Car Parking Strategy
2012- 2017

DRAFT document

your council working for you

South Kesteven District Council
STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS

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1.0 Introduction

1.1 Demand for town centre parking may reduce during less favourable economic times but there is an opportunity to plan for returning high levels of demand alongside the forecast growth in housing and jobs in and around the district and in particular in Grantham.

1.2 In addition to the planned growth for the area, there are major development opportunities in Grantham, and to a lesser extent Stamford and Bourne. In all cases new developments should improve the attractiveness of each town and therefore demand for parking. Much of the land identified for new developments includes land currently used for car parking so this strategy will need to consider how this affects town centre parking provision in the medium to longer term. The uncertainties about timing of these developments mean that this strategy will need to be reviewed on a regular basis.

1.3 This Strategy is intended to cover the period 2012 to 2017. This five year timescale covers the lifetime of a new off street car park enforcement framework. During this time many of the ongoing on street parking control issues should be addressed. It is acknowledged, however, that the Strategy should be kept under review during this period not least because of the implications of major development opportunities in Grantham.

1.4 There are three broad categories of car parking in the district:

1.4.1 On-street – this is parking within the adopted highway boundary that is regulated by Lincolnshire County Council acting as highway authority. Enforcement of on-street parking regulations has historically been carried out by the Police but following the introduction of civil parking enforcement (CPE) from December 2012 will be carried out by the County Council.

1.4.2 Public off-street – these are parking areas provided by the council which are open for use by the general public. Typically users are charged according to length of stay.

1.4.3 Private off-street – parking that is privately owned for use by shoppers, residents, employers, retailers, etc.

1.5 The majority of parking within South Kesteven's market towns, with the exception of Grantham, is off-street, publicly operated car parks. Typically the parking stock is supplemented by large car parks operated by supermarkets, retail parks and other smaller privately operated car parks. In Grantham the majority of edge of town car parks is provided by supermarkets, retail parks and private operators.

1.6 The Council's agreement with Lincolnshire County Council (LCC - i.e. the Highway Authority) does not include the implementation of other on-street parking controls (i.e. Traffic Regulation Orders – TROs) that are intended to address safety or public amenity issues. There are examples of safety and/or amenity concerns included in this strategy but the responsibility for implementing lies with LCC.

1.7 Following on from the planned introduction of CPE throughout Lincolnshire in December 2012, reviews of on street parking in the market towns will be undertaken in the knowledge that any new restrictions introduced will be effectively enforced. This process involves investigating requests received for parking controls from residents, town councils and other interested organisations, and the formulation of proposals to deal with safety or obstruction problems and introduction of Resident Parking Schemes, which are progressed through the traffic regulation order process.

1.8 The council has received some representations for residents' permit schemes; currently residents' parking schemes are being considered for Stamford and Grantham. Further introduction of residents' parking arrangements will be considered if sufficient representations are received from residents in a defined area. The policy for the introduction of residents' parking arrangements on a consistent basis throughout the district is set out in Appendix A.

1.9 The Council's town centre car parks have 'Pay and Display' ticket Machines. These machines are reaching the end of their working lives and the Pay and Display system itself presents a number of challenges in terms of management and, importantly, ease of use for the customer. This Strategy identifies how the Council will look to improve its town centre car parks over the next five years.

2.0 Background to Strategy

2.1 Parking availability for any type of vehicle is an important factor in determining how people travel. Parking availability also influences the vitality and viability of town centres and the attractiveness of residential areas. In some places on-street parking can act as traffic

calming measures, in others it is a problem for residents and businesses and can be a barrier to accessibility for pedestrians, cyclists, passenger transport, emergency and other service vehicles.

2.2 There is a balance to be struck between providing and restricting car parking. This strategy must be read alongside the Economic Development Strategy, Grantham Area Action Plan, Town Centre Strategies, and the Local Development Framework to provide the full picture on how a balance can be struck between environmental protection, economic growth, accessibility, health improvement and social inclusion.

2.3 Car ownership is predicted to continue to grow over next twenty or so years alongside growth from new housing in and adjacent to the District. The Strategy is flexible enough to respond to demand for parking and at the same time seek to influence car use. Strategies and policy relating to on and off street parking are best suited to influencing car use not ownership.

2.4 There is a range of national, regional and local policy that is relevant to parking, promoting the vitality and viability of town centres, assisting residents and businesses and seeking to minimise the impact on Climate Change. Some of the key aims and objectives are set out below.

2.5 Key features of the Strategy that support the corporate priorities are as follows:

2.5.1 Grow the Economy

Town Centre's – provision of a balance of on and off street, short and long stay parking with appropriate tariffs supports the retail and business functions of town centres. The Strategy does not seek to provide an excessive amount of car parking but, at its heart, is the need to promote the economic vitality and viability of town centres.

2.5.2 Support good housing for all

Sustainable development – the Parking Strategy acknowledges as a key issue the need to support town centres as local facilities. This support will help ensure that towns in the district remain important retail and service destinations in their own right. The provision of new housing and employment in and around our existing towns will place additional pressures on parking facilities and the Strategy will enable the Council to find the best way for providing for and managing this demand.

The Strategy also supports the provision of parking for Disabled Badge Holders, allowing improved accessibility and ensuring people with disabilities have access to local shops, services and their own homes.

2.5.3 **Keep SK clean green and healthy**

The need to reduce Carbon Dioxide emissions is a key consideration and the Parking Strategy will contribute towards reducing long stay parking in residential areas by commuters and employees.

2.6 This is one way of encouraging use of alternative modes of travel. In town centres the Strategy supports the Town Centre Strategies' insofar as it recognises the need to minimise circulating traffic by way of balancing on and off street parking provision. In addition the Strategy identifies the need to improve the ease of use of car parks, thus reducing circulating traffic and queuing traffic.

3.0 National and local policy context

3.1 There is a range of national, regional and local policy that is relevant to Parking. Some of the key aims and objectives are set out below.

3.2 At the national level the Government's Strategy is set out in 'Delivering a Sustainable Transport Strategy' which sets out the Government's five main goals as follows:

3.2.1 "We want our transport system:

3.2.2 to support national economic competitiveness and growth, by delivering reliable and efficient transport networks;

3.2.3 to reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change;

3.2.4 to contribute to better safety, security and health and longer life expectancy by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health;

3.2.5 to promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society; and

3.2.6 *To improve quality of life for transport users and non-transport users and to promote a healthy natural environment."*

3.3 The "Traffic movement study for Grantham" has been considered in the review of car parks and recommendations for Grantham acknowledge the issues raised in this study.

3.4 Reference should also be made to SKDC's Economic Development strategy when considering the release of car parks to support economic activity or development and indeed the creation of new car parks.

4.0 Management and resources

4.1 The management of off street parking in the district falls into two broad categories. Firstly the enforcement of off street parking (i.e. the public 'face' of the service) and secondly, the back office management which assists the enforcement function as well as day to day management of issues such as issuing Season Ticket and soon Residents Permit applications as well as customer queries.

4.2 From December 2012 the enforcement function in the districts off street car parks will be carried out by APCOA under a jointly procured 4 year contract with LCC. Off Street car park ticket processing will be carried out by service level agreement with Nottinghamshire County Council again under a 4 year agreement procured through LCC.

4.3 Managing car park ticket machines (in terms of cash collection, planned and reactive maintenance) as well as monitoring the status of machines also falls within the day to day management function. In addition the Council allocates resources to physical maintenance of car parks, again on a planned and reactive basis.

4.4 With regard to on street parking the Council will prepare and administer resident parking schemes. Lincolnshire County Council will process and determine new or amended Traffic Regulation Order for introducing controlled Resident Parking Schemes. This is a new requirement for the District to undertake and will require adjustment to the staff resources deployed.

5.0 Managing the council's parking stock

5.1 The historical approach of providing increased inexpensive car parking stock to meet rising demand has three main disadvantages:

5.1.1 It uses up valuable land which could be used for other purposes (e.g. housing, retail and employment).

5.1.2 It encourages people to use their cars more which lead to increased traffic flows, congestion, climate change emissions and other traffic impacts.

5.1.3 It can require councils to subsidise the cost of providing and managing parking facilities in some locations.

5.2 Strategy Objective

Ultimately, this approach can set in motion a circle of 'predict and provide'. The alternative approach is to 'manage demand' by having a parking strategy which, as much as possible, supports the vitality and vibrancy of local economies, and seeks to promote more sustainable transport choices. This might mean, for instance:

5.2.1 Setting parking charges which encourage short-stay parking (e.g. for shoppers) and discourage long-stay parking (e.g. for commuters).

5.2.2 Locating short-stay spaces in the centre of market towns and long-stay spaces at the edges of centres reducing the number of long-stay spaces and managing the number of short-stay spaces.

5.3 The reasons for limiting, relocating and increasing charges for long-stay spaces are because: it is usually more practicable for commuters to use other transport modes (e.g. cycling, public transport and car sharing) since their journeys are typically to and from fixed locations, and form only a small part of the day commuter parking typically occupies parking spaces for the whole of the working day commuters mainly travel at peak periods when the road network is most congested.

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5.4 The reasons for facilitating and encouraging short-stay parking are:

5.4.1 Parking spaces need to be readily available to support the vitality, vibrancy and resilience of market town centres.

5.4.2 The higher turnover of spaces allows more users to be accommodated per space.

5.4.3 Shoppers are more likely to travel during inter-peak periods when there is usually spare capacity on the road network.

5.5 **The council will manage its parking stock in accordance with the following principles:**

Off-street public parking:

5.5.1 Short-stay parking will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.

5.5.2 Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.

5.5.3 Long stay commuter parking will be reduced where good sustainable transport alternatives exist.

5.5.4 The mix, number and usage of off-street parking spaces will be periodically reviewed to ensure they continue to meet local transport objectives and reflect local circumstances.

6.0 Town Centres

6.1 The four towns of Grantham, Stamford, Bourne and The Deepings are different in terms of demand for parking, reflecting the different retail and servicing offer in each town as well as their physical and historic characteristics. The economic downturn has affected each town centre alongside other longer term trends where out of centre retailing and growth in internet and other types of shopping have affected town centres for shopping purposes.

6.2 The availability of car parking supports the town centres and the level of demand for parking in each town reflects the variations between the amount of shops and services in each town. Currently

off-street parking is charged during the daytime (8am to 6pm), Monday to Saturday whilst on-street parking is free of charge at all times. There are privately operated car parks in Grantham, Stamford and Bourne that, combined with Council owned and operated car parks and off-street parking provide a varied amount of parking in terms of on and off street, short and long stay, location and price.

6.3 Off-street provision;
In general there is sufficient capacity for all types of parking in town centres. However there are some pressures as follows:

6.3.1 In Stamford on market days there is very little capacity available both on and off-street.

6.3.2 Certain short stay car parks are more popular than others (e.g. Wharf road in Grantham and North Street Stamford) and users will wait for spaces in these car parks rather than use other short or long stay alternatives.

6.3.3 Despite there being capacity in long stay off-street car parks in Stamford there is pressure with on-street parking both in town centres and adjacent streets. This may change with the introduction of civil parking enforcement from December 2012.

6.3.4 Future developments planned via the planned growth in and around Grantham will place even more pressure on off-street parking provision.

6.4 The Council will investigate the need for additional capacity for car parking where it can be justified in supporting town centre economic vitality and viability without unacceptable environmental impact.

6.5 Overview of each town – Opportunities and issues.

Grantham;

6.5.1 Consideration should be given to the inclusion of a multi-storey/under-croft car park on the Greyfriars site, providing the site is accessible from Sankt Augustine Way. This would intercept traffic from planned developments to the north of Grantham and help prevent circulating traffic looking for available spaces.

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6.5.2 There may also be an opportunity to explore enhanced car parking provision on Station Approach site 2. At present the proposed multi-storey car park will cater for the Station Approach development and railway station only. Additional capacity at this site could relieve some pressure on the town centre and discourage driving into the centre to park, particularly in the context of new homes on the Southern Quadrant.

6.5.3 There is potential to introduce additional car parking and encourage development at Wharf Road by rationalising the existing bus station and introducing more 'stop and drop' points throughout the town, this could benefit both Wharf Place and Station Approach developments.

6.5.4 Watergate Car Park is important to serve the North of the Town. However it presents an opportunity to repair the street scene on a key gateway into the town through infill development. A development appraisal considering the effects of displaced parking from this site should be undertaken to establish the development potential of this site.

6.5.5 St Catherine's Road car park could be considered surplus to requirement given the proximity of Welham Street car park and the limited availability of public parking. Development of this site should be considered in the context of adding value to the town centre offer.

Stamford;

6.5.6 A recent utilisation study has shown that all short stay car parks operate at close to capacity between 10:00 and 5:00pm. There is capacity at Cattle Market (section adjacent to footpath link across the Meadows) and Wharf Road car parks on most days apart from Friday. The effects of on street enforcement post December 2012 will need to be understood for the longer term planning of car parks in Stamford given the limited availability of on street parking opportunities due to the historic nature of the town layout.

6.5.7 The Cattle Market has development possibilities due to the redundant site of the former cattle market which adjoins the car park.

Bourne;

6.5.8 At present there is little turnover of spaces in any of the publically owned and operated car parks as no parking orders or charging regime exists. The Council should therefore review the need for the introduction of Parking Orders to limit the duration of stay initially with a view to introducing charges at a future date.

The Deepings;

6.5.9 The car park on Halfleet (B1524) appears to be used as a short stay free car park for those using a nearby nursery and long stay by a few local residents and visitors. There is available on street parking in the locality. This car park could be considered for disposal. There are constraints on the car park site being fully developed, rights of way and drainage easements, but a limited development may be possible.

6.6 Other car parks;

The Council has a range of other small car parks at Billingborough and to serve parks, open spaces and sports facilities. These car parks whilst not of the same strategic importance as town centre sites will be kept under review in terms of their function, condition and suitability.

6.7 Quality and Safety

The quality and safety of off-street car parks is often a key consideration for car park users. This often falls into two basic categories – the quality, convenience and safety of the car park and the quality, safety and convenience of the route from the car park to town centre shops. Much of the latter will be dealt with via Town Centre Strategies and development proposals but there are some key issues for consideration with regard to enhancing the use of car parks.

6.8 The Council will identify and keep under review a programme of physical improvements for its car parks. This will be done in consultation with Town Centre management arrangements in all locations e.g. Business clubs and or Chamber of Trade, Lincolnshire County Council, Lincolnshire Police and via feedback from car park users.

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6.9 There is an ongoing need for maintaining car park surfacing, lining, and signing. In some places security and vandalism are a problem so there is a need to consider how to manage this and eradicate it.

7.0 Off-street car park management system

7.1 Currently the Council provides coin only operated Pay and Display ticket machines in car parks it owns or operates. The equipment is now dated and the following issues have to be considered:

7.1.1 The age of machines and the cost of maintaining them
7.1.2 The appropriateness of Pay and Display for promoting town centre use (i.e. the user has to anticipate the length of stay before buying a ticket)
7.1.3 The amount of non-payment of tariffs either due to users 'taking a chance' or not having the correct change.
7.1.4 The amount of transferring of tickets between users.
7.1.5 The potential for users to pay for actual use rather than over-payment due to machines not issuing change.
7.1.6 Potential for cashless payment – in line with credit card or 'Chip & Pin' transactions either at the machine or via telephone.
7.1.7 The security of machines and cash handling issues.
7.1.8 The lack of data from machines on usage, management or faults.
7.1.9 The resources required to ensure compliance with car park tariffs and car park regulations as well as 'back office' management.

7.2 An alternative could be the introduction of a Pay on Foot system. In simple terms this involves barriered entry and exit with users paying at pay stations before returning to their vehicles. Whilst this system ensures all users pay for parking and only pay for the time they stay it is very expensive and will require a considerable change in approach to parking management.

7.3 Payment for parking by mobile telephone has been introduced by other local authorities that operate a Pay and Display system. This has the potential to provide flexibility for people wishing to stay in town centres without having to be restricted by what ticket they have purchased at the outset.

7.4 Car Park Management System
The Council will investigate the most appropriate car park management system for the district with a view to agreeing a programme for implementing a new system.

Options to consider will include:

7.4.1 Replace current machines with similar coin only Pay and Display Machines.

7.4.2 Replace current machines with coin and 'Chip & Pin' Pay and Display machines.

7.4.3 Provide Pay by phone with either of the above two Pay and Display options.

7.5 In line with modern car park operations, there is potential for other services to be provided in off-street car parks in the district. Where appropriate some of these services may benefit car park users and the Council will consider opportunities on a case by case basis.

7.6 The Council will consider opportunities for providing other services to customers in its car parks. In some cases services may be provided by third parties and in all cases consideration will be given to the appropriateness of the service provided as well as the implications for use of the car park and town centre generally.

Services could include:

7.6.1 Advertising on tickets, ticket machines or elsewhere

7.6.2 Promotion or marketing initiatives

7.6.3 Other events associated with town centre promotion or activities

7.6.4 Other appropriate commercial activities

8.0 Parking charges

8.1 Recommended parking charges (off-street) will be set for each 'band' taking account of the following factors:

- The service role and strength of the local economy.
- The utilisation of existing parking spaces.
- Traffic conditions on the local highway network.
- The availability of sustainable transport modes.
- The need to avoid 'searching' traffic.
- Parking charges in neighboring areas.
- The convenience and quality of parking locations.
- Local environmental conditions.
- The requirement to provide an efficient Council parking service.

8.2 The actual parking charges will be set by the council following consultation with the public and stakeholders.

8.3 A fundamental review of parking charges will be undertaken by the council every five years based on the factors outlined above.

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8.4 Annual interim reviews will also be carried out based on an assessment of parking charges in neighbouring areas and the Retail Price Index (based on the figure for September each year with reviewed charges rounded to the nearest ten pence). In addition, consideration will be taken of the outcomes of area transport strategies developed to support planned growth.

8.5 The council also offers the option of purchasing permits and season tickets for many of its car parks, the terms and conditions of which are to be subject to a review annually.

8.6 Currently on-street parking within town centres is free of charge, as is off street parking after 6pm and on Sundays. On-street parking in 'core' shopping streets as well as more peripheral areas provide a significant additional parking resource and is especially important for Blue Badge Holder access as well as for servicing and loading. The majority of this parking is short stay although some longer stay on-street parking can conflict with residents' parking in peripheral streets.

8.7 The principle of "user pays" for the introduction of evening charges to support CCTV in town centres and attendant security in car parks could be considered when the evening and weekend economy has developed and matured, in Grantham in particular. At the present time there is some on street free parking available to support current levels of activity and only when major events are held in the town centre does parking displace into the off street car parks. This should however be reviewed towards the end of the life of this strategy.

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9.0 Appendix A - Residents Parking Scheme.

9.1 The control of on street parking in town centres can have the effect of displacing parking to residential streets. This reduces the amount of parking available for residents as drivers who do not wish to pay for parking use streets that have unregulated parking.

9.2 In some places residents can be caused significant inconvenience by all-day parking outside their homes. Resident parking schemes can be an effective means of managing this situation.

9.3 The schemes are introduced to improve the opportunity for residents to find a parking space close to where they live.

9.4 For some years, prior to Civil Enforcement of Parking, very little enforcement of parking contraventions has been undertaken. This has lead to an assumption by many drivers that illegal parking is acceptable. However, uncontrolled parking does result in access difficulties including for buses, deliveries, refuse collection and emergency services. On Street parking regulations are there to help provide a safe environment for those using the highway network including pedestrians and to support the economic vitality of town centres.

9.5 South Kesteven District Council by introducing this policy recognises the effects of introducing Civil Parking Enforcement on all stakeholders and cannot condone illegal parking.

9.6 An enforcement authority has an obligation to uphold the traffic regulation orders and to ensure that enforcement is consistent and protects the rights of those who are entitled to use those parts of the street allocated to particular use.

10.0 Policy

10.1 Resident parking schemes will be operated and administrated by South Kesteven District Council. (Subject to formal approval)

10.2 A resident parking scheme will only be considered at locations where it can be identified that residents have a problem finding a parking space close to where they live.

10.3 Parking surveys will be carried out to determine the level of difficulty of on street parking.

10.4 A residents parking scheme will only be considered in the following circumstances:

10.4.1 Less than 50% of residents have available off-street car parking facilities within the boundary of the defined scheme area.

10.4.2 South Kesteven District Council in consultation with LCC highways authority is reasonably satisfied that unacceptable traffic problems will not be created on adjacent streets.

10.4.3 More than 50% of occupants consulted, without available off street parking, within a scheme area are in agreement with a residents parking scheme and are willing to pay the permit fees.

10.5 The following will be consulted for their views regarding resident parking scheme proposal in their area.

a. Highways authority
b. Police
c. Chamber of trade and commerce or business groups
d. Emergency services
e. Town Council
f. Representatives of Resident Groups
g. Representatives of disability Groups
h. Ward Councillors
i. Bus Companies

10.6 Permits for residents parking schemes will be issued as follows:

- Permits will be issued annually (April – March)
- Pro-rata permits will be charged for full months up to the end of the current financial year.
- Permit charges will be reviewed and set annually.
- The permit charge will be set at a level which at least covers the total cost of the local scheme.
- The appropriate Head of Service to have delegated powers under the scheme of delegation to issue permits in accordance with the scheme.
- Permits to be issued for use within each defined scheme area.
- Permits to be issued to residents located in the defined scheme area.
- Residents must pay the relevant annual permit fee and prove residency before being issued with a permit.
- Permits will be issued for a nominated vehicle(s) for use within the defined scheme area.
- Permits shall be prominently displayed in the vehicle.

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10.7 Resident parking zones will be effective 8am–6pm Monday to Saturday. During these times a valid permit is required to be displayed.

10.8 Apart from schemes for areas with 24 hour parking problems, most schemes are effective between 8 am – 6 pm Monday – Saturday. This arrangement gives greater opportunity for flexibility of use overnight and on Sundays when demand for both resident and visitor parking is usually greatest.

10.9 Individual schemes will be designed to contain the most appropriate mix of resident only and or controlled zones allowing permit holders to park in time restricted bays to suit the local conditions within a defined scheme area (controlled zone).

10.10 **Resident permit**

10.10.1 Permits are issued to residents who own or keep and use a car, light van (light goods vehicle with a gross weight of 3.5 Tonnes or less) or motorcycle on a full time basis. Where the car is not owned by the resident but is available primarily for their use a permit may be issued.

10.10.2 A resident is a person living within a property which has a frontage onto, or vehicle access to a street named in that part of the order which defines the scheme area (controlled zone).

10.10.3 A permit allows the holder to park within a designated parking bay within a defined scheme area for which the permit has been issued.

- A person may be deemed a resident of a scheme area (controlled zone) at the discretion of the Head of Service with delegated authority. Each resident is entitled to a single permit for a maximum of two specified vehicle. Only one resident per household may hold a permit for any two vehicles.
- The permit will display the registration number of up to two vehicles.

10.11 **Residents' Visitors' Permit**

One visitor permit will be available to each eligible property within the scheme area. Only one visitor and one resident permit will be issued per eligible property.

10.11.1 Visitor permits do not display a vehicle registration and allow vehicles to park within permit holder bays (controlled zone)

10.11.2 It is the responsibility of household members to ensure that the permit is retrieved from a visitor's vehicle at the end of the visit. There is no time limit on length of stay.

10.12 **Other Visitors' Permits**

Permits may also be issued where there is a demonstrable need for parking within the defined scheme area (Controlled Zone) for specific purposes for:

10.12.1 Professional health care workers whilst visiting patients in their own homes (but not to enable them to park near to their work base).
10.12.2 Maintenance, building, excavation and demolition work (builders, scaffolders etc);
10.12.3 Workshop vehicles with a need to be in a particular vicinity (Joiners, plumbers, appliance repairers, vehicle based window cleaning);
10.12.4 Owners or managers of properties who are not resident at the address (Landlords).
10.12.5 Any other reason of an equivalent nature or purpose accepted by the Head of Service with delegated authority.

10.13 It should be noted that these additional visitor's permits will only be issued where it has been demonstrated that the use of Residents' Visitors' Permits is not practicable.

10.14 **Houses in multiple occupation**

Houses in multiple occupation are eligible for a maximum of three permits per year. Permits can either be vehicle specific (resident) or visitor. Each resident may only apply for one permit.

10.15 **Business permits**

A business within a defined scheme area may apply for one business permit if they have no off street parking available. The permit can have up to four vehicle registrations displayed on it. Alternatively one business visitor permit may be issued if a business permit is not issued. These permits allow businesses to park within a permit holder bay or joint time restricted and permit holder bay within the defined scheme area, (controlled zone) in which the business is located.

10.16 **Life of Permits**

All permits will be valid for a maximum period of 12 months to ensure that abuse of permits is limited, especially in areas where

there is a high turnover of residents and /or vehicle ownership. This ensures that only valid users of permits occupy the kerb space within a scheme and maximises the opportunity for genuine permit holders to park.

10.17 **Parking**

A permit allows time unlimited permission to park in the controlled areas by qualified vehicles to which the permit applies and only in the controlled area for which the permit is issued. The permit does not reserve specific spaces and does not guarantee a space will be available. Visitors to an area not eligible for a permit can park in time limited spaces (usually for one or two hours) or unlimited parking bays. Permit holders do not have priority over non-permit holders to park in these spaces and time restrictions apply equally to permit holders and non-permit holders if bays are not designated for joint permit use within a controlled zone.

10.18 **Changes of Vehicle**

Where a vehicle for which a permit has been issued is no longer owned or kept by a resident the old permit must be returned to SKDC. The balance of a permit may be transferred to another vehicle or surrendered for a refund of whole months remaining subject to an administration charge.

10.19 **Withdrawal of a Permit**

A permit may be withdrawn or invalidated if it is found that a permit is not being used in accordance with the guidelines or it is found that a person is no longer eligible to hold a permit.

Where the size of a vehicle causes problems of poor visibility for motorists or pedestrians or creates a degree of visual obstruction detrimental to the visual amenity of an area, a permit may be refused or withdrawn at the discretion of the Head of Service with delegated authority.

10.20 **General**

A charge will be made for permits issued for use in defined scheme areas. The charge is to at least cover the total administration and management of the permit scheme and the direct costs of the permits. It is not a charge to park and as indicated above does not guarantee a parking space at any particular location or time due to high levels of demand on finite kerb space. A relevant charge will be applicable to all permits.

10.21 **Residents' Permits**

A charge will be made for each permit issued.

10.22 **Residents' Visitors' Permits**

A charge will be made for each permit issued.

10.23 **Business Permits**

A charge will be made for each permit issued.

10.24 **Professional Health Care Worker Permits**

A charge will be made for each permit issued with the exception of an allocation of free permits issued to the relevant organisation for Health Care Workers in each part of the district.

10.25 **Change of Vehicle/ replacement permit due to loss or damage**

An administration charge will be made for providing a permit when a resident changes their vehicle and wishes to transfer the permit to their new vehicle, retaining the original expiry date. Replacement permits will also attract an administration charge due to loss or damage.

Note: The charge for each permit type will be determined when all costs of implementing the schemes are known. The work to quantify these costs will be carried out as part of the detailed survey work for each defined scheme area.

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