

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	15 JUNE 2016	AGENDA ITEM:	11
TITLE:	RESIDENTS PARKING SCHEME - SCRUTINY REVIEW		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	LEAD COUNCILLOR FOR STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PARKING SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	ELIZABETH ROBERTSON/ RICHARD WOODFORD	TEL:	(0118) 937 3767 (0118) 937 2332
JOB TITLE:	CIVIL ENFORCEMENT MANAGER/ COMMITTEE ADMINISTRATOR	E-MAIL:	elizabeth.robertson@reading.gov.uk richard.woodford@reading.gov.uk

1 PURPOSE AND SUMMARY OF REPORT

- 1.1. This report asks that the Sub-Committee re-establish the Scrutiny Task and Finish Group that was originally set up in July 2012 to consider Residents Parking in the Borough.

2. RECOMMENDATION

- 2.1 That a Task and Finish Group be established to consider Residents Parking in the Borough;
- 2.2 That a Chair of the Task and Finish Group be appointed and the membership of the Task and Finish Group agreed;
- 2.3 That the Task and Finish group meet and agree a scope for the review and report back to the next meeting of the Sub-Committee with an update of their work to date.

3. POLICY CONTEXT

- 3.1 In July 2012 the Internal Overview and Scrutiny Commission set up a scrutiny review of Parking Services. The Terms of Reference for the review were as follows:

“To review the performance and current and future arrangements for delivery of Parking Services with a focus on the services relating to residents parking schemes.”

The Chair of the Task and Finish Group was Councillor Tony Jones and the members of the Group were Councillor Hacker and former Councillors Benson and Willis.

- 3.2 Having carried out the review the Task and Finish Group agreed a number of options for the Residents Parking Scheme that were presented to the Scrutiny Commission at its meeting in January 2013 for its consideration. In addition the Group considered other potential changes to the Residents Permits Scheme as part of their review which were investigated and the conclusions presented to the Scrutiny Commission. A copy of the report detailing the findings of the Task and Finish Group is attached at Appendix 1.

4. THE PROPOSAL

- 4.1 It is proposed to re-establish the Scrutiny Task and Finish Group with the same Terms of Reference as set out in 3.1 above. The Sub-Committee will need to appoint a Chair of the Task and Finish Group and decide its membership.
- 4.2 The Group will then meet to decide the scope of the review which will be reported to the next meeting of the Sub-Committee, along with an update of their work to date.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The proposal to establish a Task-and-Finish group to look into Residents Parking is consistent with any of the Council’s Corporate Plan priority of providing infrastructure to support the economy.

6. EQUALITY IMPACT ASSESSMENT

- 6.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.2 In considering this report, you must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

7. LEGAL IMPLICATIONS

7.1 Where appropriate, the Committees may set up and appoint task-orientated, time-limited task-and-finish groups to undertake an overview & scrutiny exercise and report back to the appointing Committee. The Committee will:

- determine the specification or terms of reference for the group's scrutiny exercise - in general terms the groups will be charged with carrying out an in-depth investigation into a specific service area or policy or any issue of genuine importance to the town
- appoint Councillors to the task-and-finish group on the following basis:
 - the group to be small, and focused on outcomes
 - at least two political groups on the Council to be represented on the group
 - to include at least one Member of the appointing Committee, to be appointed to chair the group
 - other Councillor members to be agreed in consultation with Group Leaders, and need not be members of the Committee

7.2 Task-and-finish groups are not established as Sub-Committees under the Local Government Act 1972, and Committees will not be expected to make the appointments in accordance with the proportionality rules set out in Sections 15-17 of the Local Government & Housing Act 1989.

8. FINANCIAL IMPLICATIONS

8.1 None arising from this report.

9. BACKGROUND PAPERS

9.1 Report to the Internal Overview and Scrutiny Commission on 23 January 2013, attached to this report at Appendix 1.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT, CULTURE & SPORT

TO:	INTERNAL OVERVIEW AND SCRUTINY COMMISSION		
DATE:	23 JANUARY 2013	AGENDA ITEM:	5
TITLE:	RESIDENTS PARKING SCHEME - SCRUTINY REVIEW		
LEAD COUNCILLORS:	TONY PAGE	PORTFOLIO:	REGENERATION, TRANSPORT AND PLANNING
	TONY JONES		CHAIR OF SCRUTINY REVIEW TASK AND FINISH GROUP
SERVICE:	PARKING SERVICES	WARDS:	ALL
LEAD OFFICER:	ELIZABETH ROBERTSON	TEL:	01189 373767
JOB TITLE:	CIVIL ENFORCEMENT MANAGER	E-MAIL:	ELIZABETH.ROBERTSON@READING.GOV.UK

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To update the Commission on the implementation of the Residents Parking Review as agreed by Cabinet in December 2010, July 2011 and June 2012 and to report the options for future changes to the Residents Parking Scheme that have been identified by the Scrutiny Review Task & Finish Group established in 2012.
- 1.2 Appendix 1 - Comparison to Other Authorities
Appendix 2 - Visitor Permit Indicative Options

2. RECOMMENDED ACTION

- 2.1 The Scrutiny Commission notes the contents of this report, including the progress made to date in terms of performance and cost reduction.
- 2.2 The Scrutiny Commission considers the proposals made within the report and recommend and resolve accordingly.
- 2.3 In addition, the Scrutiny Commission notes the following service improvements which are planned in the near future:
- 2.3.1 Customer Services Hub to scan temporary permit applications from February 2013.
- 2.3.2 Functionality to check council tax records for applications with insufficient proof of residency from January 2013.
- 2.3.3 Permit renewal reminders to be issued by email from March 2013.

3. POLICY CONTEXT

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

4. THE PROPOSAL

4.1 Background

4.1.1 Residents' Parking was established in Reading over 35 (1976) years ago and the Council provides a permit scheme through its Parking Services teams within the Transport Service area.

4.1.2 In recent years, a series of reports on the Council's Residents Parking Scheme, and the results of a review of that service, were taken through the Cabinet and Scrutiny processes in September 2009, February 2010, July 2010 and December 2010. Previously there were 52 Residents Parking zones across Reading Borough issuing a total of 6,800 first Residents Parking permits, 1,452 second residents parking permits, 1,048 business permits and 178 discretionary permits in Residents Parking zones throughout the borough.

4.1.3 A zone review was completed in December 2010 and a revised scheme introduced. There are now 20 Residents Parking zones across the Borough and they encompass all the areas and residential properties covered by the previous scheme issuing similar numbers of permits but they now provide more space on-street throughout the larger zones. These changes are in line with previous decisions by Cabinet and reflect the outcome of the survey of all residents within the Residents Parking Scheme.

4.1.4 Following the Cabinet decision in July 2011 meeting, the permit management rules have been amended to allow households within the Residents Parking Zones to be issued with 2 free books of visitor permits (provided as 20 half day permits). From the 2nd April 2012 the PM Visitor Permits have an extended end time of 10am (now provided as Green half day permits). From June 2012 amendments were made to the issue of permits to Teachers, Medical Practitioner and Healthcare Professional Permits.

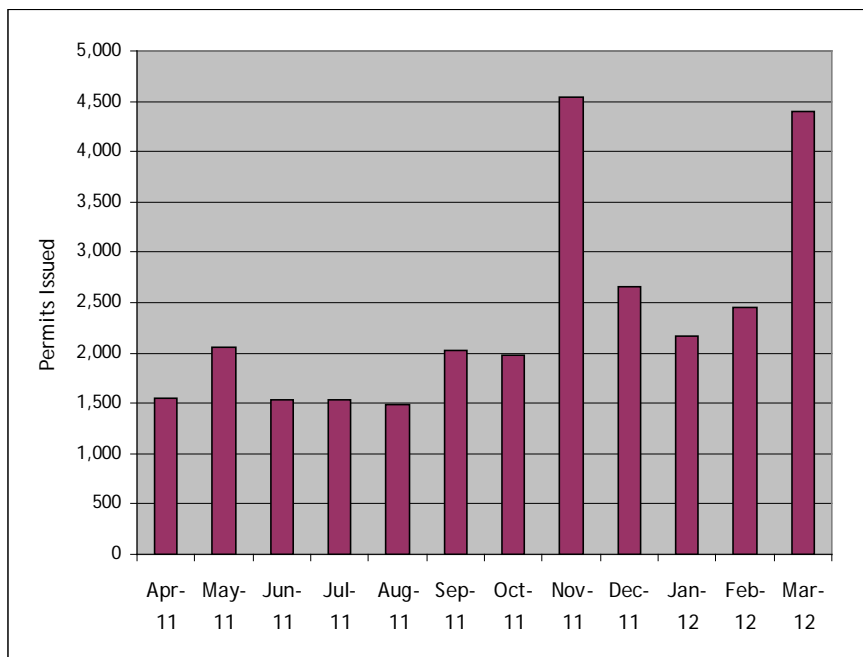
4.1.5 The Permit Management Rules had been amended and discretionary applications have been divided into business and non-business categories. The application fee of £50 is only applied for discretionary business applications, plus a £300 permit fee (minus the original £50 application fee). Non-business discretionary applications are eligible to apply free of charge but where two applications are received from the same household/establishment there may include a permit charge for the second permit if successful, currently at £60.

4.2 Current Position

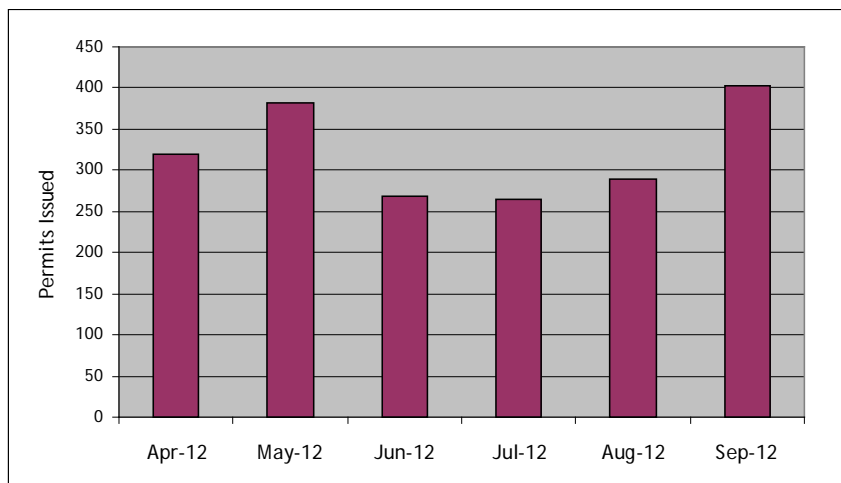
Permit Statistics

4.2.1 The chart below shows the total number of permits issued for the 12 month period from April 2011 to March 2012. The figures include new and renewed resident, business and discretionary permits, temporary permits, visitor

permits and various other permits. The total number of permits issued during this period was 28,391, at an average of 1,577 per month.



4.2.2 Residents have been able to renew resident and visitor permits online since April 2012. The chart below shows the number of renewals online for the 6 month period from April 2012 to September 2012. The total number of permits renewed online during this period was 1,923, at an average of 321 per month. This represents 23% of all new and renewed resident and visitor permits (unfortunately it is not possible to provide a percentage based on renewed permits only due to current recording procedures).

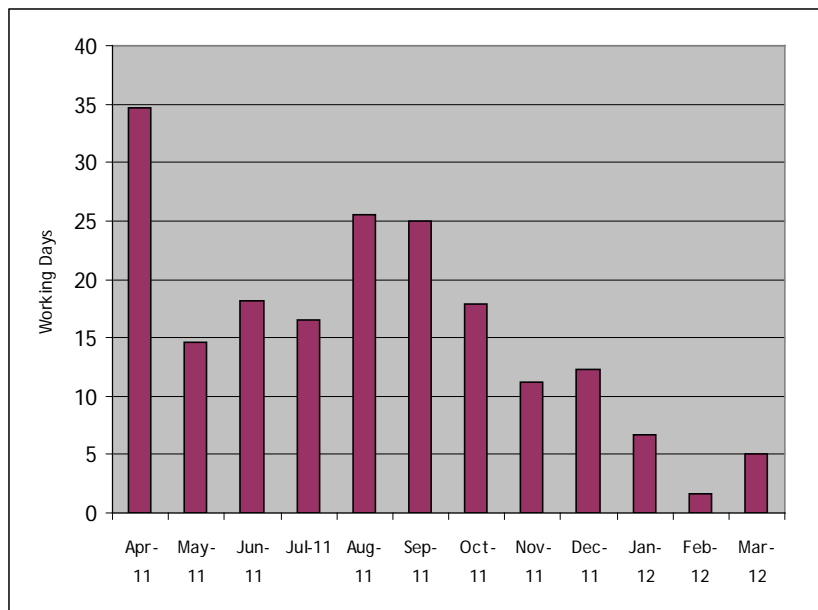


4.2.3 The table below shows the main types of permit issued in the 12 month period from April 2011 to March 2012.

PERMIT TYPE	CURRENT CHARGE	NUMBER ISSUED
First Resident Permit	Free	7,010
Second Resident Permit	£60	1,322
Free Resident Visitor Books	Free	12,902

Additional Resident Visitor Books	£20 per book	2,690
Business Permit	£250	40
Business Visitor Books	£20 per book	49
Free Discretionary Permit	Free	844
Discretionary Permit	£60 or £300	450
Temporary Permit	£5	3,012

4.2.4 The chart below shows the average processing time for permit applications in the 12 month period from April 2011 to March 2012. The average processing time during this period was 16 working days per application. Although in the six months from April 2012 to September 2012 this has reduced to 8 working days.



Process Requirements

- 4.2.5 New applications for resident permits require one proof of residency and one proof of vehicle ownership. The majority of applications are currently received by post, however applications can also be received by fax, email or hand delivered to the Civic Centre.
- 4.2.6 Resident permits are valid for 12 months. Permits can be renewed online without the requirement for further proofs, however postal renewals currently require the same level of proofs as a new application.
- 4.2.7 Resident permits are required for all domestic vehicles, including motorcycles. Residents permits are not issued to commercial vehicles.
- 4.2.8 Temporary permits are issued if a resident changes their vehicle, has a temporary vehicle or has just moved into a Residents Parking Zone. The majority of temporary resident permits are issued via the Customer Services Hub, however applications can also be made by post. The proofs required for a temporary permit is dependent on the reason for the application.

4.2.9 Further detailed scheme information is available online at - <http://www.reading-travelinfo.co.uk/residents-parking.aspx>

Resources

4.2.10 The residents parking scheme is currently administered by a team equivalent to 3 full-time members of staff. This has been reduced from a team equivalent to 6 full-time members of staff in 2009.

4.2.11 The table below shows summary financial information for the Residents Parking Scheme from 2009-10 to 2012-13:

	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ¹ FORECAST
Expenditure	£416,636.94	£412,491.15	£423,640.28	£306,908.00
Income	£170,040.24	£165,991.10	£196,829.12	£196,450.00
Income Target	£191,100.00	£221,100.00	£331,000.00	£351,000.00
Variance between income and expenditure	-£246,596.70	-£246,500.05	-£226,811.16	-£110,458.00
Variance between income and income target	-£21,059.76	-£55,108.90	-£134,170.88	-£154,550.00

1 - Actual figures up to and including Nov-12, forecast for Dec-12 to Mar-13.

4.2.12 It is anticipated that an increase in the use of the online renewal system would reduce the cost of administrating the scheme. It currently costs an average of approximately £16 to process each permit application (based on all types of permits, except visitor permits, issued in 2011-12), while each online renewals costs approximately £7-10 to process. However, to a degree this saving has already been accounted for through the reduction of staffing levels and associated scheme budget from 2011 onwards.

Accessibility

4.2.13 The residents parking team can be contacted in the following ways:

- Post - standard service is to respond within 28 days.
- Telephone - standard service is to answer within 3 rings (9am to 5pm).
- Email - standard service is to respond within 5 days.
- Fax - standard service is to respond within 28 days.
- Via the Customer Services Hub in the Civic Centre (9am to 5pm)

4.3 Recent Improvements and Efficiencies

4.3.1 A number of improvements to the Residents Parking Scheme have been made over the past few years following an upgrade to the back office processing system in 2007 and a survey of all residents in Residents Parking Zones undertaken in 2010. Changes which have been recently implemented include:

- Reorganised and simplification of the parking zones, meaning most zones are larger and provide more flexibility for residents.
- The introduction of an online renewal facility for resident and visitor permits.
- Changes to permit validity, meaning permits are valid for 12 months from the date of issue rather than set renewal dates for each parking zone.
- Evidence of residency requirement has been reduced from two proofs to one.
- The introduction of a more user friendly application form.
- Removal of the automated telephone service to ensure an easier experience for callers to reach the residents parking team.
- The current average processing time for permit applications is shown on the information screen in the Customer Services Hub.
- Additional scheme information has been made available online.
- A streamlined back office processing system, including a link to enforcement officers' handheld devices, ensuring cancelled permits cannot be used.

4.3.2 In addition, following feedback from forums held with Residents Parking Scheme users during 2012, a number of changes to the scheme are currently being progressed and may be implemented when feasible:

- Temporary applications - The introduction of a back office function to allow the Customer Services Hub to scan temporary permit applications, which would reduce paperwork and create a more streamlined process, is expected to be fully operational by the end of January 2013.
- Email and text reminders - The introduction of email and text reminders to permit holders to remind them to renew their permit (rather than the current system of issuing letters) will be available from March 2013. If no email address has been provided or an email address is not valid then a letter reminder will still be issued. It should be noted that we will need to gain the necessary consent from scheme applicants to issue text reminders. Both initiatives will help to achieve savings in the processing costs for the Residents Parking Scheme.
- Council tax records - The introduction of the necessary back office functionality to allow scheme administrators to check council tax records is currently being progressed. However, if a rule change was made meaning the named Council tax payer did not need to provide proof of residency, this would have an impact on the level of service provided. There would be an increase in the time taken to deal with each application and this would require an increase in staffing levels to cover the time to check that each new permit holder is a named council tax payer. Therefore it is intended to phase this in by first reviewing council tax records in instances where applications have provided insufficient proof of residency. This will indicate the additional administration resource involved before removing the need for new scheme applicants to provide proof of residency if they are a named council tax payer. We are also looking into the longer-term possibility of an automated link between the resident parking and council tax systems to reduce the processing resource required.

4.4 Options for Consideration

4.4.1 The new Residents Parking Scheme has now been in place for over 18 months and a Scrutiny Review has been carried out in 2012/13 to review the processes and recent efficiency improvements. The task and finish group carrying out the review have agreed that the following options for the Residents Parking Scheme be presented to the full Commission meeting for consideration:

Changes to Permit Charges

4.4.2 First and second resident permit charges - In order for the scheme to cover the administration costs, the introduction of a charge of either £20 or £30 for a first resident permit and increase the charge for a second resident permit from £60 to either £75 or £90. Estimated increased income generated by either option is shown in the table below:

1 st RESIDENT PERMIT CHARGE	2 nd RESIDENT PERMIT CHARGE	ESTIMATED ANNUAL INCOME ¹
£0 (current)	£60 (current)	£85,320.00
£0 (current)	£75	£106,650.00
£0 (current)	£90	£127,980.00
£20	£60 (current)	£235,320.00
£20	£75	£256,650.00
£20	£90	£277,980.00
£30	£60 (current)	£310,320.00
£30	£75	£331,650.00
£30	£90	£352,980.00

1 - Full financial information in Section 4.4.6

4.4.3 An alternative option which has been investigated, would be to introduce a charge for a first resident permit but decrease the charge for a second permit, as outlined in the table below:

1 st RESIDENT PERMIT CHARGE	2 nd RESIDENT PERMIT CHARGE	ESTIMATED ANNUAL INCOME ¹
£0 (current)	£60 (current)	£85,320.00
£20	£40	£206,880.00
£30	£30	£267,660.00

1 - Full financial information in Section 4.4.6

4.4.4 Discretionary permit charges - To ensure consistency, the charge for discretionary resident first and second permits (i.e. residents, charities and community agencies) should be charged in line with the costs of the resident first and second permits (as outlined in section 4.4.2).

4.4.5 Temporary permit charge - Consider an increase in the charge for a temporary permit from £5 to £10, which could be implemented from 1st April 2013. This is a more realistic cost for administering temporary permits and would assist in reducing the scheme deficit by approximately £15,000 over a 12 month period.

4.4.6 The table below shows forecast summary financial information for the Residents Parking Scheme for 2013-14, based on the options as set out above from 4.4.2 to 4.4.5:

	2013-14 FORECAST				
	1 st Permit £20 2 nd Permit £60	1 st Permit £20 2 nd Permit £75	1 st Permit £20 2 nd Permit £90	1 st Permit £30 2 nd Permit £60	1 st Permit £30 2 nd Permit £75
Expenditure	£351,908.32	£351,908.32	£351,908.32	£351,908.32	£351,908.32
Income	£369,750.00	£391,080.00	£412,410.00	£445,600.00	£466,930.00
Income Target	£351,000.00	£351,000.00	£351,000.00	£351,000.00	£351,000.00
Variance between income and expenditure	£17,841.68	£39,171.68	£60,501.68	£93,691.68	£115,021.68
Variance between income and income target	£18,750.00	£40,080.00	£61,410.00	£94,600.00	£115,930.00

Note - The figures above do not any resistance to charges resulting in decreased take-up.

	2013-14 FORECAST				
	1 st Permit £30 2 nd Permit £90	1 st Permit £20 2 nd Permit £40	1 st Permit £30 2 nd Permit £30	1 st Permit £0 2 nd Permit £75	1 st Permit £0 2 nd Permit £90
Expenditure	£351,908.32	£351,908.32	£351,908.32	£306,908.00	£306,908.00
Income	£488,260.00	£239,240.00	£300,870.00	£231,340.00	£251,170.00
Income Target	£351,000.00	£351,000.00	£351,000.00	£351,000.00	£351,000.00
Variance between income and expenditure	£136,351.68	-£112,668.32	-£51,038.32	-£75,568.00	-£55,738.00
Variance between income and income target	£137,260.00	-£111,760.00	-£50,130.00	-£119,660.00	-£99,830.00

Note - The figures above do not any resistance to charges resulting in decreased take-up.

4.4.7 Other permit charges - There is currently no proposal to amend any of the other permit charges, as outlined below:

PERMIT TYPE	CURRENT CHARGE	NUMBER ISSUED DURING 2011/12
Free Resident Visitor Books	Free	12,902
Additional Resident Visitor Books	£20 per book	2,690
Business Permit	£250	40
Business Visitor Books	£20 per book	49
Free Discretionary Permit (non-resident, i.e. carers, healthcare)	Free	712

professionals, teachers and medical practitioners)		
Discretionary Permit (i.e. businesses, landlords, trade persons)	£300	450

Postage Changes

4.4.8 Permits are currently issued by first class post, however there is the potential to change this to second class post which would achieve a cost saving of approximately £1,000 per year (based on the existing number of permits issued). This change is unlikely to have any significant detrimental impact due to the current quick turnaround of permit applications.

4.5 Other Options Considered

4.5.1 In addition to the options outlined in Section 4.4, the Task & Finish Group considered other potential changes to the Residents Permits Scheme as a part of their review. These have been investigated and the conclusions are outlined below:

- Third resident permits - The merits of introducing an allowance of up to three resident permits per household in zones where there is sufficient capacity and a substantial charge is introduced (for instance in line with the Bristol scheme) has been investigated. However, of the 14 main resident permit zones in the Borough, only 7 zones are currently under capacity (ratio of spaces to zonal permits issued) and only 2 zones are below 85% capacity (which could be considered to be a realistic threshold for sufficient capacity to introduce a third resident permit).
- In addition, it is considered that the policy of allowing two permits per household is well established and accepted, provides consistency throughout the Borough, helps to balance resident parking demand with the needs of other users (for instance visitors / doctors /tradespersons etc) and aligns with the Council's sustainable transport strategy as outlined in the Local Transport Plan. It is therefore not recommended to change the existing scheme policy but to still consider ad-hoc third permit requests through the discretionary permit application process.
- Permit renewal - The merits for all resident permits to be renewed every two years rather than every year has been investigated, however it is recommended that that the practicalities and potential cost savings should be further investigated by officers before a decision is reached. This would result in a less onerous experience for scheme users and reduce the cost to the Council of administrating the scheme (for instance through reduced printing, processing and reminder costs). However, it could only be implemented on the basis that a two year resident permit would be charged at the same rate as purchasing two annual permits (at current prices a two year second resident permit would cost £120), and therefore would not result in a loss of income to the Council.
- There would be a one-off cost associated with the introduction of a two yearly renewal and there is a small risk of increased fraudulent activity and greater loss of permits. Implications for the issuing of other types of permits would need to be considered to ensure consistency with resident

permits (for instance it may be sensible to change the free annual allocation of visitor permits to a two year cycle as well).

- A further consideration is the refund policy if a move to a 2 year permit is agreed. Currently once a permit has been issued there are no refunds if the permit is not returned. This may need to be reviewed if the cost of permit increases to a two year fee and if pro-rata refunds are to be given. This would increase the costs of administration for processing the refunds and increase time to process other permits.
- Visitor permits - The merits of introducing a more flexible system for visitor permits than the current half day permits system has been investigated, however it is not recommended by the Task & Finish Group. A number of schemes in other parts of the country provide flexible visitor permit systems through the use of a scratch card system, where the user indicates the time of visitor arrival on a permit which is valid for a certain amount of time (for instance 6 hours) from the indicated start time.
- The introduction of such a system in Reading would require a policy change, significant resource to undertake a consultation with scheme users and initial set-up costs including changes to the existing back office system and application forms. There would be no direct benefit to the Council by introducing this change, however wastage could be minimised by only introducing the change once the existing stock of half day visitor permits have been used, which is estimated to occur around January 2014.
- Further considerations include the different number of pass validity times available, quantity of permits per book, allocation of free permits, charges for additional permits and the maximum number of permits available per household would need to be agreed and could be explored through a consultation. The indicative options considered by the Task & Finish Group are set out in Appendix 2.
- Online applications - The feasibility of introducing a facility to accept new applications online is currently being investigated with our supplier. It is anticipated that the ability to allow a more customer friendly online application process will be available in the future and officers will continue to investigate this option.
- Virtual permits - The merits of introducing a facility to issue virtual permits, resulting in card permits not being required and enforcement being undertaken through checking vehicle number plates is recommended for further investigation by officers, however it is not anticipated that this could practically be implemented before Spring 2014.
- The introduction of this facility is dependent on the re-tendering of the existing on-street enforcement contract to enable civil enforcement officers to have the required hand held equipment, and the necessary changes to the back office system to process registration plate checks. It is anticipated that a consultation with residents would be appropriate before changing to a virtual permit system.

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.

6.2 Residents have been engaged in workshops regarding the parking permit scheme 2012.

7. EQUALITY IMPACT ASSESSMENT

7.1 The options outlined in this report will not have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

8. LEGAL IMPLICATIONS

8.1 There are no legal implications arising from these options.

9. FINANCIAL IMPLICATIONS

9.1 The financial implications of the options outlined in this report are set out in Section 4.4.6.

10. BACKGROUND PAPERS

10.1 Cabinet reports - September 2009, February 2010, July 2010, December 2010 and July 2011.

10.2 Traffic Management Advisory Panel reports - June 2012.

11. APPENDIX

11.1 Appendix 1 - Comparison to Other Authorities

11.2 Appendix 2 - Visitor Permit Indicative Options

APPENDIX 1 - COMPARISON TO OTHER AUTHORITIES

The table below shows a comparison of the existing residents parking scheme in Reading with schemes provided by other authorities:

	READING	OXFORD	BRISTOL	NOTTINGHAM CITY	RBWM	SLOUGH
RESIDENT PERMITS						
Allocation per household	2 permits	2 to 4 permits (zone dependent)	3 permits (1 permit if off-street parking)	3 permits (any mix of resident and visitor)	2 permits	2 permits (third in exceptional circumstances)
Annual costs	First permit - Free Second permit - £60	First permit - £50 Second permit - £50 Third permit - £100 Fourth permit - £150	First permit - £30 (free low emission) Second permit - £80 Third permit - £200	First permit - Free Second permit - Free	First permit - £20 (free if over 60 or registered disabled) Second permit - £40	First permit - £25 Second permit - £50 Third permit - £100
Renewal frequency	Annual	Annual	Annual	2 years	Annual	Annual
Online renewal	Yes	No	Yes	No	No	No
VISITOR PERMITS						
Validity	Half day permits (10am to 2pm or 2pm to 10am)	Full day permits	Full day permits (can be swapped between vehicles)	Annual permit for all visitors	24 / 6 / 2 hour permits (user specifies start time)	3 / 6 / 12 / 24 hour and 1 week permits (sold as books of 5)
Free annual allocation	40 half day permits	25 full day permits	50 full day permits	3 permits (any mix of resident and visitor)	25 x 2hr permits	No free permits issued, however 50% discount if over 60
Additional permit costs	£20 for 20 half day permits	£16 for 25 full day permits	£1 per full day permit	N/A	£2 for 24hr permit and £1 for 6hr permit	£2.50 for 3hr, £5 for 6 hr, £7.50 for 12 hr, £15 for 24 hr and £15 for a week
Annual allowance	140 half day permits	50 full day permits	100 full day permits	3 permits (any mix resident and visitor)	50 x 24hr, 50 x 6hr and 25 x 2hr permits	360 hours of permits
OTHER PERMITS						
Business permits	£250 (can purchase up to 100 visitor permits a year)	£100 (3 and 6 month permits available)	First permit - £100 Second permit - £200 Visitor permit - £100	£100 (can purchase up to 5 visitor permits for £125)	£100 to £500 (dependent on zone & number of permits)	£300 (one permit allowed per property)
Other permits available	Discretionary - Free / £60 / £300 (dependent on circumstances)	Contractor - £16 for up to 7 days	Contractor - £52 for up to 7 days	Discretionary - £100 (valid for 3 vehicles) Student - £70 for one academic year	Dependent - Free Contractor - Free (issued to residents)	Carer - £25 per year Contractor - £10 for a day, £30 for a week

APPENDIX 2 - VISITOR PERMITS INDICATIVE OPTIONS

The indicative visitor permit options considered by the Task & Finish Group are shown below:

	Existing Situation	Indicative Option 1	Indicative Option 2
Free annual allocation of visitor permits per household	<ul style="list-style-type: none"> - 40 x half day permits. - Provided in books of 20 permits. 	<ul style="list-style-type: none"> - 10 x 24 hour permits and 20 x 12 hour permits. - Provided in books of 10 or 20 permits. 	<ul style="list-style-type: none"> 10 x 24 hour permits, 10 x 12 hour permits and 20 x 6 hour permits. - Provided in books of 10 or 20 permits.
Maximum additional annual allocation per household	<ul style="list-style-type: none"> - Up to 100 x half day permits per household. - Cost of £20 for a book of 20 x half day permits. 	<ul style="list-style-type: none"> - Up to 50 days of parking through a combination of 24 and/or 12 hour permits. - Cost of £20 for book of 10 x 24 hour permits and £10 for a book of 10 x 12 hour permits. 	<ul style="list-style-type: none"> Up to 50 days of parking through a combination of 24, 12 and/or 6 hour permits. - Cost of £20 for a book of 10 x 24 hour permits, £10 for a book of 10 x 12 hour permits and £10 for a book of 20 x 6 hour permits.
Comments	<ul style="list-style-type: none"> - Limited flexibility in cut off times between am and pm permits (for instance a visitor arriving at 1pm requires the use of both an am and pm permit for a visit over 1 hour). - Weekend users are required to display multiple permits. - Simple system to administer and use. 	<ul style="list-style-type: none"> - More flexibility than existing system as users set start time and choose between a 24 or 12 hour permit. - Weekend users require fewer permits. - No flexibility for visitors staying less than 12 hours. - Added complexity resulting in higher admin and printing costs and possible confusion for users. 	<ul style="list-style-type: none"> - More flexibility than existing system as users set start time and choose between a 24, 12 or 6 hour permit. - Weekend users require fewer permits. - More flexibility for short term visitors. - Added complexity resulting in higher admin and printing costs and possible confusion for users.