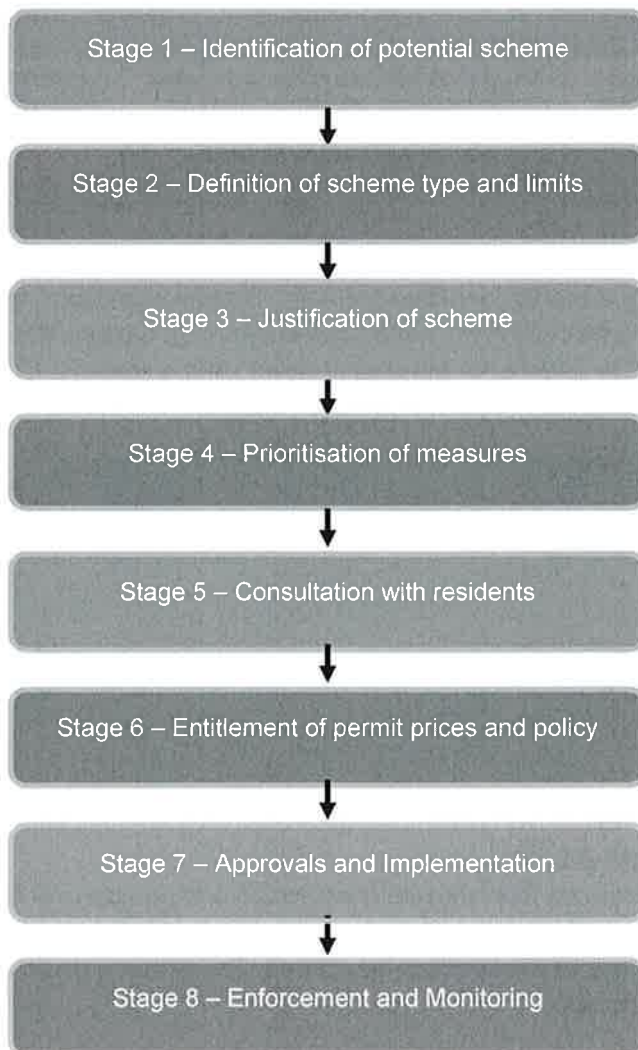


13 Appendix B – Residents’ Parking Zone Process

Parking Scheme Process

The basic lifecycle process for developing and implementing residents’ parking schemes can be seen in the flow diagram below. This diagram has been drafted from existing case study examples reviewed within the document.

Figure 13-1 – Residential Parking Scheme Lifecycle



Process Stages

This section identifies the eight stages in developing and implementing a residents’ parking scheme and highlight the actions required by the council at each stage.

1. Identification of Potential Scheme

Stage 1 of the process will be brought about through evidence from a significant proportion of residents or council identification. It has been seen that most

councils have a standard form which residents can use to request consideration of a parking scheme in a certain area. Following on from this appeal, it is at the council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The councils will set a recognised policy which sets out the level at which residents and business consultation may take place. It is recommended that the criteria used are as summarised below.

Table 13-1 – Criteria which Provide Evidence of a Residential Parking Problem

Daytime Problem (8:00am – 6:00pm)	Night time Problem (6:00pm – 8:00am)	24 Hour Problem
60% of available kerb space is occupied by non-residents' vehicles for more than 6 hrs during which 85 % of the available kerb space is occupied by all parked vehicles.	40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	A combination of the above

The cost of developing a scheme is high. Some schemes do not justify the cost of developing further if there is not a readily identified problem. There is significant risk to the council of promoting schemes which may not be self supporting. Options should be available for the Area Board to underwrite the cost of developing a scheme. Costs could be reimbursed from permit sales, if there is sufficient uptake.

<p>Stage 1: Actions Required</p>	<p>Produce a form for residents to request residential parking schemes.</p> <p>Develop a standard policy identifying criteria for imposing a Residential Parking Scheme.</p> <p>Conduct a survey of existing parking types and level within the area and assess against criteria above.</p>
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2. Definition of Scheme Type & Limits

Stage 2 of the process follows on from the site observation and an approval that the criteria for a Residents' Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could be a long stay or short stay problem.

Residents Owning too Many Cars – No Scheme

If it is found that problems exist due to residents owning too many cars, a residents' parking scheme should not go ahead.

Long Stay Problem – Shared Use

A 'Type A' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case residents' parking permits could be allocated, and restrict parking to 2hours for example, in order to allow access to local facilities but prevent all day parking in the area.

Short Stay Problem – Exclusive Use

A 'Type B' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case restrictions are required to provide an equal advantage to residents and visitors to park.

Stage 2: Actions Required

Decide whether the residents parking scheme is to address a Long Stay or Short Stay problem.

Identify the appropriate restrictions and time limits based on the user profile.

3. Justification of Scheme

This stage involves gathering the evidence from Stages 1 & 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and identification of the possible type of scheme at Stage 2, assessment can be carried out as to the scope and impact of implementing a scheme. From this the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Area Board to progress.

Stage 3: Actions Required

Set out a written justification for sending the scheme to consultation through criteria and observation data.

4. Prioritisation of Measures

If there are a number of requests for schemes then the council must prioritise these. The promotion of schemes is costly and with only a finite amount of funding to implement, it is likely that requests will be prioritised. Rankings should be completed against common criteria such as scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and public support for the scheme. This will provide a ranked list of requests that can be progressed as funding is available.

Stage 4: Actions Required

Provide a list prioritising potential schemes and also the associated measures which would be adopted.

5. Consultation with Residents & Businesses

Stage 5 of this process is a key and significant stage within the whole RPS lifecycle. Developing a strategy for whom and how residents are consulted needs careful preparation. The council needs to identify the area which will be consulted, a methodology and also a budget. The streets adjacent to those

under investigation can also be considered in the consultation process. The views of surrounding local businesses are also important in the potential implementation of a scheme.

One further key point is the level at which responses will be considered. It has been seen that generally authorities take a majority result from the people that respond. In some places only a 30% response rate is required which has been proven too low in certain cases. It appears that the majority response is the most suitable criterion to use. However, it must be reinforced to residents that in the event of they do not vote, the majority response will prevail.

It is recommended that the council will adopt a minimum consultation response rate of over 50% and use a majority of 51% or above to carry the vote.

Stage 5: Actions Required	<p>Identify areas and stakeholders to be consulted.</p> <p>Determine standard method of consultation.</p> <p>Clearly define the level at which the vote will be carried and make consultees well aware.</p>
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6. Permit Allocation & Pricing

Stage 6 of this process is another significant stage involving setting permit entitlements and charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three. In other cases, permits have been allocated based on the availability of parking spaces e.g. 75-100% – allow two permits/household and visitors' permits. Visitor permits may be awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered. In terms of charging, some areas allow the first permit to be free, others impose specific zone costs or some are attempting to create a county wide fee.

Stage 6: Actions Required	<p>Consider effectiveness of county wide or site specific entitlement and charges.</p> <p>Identify a method to apply entitlements for residents, visitors and businesses.</p> <p>Set a charging schedule which will reflect the site specific needs.</p>
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7. Approvals & Implementation

Stage 7 of this process is the approvals and implementation stage. At this point there needs to be a reflection made on the consultation process. New or amended Traffic Regulation Orders need to be drafted as part of the implementation process. This stage provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden before the scheme can be implemented.

Stage 7: Actions Required

Draft Traffic Regulation Orders, formally advertise and invite objections from residents/members of the public.

Collate consultation responses and amend where necessary.

8. Enforcement and Monitoring

Stage 8, the final stage of the process is applied when the scheme is in effect. The council should decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the council's overall traffic management issues. If the council receives a significant number of complaints from residents and in compliance it may then be necessary to enforce the scheme further.

Stage 8: Actions Required

Maintain a record of residents' complaints or levels of low compliance.

Where necessary enforce the scheme and monitor suitability of measures.

