & Social Care Trust
2 Coleshill Rd,
Enniskillen,
Co. Fermanagh.
Tel: 028 6634 4163
cathy.magowan@westerntrust.hscni.net

South Eastern Health & Social Care Trust

Joan Scott
Carers Development Officer
Ballynahinch Community Services,
45-47 Main St,
Ballynahinch,
BT24 8DN
Tel: 028 9756 5456
joan.scott@setrust.hscni.net

Southern Health & Social Care Trust

Patricia McCrink
Carers Co-ordinator
Southern Health and Social Care Trust

Promoting Well-being Team
John Mitchel Place
Newry
Co Down
BT34 2BU
Tel: 028 3083 4 252/325
patricia.mccrink@southerntrust.hscni.net

Northern Health & Social Care Trust

Anne Cummings
Carers Co-ordinator
Northern Health and Social Care Trust
Route Complex
8e Coleraine Road
Ballymoney
BT53 6BP
Tel: 028 2766 1392
anne.cummings@northerntrust.hscni.net

4.2 Appendix 2 – Residents' Parking Permit application form (example)

Section A To be completed by all applicants

Title: Please tick appropriate box

Mr	Mrs	Miss	Ms	Other (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Surname:

Forename(s):

Address:

Postcode

Daytime Telephone No:

Section B - Blue Badge holders

To be completed where applicable

Please list all Blue Badge holding residents, together with their badge serial number and indicate whether or not they are the main driver of a vehicle at the above address:

Name of Blue Badge holding resident	Blue badge serial number	Main driver of of a vehicle at the above address? (Y/N)

Is off-street parking (eg in a driveway) available at the above address? (Y/N)

If yes, is the off-street parking suitable for the use of any Blue Badge holding residents?

Section C - proof of residency

Original documentation is required to prove residency. Please indicate which of the following you will be supplying with this application:

- Northern Ireland or Great Britain full driving licence or a Northern Ireland provisional licence, each bearing the photograph of the holder; or
- passport; or
- Senior Citizen's SmartPass issued under the Northern Ireland Concessionary Fares Scheme; or
- electoral identity card

If none of the above indicate residency matching that of the application, further additional proof shall be required in the form of a:

- current rent book; or
- utility or rates bill issued within the last six months

Please include proof of residency documentation for each Blue Badge holding resident who is the main driver of a vehicle at the above address

Section D - proof of vehicle ownership / usage

Original documentation is required to prove ownership or usage of a vehicle to be parked within a residents' parking scheme area. This must include:

Current driver's licence (either full or provisional)

Plus one of the following:

the Registration Document; or

a copy of the car insurance documentation; or

a copy of a hiring / leasing agreement, together with a letter from the employer where appropriate; or

for company owned vehicles, a typed letter on headed paper & signed by the Company Secretary confirming that the vehicle is made available to the resident for personal use

Please include proof of vehicle ownership / usage documentation for each Blue Badge holding resident who is the main driver of a vehicle at the above address

Section E - proof of age

Original documentation is required to prove age (65 or over) and therefore entitlement to additional visitors' permits. Please indicate which of the following you will be supplying with this application:

- Birth Certificate*
- Pension Book**
- Driving Licence
- Passport

* An appropriate certificate (eg a marriage certificate or deed poll) will be required to confirm a change of surname.

** Female applicants must produce another of the stated documents to confirm they are 65 or over

Section F - permits types applied for

Please tick permits applied for:

- Residents' permit
- Visitors' permits
- Visitors' permits for residents 65 or over

4.3 Appendix 3 – Business Permit application form (example)

Section A To be completed by all applicants

Title: Please tick appropriate box

Mr	Mrs	Miss	Ms	Other (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Surname name:

Forename(s):

Business name:

Address:

Postcode

Daytime Telephone No:

Section B - Blue Badge holders

To be completed where applicable

Please list all Blue Badge holding business residents, together with their badge serial number and indicate whether or not they are the main driver of a vehicle at the above address:

Name of Blue Badge holding business resident	Blue badge serial number	Main driver of a vehicle at the above address? (Y/N)

Is off-street parking (eg in a driveway) available at the above address? (Y/N)

If yes, is the off-street parking suitable for the use of any Blue Badge holding business residents?

Section C - proof of business residency

Original documentation is required to prove that your business operates at an address within the parking scheme area. Please indicate which of the following you will be supplying with this application:

Rates bill as issued by the Rates Collection Agency

Certificate of Net Annual Value as issued by the Valuation and Lands Agency

Utility bill issued within the last six months

Other supporting documentation (please specify)

Section D - permits types applied for

Please tick permits applied for:

Business permit

Visitors' permits

4.4 Appendix 4 – Special Permit application form (example)

Special permits

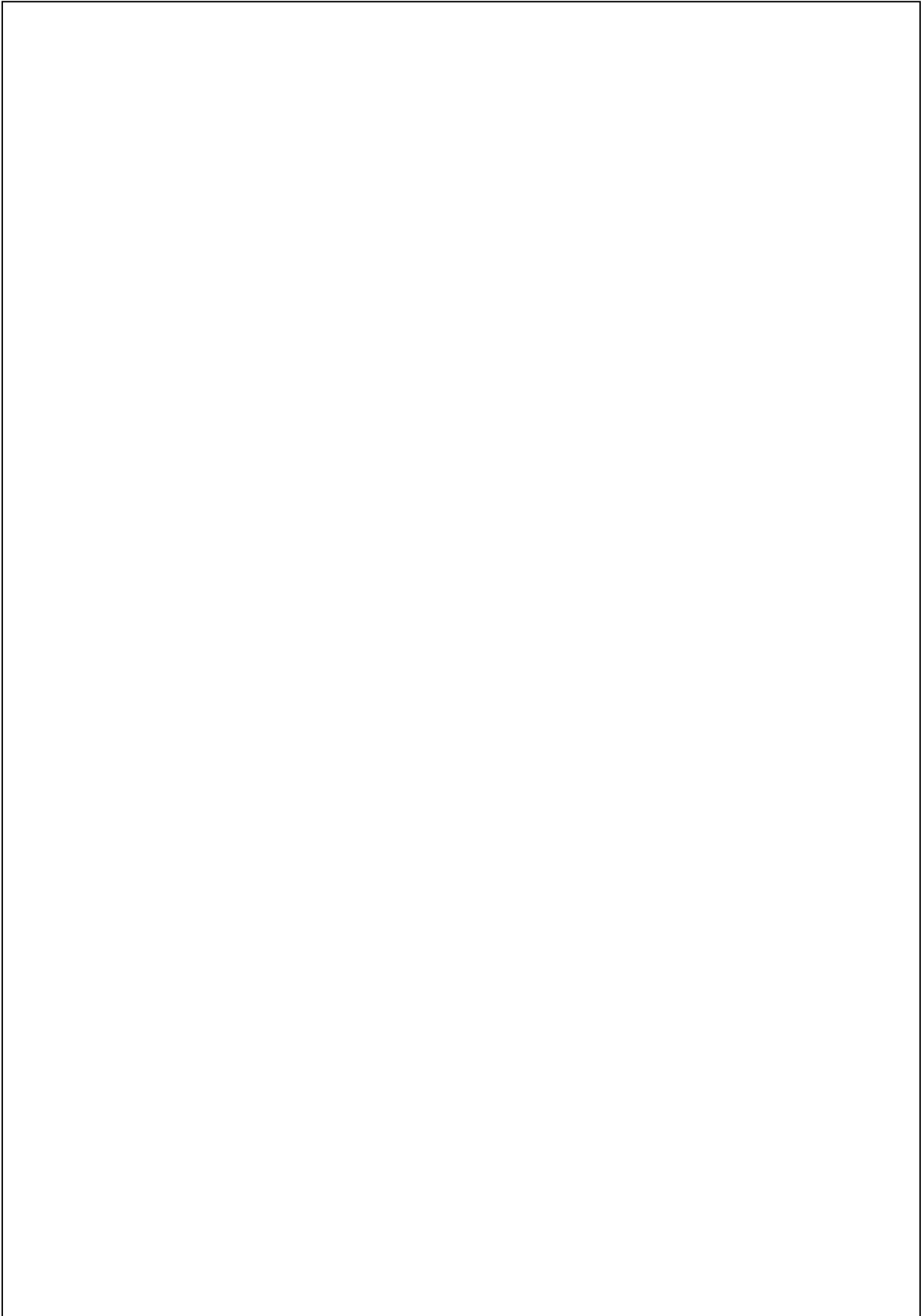
Application may be made for the issue of a special permit for the use of parking space within a residents' parking scheme area in connection with building, renovation, maintenance or repair work. Such permits may be issued where the space is occupied by a vehicle/skip essential to the work being carried out. It will **not** be issued to provide convenient parking for workmen. A charge of £50 per space occupied per week will be made for permits of this type.

Location of parking space to be used in connection with building work:

Exceptionally the Department may issue a special permit where a strong case can be made in support of a permit being issued.

A case for the issue of a special permit (if required) should be made overleaf.

Supporting case for the issue of a special permit:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide a supporting case for the issue of a special permit.

4.5 Appendix 5 – Sample Questionnaire

Section 1: Personal Details

Q1 Please enter your full address and postcode below:

Is this a residential address or a business address

If business go to section 3

Section 2: Residents Parking

Q2 Does anyone residing at the address own a vehicle?

Yes No

If no, go to section 3

Q3 Specify the type & number of vehicles owned at this address?

Car Motorcycle

Light van PSV

Other (please specify)

Q4 Specify where these vehicles are parked

	Vehicle 1	Vehicle 2	Vehicle 3
Driveway / garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q5 Do you currently experience any difficulty parking your vehicle?

Every day Several times a week

Several times a month Never

If never go to section 4

Q6 If yes, during which period do you experience difficulty –
Tick all that apply.

Mon-Fri Morning	<input type="checkbox"/>	Saturday Morning	<input type="checkbox"/>
Mon-Fri Afternoon	<input type="checkbox"/>	Saturday Afternoon	<input type="checkbox"/>
Mon-Fri Evening	<input type="checkbox"/>	Saturday Evening	<input type="checkbox"/>

Now go to section 4

Section 3: Business Parking

Q7 Are you a business owner in the area?

Yes

No

If yes, continue Section 3

If no, go to Section 4

Q8 What type of business is located at this address?

Retail	<input type="checkbox"/>	Office/non-retail	<input type="checkbox"/>
Medical/Dental	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>		

Q9 How many off-street parking places are available at this address?

0 1 2 3 4+

Q10 Specify the number of employees you employ at this address.

Less than 5	<input type="checkbox"/>	Between 5 & 10	<input type="checkbox"/>
Between 10 & 25	<input type="checkbox"/>	More than 25	<input type="checkbox"/>

Q11 Where do employees generally park?

On street (non-paying)	<input type="checkbox"/>	On street-Pay & Display	<input type="checkbox"/>
Off-street private parking	<input type="checkbox"/>	Public car park	<input type="checkbox"/>

Q12 If applicable, where do customers/clients generally park?

On street (non-paying)	<input type="checkbox"/>	On street-Pay & Display	<input type="checkbox"/>
Off-street private parking	<input type="checkbox"/>	Public car park	<input type="checkbox"/>

Q13 Do you think it likely that the introduction of a residents' parking scheme would adversely affect business at this address?

Yes

No

Go to question 17

Q14 Please describe, in your opinion, how the introduction of a residents' parking scheme would adversely affect your business (eg customers will not be able to park conveniently close to my premises).

Q15 Please describe, in your opinion, to what extent the introduction of a residents' parking scheme would adversely affect your business (eg I would expect clientele visits to drop by 20%).

Q16 Please provide evidence to support your stated views (eg my customers generally park in x street – something that they would no longer be able to do).

Section 4: Issues associated with Commuter-Parking

Q17 Do you think commuter-parking causes a problem in your area?

Yes No Don't know

Q18 What do you consider to be the problems associated with commuter parking in your area? Tick all that apply.

- Residents find it difficult to park near their house
- Employees find it difficult to park near the workplace
- Visitors find it difficult to find a parking space
- Customers find it difficult to find a parking space
- Nuisance parking impacts on traffic flow in area
- Safety concerns
- Impacts on business in area
- Other *(please specify)*

Q19 Do you agree there is a need for the Department to introduce measures to deal with these problems?

Yes No Don't know

Q20 How do you think the problems could be addressed?

Tick all that apply

Restrict parking for everyone

Allow parking for residents only

Don't know

Other *(please specify)*

Q21 Do you agree with the proposal to introduce a residents' parking scheme in your area and are you willing to participate in a scheme?

Yes

Go to question 23

No

Don't know

Go to question 23

Q22 If no, why do you disagree with the proposal?

Don't have a problem parking the car

Don't think commuter-parking causes any problems

It would have an adverse impact on local businesses

Don't think it is fair

Other *(please specify)*

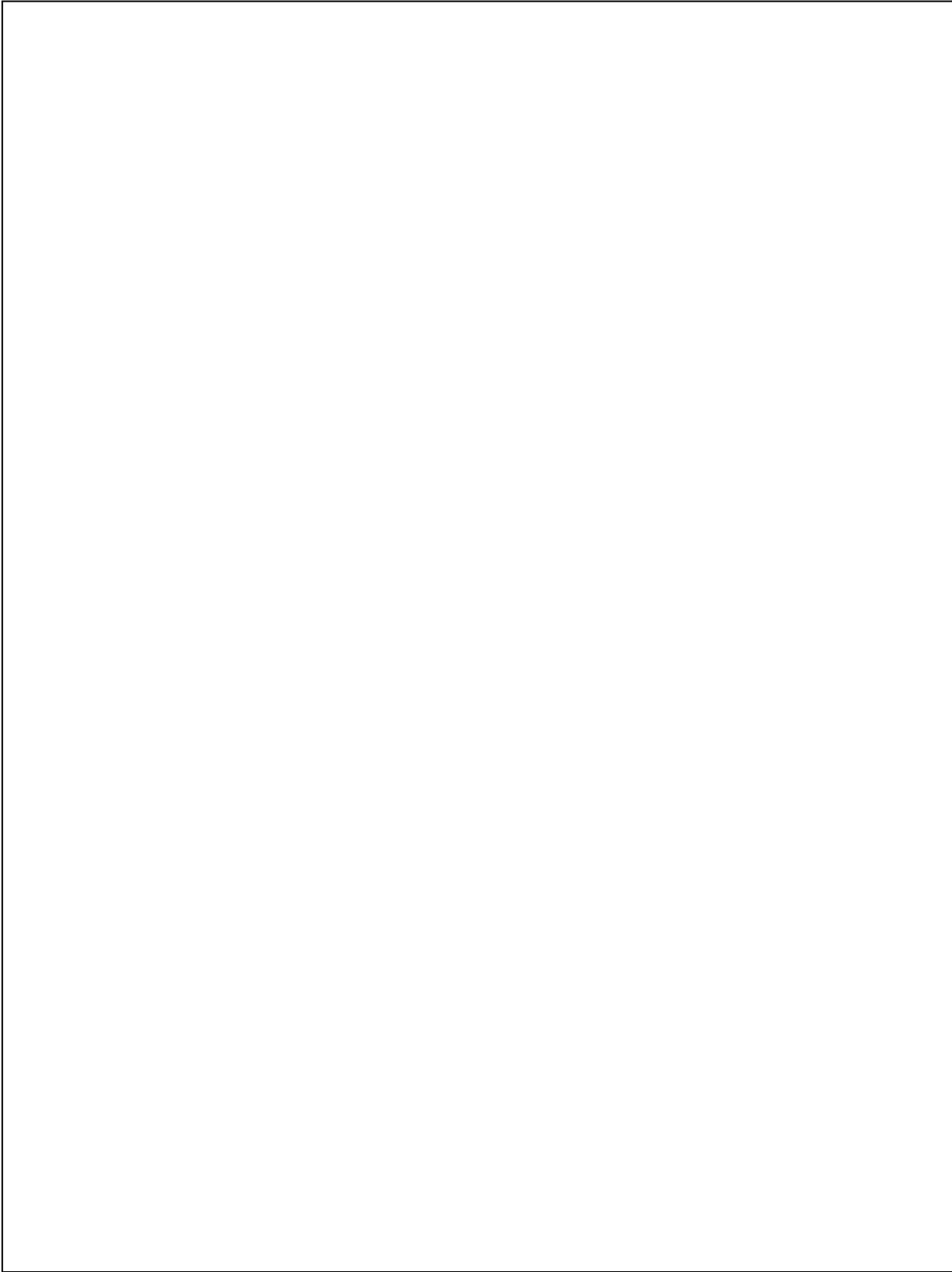
Q23 If a scheme were introduced, how many residents' (or business) permits would you think you would need each year?

None

One

Two

Q25 Any other views?



4.6 Appendix 6 – Information leaflet (sample text)

4.6.1 To: Owner / occupiers of properties fronting / abutting the proposals

4.6.2 Dear Sir / Madam

4.6.3 PROPOSALS FOR THE LONG STREET AREA, ANYTOWN

4.6.4 The issue of intrusive parking by non-residents in the Long Street area has been raised a number of times in recent years. Investigations by the Department has identified that this area now warrants a high priority for the introduction of a Residents' Parking Scheme. As a result the Department proposes to introduce the measures detailed below and indicated on the enclosed drawing.

4.6.5 The aim of such as scheme is to assist residents, businesses and their visitors, by eliminating all-day parking by non-residents. This will be done through the introduction of 'permit holder only' parking bays. The proposal is intended to increase the opportunities for residents of the area to park their vehicles, including those of their visitors, in the vicinity of their properties. The proposed scheme will operate between 8.00am and 6.00pm, Monday to Saturday.

Designated 'permit holder only' bays will be enforceable during these hours and residents, visitors and businesses will be required to display an appropriate permit when parked in these bays. **{Either}** Permits are generally issued free of charge except for special permits for builders' vehicles which are charged at £50/week/space used. **{Or}** The cost of these permits is as follows:

resident's permit	£30.00 ¹
visitors' permits	£12.50 for 25 permits ²
visitors' permits (residents 65 or over)	£12.50 for 50 permits ³
business permit	£30.00 ¹
special permit for builder's vehicles/skips	£50/wk per space used

¹ issued free of charge to Blue Badge holders

² limited to 25 per quarter year

³ limited to 50 per quarter year

Further information on how the scheme would operate is contained in the attached question and answer leaflet, however, the scheme will be designed to achieve the maximum number of on-street parking spaces for residents and their visitors, within the physical constraints imposed by the road layout in the area.

As our intention is only to introduce a scheme that has the support of a significant majority of residents, your comments would be appreciated. If these are in the form of an objection, the scheme will be amended if it is feasible to do so.

All comments should be received in writing at the address below by *****. In the meantime, please contact ***** if you have any queries regarding this matter.

Yours faithfully

Residents' Parking – your questions answered

1. Introduction

Q1 What is a residents' parking scheme?

It's an area where only vehicles with a valid permit or ticket can park during the hours the scheme is in operation. It aims to discourage vehicles from outside the area (such as commuter traffic) from parking within residential streets. It will be signed to indicate where the scheme applies and while different areas have different needs it will in general be considered where there is a significant parking problem in an area. The Department will also consider schemes that have been suggested by the public or by their representatives.

The Department will consult with residents and businesses in the area to assess the level of interest in having a residents' parking scheme introduced. A scheme will not be pursued unless there is a high level of local support for it. Residents will be asked to indicate their on the scheme in their response to the questionnaire. An overall response rate of $\frac{1}{3}$ of all households is required and of these $\frac{2}{3}$ need to be in favour of a scheme.

Q2 Who will benefit?

Local residents, businesses and visitors to the area will benefit from a scheme.

Q3 Are there different types of permits?

Yes. Separate permits will be available for residents, visitors, businesses and carers as detailed below.

Q4 Once issued how long does a permit remain valid?

A residents or business permit remains valid for 12 months. Each visitor permit allows parking for a day's operations.

2. Residents

Q5 Who will be entitled to receive a resident's permit?

Initially, one resident's permit may be issued per eligible residence, following which requests for additional permits will be assessed on the basis of available parking space and level of demand from residents.

Q6 Will my residence qualify for a permit?

A "residence" is considered to be a domestic or non-domestic property listed in the Valuation and Lands Agency valuation list.

Residences having access to off-street parking will not be eligible for an initial permit, but will be eligible for visitors' permits and may be eligible for a 'secondary' resident's permit where these are available.

Q9 Is there a maximum number of permits that will be approved for issue in a particular area?

Yes. The maximum number of permits approved for issue will be dictated by the number of spaces available for permit parking in the area.

3. Visitors

Q10 Will visitors be able to park in the area?

Yes. Visitors will be able to park within areas designated for residents provided a valid visitor's permit or parking ticket/disc/voucher is displayed on the vehicle.

Q11 How many visitors' permits will I be allowed?

A maximum of 25 daily visitors' permits may be issued per residence per quarter year (i.e. up to 100 per year). Residents aged 65 years or over will be entitled to double this allocation.

4. Businesses

Q12 Will vehicles used in conjunction with a business within the area of the scheme be able to park in the area?

Yes, but subject to the display of a business permit. The issue of business permits is similar to residents' permits, i.e. initially one permit per business. Following this, requests for additional permits will be assessed on the basis of available parking space and level of demand in the area.

5. Carers

Q13 Will doctors, nurses, health visitors, occupational therapists and home helps be allowed to park?

Yes, providing a valid permit/ticket is displayed on the vehicle.

6. Blue Badge Holders

Q14 Will Blue Badge holders be able to park in residents' parking areas?

Yes.

Q15 Will the scheme have any effect on the existing disabled parking bays within my Street?

No. Existing on-street disabled parking bays will be retained within the scheme if still needed (the continuing need for such bays will be checked

during the design process). However to park in a disabled parking bay both the residents' permit and blue badge will need to be displayed.

7. Documentation required to obtain a permit

Q16 Will proof of residency be required?

Yes. An application for a resident's or visitor's permit will require one of the following current documents as proof of residency: -

- a Northern Ireland or Great Britain full driving licence or a Northern Ireland provisional licence, each bearing the photograph of the holder; or
- a passport; or
- a Senior Citizen's Smart Pass issued under the Northern Ireland Concessionary Fares Scheme; or
- an electoral identity card.

If none of the above indicate residency matching that of the application, further proof in the name of the applicant shall be required in the form of a:

- current rent book; or
- utility or rates bill issued within the last six months.

Q17 Will proof of vehicle ownership be required?

Yes. For the purpose of residents' parking schemes, a "vehicle owner" is the person by whom the vehicle is kept and used and need not be the registered keeper. Proof of "ownership" by the applicant shall be required in the form of the following: -

- the Registration Document;
- a copy of the purchase / bill of sale;
- a copy of the car insurance documentation;
- a copy of a hiring / leasing agreement, together with a letter from the employer where appropriate; or
- for company owned vehicles, a typed letter on headed notepaper & signed by the Company Secretary confirming that the vehicle is made available to the resident for personal use.

8. Cost

Q18 How much will permits cost?

For schemes either wholly or partially within a Neighbourhood Renewal Area permits are generally issued free of charge except for special permits for builders' vehicles which are charged at £50 a week for each space used.

For schemes outside a Neighbourhood Renewal Area the following charges

will apply to the issue of permits and will be subject to review every two years: -

resident's permit	£30.00 ¹
visitors' permits	£12.50 for 25 permits ²
visitors' permits (for residents 65 or over)	£12.50 for 50 permits ³
business permit	£30.00 ¹
special permit for builder's vehicles/skips	£50/wk per space used

¹ issued free of charge to Blue Badge holders

² limited to 25 per quarter year

³ limited to 50 per quarter year

A £10 charge will also be applied for replacing each permit either lost or stolen.

9. Enforcement

Q19 Who will enforce violations of the scheme?

This will be the responsibility of Traffic Attendants working for The Department.

Q20 What will be the penalty for violating residents' parking scheme controls?

The penalty for violating residents parking scheme controls will be a charge of £90 (reduced to £45 if paid within 14 days), which is the normal penalty for violations of the on-street charged parking.

10. General

Q21 What happens if I lose my permit?

One replacement permit may be issued at a cost of £10 to cover administrative costs.

Q22 What happens if I move out of the area?

When permits are no longer required they should be returned to the issuing office.

Q23 Can permits issued for use in one residents' parking area be used in another?

No. With the exception some carers' permits, permits will be specific to the area for which they are initially issued and cannot be used elsewhere.

Q24 Will residents be entitled park on the street?

Yes, provided that a valid permit is properly displayed on the vehicle. However, it is not possible to guarantee a parking space. No residents' parking scheme that we know of within the British Isles does this. But, provided the scheme is operated properly, it will significantly reduce the amount of commuter parking in the zone, thus making it much easier for you to find a parking space.

Q25 Will I be able to park outside my house?

Not necessarily, there will not be any specific spaces allocated to individual residences or businesses. However prohibiting parking by non-residents should make this easier.

Q26 Will people from outside my area be able to park on my street?

Yes. In residents' only schemes visitors displaying a valid visitors' permit for the area will be allowed to park for a day's scheme operation. In mixed use schemes people will be allowed to park but only for a limited time. However in some areas it may be possible to set aside parking bays for general use by short stay visitors to the area.

Q27 Where can I get more information?

More information on the proposed scheme can be obtained by:

- phoning 02890 253156 / 02890 253009; or
- e-mailing traffic.eastern@drdni.gov.uk ;or
- writing to Traffic Management 3, Transport NI Eastern Division, Hydebank, 4 Hospital Road, Belfast, BT8 8JL.

Q28 What types of vehicle will be allowed to park?

Only the following types of vehicle will be allowed to park within a permit parking zone:

- motor car;
- motor cycle;
- light goods vehicle not exceeding 3,500 kg;
- vehicle actively engaged in loading or unloading;
- vehicle actively used by essential services

4.7 Appendix 7 – Scheme introduction letter (sample)

4.7.1 To: Owner / occupiers of properties fronting / abutting the proposals

Dear Sir / Madam

RESIDENTS' PARKING SCHEME - LONG STREET AREA, ANYTOWN

4.7.2 No objections were received regarding the proposed residents' parking scheme, following the consultation material issued on ***** and the on-street notices that were erected on ***** in the Long Street area. As a result a Traffic Regulation Order will be made that will come into operation on *****.

The scheme has been designed to protect local residents from intrusive parking by non-residents. Initially, each residence will be entitled to one Residents' Permit and a maximum of 25 single use visitor's permits per quarter year (50 for those aged 65 or over).

Application forms are attached for both Residents and Visitors' permits, which should be completed and returned using the stamped addressed envelope provided. Permits will be issued a few weeks before the scheme is introduced.

The Residents' Permit must only be displayed on the car registered on the application form. Visitors' permits should only be used by those visiting a property within the scheme and should not be given to persons for another activity, such as parking to go to work. Permit holders are responsible for the renewal of both Residents and Visitors' Permits.

The hours of operation of the scheme will be 8.00am to 6.00pm, Monday to Saturday.

The Department will monitor the scheme over a period of time to see if there are any issues that arise that need to be addressed. If you have any queries regarding this scheme please contact *****.

Yours faithfully

4.8 Appendix 8 – Immediately Adjacent Business Questionnaire

Q1 Please enter the full address and postcode of your business below:

Q2 What type of business is located at this address?

Retail	<input type="checkbox"/>	Office/non-retail	<input type="checkbox"/>
Medical/Dental	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>
Accommodation	<input type="checkbox"/>		

Q3 How many off-street parking places are available at this address?

0 1 2 3 4+

Q4 Specify the number of employees you employ at this address.

Less than 5	<input type="checkbox"/>	Between 5 & 10	<input type="checkbox"/>
Between 10 & 25	<input type="checkbox"/>	More than 25	<input type="checkbox"/>

Q5 Where do employees generally park?

On street (non-paying)	<input type="checkbox"/>	On street-Pay & Display	<input type="checkbox"/>
Off-street private parking	<input type="checkbox"/>	Public car park	<input type="checkbox"/>

Q6 If applicable, where do customers/clients generally park?

On street (non-paying)	<input type="checkbox"/>	On street-Pay & Display	<input type="checkbox"/>
Off-street private parking	<input type="checkbox"/>	Public car park	<input type="checkbox"/>

Q7 Do you think it likely that the introduction of a residents' parking scheme will adversely affect business at this address?

Yes Go to question 8
No Finish

Q8 Please describe, in your opinion, how, why and to what extent business will be adversely affected.

Policy & Procedure Guide: RSPPG_E042:**Title: Residents' Parking****Document History**

Version	Date	Author	Authorised by Document Control Panel Members
1	Dec. 2007	S Hughes	
2	Mar. 2008	S Hughes	
3	Jul. 2010	S Hughes	
4	Mar. 2012	S Hughes	N Chambers, R Nicholson, D McFarlane, T Fulton, H Hamilton
5	Oct. 2017	K Connolly	S McConnell, P Robinson, J Kelly, H Gallagher, A Keys, S Hughes

Overall Reasons For This Version

Version	Reasons
1	First issue of RSPPG.
2	Update of RSPPG taking issues raised during the local consultation for the first 5 schemes into account, and as directed by the Minister.
3	Reintroduction of charge for permit for schemes lying wholly outside DSD NRAs, as directed by the Minister.
4	Revision of economic appraisal in line with DFP two year limit on appraisals, and a revision of response rate to questionnaires as agreed by Minister.
5	Revision of Blue Badge requirements and numbers of visitors' permits.

Revision Details

Version	Amendments
2	Free permits; change to visitor permit numbers.
3	NRAs definition added; new charging regime (based on Version 1) along with corresponding change to handling visitor's permits added.
4	Standard permit cost changed from £80 to £30 per year. Required minimum response rate to questionnaires reduced from 1/2 to 1/3 of all households. Charge for replacement permit changed from £6 to £10.
5	Length of stay for a Blue Badge Holder in a scheme changed to match that in a Controlled Parking Zone (i.e. where charged parking applies), BBHs can now park without limit. Number of visitor permits for free schemes raised from 20 per year to 25 per quarter to match numbers available in schemes where charges apply.