

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

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| TO: | TRAFFIC MANAGEMENT SUB-COMMITTEE | | |
| DATE: | 14 JANUARY 2016 | AGENDA ITEM: | 9 |
| TITLE: | RESIDENTS PARKING - REVIEW OF RESIDENT PERMIT RULES | | |
| LEAD COUNCILLOR: | TONY PAGE | PORTFOLIO: | LEAD COUNCILLOR FOR STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT ALL |
| SERVICE: | TRANSPORTATION & STREETCARE | WARDS: | |
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1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report advises member of the proposal to the changes to the Resident Parking Permit Rules and Definitions.

2. RECOMMENDED ACTION

2.1 That the Sub-Committee agree the changes to the Resident Parking Permit Rules and Definitions as set out in 4.2 as follows:

- Agree Household Definition to include House of Multiple Occupation
- Agree Healthcare Professional definition to include Social Workers from NHS in the approved profession list
- Agree Tradesperson Permit definition to amend proofs required for daily permit
- Decide if the Teacher Permit definition should to include Peripatetic Teachers to be granted "All Zone" permits
- Agree Permit Management Rule charges are amended for 2nd Discretionary Resident permit, 2nd to 4th Charity and Community Agency to £120. To be introduced on 1 February 2016.
- Agree the Refund and Transfer definition is changed to reflect new charges
- Decide if the Refund and Transfer definition is changed to allow transfer of fee to from one applicant to another applicant.
- Agree Temporary Permits definitions to include (Emergency) Temporary Accommodation situations
- Decide if households that do not have any resident permits may be granted a single discretionary visitor permit that allows "ANY" vehicle to park. A charge of £120 would apply and they would waive their entitlement to books of visitor permits.

2.2 That the Sub-Committee agree the permit charges are introduced on the 1 February 2016.

3. POLICY CONTEXT

3.1.1 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 Policy Committee meeting held on 30th November 2015, agreed to increase the 2nd and 3rd resident permit charges to £120 and £240 respectively from the 1st February 2016.

4.2 Options Proposed

4.2.1 The permit scheme rules were last reviewed at the January 2014 Traffic Management Sub-Committee, when it was agreed to review the permit scheme charges.

4.2.2 It is proposed to make amendments to the rules and definitions of the scheme as per below:

"Household" Definition

4.2.3 Household definitions: Update the household definitions to include House of Multiple Occupation (HMO). The proposed definition is set out below (*highlighted in italics*):

Household - is a Household within a Permit Parking zone and is a house or flat that is registered for Council Tax, has appropriate planning permissions, and does not have a planning condition and/or informative. Residents may be asked to demonstrate appropriate planning consents.

- a) Houseboats are included in this but must be moored at a fixed site and is therefore liable for Council Tax and will be entitled to apply for a Permit provided the mooring is within a Residents Parking zone.
- b) Residents who live in a household that has a Certificate of Lawful Use may only be considered for 2 resident's permits for the whole property. A discretionary application will apply.
- c) There will be no automatic entitlement to a residents parking permit for Residents who live in a household that has a planning condition and/or informative. A discretionary application will apply.

- d) *Residents who live within a House of Multiple Occupation will only be considered for 2 permits for the whole property.*

"Healthcare Professional" Permit Definition Update

4.2.4 At the Traffic Management Advisory Panel meeting on the 12th June 2012, it was agreed to include Social Workers to the Healthcare Professional list. The decision was based on Social workers who are employed by Reading Borough Council. There are applications received from Social workers based at NHS locations. It is proposed to clarify that they are included in the list. The proposed new healthcare professional definition is set out in 4.2.5 (*highlighted in italics*).

4.2.5 "Healthcare Professional" means a profession to help

- a) vulnerable adults who need help to maintain their independence
- b) children whose health and/development may be at risk because of a disability, family circumstances or behavioural difficulties.
- c) Medical Professions to carry out their professional duties (not Medical Doctors See "Medical Practitioner").
- d) The following professions are included: District Nurse, Community Health Nurse, Practice Midwife, Community Midwife, Home Care Assistant, Health Visitor, Midwife, Community Psychiatric/Mental Health Nurse, Consultant Psychiatrist, Clinical Psychologist, Occupational Therapist, and *Social Workers (RBC and NHS)*.
- e) Other occupations will be at the discretion of Council officers.

"Tradesperson Permit" Definition - Daily permit proof

4.2.6 The rules/definitions state that in order to obtain a daily Tradesperson's permit, they are required to provide proof of business address (bank statement, utility bill or current business rates), business use (DVLA registration document or insurance documents) along with a letter detailing the work being carried out, the address, the dates of work, the vehicle registration, make and model.

4.2.7 It is proposed to remove the requirement for proof of business address and business use and issue the permit(s) with only the letter which has details of the company, the work being undertaken, the address the works are taking place, the dates of work, the vehicle registration, make and model. The new definition would state (*highlighted in italics*):

"Tradepersons Permit" means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;

- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
- b) All permits will be valid for a maximum of one year.
- c) They will be valid 7am to 7pm only
- d) Daily permits will be available from Civic Centre and fee will be £10 per day, maximum of 30 per year.
 - i) Landlord only available by post.
- e) Yearly permits will be issued by post and the fee will be that set for discretionary applications for businesses.
- f) Proof of business address and business use will be required for both types.

- i) *In the case of Daily permit - Proof of business address and business use will not be required but a letter which has details of the company or if self-employed, the work being undertaken, the address the works are taking place, the dates of work, the vehicle registration, make and model to be provided.*
 - g) Only 1 permit per vehicle will be issued
 - h) They are NOT valid in Doctors bays, sole Pay & display bays, limited waiting bays etc or any other parking restrictions such as yellow lines.
 - i) They are NOT valid for visiting or working at the applicant's business address if located in a permit parking zone.
 - j) They are NOT valid to park in permit bays whilst visiting a property not in the permit parking zones.
 - k) The address displayed must be within the relevant permit parking zone that the service is being provided to.
 - l) A fee will be applicable.
- 4.2.8 The charge of £10 per permit would still apply.

Teacher Permits Definition

4.2.9 At the Traffic Management Advisory Panel meeting on the 12th June 2012 it was agreed to amend the rules of the Teacher permits. A request has been received from Cranbury College to amend the rules to allow Peripatetic Teachers to be granted "All Zone" permits.

4.2.10 They have stated "Cranbury College is the pupil referral service for Reading and are part of Reading Borough Council. We employ a team of peripatetic teachers who visit and teach children/young people either in their homes or community centres. These young people are out of school for a variety of reasons and it is vital and a legal requirement that their education continues.

We operate within the Reading area. I am wondering if our peripatetic teachers could be given a parking permit to enable them to visit homes without the risk of a parking ticket in order they can do this vital job for children and young people who live in the Reading area."

4.2.11 They have further advised that they currently employing 10 Peripatetic teachers but that they are recruiting for more due to increasing numbers. They do not believe the 15 permits per site will be sufficient to cover all teachers based at the schools (on College Road and Cranbury Road).

4.2.12 They have advised that the "lessons are usually 1 hour up to as long as 2 hours BUT some staff set up in local libraries and community centres all day and students come to them. We have done this in an effort to reduce travel time and increase the teaching hours that we can offer to students"

4.2.13 If this is agreed the definitions would be amended as per below (*highlighted in italics*)::

"Teacher" means a person qualified to teach, and is employed by the school located in a permit parking zone.

- a) Teaching Assistants are included
- b) Trainee Teachers are included
- c) *Peripatetic Teachers are permitted All Zone permit*

- d) Applications for other members of staff of the education establishments (i.e. non-teaching staff) to be dealt with as discretionary business applications.

“Teacher permit” means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;

- e) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
- f) A discretionary non-business application will be required.
- g) All permits will be valid for a maximum of one year from issue. The parking permits are restricted to term time only parking, between 7am and 8pm.
- h) The school must have no or little off-street parking.
- i) Proofs of vehicle ownership and confirmation of employment (Job description required to prove applicant is a teacher/teaching assistant and not just a coach/mentor) at the school must be provided to confirm employed as Teacher/Teaching Assistant/Trainee Teacher.
- j) Visitor permits may be issued to the head teacher to cover supply teachers only.
- i) Further books will only be issued upon proof that the permits have used in accordance with above.
- k) There will be no entitlement to renew and new applications will be required annually.
- l) The parking permits are limited in numbers to each school and it is dependant on the number of off-street parking spaces located at each school. A maximum of 15 permits to be issued per school/establishment i.e. not per site, which is reduced depending on zone availability and off-street parking. The primary purpose of the permit parking scheme is for residents to find parking near their home; it is not intended for schools per se. The variation ability from 15 permits would be a discretionary decision of TMSC in extenuating circumstances.
- m) *The Peripatetic Teacher permits would be part of the 15 allocated permits, and would still be restricted to term time only, between 7am and 8pm.*
- n) The 15 permits would include any business applications that may be granted. It would be for the school to allocate the permit applications.

Permit Management Rules - Charges

4.2.14 At the Policy Committee meeting on the 30th November 2015, it was agreed to amend the permit management rules for the 2nd and 3rd resident permit charges to £120 and £240 respectively.

4.2.15 It is proposed to amend the Permit Management Rules for the other discretionary parking permit charges from 1st February 2016 as per below:

- There may be a second permit charge of £120 for the following groups which is in line with resident permits: Charities, Community Agencies and Residents.

Refund or Transfer Definitions

4.2.16 It is proposed to update the refund and transfer fee definitions as per the new permit charges of £120. The refund amounts would be amended as per 4.2.17 a) i) & ii) (*highlighted in italics*):

4.2.17 A resident has requested the transfer of the permit fee is amended to allow the fee to be transferred from one applicant to another applicant within the same household. The definitions would be amended as per 4.2.17 c) (*highlighted in italics*)

4.2.18 The new definitions document would be amended as per below:

- a) **Refund:** Any refund should be in line with current Duplicate/Replacement Fee.
- i) *Maximum of £40 or £80 refund as per below depending on charge paid at time of issue*
 - ii) *Minimum of £10 or £20 refund as per below depending on charge paid at time of issue:*

| | Refund £80 Paid | <i>Refund £120 Paid</i> |
|---|-----------------------|---------------------------------|
| Permit returned 1-3 (calendar) months since issue | £40 | <i>£80</i> |
| Permit returned 4-6 (calendar) months since issue | £30 | <i>£60</i> |
| Permit returned 7-9 (calendar) months since issue | £20 | <i>£40</i> |
| Permit returned 10 (calendar) months since issue | £10 | <i>£20</i> |
| Permit returned 11-12 (calendar) months since issue | £0 | <i>£0</i> |

- 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 2nd 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 2nd 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) *Transfer: Second permits fee can be transferred from one applicant to another applicant within the same household. The above conditions would apply and the first applicant confirms they are waiving their right to a refund.*
- d) 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.

- e) 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.

Temporary Permit definitions

4.2.19 It is proposed to amend the Temporary permit definitions to allow the issue of a second temporary permit to applicants who have been moved into (emergency) temporary accommodation (e.g. moved in Bed & Breakfast).

4.2.20 If agreed the definitions would be updated as per below (*highlighted in italics*):

“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
 - i. *Temporary/emergency accommodation - (e.g. resident moved to Bed & Breakfast) may be granted a second temporary permit under discretionary temporary permit and fee still applies.*
- e) Resident requests change from 2nd permit holder to 1st permit holder (fee still applies)

Visitor Permits Definitions

4.2.21 The current rules allow for 7 books of visitor permits to be issued per household per year (2 free books and 5 charged books, currently £22 per book). Additional visitor books may be purchased under the discretionary application process. Households are normally issued up to 5 additional discretionary books per year.

4.2.22 The 5 books of visitor permits will cost households £110 per year.

4.2.23 It is proposed that a household that does not hold a residents permit waives their entitlement to the books of visitor permits but are issued a single visitor parking permit that is non vehicle specific. A charge of £120 would be applied. The definitions would be amended as per below:

“Visitor Parking Permit - Discretionary”: means but not limited to a permit issued by Reading Borough Council and will display the Zone, unique reference number, date of expiry;

- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
- b) All permits will be valid for a maximum of one year from date of issue.
- c) Only 1 visitors permit per household will be issued.
- d) Household will not have a residents parking permit issued, and will waive their entitlement to the books of **“visitor parking permits”**
- e) Proof of residency must be provided.
- f) If any books of visitor permits have been issued, they must be returned.
- g) A fee of £120 will apply.

4.2.24 A single visitor permit would limit the household to only one visitor per day/time. The books of visitor permits allows for multiple visitors.

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 There are no legal implications arising from this report.

8. FINANCIAL IMPLICATIONS

8.1 The Financial implications are based on a full year of charges.

8.2 The change to the charges could generate additional income of £2,800 as per the table below:

| Permit Type | 2014-2015 Issued | New Charge | Total Income | Additional Income 2016/2017 |
|--|------------------|------------|--------------|-----------------------------|
| 2 nd Resident Discretionary Charged | 62 | £120.00 | £7,440.00 | £2,480.00 |
| Charity/Community Agency Charged | 8 | £120.00 | £960.00 | £320.00 |
| | | | | £2,800.00 |

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.

9.2 Traffic Management Advisory Panel June 2012

9.3 Traffic Management Sub-Committee reports January 2014

9.4 Policy Committee report 30 November 2015

10. APPENDIX

10.1 None