

**Title of meeting:** Cabinet Member for Traffic and Transportation Decision Meeting

**Date of meeting:** 23<sup>rd</sup> November 2017

**Subject:** Review of Residents' Parking Permits and Administration

**Report by:** Tristan Samuels, Director of Regeneration

**Wards affected:** Various

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1. The purpose of this report is to review existing parking permits and their associated charges.

## 2. Recommendations

- 2.1. That the Cabinet Member approves:

### (1) Residents Parking Charges

A charges framework for Resident and Business Parking permits for a period of 3 years, with effect from 1st January each year:

Permit Type	Current Charges (£)	Jan 18	Jan 19	Jan 20
1st Resident	30	30	30	30
2nd Resident	60	80	100	120
3rd Resident (if authorised)	510	550	590	630
1st Business	120	130	140	150
2nd Business	240	260	280	300
3rd Business	510	550	590	630

### (2) Visitor Permits

To only offer visitor permits in 12hr and 24hr periods from 1st January 2018

A charges framework for Visitor Parking Permits for a period of 3 years, with effect from 1st January each year:

Permit Type	Current Charges (£)	Jan 18	Jan 19	Jan 20
12hr Visitor Permits	1	1.05	1.10	1.15
24 hr Visitor Permits	1.90	2.00	2.10	2.20

### **(3) Residents' Parking Permit Administration**

- (i) An additional administrative fee of £100 from 1<sup>st</sup> January 2018 per multi-vehicle permit.
- (ii) A requirement for residents' permit holders to supply eligibility paperwork every 3 years.
- (iii) Refunds for permits only being offered when the amount to be refunded exceeds £10

### **(4) Other Permit Types**

The continued issue of permits to organisations detailed in Appendix A.

## **3. Background**

- 3.1 Portsmouth is a densely populated, vibrant city with over 210,000 people living within the city boundaries.
- 3.2 Large areas of the city's housing is made of up Edwardian and Victorian terraced properties that do not have off-road parking available. On the street parking availability generally equates to 1 space per property, but many households have 2 or more vehicles.
- 3.3 Increasingly, residents are finding it harder to park with some residents reporting that they do not move their cars during certain periods, particularly in the evenings when most people are at home.
- 3.4 Around 19% of the city's streets are within residents' permit zones as a means of tackling parking issues where they are experienced most acutely.
- 3.5 This report seeks revisions to the administration of, and charges associated with, residents' parking zones.

### **Residents' Parking Charges**

- 3.6 It is proposed to increase the price of permits in residents' parking zones by means of a framework for 3 years. This will assist the Council's policies of reducing congestion and air pollution by having residents consider their continued need for vehicles and help those who do need a vehicle(s) to be able to park it as close as possible to their property. By setting the prices for a period of time allows residents to plan for increases and make an informed decision on the need for a vehicle. See Appendix B for comparison of other local authorities resident parking permit charges.

- 3.7 It is proposed to increase the cost of visitor permits in line with residents parking permit charges by means of a framework for 3 years. This will allow residents to plan for their visitors by knowing the costs well in advance.

### **Visitor Parking Permits**

- 3.8 Visitor permits are currently available in four different time periods, 12hrs, 24hrs, 4 continuous days and 7 continuous days and can be purchased either as scratch-cards or residents can register their landline and/or mobile phone number and purchase the same periods through the use of RingGo for visitors.
- 3.9 The City Council is aware of an increasing practice whereby residents who are not eligible for a resident's permit, for example in the case of commercial vehicles, are purchasing visitor permits instead, usually either the 4 or 7 day types.
- 3.10 This is undermining the integrity of the RPZs and limiting the amount of space available for residents to park their vehicles. Removing the 4 and 7 day visitor permits will discourage the improper use of visitor permits by residents, freeing up space for residents to park.

### **Residents' Parking Permit Administration**

- 3.11 There are exceptional circumstances when authorisation is given to a business or resident to have one permit (enabling only one vehicle to park at any given time) which can be used in multiple vehicles. Because virtual permits can only be associated with one vehicle, these permits must be provided in paper form, and displayed by the user.
- 3.12 Unlike virtual permits, which can be checked electronically on street, paper permits require a more detailed, time consuming check to ensure that it is valid for the specific location and within date and is not counterfeit. This form of check requires additional time by a Civil Enforcement Officer compared to a virtual permit check.
- 3.13 The additional charge of £100 be added to any existing permit charge to cover the costs associated with the provision of a physical permit and enforcement checks, and act as a deterrent to the uptake of these permits.
- 3.14 Historically, residents have only been asked to provide proof of eligibility on their first application for a permit for each vehicle and not for subsequent renewals.
- 3.15 With the move to virtual permits, and online renewals, as permits are no longer sent to the home address.
- 3.16 Requiring residents to resubmit their proof of eligibility documents for a permit every 3 years will ensure the integrity of the RPZ scheme, and limit the opportunities for fraudulent applications.
- 3.17 Residents who move out of a residents parking zone or no longer have the vehicle often request a refund of their permit. This can lead to refunds for very small amounts

of money being processed. An administrative charge of £10 is levied, which is deducted from the amount to be refunded, however, this is insufficient to cover the costs of processing the refund.

### **Other Parking Permits**

3.18 There are a number of permits issued mostly to organisations that do not fall into the standard resident or business permit types and this report seeks to formally recognise their continued issue.

3.19 A list of currently eligible businesses/permit holders is included at Appendix A.

### **4.0 Reasons for recommendations**

4.1 The Council is committed to reducing the pressure on residential kerb space and improving air quality. Price is a proven method of dampening demand.

4.2 Removing the option of purchasing 4 and 7 day visitor scratch-cards will go towards protecting the integrity of residents parking schemes by making residents who have company vans reconsider whether they will continue to bring them home and where they can be parked.

4.3 Visitor permits/scratch-cards are primarily designed for short-term usage and offering the option of longer periods does not meet this objective.

4.4 A review of permits with multiple, non-attributed, vehicle registrations is required because virtual permits means that a physical permit will no longer be displayed in a vehicle. The Civil Enforcement Officer's handheld device will hold information as to which vehicles are entitled to park within the residents' parking zone and means that permits with multiple registrations or not attributable to a specific vehicle cannot be checked by the use of a virtual permit. The introduction of virtual permits will make enforcement of the residents parking zones more efficient. It will also reduce the issue for residents, where their permit slips down or falls off the windscreen from having a Penalty Charge Notice issued, as their vehicle registration will be checked electronically.

4.5 A charge of £100 can be justified to try and discourage the use of non-attributable permits as, in addition to the cost of issuing and enforcement, there is a higher risk of misuse as they could be used in vehicles which are not eligible or in visitors' vehicles.

4.6 Only offering refunds where the final amount to be refunded exceeds £10 will improve operational efficiency and reduce cost to the City Council.

4.7 There are a number of permits issued mostly to organisations that do not fall into the standard resident or business permit types and this report seeks to formally recognise their continued issue.

### **5.0 Equality Impact Assessment**

- 5.1 A preliminary Equality Impact Assessment has been completed for this proposal. From this it has been determined that a full equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010. These include Age, Disability, Race, Transgender, Gender, Sexual orientation, Religion or belief, relationships between groups and other socially excluded groups.

## **6.0 Legal Implications**

- 6.1. Under section 46 of the Road Traffic Regulation Act 1984 the local highway authority may by order impose charges for on-street parking at all times or for specified times only at such parking places as are designated by such order. The times and amounts of any charges imposed by such designation orders may be subsequently varied under the provisions of section 46A of the Act
- 6.2 Notice has to be given in accordance with the provisions of the Local Authorities Traffic Orders Regulation 2006 of any variation of the charges or to the times that such charges shall apply and public consultation undertaken on the proposed charges. The notice must give a date not less than 3 weeks from the date of the notice for members of the public to register their support of or objections to the proposal or make any other comment. In the event of objection being received the matter shall be referred to the appropriate executive member who shall decide whether, in the light of the results of the public consultation, the change should or should not be implemented
- 6.3 Guidelines issued by the government provide that the setting of charges for parking on-street or off-street in designated areas is a matter for the authority. It states that authorities should review charges periodically and take account of their effectiveness in meeting policy objectives. The Secretary of State recommends that authorities set charges at levels which are consistent with the aims of the authority's transport strategy
- 6.4 When setting charges, authorities should consider the following factors:
- parking charges can help to curb unnecessary car use where there is adequate public transport or walking or cycling are realistic alternatives, for example, in town centres;
  - charges can reflect the value of kerb-space, encouraging all but short-term parking to take place in nearby off-street car parks where available. This implies a hierarchy of charges within a local authority area, so that charges at a prime parking space in a busy town centre would normally be higher than those either at nearby off-street car parks or at designated places in more distant residential areas. Such hierarchies should be as simple as practicable and applied consistently so that charge levels are readily understandable and acceptable to both regular and occasional users;
  - charges should be set at levels that encourage compliance with parking restrictions. If charges are set too high they could encourage drivers to risk non-compliance or to park in unsuitable areas, possibly in contravention of parking restrictions. In certain cases they could encourage motorists to park in a neighbouring local authority area which may not have the capacity to handle the extra vehicles. In commercial districts this may have a negative impact on business in the area; and

- if on-street charges are set too low, they could attract higher levels of traffic than are desirable. They could discourage the use of off-street car parks and cause the demand for parking spaces to exceed supply, so that drivers have to spend longer finding a vacant space.

## **7.0 Director of Finance's comments**

- 7.1 As well as meeting the Council's commitment to reducing the pressure on residential kerb space and improving air quality, the proposed changes to the parking permit charges will continue to ensure that the net costs of implementing and operating the schemes continues to be funded from the income generated.
- 7.2 Whilst it is possible that increasing charges will result in additional revenue being generated, it is anticipated that the increase in charges will be off-set by the reduction in demand, which is the desired outcome of the review.
- 7.3 An ongoing financial review will be undertaken once the permit charge amendments have been implemented, and the outcomes incorporated into future budgets.

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Signed by:  
Tristan Samuels  
Director of Regeneration

## **Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by  
..... on .....

.....  
Signed by:  
Councillor Simon Boshier  
Cabinet Member for Traffic and Transportation

## APPENDIX A

### LIST OF OTHER PERMITS ISSUED TO ORGANISATIONS/INDIVIDUALS

ISSUED TO	PERMIT TYPES & COSTS
HOTELS/GUESTHOUSES WITH LESS THAN 30 RENTABLE ROOMS	Permits are issued per rentable room, if a hotel/guesthouse has off-road parking the number of spaces is deducted from the number of rooms; for example a hotel with 10 rentable rooms and 2 off-road parking spaces can purchase 8 permits. Permits are charged at the second resident parking permit rate (currently £60) or alternatively 24hr scratchcards can be purchased at the normal visitor parking rate
HOTELS WITH MORE THAN 30 RENTABLE ROOMS	24 hr permits at a current cost of £4.50
RELIGIOUS ORGANISATIONS WITHIN RPZ	Visitor scratchcards for use by their congregation only, in small zones consideration may be given to issuing permits in a nearby car park, cost £30 each
RELIGIOUS ORGANISATIONS OUTSIDE RPZ	Season tickets at reduced rates, depending on location of car park and days required
SMALL GARAGES IN RPZ WHO OFFER VEHICLE SERVICING	Maximum of 4 annual permits for use in customer vehicles only issued at £30 each for use Monday to Saturday 7am to 6pm only. Permits for use in customer vehicles 24/7 can be purchased at full business permit prices
REGISTERED CHARITIES IN RPZ	Annual Business permits issued at a cost of £30 each
SCHOOL/COLLEGE TEACHING STAFF IN RPZ	Annual Business permits issued at a cost of £30 each
BOWLS CLUB	Annual Permits for use by Club Members in pay and display at a cost of £30 each and a maximum of 250 12hr scratchcards at £1 each for use by visiting players
SPORTS CLUBS WITHIN RPZ	For use by attendees to sports clubs only, visitor parking scratchcards
COMMUNITY CENTRES WITHIN RPZ	For use by attendees to events at community centres only, visitor parking scratchcards
SEAFRONT TRADERS	Season Tickets for Seafront Pay and Display, phased introduction over 3 years and from September 2017 normal season ticket prices will apply
BUSINESSES ON THE TERRACES	Season Tickets for The Terraces pay and display, phased introduction over 3 years and from September 2017 normal season ticket prices will apply
ENFORCEMENT AGENTS RECOVERING COURT ISSUED WARRANTS	Annual permits issued at a cost of £30 each
LIMITED TIME BANKING PERMITS	Annual permit issued to businesses who need to park close to their bank, maximum stay of 10 or 20 minutes, cost of £30 each
GUILDHALL, NEW THEATRE ROYAL	Single use permit for the Multi-Storey Car Park at a cost of £3.60 each, users have to be attending performance etc
MARKET TRADERS	Annual permit at £25 each for use in London Road Car Park (Cosham) by market traders plus £4 pay and display on each occasion

DISPENSATIONS	Maximum period of 1 week, issued to contractors who require close access to business to undertake remedial works, £25 per dispensation
LIFEGUARDS	Annual permit for use in pay and display areas along Seafront, cost £30
No 6 CINEMA	Reimbursement of £1 from the pay and display charge is offered to No 6 Cinema in the Dockyard
CHERNOBYL CHILDREN'S CHARITY	Free p&d parking is offered to the Chernobyl Children's charity, who bring over children once a year from Chernobyl to allow them to visit dentists in the city and take them on day trips.



## APPENDIX B - COMPARISON OF LOCAL AUTHORITIES RESIDENT PARKING PERMIT CHARGES - NOVEMBER 17

Local Authority	1 <sup>st</sup> Permit	2 <sup>nd</sup> Permit	Additional permits/info
Portsmouth	£30	£60	£510
Southampton	£30/£60/£100/£1,000	£30/£60/£100/£1,000	Prices vary by zone, City Centre is most expensive
Winchester	£22	£70	
Fareham	£40	£75	
Chichester	£36/£41/£160	£72/£83/£200	Prices vary by zone, City Centre is most expensive
Brighton & Hove	£100/£130	No info	50% discount for low emission (not incl diesels)
Hastings	£25/£35/£75	£40/£56/£120	
Oxford	£60	£60	3 <sup>rd</sup> permit £120, £180 4 <sup>th</sup> and subsequent
Reading	£30	£120	
Canterbury	£60 to £140		Prices vary by zone
Dover	£60/£90	£85/£115	Prices vary by zone, only one permit normally issued
Gloucester	£50	£100	VED Band A cars £0 1 <sup>st</sup> permit, £50 second permit
Plymouth	£30	£30	
Bristol	Free/£24/£48/£72	£96	3 <sup>rd</sup> £192, permit costs based on CO2 emissions tax band
Weymouth & Portland	£70	£70	
Bournemouth	£50/£100	£50	Some zones only allow one permit