

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	17 JUNE 2015	AGENDA ITEM:	12
TITLE:	RESIDENTS PARKING - REVIEW OF RESIDENT PERMIT RULES/DEFINITIONS AND REVIEW HUNTER'S WHARF HOUSEHOLDS - 25, 27, 30 AND 32		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	LEAD COUNCILLOR FOR STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT ALL
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	
LEAD OFFICER:	ELIZABETH ROBERTSON	TEL:	01189 373767
JOB TITLE:	CIVIL ENFORCEMENT MANAGER	E-MAIL:	<a href="mailto:Elizabeth.robertson@reading.gov.uk">Elizabeth.robertson@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report advises members of the proposal to the change the Resident Parking Permit Scheme Rules and Definitions to include the option for second permit fees to be refunded or transferred.
- 1.2 For members to decide if 4 properties within Hunters Wharf in Katesgrove Lane are formally included in the Permit Parking Zone 10R and how many permits they would eligible for if included.
- 1.3 Appendix 1 - New Refund/Transfer process for 2<sup>nd</sup> Permit charges in the Permit Management Definitions.

2. RECOMMENDED ACTION

- 2.1 That the members agree the changes to the Resident Parking Permit scheme as outlined in 4.2.1 and 4.2.2:
- 2.2 That the members agree the Permit Management Rule Definitions are updated to reflect the changes set out in Appendix 1.
- 2.3 That the members decide if Hunter's Wharf households 25, 27, 30 and 32 are included within Permit Parking Zone 10R.
- 2.4 That the members decide if the households are included that they would be eligible for the first and second permit OR the first permit only. That the members decide if households are eligible for the visitor permits (currently 2 free books, 5 charged books).

### 3. POLICY CONTEXT

3.1 The proposals are in line with current Transport & Planning policy.

### 4. THE PROPOSAL

#### 4.1 Current Position:

4.1.1 The Current Residents Parking Scheme was approved by Cabinet in December 2010, this was following a review of the service undertaken in 2009-2010 and reported through the Cabinet and Scrutiny processes in September 2009, February 2010 and July 2010. A revised scheme was introduced in April 2011.

4.1.2 Amendments to the current Residents Parking scheme and Permit Management Rules were taken through Cabinet, Full Council and Traffic Management Advisory Panel meetings in July 2011, September 2011, June 2012, February 2013, June 2013 and January 2014.

4.1.3 A further review of the service was undertaken through the Council's scrutiny process at the meeting in January 2013.

4.1.4 The current permit scheme charges were introduced on the 1<sup>st</sup> June 2014.

#### 4.2 Options Proposed

4.2.1 It is proposed to introduce refunds for Residents permits only as set out below:

- a) **Refund:** Any refund should be in line with current Duplicate/Replacement Fee.
  - i) Maximum of £40 refund as per below
  - ii) Minimum of £10 refund as per below:

	Refund
Permit returned 1-3 (calendar) months since issue	£40
Permit returned 4-6 (calendar) months since issue	£30
Permit returned 7-9 (calendar) months since issue	£20
Permit returned 10 (calendar) months since issue	£10
Permit returned 11-12 (calendar) months since issue	£0

- iii) Refund only approved if original permit returned, resident will be responsible for returning to Council (e.g. sending recorded delivery).
- iv) Will apply if resident with the 2<sup>nd</sup> Permit moves to another permit zone and requests a refund as they will become first permit holder. Permit must be returned.
- v) Will apply if resident with the 2<sup>nd</sup> permit request to become first permit holder in same household. Both permits must be returned for refund to apply. Resident will need to find alternative parking or apply for temporary permit whilst refund/re-issue of permit is processed. Temporary permit fee will apply.

4.2.2 It is further proposed to offer a transfer option for Residents permit holders who move within 6 months of issue to another or within same permit zone as set out below that have paid the second permit fee:

- b) **Transfer:** Second permit fee can be transferred if a resident moves to another or same permit zone within 6 (calendar) months of issue of second permit.
  - i) The same expiry date will be held.
  - ii) Both permits must be returned from original household for transfer to apply, to be received within the 6 calendar months.
  - iii) Transfer of fee completed when Residents submits an application with correct proof of residency and vehicle ownership for new household.
  - iv) Resident can still apply for temporary permit(s) when moving into new household. Temporary permit fee will apply. (Full permit application can follow later)
  - v) Residents that move after 6 (calendar) months of issue will not be entitled to transfer the fee and the full charge will apply.
  - vi) The transfer does not apply to first permit holders and a new application will be required.

4.2.3 In all cases permits must be returned to Council for refund/transfer to apply. If a permit is not received, the decision for refund/transfer will be decided by the Permit team, residents may be asked to make payment until disputes are resolved.

4.2.4 In all cases resident must write and confirm request for refund/transfer and provide details of new address for process of refund/transfer. Letter or e-mail to the Parking Permit team will be sufficient. Residents may be asked to make payment until disputes are resolved.

4.2.5 The refund/transfer does not apply to other permit types such as Visitors, Business, Discretionary or Temporary.

4.2.6 The new addition to the Permit Management Definitions is set out in Appendix 1.

4.2.7 It is proposed to introduce the refund/transfer from 1<sup>st</sup> August 2015 to allow time for back office systems to be changed.

#### 4.2.8 Hunter's Wharf Development

4.2.9 There are 4 flats within the Hunter's Wharf development that have no parking associated with them: Flats 25, 27, 30 and 32.

4.2.10 Hunter's Wharf is located outside of the Permit Parking Zone 10R. Planning approval was granted in 2002 (Application Number 01/00564/FUL) and there are no planning informative's about the issue of on-street permits.

4.2.11 The table below shows the permits issued at the households:

Address	Current Issue	Previous Permits (Since 2007)
25 Hunter's Wharf	No Valid Permits	3 Discretionary Resident permits
		4 Discretionary Visitor permits

27 Hunter's Wharf	1 Discretionary Resident Permit	7 Discretionary Resident permits
		15 Discretionary Visitor Permits
30 Hunter's Wharf	1 Discretionary Visitor permit	9 Discretionary Resident permits
		19 Discretionary Visitor permits
32 Hunter's Wharf	1 Discretionary Resident Permit	4 Discretionary Resident Permits
	1 Discretionary Visitor Permit	7 Discretionary Visitor Permits

4.2.12 Residents of these properties under the current scheme are not entitled to any parking permit (including visitor permits). All applications are dealt with under the discretionary process.

4.2.13 The current zone capacity for 10R is 97% (May 2015).

4.2.14 The other households within Hunter's Wharf are eligible for one off-street parking place; therefore they are restricted to one vehicle per household.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 To promote equality, social inclusion and a safe and healthy environment for all.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The Residents Parking Review included a survey of all 12,000 households within the current Residents Parking zones completed in 2010.

## 7. LEGAL IMPLICATIONS

7.1 The Traffic Regulation Order for Katesgrove Lane will need to be updated if the properties in Hunter's Wharf are included in the permit scheme.

## 8. FINANCIAL IMPLICATIONS

8.1 The financial implications are estimated in the table below, we would propose to introduce the change from the 1<sup>st</sup> August 2015.

		Maximum			Minimum
		£40	£30	£20	£10
Estimated number of Refunds per month	10	£400	£300	£200	£100
Estimated number of Refunds for 2015-2016	80	£3,200	£2,400	£1,600	£800
Estimated number of Refunds per year	120	£4,800	£3,600	£2,400	£1,200

8.2 The current estimated income for 2015-2016 is £223,900.

8.3 The estimated maximum loss of income is £4,800 for a full year.

**9. BACKGROUND PAPERS**

9.1 September 2009, February 2010, July 2010 and December 2010, July 2011 and June 2012 Cabinet reports. January 2013 Scrutiny Review and February 2013 Full Council reports.

**10. APPENDIX**

10.1 Appendix 1 - Update to Permit Management Definitions.

## Residents Parking Definition Update:

New addition to the Definitions document:

- 1) “Refund” or “Transfer” of permit charge/fee relates to a Residents Permit holder only that has paid the second permit charge. Refunds/Transfer are not authorised for other permit types including but not limited to: Business, Visitor, Temporary, Discretionary permit fees.

a) **Refund:** Any refund should be in line with current Duplicate/Replacement Fee.

- i) Maximum of £40 refund as per below
- ii) Minimum of £10 refund as per below:

	Refund
Permit returned 1-3 (calendar) months since issue	£40
Permit returned 4-6 (calendar) months since issue	£30
Permit returned 7-9 (calendar) months since issue	£20
Permit returned 10 (calendar) months since issue	£10
Permit returned 11-12 (calendar) months since issue	£0

- iii) Refund only approved if original permit returned, resident will be responsible for returning to Council (e.g. sending recorded delivery).
  - iv) Will apply if resident with the 2<sup>nd</sup> Permit moves to another permit zone and requests a refund as they will become first permit holder. Permit must be returned.
  - v) Will apply if resident with the 2<sup>nd</sup> permit request to become first permit holder in same household. Both permits must be returned for refund to apply. Resident will need to find alternative parking or apply for temporary permit whilst refund/re-issue of permit is processed. Temporary permit fee will apply.
- b) **Transfer:** Second permit fee can be transferred if a resident moves to another or same permit zone within 6 (calendar) months of issue of second permit.
- i) The same expiry date will be held.
  - ii) Both permits must be returned from original household for transfer to apply, to be received within the 6 calendar months.
  - iii) Transfer of fee completed when Residents submits an application with correct proof of residency and vehicle ownership for new household.
  - iv) Resident can still apply for temporary permit(s) when moving into new household. Temporary permit fee will apply. (Full permit application can follow later)
  - v) Residents that move after 6 (calendar) months of issue will not be entitled to transfer the fee and the full charge will apply.
  - vi) The transfer does not apply to first permit holders and a new application will be required.
- c) In all cases permits must be returned to Council for refund/transfer to apply. If a permit is not received, the decision for refund/transfer

will be decided by the Permit team, residents may be asked to make payment until disputes are resolved.

- d) In all cases resident must write and confirm request for refund/transfer and provide details of new address for process of refund/transfer. Letter or e-mail to the Parking Permit team.

Update to definition document:

- 2) **“Temporary”** means a permit issued for a maximum of 8 weeks in the following circumstances:
  - a) New resident moved into a parking permit zone household
  - b) Change of vehicle
  - c) Temporary change of vehicle
  - d) Discretionary temporary permit
  - e) Resident requests change from 2<sup>nd</sup> permit holder to 1<sup>st</sup> permit holder (fee still applies)