

CARDIFF COUNCIL CYNGOR CAERDYDD

CABINET MEETING: DECEMBER 2023

CITY PARKING PLAN – CARDIFF’S PARKING ACTION PLAN 2023

PLANNING, TRANSPORT & HIGHWAYS: (CLLR DAN DE’ATH) AGENDA ITEM:

1. REASON FOR THIS REPORT

- To seek delegated authority to the Director of Planning, Transport and Environment, in consultation with the Cabinet Member for Transport and the Council’s section 151 Officer, to:
 - Prepare and undertake public consultation on the draft City Parking Plan and the draft amendments to the Council’s Parking Policies; and,
 - Make minor amendments to and approve the City Parking Plan and the changes to the Council’s Parking Policies following any recommendations made after closure of public consultation.

2. BACKGROUND

2.1 Cardiff’s Transport White Paper¹ sets out an ambitious 10-year plan to tackle the climate emergency, reduce traffic congestion and improve air quality within the city. A number of strands are associated with reducing traffic and supporting the modal shift towards active and sustainable travel methods.

2.2 Fundamental to this overall strategy is the management of parking within the city. The White Paper provides a commitment (in Section 4) to introduce “*a comprehensive approach to parking across the whole city, including addressing unmanaged street parking in areas where local residents are regularly inconvenienced*”.

2.3 Parking spaces across the city are a finite resource and are a source of tensions between commuters, residents, business and wider road users. It is important that the new approach to parking seeks to resolve as much as possible these issues. Furthermore, it is important that such policy decisions are made in both a transparent manner and applied with consistency.

¹ Cardiff’s Transport White Paper: Transport Vision to 2030, Changing How We Move Around a Growing City

2.4 The current Parking Policy 2016 no longer meets the needs of Cardiff in a rapidly growing city region, nor the needs and aspirations of the Transport White Paper.

2.5 In response, the Council has developed “The City Parking Plan”, the key objectives of which are to:

- a) Support the objectives of the Cardiff Transport White Paper.
- b) Establish new parking policies which ensure parking rules are simple, consistent and easy to understand for both locals and visitors.
- c) Support the parking needs of Cardiff residents and businesses
- d) Reorganise kerbside parking in Cardiff into key administrative, or Parking Management Areas, so that parking rules meet the needs of local communities.
- e) Address unmanaged kerbside parking in the Parking Management Areas through the phased introduction of parking zones.
- f) Support blue badge holders and residents by reducing commuter parking and encouraging lower levels of vehicle ownership.
- g) Focus on the climate emergency and air quality agenda, by encouraging motorists to switch to cleaner vehicles and/or choose alternative modes of travel (to active and sustainable travel modes).

3. CURRENT CHALLENGES

3.1 The Council is currently facing a number of challenges in meeting the demands of an increasingly complex parking landscape, including:

- Increasing city-wide congestion - putting a strain on the highway network.- and air quality management concerns
- Competing demands for limited kerb-space by residents, delivery drivers, disabled persons, shoppers, commuters and students all vying for limited parking availability.
- Subsidising commuter parking through the provision of free parking.
- Increasing numbers of vehicles on the road and higher levels of vehicle ownership² – increasing congestion and putting a strain on the highway network.
- On-going public complaints about parking, as existing practice is no longer suitable and existing rules are complex to understand.
- Parking projects difficult and slow to introduce as no citywide framework or up-to-date policies.
- Reduced road space due to the introduction of cycleways & bus priority measures.
- Parking policies have not kept up with technological advances and increasingly complex resident/business behaviour (such as the proliferation of renting out homes through online websites etc.).

² Census

3.2 Current Council policy³ is to undertake localised interventions, which normally restrict only 50% of available kerbside space through the introduction of permit holder parking and yellow lines at junctions.

3.3 However, this approach is no longer sustainable since without ensuring a turnover of vehicles in the remaining (currently uncontrolled) space, this space quickly becomes dominated by commuters and eventgoers. This lack of turnover of vehicles means that:

- Residents cannot park near their homes.
- Visitors and shoppers find it harder to locate a parking space near to businesses.
- Vehicles spend excessive time searching for a parking space, increasing the numbers of vehicles on the road and increasing air pollution.
- The Council's planning objectives are undermined, as car free developments only encourage parking on-street instead.

4 THE CITY PARKING PLAN

4.1 Cardiff is unusual when measured against comparator cities in that it manages parking without a zonal approach. For example, all the UK core cities reviewed in the Parking Strategy have zonal parking⁴.

4.2 The City Parking Plan provides a new framework for managing parking in Cardiff which will align the city with the UK core cities. In particular, the Council will ensure that, when introducing parking schemes, all kerb space is controlled in the most appropriate manner, usually through the introduction of Parking Zones.

4.3 Cardiff has experienced significant urbanisation, population and employment growth. With this growth comes an increased demand for parking spaces, leading to congestion, pollution, and reduced accessibility. Implementing Parking Zones present a viable solution to these challenges.

4.4 Parking Zones can be an effective tool in managing urban parking, alleviating congestion, and improving the overall quality of life for residents and businesses. The intended benefits of Parking Zones include:

- **Improved Space availability for Residents and Local Businesses**
Within a parking zone only residents who have applied for a permit can park on certain roads during set hours. Residents can also apply for visitor permits. People who do not live in the parking zone cannot apply for a permit.

³ Parking and Transportation Operational Policies and Standards 2016

⁴ <http://www.corecities.com/about-us/core-cities>

- **Improved Traffic Flow and Reduced Congestion**
Parking Zones effectively regulate parking within designated areas, preventing indiscriminate parking. This leads to smoother traffic flow, reduced congestion and shorter commute times for residents and visitors alike. In addition emergency services can navigate more efficiently, ensuring timely responses in case of emergencies.
- **Improved Road Safety**
Streets can be safer as parking controls designate where it is safe to park, creating better visibility at junctions and improve access for emergency and other large vehicles like refuse and recycling vehicles, delivery or removal vans. Controls also reduce inconsiderate parking.
- **Enhanced Air Quality**
By discouraging unnecessary car use and promoting alternative transportation methods, Parking Zones can contribute to a reduction in air pollution levels. This leads to a healthier environment for residents and a positive impact upon public health.
- **Encouragement of Sustainable Transportation**
Parking Zones can be seen to encourage the use of sustainable modes of transportation, such as walking, cycling and buses; helping Cardiff meet its commitments to sustainability and climate action.
- **Stimulated Local Economy**
By ensuring convenient and accessible parking for visitors, Parking Zones can boost local businesses, encouraging foot traffic and consumer spending. This can result in increased revenue for the local economy.
- **Improved Quality of Life**
Reduced traffic congestion and improved air quality lead to a more pleasant and liveable urban environment. Residents can enjoy quieter, safer streets and greater sense of community. Parking zones can make the area more attractive by reducing the dominance of parked cars on a street, which means there is more space to introduce public realm improvements or facilities to encourage Active Travel for both walking and cycling.
- **Enhanced Accessibility**
Parking Zones prioritise parking for those who need it the most, such as ensuring disabled drivers can park close to their destination, and residents can park close to their homes.
- **Reduced commuter and student /temporary resident parking pressure**
Parking Zones discourage long-term parking by non-residents, reducing the pressure on residential streets from commuter parking. This ensures that residents have priority access to parking spaces near their homes.
- **Flexibility and Customisation**
Parking Zones can be tailored to the specific needs and characteristics of different areas within Cardiff. This allows for a flexible approach to address the unique challenges faced by each neighbourhood, while still ensuring drivers can easily understand how to park correctly.

5 PROPOSALS

5.1 Restructure of Parking in Cardiff

5.2 New Parking Areas: There would be two key strategic areas; central (CSPA) and peripheral (PSPA). The central area would correspond to the “central parking area” designation from the 2016 Parking Strategy and the Managing Transportation Impacts Supplementary Planning Guidance 2018. The central strategic area would be subdivided into four smaller Parking Management Areas (PMA), which represent standardised administrative areas. E.g. within the Inner PMA all parking would be controlled between 8am and 10pm as a minimum, with limited permits made available; whilst in the Outer PMA parking controls would apply 8am to 6pm, with a greater variety of permit types available. Each PMA would be further subdivided into Parking Zones (usually encompassing some 30 streets).

5.3 Kerbside Controls: All kerbside space within a parking zone would be controlled with bays where parking is considered safe, or yellow lines where parking is considered dangerous or obstructive. The purpose of this is to ensure:

- a consistent approach would be applied in defined areas, whilst providing the flexibility to manage parking at a localised level and respond to the needs of individual communities.
- Making parking rules easy to understand by the public (residents, businesses, visitors) thus reducing inconsiderate and inappropriate parking behaviour
- Parking amenities would be prioritised for a particular hierarchy of users in accordance with the 2016 policy.
- Parking schemes in the peripheral area (PSPA) will continue to be introduced as and when required, in accordance with policy.

Figure 1 - Parking Hierarchy



5.4 Changes to permit policy: Parking permit policy needs to be updated to support the rollout of zonal parking, much of the policy and operational procedure was established in the 2011 policy. Updates are needed to;

- align parking policy with the principles of the Transport White Paper.
- 50% or 75% resident schemes are no longer considered suitable to achieve the Council's wider transport objectives.
- support new permit types with formal policy.
- the introduction of the e-permit system and other technological advances.
- support the rollout of zonal parking with a robust permit policy.

5.5 New Property Eligibility Criteria: Existing policy prohibits new developments from receiving a parking permit. For the purpose of permit eligibility a new development is classed as receiving planning permission on or after 1st September 2011. It is recognised that a move towards 100% parking control and zonal parking restrictions represents a fundamental shift in how the resident permit scheme would work. Residents of properties converted after 2011 may have been relying on the 50% unrestricted space, the change would leave these residents without the ability to park. It is proposed that a new date would apply to new schemes, which will be the date that the policy amendment goes into effect. It is proposed the following would apply:

- Existing zonal schemes would retain the 1st September 2011 cut-off
- New schemes would apply the date of the policy amendment

5.6 Further Clarification of Permit Eligibility:

- i. *Resident Visitor Permits:* An annual cap on the number of visitor permits available to properties will be introduced. Permits would be purchased and used in days, rather than hours, and it is proposed a maximum allowance of 150 days parking for visitors per household per year.
- a. *Resident Motorcycle Permits:* The advent of the digital permit system means traditional difficulties associated with the requirement to display a paper permit is no longer an issue. It is proposed that residents would require a permit to park a motorcycle in a permit bay.
- b. *Carers Permits:* There will be two types of Carers permit; professional health and personal carer permits. All carer permits will be issued directly to the carer. Thus residents do not need use their visitor permit allowance and will help those residents not be able to manage the permit system (such as persons with dementia).
- c. *Community Permits:* These are issued to certain places of worship and disability access groups who are exempt under current legislation from paying business rates. Up to two permits are issued per property.
- d. *Business Permits:* These permits would apply in Outer PMA zones. A business permit is to support small businesses permits for vehicles

essential to the running of that business. They are not intended for commuter or staff parking.

- e. *Essential School Staff Permits*: Existing schools, without on-site car parking, in an Outer PMA zone may apply for permits to allow for the operational running of the school. Each school within a new proposed parking zone will be engaged with to consider its parking requirements.
- f. *Obsolete permits*: Obsolete permit types, such as Motor Trade permits and other historical permits would be removed
- g. *Emissions Charging*: All permit types will be independently reviewed to see where emissions-charging may be practical and reasonable to introduced. Any proposed changes taken-forward will be subject to separate ward member and public consultation as part of this review process.

6 DELIVERING THE CITY PARKING PLAN

6.1 Implementing Parking Zones in Cardiff presents an effective solution to the challenges associated with urbanisation, traffic congestion and air pollution. By prioritising accessibility, sustainability and community well-being, Parking Zones have the potential to significantly enhance the quality of life for Cardiff's residents while fostering thriving local economies. However, to deliver the City Parking Plan efficiently and effectively, the Council would benefit from:

- A framework to implement the parking plans; and
- Up-to-date and robust parking policies.

6.2 A best practice review has been undertaken focused on parking management from other cities across the UK⁵, within the framework of the statutory guidance (*Traffic Signs Manual Chapter 3, 2019*), and considered recent strategic parking reviews by other Local Authorities.⁶

6.3 After this review, changes are being proposed to:

- how parking is structured in Cardiff (Appendix 1).
- how the Council's permit parking scheme works (Appendix 2).

6.4 Additionally, to support the delivery of the City Parking Plan, the following policies are being proposed:

- A new policy on the introduction of Parking Zones (Appendix 3).
- An amendment to existing policy on the introduction of Resident Protection Schemes (Appendix 4).
- An amendment to existing policy on the issuing of parking permits (Appendix 5).
- A new policy on minor amendments to parking policies (Appendix 6).

7 ENGAGEMENT AND CONSULTATION

⁵ Bath, Bristol, Edinburgh, Birmingham, Leeds, Liverpool, London Borough of Richmond Upon Thames, London Borough of Hackney, Manchester, Newport, Nottingham, Norwich, York, Swansea, Swindon

⁶ for example: [Strategic parking review – The City of Edinburgh Council](#) / [Parking and enforcement plan | Hackney Council](#) / [Residents Parking Scheme strategy | Bath and North East Somerset Council \(bathnes.gov.uk\)](#)

7.1 It is recognised that the supply, location, cost and enforcement of parking can have a major effect on people's lives, whether they drive or have access to a motor vehicle or not. The Council therefore is committed to ensuring that the diverse voices of residents, businesses, community groups and other interested parties are at the heart of decision making. A comprehensive consultation programme will therefore be developed to engage with the city's diverse range of residents, as well as all key stakeholder groups. This will allow the public to express their views on the City Parking Plan and help identify any impact - positive or negative - on communities, business, the environment and the economy in Cardiff.

7.2 A robust 6-week programme of public consultation will be developed – in collaboration with the Cardiff Research Centre - to help ensure a representative cross-section of the city's population is directly involved in the consultation work. As part of this approach, the Council will consider a wide range of socio-demographic characteristics - including gender, age, ethnicity, disability, and socio-economic status. Residents will be encouraged to learn about the problems and issues, identify opportunities and options, deliberate upon them and make recommendations.

7.3 Key stakeholder and advisory panels may also be established that provide the opportunity for interactive dialogue and feedback. This will help support the identification of the potential mitigations necessary for residents, regular highway users, public benefit bodies and transport operators to ensure the City Parking Plan can be introduced in a way that manages any impacts. During this process consultation will also be established with ward members to provide an opportunity for dialogue and feedback on the proposals.

7.4 Upon closure of the 6-week consultation exercise a further Equalities Impact Assessment will be undertaken to ensure any equalities concerns raised as part of the consultation process can be fully considered and evaluated.

7.5 Any changes requiring the making of a Traffic Regulation Order will be further publicly consulted on as part of the statutory process⁷ for making traffic orders⁸ after closure of the initial public consultation exercise. Local Member consultation on the detailed proposals will also be undertaken as part of this process.

8 WIDER POLICY AND LEGISLATIVE CONTEXT

8.1 The City Parking Plan has been developed in response to Cardiff's Transport White Paper. The future success of Cardiff depends on a high quality transport system in the city through delivering the **10-year plan to;**

- Tackle climate change.
- Reduce congestion.
- Improve air quality.
- Provide ring-fenced funding to invest in much-needed public transport initiatives.

⁷ Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996

⁸ [Traffic Regulation Orders \(cardiff.gov.uk\)](http://cardiff.gov.uk)

8.2 The Council's ten-year vision to update the current transport network to accommodate a daily population of almost half a million, taking account of commuters, shoppers and other visitors. Increasing the opportunities for active travel (walking and cycling) are important elements of the programme, along with plans to expand the Metro, improve bus services and Park & Ride, make bus travel cheaper, and manage car parking.

8.3 In addition to the Transport White Paper, the Parking Plan would support a range of national and regional policies.

a) National Transport Delivery Plan

- Delivering simple, consistent parking schemes to ensure our roads are well managed;
- Encouraging uptake in public transport and active travel use; and
- Ensuring availability of Blue Badge parking.

b) Llywbr Newydd

- Encouraging the modal shift towards sustainable and active travel alternatives to car use;
- Developing policies and parking schemes that help reduce vehicle ownership levels and CO₂ emissions; and
- Encouraging the uptake of lower emitting vehicles (LEV's).

c) Planning Policy Wales | Edition 11

- Introduction of parking restrictions and policies which encourage lower levels of car ownership and overall use;
- Supporting and expanding Blue Badge parking provision;
- Charging tariffs that encourage lower levels of car use and reduce numbers of multi-car households; and
- Alignment of parking policies with planning policies.

d) Paris Agreement

- Developing policies and parking schemes that help reduce CO₂ emissions;
- Encouraging the modal shift towards sustainable and active travel alternatives to car use; and
- Encouraging the uptake of lower emitting vehicles (LEV's).

e) Well-being of Future Generations Act 2015

The Act places a requirement on Welsh public bodies to work jointly to consider the longer-term impact of any decisions that are made, in particular to address social, environmental, economic and cultural well-being issues. The City Parking Plan supports a number of the well-being goals set out within the Act, including:

- A globally responsible Wales.
- A prosperous Wales.
- A healthier Wales.
- A more equal Wales.

9 IMPLICATIONS

Legal Implications

9.1 Legal Services have not considered the appendices to this report but understand from the body of this report that it contains a number of potential schemes and initiatives. Legal advice should be obtained on each such scheme and initiative prior to being implemented to ensure the same can be achieved within legal constraints.

9.2 To the extent that any of the proposed schemes and initiatives are dependent on the making of any orders or the obtaining of any consents or the like then it will be necessary to follow the appropriate statutory processes. By way of example only if a scheme is dependent on the making of a traffic regulation order (TRO) then the outcome cannot be guaranteed.

9.3 The Council as the Traffic Authority has the power to make traffic regulation orders where it appears to the Council expedient to make the order for any of the purposes specified under Section 1 of the Road Traffic Regulation Act 1984 Act (“the 1984 Act”). Section 1 of the 1984 Act reads:- where it appears to the authority making the order that it is expedient to make it:

- a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, or
- b) for preventing damage to the road or to any building on or near the road, or
- c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians), or
- d) for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property, or
- e) (without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot, or
- f) for preserving or improving the amenities of the area through which the road runs, or
- g) for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality).

9.4 Section 2 of the 1984 Act provides that a traffic regulation order may make any provision prohibiting, restricting or regulating the use of a road, or of any part of the width of a road, by vehicular traffic, or by vehicular traffic of any class specified in the order.

9.5 In particular, Section 45(1) of the 1984 Act allows Councils to designate parking places on the highway and to charge for the use of them. Section 45(2) provides for the issuing of permits for which an authority may charge. The procedure requires consultation and a designation order.

9.6 The power to make a traffic regulation order is a discretionary power. It is important to note that when determining whether to exercise the functions conferred by the 1984 Act the Council must (has a duty) exercise the functions as, [so far as is practicable having regard to the matters set out in Section 122(2)

of the 1984 Act] to secure the expeditious and convenient and safe movement of vehicular and other traffic.

9.7 Further, section 122(2) of the Act specifies the following matters to which the Council should have regard, namely:

- (a) The desirability of securing and maintaining reasonable access to premises
- (b) the effect on the amenities of any locality affected
- (c) the strategy prepared under S 80 of the Environment Act 1995 (national air quality strategy)
- (d) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles and
- (e) any other matter appearing to the Council to be relevant.

9.8 It is recognised that the considerations in section 122(1) and (2) may tend in different directions. Therefore the decision maker is required to balance the duties as set out in s122(1) against the factors set out in s122(2) when reaching a decision.

9.9 It is important that all the matters set out in section 1 and 122 are taken into account by the decision maker in making a traffic regulation order.

9.10 The Council should also have regard to the provisions of the Traffic Management Act 2004. The purpose of the 2004 Act is to provide the basis for improving conditions for all road users through management of the national and local road networks. Part 2 of the 2004 Act imposes a duty on all local traffic authorities to secure the expeditious movement of traffic on their road networks and to facilitate such movement on other authorities' networks.

9.11 Before exercising its functions under the 1984 Act, the Council must have regard to its duties under The Active Travel (Wales) Act 2013 and any proposed TRO must be subject to any relevant health and safety assessment.

9.12 Section 17 of the Crime and Disorder Act 1998 also imposes a general duty on the Council, when exercising its functions, to take account of community safety dimension, with a view to reduce local crime and disorder in its area

9.13 Section 55 the 1984 Act provides for the establishment of a separate account into which monies raised through the operation of on street parking must be paid. The Act requires an enforcement authority, (of which Cardiff is one), to keep an account of:

- Their income and expenditure in respect of designated parking places;
- Their income and expenditure as an enforcement authority in relation to parking contraventions within paragraph 2 of Schedule 7 to the 2004 Act (parking places); and

- Their income and expenditure as an enforcement authority in relation to parking contraventions within paragraph 3 of the Schedule (other parking matters).

9.14 In making any traffic regulation order the Council must comply with the procedure set out in the 1984 Act and the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 made there under.

9.15 The process involved in making a TRO requires notice of intention of making the orders to be published, with associated rights of objection. If objections are received, they must be duly considered and following such consideration the potential exists that the TRO may be made, be made but in modified form or not proceeded with.

9.16 In addition to the above to the extent that any proposed scheme and initiative involves the procurement of works, goods or services then the Council must comply with its Contract Standing Orders and Procurement Rules and procurement legislation.

Consultation

9.17 The Report refers to consultation and in determining the way forward, consultation gives rise to the legitimate expectation that due regard will be given to the outcome of the consultation in the decision making process.

Equality and Socio-Economic Duty

9.18 In considering this matter, the Council must have regard to its public sector equality duties under the Equality Act 2010 (including specific Welsh public sector duties). This means the Council must give due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

9.19 When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers (WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 (gov.Wales) and must be able to demonstrate how it has discharged its duty.

9.20 An Equalities Impact Assessment aims to identify the equalities implications of the proposed decision, including inequalities arising from socio-economic disadvantage, and due regard should be given to the outcomes of the Equalities Impact Assessment.

Well-Being of Future Generations (Wales) Act 2015

9.21 The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales – a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.

9.22 In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2023-26. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.

9.23 The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:

- Look to the long term
- Focus on prevention by understanding the root causes of problems
- Deliver an integrated approach to achieving the 7 national well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them
- The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

General

9.24 The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language, the report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well-being of Future Guidance (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales.

9.25 Cabinet must be satisfied that the proposal is within the Policy and Budget Framework, if it is not then the matter must be referred to the Council. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Council Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances

Financial Implications

9.26 This report seeks authority from Cabinet to proceed to undertake public and local member consultation on a range of matters relating to parking and as set out within the City Parking Plan at Appendix 1.

9.27 Subject to the results of the proposed consultation and availability of funding to both advertise and implement measures, it is planned to introduce schemes to manage parking across the city in terms of length of stay, hierarchy and pricing and the levels of enforcement to be applied.

9.28 The report includes an illustration of typical parking zone costs and income and identifies the potential funding sources. It is planned that, prior to the implementation of any parking zone projects, a detailed financial plan identifying total costs and funding sources will be developed.

9.29 The report proposes an annual review of all parking charges and, in recognition of the costs involved in processing, issuing and enforcement of parking permits, proposes the introduction of a baseline permit cost as a minimum charge. It is further proposed that the baseline annual permit cost will be consistent with the cost of a first resident permit and will be reviewed annually as part of the budget setting process.

9.30 Following the consultation, any decisions on the City Parking Plan and the applicable parking charges must continue to support the Council's wider strategic travel and transport objectives.

9.31 Any changes requiring the making of a Traffic Regulation Order will be further publicly consulted on as part of the statutory process for making traffic orders.

Property Implications

9.32 No property implications are expected.

HR Implications

9.33 There are no HR implications directly related to this report. However, should, following consultation, there be any changes to the City Parking Plan or the

Council's Parking Policies which affect any employees across the Council (including the schools estate) in an employment context these will be consulted on with relevant trade unions and the employees concerned.

10 RECOMMENDATIONS

10.1 Cabinet is recommended to:

- (i) Subject to minor amendments in accordance with recommendation (iii) to seek approval of the draft City Parking Plan and approval to go to full public consultation on the draft City Parking Plan.
- (ii) Subject to minor amendments in accordance with recommendation (iii) to seek approval of the draft amendments to the Council's Parking Policies and approval to go to full public consultation on the draft amendments to the Parking Policies.
- (iii) To delegated authority to the Director of Planning, Transport and Environment, in consultation with the Cabinet member for Transport and the Council's section 151 Officer, to:
 - (a) Prepare and undertake public consultation on the draft City Parking Plan and the draft amendments to the Council's Parking Policies; and,
 - (b) Make minor amendments to and approve the City Parking Plan and the changes to the Council's Parking Policies following any recommendations made after closure of public consultation

SENIOR RESPONSIBLE OFFICER	Andrew Gregory Director of Planning, Transport & Environment
	20.11.2023

The following appendices are attached:

Appendix 1: The City Parking Plan – Restructuring Parking in Cardiff
Appendix 2: The City Parking Plan - Updating the Council's Parking Permit Scheme
Appendix 3: Proposed Policy – Parking Zones
Appendix 4: Proposed Policy – Resident Protection Schemes
Appendix 5: Proposed Policy – Issuing of Parking Permits
Appendix 6: Proposed Policy – Minor Amendments
Appendix 7: Process Overview for Introducing Parking Zones
Appendix 8: Glossary of Terms

The following background papers have been taken into account:

- Cardiff's Transport White Paper 2019: Transport Vision to 2030

- City of Cardiff Council Parking Strategy 2016
- Corporate Plan, 'Delivering a Stronger, Fairer, Greener Cardiff', March 2023
- Managing Transportation Impacts (Incorporating Parking standards):
Supplementary Planning Guidance July 2018
- Single Impact Assessment/Equalities Impact Assessment

APPENDIX 1

THE CITY PARKING PLAN

Summary Key Points

- **The City Parking Plan provides a framework for managing parking in Cardiff**
- **Cardiff will be re-organised into new strategic and administrative areas, which will then be further subdivided into smaller Parking Zones**
- **Parking zones will be introduced throughout the central area of Cardiff**
- **All kerbside space within parking zones will be controlled with bays (where parking is considered safe) or yellow lines (where parking is considered dangerous or obstructive)**
- **Parking schemes in the peripheral area will continue to be introduced as and when required, in accordance with policy.**

Overview

1. Cardiff is unusual when measured against comparator cities in that it manages parking without a zonal approach. For example, all the UK core cities reviewed operate zonal parking¹. The Parking Strategy 2016 was designed to address many issues and comprehensively laid the foundations for a move towards zonal parking. However, extenuating circumstances, such as the COVID-19 pandemic have delayed the implementation of many key proposals.
2. The 2016 Parking Strategy states that: *“The new strategy proposes an area-based approach for delivering parking for a liveable Cardiff. The use of an area-based approach for managing parking will ensure that the best and most appropriate solution is chosen....”*
3. A best practice review has been undertaken focused on parking management from other cities across the UK², within the framework of the statutory guidance (*Traffic Signs Manual Chapter 3, 2019*), and considered recent strategic parking reviews by other Local Authorities.³
4. The resulting City Parking Plan is the umbrella term for the programme that will see this area-based approach implemented across the city.

Restructuring Parking in Cardiff

¹ <http://www.corecities.com/about-us/core-cities>

² Bath, Bristol, Edinburgh, Birmingham, Leeds, Liverpool, London Borough of Richmond Upon Thames, London Borough of Hackney, Manchester, Newport, Nottingham, Norwich, York, Swansea, Swindon

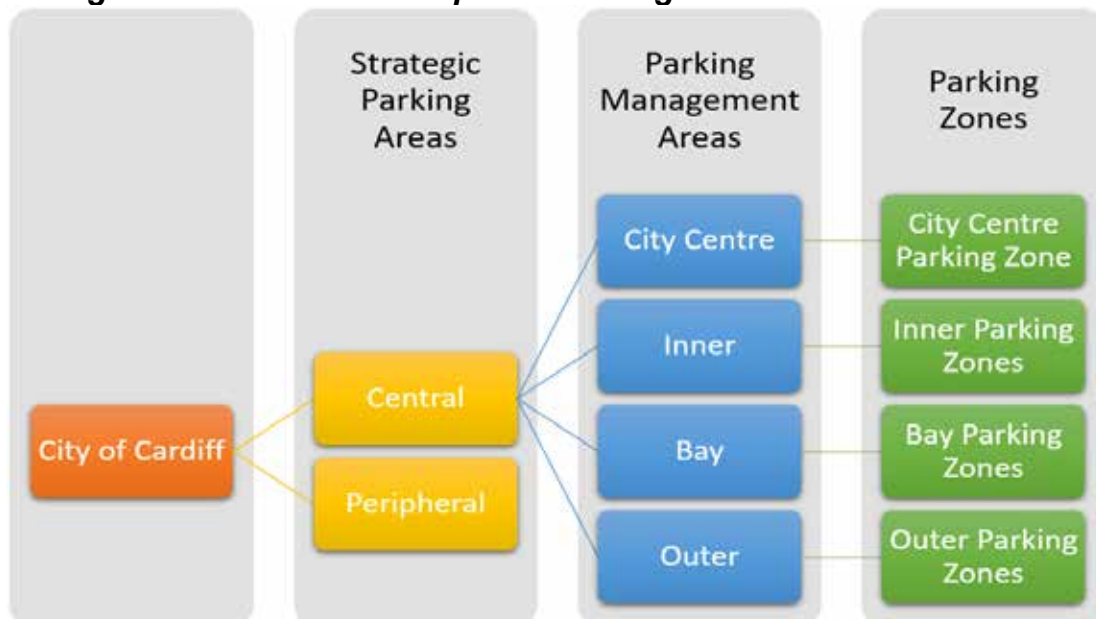
³ for example: [Strategic parking review – The City of Edinburgh Council](#) / [Parking and enforcement plan | Hackney Council](#) / [Residents Parking Sceme strategy | Bath and North East Somerset Council \(bathnes.gov.uk\)](#)

Figure 1 – Proposed Hierarchy of Parking Areas in Cardiff



5. There will be two key strategic areas which align with the “central area” and “non-central area” of the Strategic Parking Areas (SPG) and maintains, in principle, the “central parking area” designation from the 2016 Parking Strategy.
6. The “central” strategic area will then be subdivided into smaller “Parking Management Areas”. These are administrative areas where the approach to the provision of parking and management of parking restrictions is standardised. For example, in the Inner Parking Management Area (PMA) all parking will be controlled at a minimum between 8am and 10pm, and only limited permits will be available. In the Outer PMA parking controls will apply 8am to 6pm, and a greater variety of permit types will be available.
7. Parking Management Areas may then be further subdivided into Parking Zones. All kerbside space within Parking Zones will be controlled with bays where parking is considered safe, or yellow lines where parking is considered dangerous or obstructive. The purpose of this is to ensure a consistent approach can be applied to clearly defined areas, while still providing the flexibility to manage parking at a localised level and respond to the needs of individual communities.

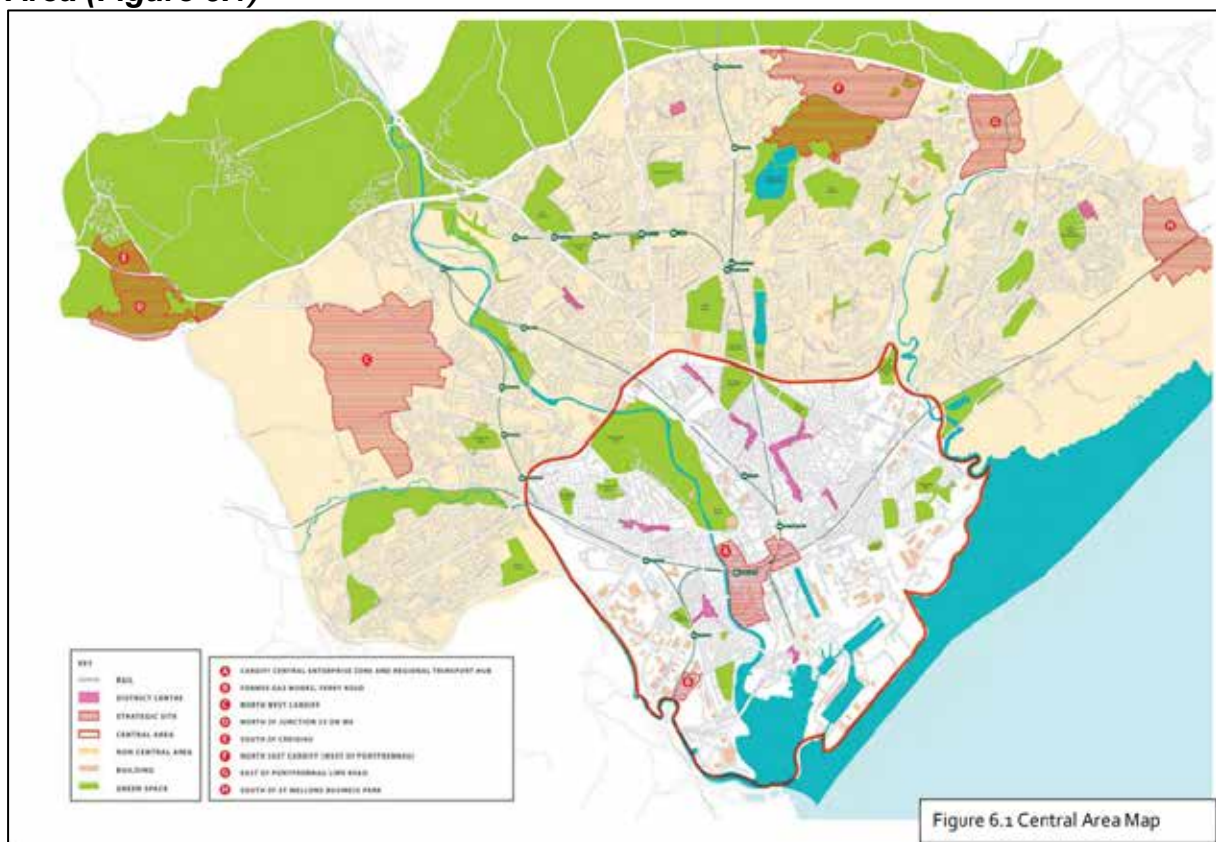
Figure 2 –Overview of Proposed Parking Administrative Divisions



Strategic Parking Areas

8. Parking in Cardiff will be divided between two strategic areas.
 - i) Peripheral Strategic Parking Area (PSPA), which is broadly the area west, north and east of the A48 and aligns with the non-central area within the Managing Transportation Impacts (incorporating Parking Standards) Supplementary Planning Guidance (SPG).
 - ii) Central Strategic Parking Area (CSPA), which aligns with the central area within the SPG. It is intended to fully control parking in the Central Strategic Parking Area through the phased introduction of Parking Management Areas and Parking Zones.

Figure 3 –Extract from Supplementary Planning Guidance: “Managing Transportation Impacts (Incorporating Parking Standards)”, July 2018, Central Area (Figure 6.1)



Parking Management Areas

9. It is proposed that parking in the CSPA be divided into new administrative areas, with these areas having a hierarchy of strategic and policy oversight. These areas will in principle maintain, the “central parking area” designation detailed in the 2016 Parking Strategy.
10. The CSPA will be subdivided into smaller “Parking Management Areas” (PMAs), which are administrative areas where the provision of parking and management of parking restrictions is standardised. Within the areas parking will be managed using the following;

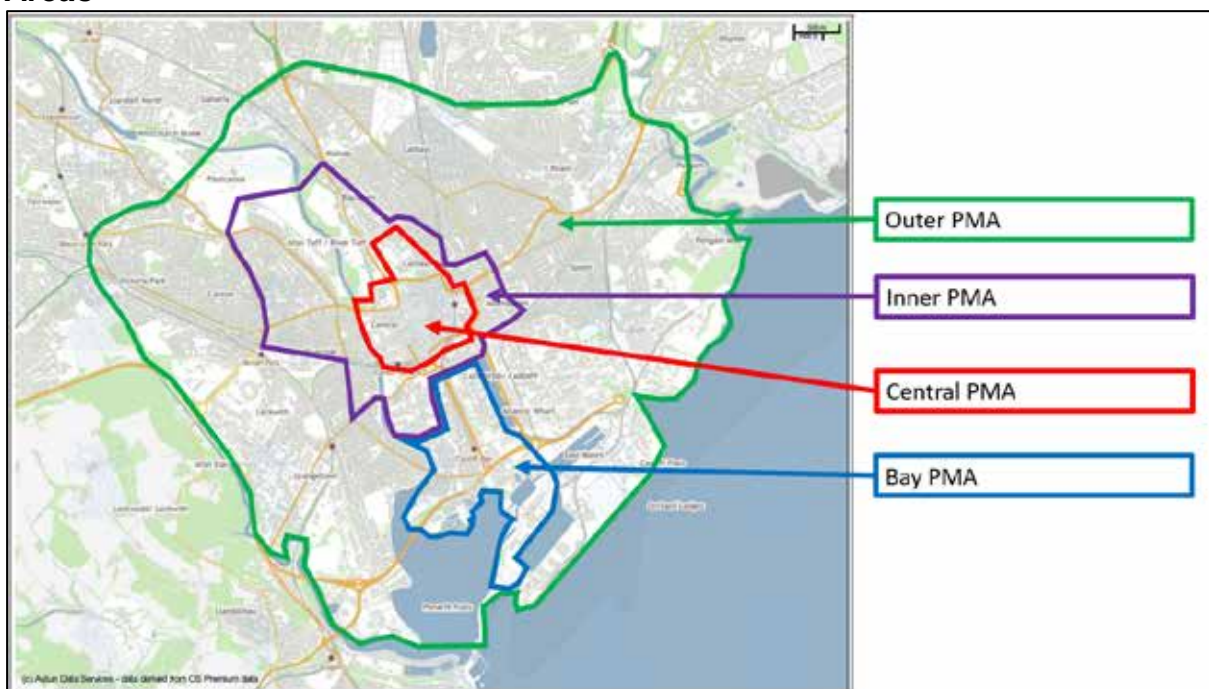
- **Hierarchy of Parking** - how parking is prioritised for the particular user in accordance with the following:



- **Pricing of Parking** – how much people pay for parking at a given location for a given period
- **Length of Stay** – how long people are permitted to park at a given location
- **Enforcement of Parking** - ensuring that people park both safely and legally

11. The general principle being that parking controls will be more restrictive closer to the city centre and high demand areas. Operational hours of control will be longer to adequately regulate local parking demand.

Figure 4 – Central Strategic Parking Area Subdivided into Parking Management Areas



(Illustrative only)

Parking in the Central PMA

12. The Central PMA will be two Parking Zones:
 - i) the City Centre Zone: this will encompass the entire city centre area, including key destinations such as the Central and Queen Street train stations, the roads surrounding the pedestrian precincts, and the main city centre bus corridors
 - ii) the Civic Centre Zone: this will encompass the civic centre pay and stay area, including Park Place, Park Grove and Museum Place
13. Parking places in this PMA will generally be reserved for three key user groups: delivery vehicles, taxis and Blue Badge holders. New parking places for general users (such as pay and stay or limited waiting bays) will no longer be supported except in exceptional circumstances, for example to create a drop-off/pick up point at an amenity.
14. While not formal policy, the general operational practise has been to control parking in the city centre at all times (e.g. 24 hours a day, every day). However, there are still some historic parking controls which apply for reduced hours, such as between 8am and 6.30pm, or uncontrolled on Sundays. Unrestricted parking creates localised “hot spots” of problem parking and adds to traffic pressures by promoting car travel within the city centre. Existing practise to control parking in the city centre at all times will now be formal policy, and a process will be developed to identify and remove these anomalies.
15. It is recognised that the ability to receive deliveries is essential to many businesses, however inconsiderate parking by delivery vehicles can contribute to significant delays to bus services, conflict with cyclists and pedestrians, and generally impede the free flow of traffic. Currently, kerb-side loading/unloading within the city centre is largely prohibited between 7.45am and 6pm, Monday to Saturday. It is considered that this is no longer sufficient to efficiently manage the pressures upon the highway network in such a critical and high-demand area.
16. The central PMA will be designated as a “no loading zone”. This means that all kerb-side loading/unloading will be prohibited, except within marked bays or designated areas. This ensures that loading/unloading is only undertaken where it is safe and practical to do so, improve bus reliability and reduce potential conflict with pedestrians and cyclists.
17. A new system of waivers/dispensations will be developed for essential services to allow parking where parking would otherwise not be permitted (such as on yellow lines), subject to terms and conditions. This will allow the Council to adequately ensure that any activities that are authorized are undertaken in a

safe and controlled manner, so as not to negatively impact upon the transport network.

18. In accordance with current regulations⁴, designating the area as a no loading zone will allow the Council to remove kerb-side signage as drivers are informed of the loading restrictions at the entrance to the zone. This will significantly reduce street clutter in areas of high pedestrian footfall and help create a more accessible street scene.
19. Respecting that the area is the hub of the best public transport and active travel links in the city, parking permits of any kind will not be issued to properties within the city centre zone. Subject to public consultation, any properties in this area that have historically been part of the permit scheme will be removed in one of two ways:
 - i) properties that have had no active permits for 6 months or more will be automatically removed.
 - ii) properties that have existing permits will be allowed to continue to purchase permits until the permit holder leaves the property.

Parking in the Inner PMA

17. The Inner PMA will primarily buffer the City Centre/Civic Centre and will broadly align with the historic limits of the Central Parking Zone, providing parking protection for residents in key event/commuter areas.
18. Vibrant night time economies and large-scale events can lead to significant late evening parking pressures in these areas, therefore it is proposed that all parking will be controlled as a minimum between 8am and 10pm, Monday to Sunday.
19. Permit holder only parking will apply all day everyday. This is to ensure that some road space is always reserved for permit holders.
20. As part of the previous Central Parking Zone, most of these areas are already subject to 100% parking control. Currently only residents are entitled to permits in these areas. It is proposed that community permits⁵ will now be made available within these zones in recognition of the essential role such institutions play.

Parking in the Bay PMA

21. The Bay PMA will encompass nearly all of Butetown, excluding the northern section of Butetown that is included in the city centre buffer area (inner area).

⁴ Schedule 1, Traffic Signs Regulations and General Directions 2016

⁵ Community premises are defined as a premises exempt from paying business rates, and include places of worship and certain community disability access groups.

22. Late evening economies and events can lead to significant evening parking pressures in these areas. Therefore, it is proposed that all parking will be controlled as a minimum between 8am and 8pm, Monday to Sunday.
23. Permit holder only parking will apply all day everyday. This is to ensure that some road space is always reserved for permit holders.
24. Permits will be issued to residents and community groups (such as places of public worship).

Parking in the Outer PMA

25. Currently parking in the Outer area is normally controlled through the introduction of 50% residential parking schemes. The criteria for which are set by the 2016 Parking Policy. However, residential parking is normally only introduced outside residential properties and as such total parking control in these areas may sometimes only be between 25% and 35%. The City Parking Plan will ensure that all kerb-side space in this area is controlled.
26. Parking will usually be designated depending on the nature of the property the bay is fronting, for example, permit holder only parking will be primarily introduced in front of residential properties with general use parking on flanks of terraced houses or side streets. However, where there is greater need for general use parking (such as near busy shopping districts), the road space may be more evenly divided between permit holder and shared use parking.
17. Permits will be issued to residents, community groups, businesses and schools, provided they meet the eligibility criteria.

Parking Zones

18. PMAs will be further subdivided into smaller Parking Zones, which will normally encompass a maximum of approximately 30 streets.

Figure 5 –Example Parking Management Area Subdivided into Parking Zones



(Illustrative only)

19. Drivers are made aware they are entering a Parking Zone by street signs at the entrance to the zone, and drivers should be aware of the meaning of these signs by virtue of Highway Code 245. This helps ensure drivers are fully aware of the location of the boundaries of zones and when parking rules change

Figure 6 - Example Sign at an Entrance to a Parking Zone showing the times when all parking is controlled:



20. Parking Zones will ensure a consistent approach in clearly defined areas, whilst providing flexibility to manage parking at a localised level and respond to the needs of individual communities.

21. Within Parking Zones, the kerbside will be controlled, normally either with;

- i) parking bays where parking is considered safe, or
- ii) yellow lines where parking is considered obstructive or dangerous.

22. This approach will help to:

- Promote active travel and public transport use.
- Mitigate against potential parking loss caused by major transport projects, such as cycle routes and bus corridors.
- Better manage parking during events, by reducing the attractiveness of driving into the city, promote Park & Ride, and provide parking protection in residential areas
- Provide a clear, consistent approach for drivers.

23. To legitimately park in a zone a driver will need to:

- Have a valid permit;
- Pay to park (obtain a digital or physical ticket);
- Stay less than the maximum permitted time;
- Be eligible to park in a bay for specific users (such as Blue Badge Holders, Doctors, or Taxis); or,
- be loading/unloading (provided a ban on loading is not in force at that particular location).

24. It is considered essential for the Council to have a formal approach so that zones can be introduced in a clear and transparent manner, and therefore a new policy on the introduction of Parking Zones is proposed.

Introducing Parking Zones

- 1.1. The City Parking Plan will be delivered in four key distinct, but concurrent, ways. This represents the fact that parking has historically been treated differently in these areas and therefore different approaches and processes may be necessary to ensure alignment with the City Parking Plan:
 - a) **Central Area:** the central area is already subject to 100% parking control. A review will be conducted to identify restrictions which do not meet the objectives of the City Parking Plan and a consultation exercise will be carried out to amend these. Some of this work may be undertaken as part of active travel schemes, such as the eastside canal quarter scheme or cycleway schemes.
 - b) **Inner Area:** the majority of this area is already subject to 100% parking control. A phased review will be conducted to identify restrictions which do not meet the objectives of the City Parking Plan on a zone-by-zone basis, and consultation exercises undertaken to amend these.
 - c) **Bay Area:** this area is a mixture of fully regulated roads, part regulated roads (such as 50% permit schemes) and completely unregulated roads. A process map has been developed for the introduction of zonal parking throughout the Outer areas of the CSPA. Priority will be given to introducing zonal parking along proposed cycle routes, bus corridors and in areas which suffer most significantly from the effects of commuter parking and parking during events.
 - d) **Outer Area:** A process map has been developed for the introduction of zonal parking throughout the Outer areas of the CSPA. Priority will be given to introducing zonal parking along proposed cycle routes, bus corridors and in areas which suffer most significantly from the effects of commuter parking.
- 1.2. Parking Zones will generally be introduced as part of a rolling ward-by-ward programme that expands outwards from the City Centre Zone. This is so that displacement from zones can be managed and that the Council does not end up creating “pockets” of uncontrolled roads surrounded by fully controlled roads to the detriment of the highway network, residents and businesses. However, Parking Zones may be introduced in other areas due to funding requirements or to compliment active travel schemes.
- 1.3. All zones are subject to public consultation as part of the statutory Traffic Regulation Order process. Local member consultation will be undertaken as part of this process.
- 1.4. The Council does not currently have a formal policy or operational guidance for Parking Zones. It is considered essential for the Council to now have a formal

policy so that zones are introduced in a clear and transparent manner. The proposed policy can be found in Appendix 2.

- 1.5. So that parking controls in zones are introduced in a consistent manner, the Parking Zone policy will be accompanied by technical design standards, which will provide a first point of reference when considering where and under what criteria certain restrictions should be applied.
- 1.6. The Council will continue to consider requests for disabled bays within zones and at locations of interest, such as near shopping districts. However, it is proposed that the application process for disabled bays is reviewed separately.

Funding Parking Zones

25. There is no standard schedule of costs for the development and implementation of a Parking Zone since the size and complexity will vary on a case-by-case basis. However, using a recent example (Zone C1 – Cathays East), typical costs are illustrated below:

Expenditure	Costs
Informal Consultation and Surveys	£1,500
Traffic Regulation Orders	£8,500
Pay and Stay Ticket Machines	£15,000
CPZ Signs and Lines	£80,000
Changes at first review stage	£5,000
TOTAL OUTGOING:	£110,000
Income Stream	Annual Income
Permits (Residential)	£25,000
Permits (Other)	£7,000
Pay and Stay	£18,000
TOTAL INCOMING (per annum):	£50,000

26. The funding to support the progression of Cardiff's Parking Zones could potentially be sourced from a number of areas, such as the Parking Reserve (identified allocation), Section 106 developer contributions and grant opportunities.
27. However, it is important to note that before commencement of any Parking Zone project a financial business plan will be developed identifying costs and sources of funding.

End of appendix

APPENDIX 2

UPDATE TO THE COUNCIL'S PERMIT PARKING SCHEME

Summary Key Points

- **Changes to permit policy are required to support the City Parking Plan and the rollout of zonal parking.**
- **Existing permit eligibility will be clarified, and property eligibility criteria will be updated.**
- **An annual cap on the number of visitor permits available to properties will be introduced.**
- **Policy for new permit types will be formalised (business, community, school staff, motorcycle).**
- **Obsolete permits will be removed**
- **A new policy on the charging for permits will be introduced to standardise practice and reviewed annually.**

Current Situation

1. The Council's permit policy has remained largely unchanged since 2011, although the permit scheme has exponentially increased in size, both geographically, the diversity of areas it covers, and in terms of the numbers of properties eligible for permits. The Council's resident permit parking scheme has nearly doubled since 2011 (some 12,000 resident permits issued in 2011 to some 23,000 2022).
2. In 2021 the Council introduced 4 new parking zones (C1 to C4) in support of the Cycleway 1.2 scheme. This was the first time the Council had introduced a zonal parking scheme since the 1980s. In recognition of the particular characteristics of these areas, new permit types were introduced (business, community, school staff).

Issues

3. It is considered that the existing policy no longer meets the needs of Cardiff as a rapidly growing city. In particular:
 - Requirements to align parking policy with the principles of the Transport White Paper.
 - New permit types are not supported by formal policy.
 - the introduction of the e-permit system and other technological advances.
 - A robust permit policy is needed to support the rollout of zonal parking.
 - increasing complexity, especially as permit parking provision is introduced in areas further from traditional areas of control. Policy therefore requires updating to ensure that the resident permit scheme is robust enough to accommodate further expansion.
 - "50%" resident schemes are no longer considered suitable for meeting the Council's wider transport objectives.

Proposed Amendments to Resident Permit Policies

Move to 100% Control Schemes Only

4. Current policy states that *“New resident parking schemes may reserve either 50% (or in exceptional circumstances) 75% of available parking space for residents and their visitors (with reserved bays spread evenly through the street)”*.
5. However, this does little to deter multi-car households, higher levels of car ownership, or commuting, as it condenses the issue into a smaller amount of road space. This conflicts with the stated aims of the Transport White Paper and proposed City Parking Plan, as such designs do not encourage *“motorists to choose active and sustainable travel options”* or *“Support blue badge holders and residents by reducing commuter parking and encouraging lower levels of vehicle ownership, freeing up road space for those who need it most.”*
6. The City Parking Plan proposes 100% parking control schemes only where resident permit parking is implemented, meaning that that all kerb space within the scheme area would be controlled.
7. The kerbside is likely to comprise of Permit Holder Only parking, Shared Use bays (for visitors and permit holders), dedicated visitor parking (to accommodate local facilities, like shops and parks), with yellow lines to prevent obstructive or dangerous parking.

Property Eligibility

8. Placing eligibility restrictions on certain properties would help to manage demand verses kerbside supply, by:
 - Supporting the White Paper by encouraging modal shift (to walking, cycling and use of public transport)
 - Reduce the impact of traffic on local centres;
 - Mitigating the impact of climate change by reducing car ownership;
 - Improve the movement of traffic around the city to reduce congestion, air pollution and noise.

New Developments and Conversions

9. Existing policy states that: *“Residents of new developments (including property conversions) and those of existing halls of residences will not be entitled on-street resident parking permits, on the presumption that parking has already been permitted, or not, in accordance with the Council’s planning guidelines”*. A new development is classed as a development receiving planning permission on or after 1st September 2011.
10. It is recognised that a move towards 100% parking control and zonal parking restrictions represents a fundamental shift in how the resident permit scheme will work; in particular, drivers residing in properties converted after 2011 may have been relying on the 50% unrestricted space for a significant number of years. The introduction of a 100% would suddenly leave these residents without the ability to park.

11. It is proposed that a new date will be applied to new schemes, which will be the date that the policy amendment goes into effect. It is proposed the following would apply:
- EXISTING SCHEMES: properties receiving planning permission on or after 1st September 2011
 - NEW SCHEMES: properties receiving planning permission on or after the date of the policy amendment.
12. It is proposed to prohibit certain types of buildings within the TROs; regardless of the date of planning permission (these will be known as “excluded properties”). It is proposed to include:
- Developments with off-street car parks, whether gated or not (even if parking has not been provided for every property)
 - Properties with off-street parking for more than 2 vehicles¹
 - Properties with postal addresses on private roads.
 - Properties that have been built, converted or modified without planning permission, or without valid Certificate of Lawful Use.
 - Developments with over 10 residences in a single building/high-rise buildings.
 - Sheltered housing schemes, supported living schemes and dedicated student accommodation.
13. As part of the planning decision notice, advice will be applied stating that a development is a permit free development. This advice will then instruct the Permit Team not to issue permits to such a property.
14. It is also proposed that, from 1st August 2025, properties that are exempt from liability for payment of Council Tax² are excluded from the resident permit parking scheme. This policy will primarily affect properties occupied by students. Bringing the policy into operation in August 2025 allows the Council time to effectively communicate the changes to students.

Standard Operational Hours of Resident Scheme

15. Current policy states that: “Operational times for the permit scheme will be 8.00am to 10.00pm every day”.
16. In 2014 a city-wide public consultation was undertaken and over half (55%) of respondents who were residents with permits felt that permit parking restrictions should be increased to 24-hour.
17. It is proposed that this change is actioned and permit parking in Parking Zones throughout the CPSA will apply 24 hours a day, every day to ensure some kerbside is always reserved for permit holders.

¹ An off-street parking space will be classed as any space 5 metres or more in length and 2.4 metres or more in width. Multiple's of this will count as multiple spaces.

² [Council Tax Exemptions \(cardiff.gov.uk\)](https://www.cardiff.gov.uk/council-tax-exemptions)

18. This would both simplify parking times, reduce the complexity of regulatory signs, and aid the management of parking during events.
19. Outside of the CPSA, where it is recognised there is lower demand for destination parking, the standard operating times of resident parking may be reduced. This ensures enforcement resources can be appropriately deployed where they are needed.
20. It is important to note that a permit scheme is not designed to manage parking where there is little external demand, or where levels of car ownership amongst residents mean that parking demand exceeds available space.
21. However, in all cases operational hours may be varied in the Traffic Regulation Order to address specific parking demands in an area. The proposed operation times and permit costs will be established by the Council and communicated to residents during consultation.

Resident Motorcycle Permits

22. Currently motorcycles may park in resident permit bays without the need for a permit. This has historically been the case due to the difficulties associated with the requirement to clearly display a physical paper permit on such vehicles.
23. The advent of the digital permit system means this is no longer an issue as residents may now obtain permits digitally. In view of this, it is proposed that residents will now require a permit to park a motorcycle in a permit bay.
24. These permits will be in addition, and not in lieu of, any permit allowance a household may have as there is currently no limit on the number of motorcycles a property may have. This arrangement will be reviewed in future where required.

Visitor Permits

25. In 2021 the Council started offering residents the opportunity to purchase visitor permits on a pay-as-you-go basis. Pay-as-you-go offers benefits to users compared to a paper-based system:
 - **It is fairer:** A resident with fewer visitors will pay less. Previously all residents had to pay the same price for an annual visitor permit, regardless of how often they may have used their visitor permit.
 - **It is reduces confusion:** as all permit holders would receive the same visitor permit. Under the previous system a resident would receive a Visitor, or Visitor Only permit, which has the caused customer confusion.
 - **It is easier to enforce:** pay-as-you-go means individual visitor vehicle details need to be provided upon the registration of a visitor's parking stay. Thus allowing the Council to more easily identify any misuse and take appropriate enforcement action.
26. To reflect the existing TRO, residents are currently able to apply for the hourly equivalent of a full year's parking (e.g. 5110 hours per annum for a standard 8am

to 10pm scheme, obtainable in multiples of digital “bundles” of 850 hours) as a direct replacement to the annual paper visitor permit.

27. Research indicates that it is common practise for Local Authorities to allow a maximum visitor allowance per annum. This approach helps to deter permit misuse, and encourages visitors to use alternative modes of transport (such as public transport, walking and cycling)

Example Pay-As-You-Go Visitor Allowance and Costs

Council	Permitted Visitor Permit Allocation*	Costs*	Website Link
Bath	Central Zone: 100 hours per year Outer Zones: 1,000 hours per year	£10 per 100 hours	Apply for a Visitor Parking Permit Bath and North East Somerset Council (bathnes.gov.uk)
Bristol	100, 120 or 140 days per year, dependent on zone	50% free / 50% charged at £1.30 per day except Easton and St Philips Zones which are charged at £1.00 per day	Residents' and visitors' parking permits cost (bristol.gov.uk)
Newport	30 per year	£14 per 10 (at £1.40 per day)	Residents parking Newport City Council
Norwich	60 days per year	City Centre Zone: £15 per 10 days Outer Zone: £15 per 20 days	Apply for a visitor parking permit Visitor parking permit scheme Norwich City Council
York	200 “day” permits per year	£6.75 per 5 (half price for disabled persons and senior citizens)	Household visitor parking – City of York Council

**Data correct as of 27/03/2023.*

28. It is proposed that the Council consults on introducing an allowance of a maximum of 150 days parking for visitors per household per year. How the resident purchases and uses their allocation is at their discretion, however only one visitor permit parking session may be active at any one time. This broadly aligns with existing policy and encourages visitors to consider their method of travel and walk, cycle or use public transport where possible.
29. It is noted that the proposed allowance is higher than comparator cities (see Appendix 4), there is effectively no maximum allocation imposed on residents which can result in misuse of the visitor allowance.

30. In recognition of the vital role visitors can play in ensuring quality of life for the disabled and the elderly, households where Blue Badge Holders, or persons 70 years of age (and above) reside would not be limited.
31. The allowance will then be reviewed annually to ensure that it supports the Council's wider strategic travel and transport objectives.
32. A single physical paper permit will still be available in exceptional circumstances to households where a resident has a disability³ which may prevent them from using the digital (MiPermit) system. These paper visitor permits will be issued on a case-by-case basis and will be in lieu of any pay-as-you-go allowance a household may otherwise be entitled to.

Carers Permits

33. Existing policy (2016) states that in general "*Carers Permits have been replaced by the visitor permit*" but also allows for the issue of a single Carers permit "*to a resident in exceptional cases, such as when a resident needs 24-hour care by a professional carer*".
34. However, in recognition of the essential role carers play in ensuring the opportunities of living in Cardiff can be enjoyed by everyone, and the increasing importance of the provision of home care in managing many rapidly increasing illnesses (such as dementia [UK dementia diagnoses rise 40% in five years - BBC News](#)), it is proposed to amend the carer permit scheme.
35. There will be two types of Carers permit. This approach will enable the introduction of strict terms and conditions on the use of these permits:
 - a) "Professional Health Carer" Permits: these will be issued to persons who are trained and paid to carry out domiciliary health care roles in the community. This permit will allow short stay parking (2 hours, no return within 1 hour) while carrying out duties at an adjacent property.
 - b) "Personal Carer" Permits: these will be issued to carers who provide significant direct care to a single disabled resident, and as a result are in receipt of Carers Allowance or Carers Credit Benefits⁴. These permits will be specific to a certain street or zone, depending on the residential permit scheme operating in that area.
36. All carer permits will be issued directly to the carer. This will allow residents not to use their visitor permit allowance for carers visits and will help those who need care who may not be able to manage the permit system (such as persons with dementia).

Formalisation of Permit Policy for New Permits

³ Within the meaning of the Equalities Act 2010

⁴ [Carer's Allowance: How it works - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

37. In 2021 the Council introduced 4 new Parking Zones in support of the works to deliver Cycleway 1.2. This was the first time the Council had introduced a Parking Zone outside the Central and Inner areas since the 1980s. To successfully manage the diversity of parking demand in outer areas, where public transport links may be less developed and where there is a higher proportion of smaller and independent businesses, several new permit types were introduced as part of this scheme.
38. To ensure these permits are issued in a transparent and consistent manner, it is considered that a formal policy for the issuing of these permits is required.

Community Permits

39. These permits are issued to certain places of worship and disability access groups who are exempt under current legislation from paying business rates. Up to two permits are issued per property.
40. Recognising the importance of such groups and the roles they play within local communities, and with consideration given to the very limited number of eligible properties within any one area, it is proposed that community permits will now be made available in all zones (except the city centre zone where no permits are issued).

On-Street Business Permits

41. These permits would only be made available to businesses located within Parking Zones within the Outer Parking Management Area
42. The intention of the business permit scheme is to support small businesses that may not be able to rely on national supply networks, particularly around district centres, by allowing certain eligible businesses permits for vehicles which are essential to the running of that business. They are not intended for commuter or staff parking.
43. It is proposed that property eligibility is based on the Use Class of the business, which allows the Council to align the business permit scheme with the Council's Supplementary Planning Guidance parking standards. This is a similar approach to Edinburgh⁵. It is proposed that the following businesses will be included in the business permit scheme:
- **A1 Shops** - Shops, hairdressers, undertakers, travel and ticket agencies, post offices (but not sorting offices), pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners and funeral directors.
 - **A2 Financial and professional services** - Financial services such as banks and building societies, professional services (other than health and medical services) including estate and employment agencies (excludes betting offices).

⁵ [Retail, trades, business and garage permits – The City of Edinburgh Council](#)

- **C2 Residential institutions** - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
 - **D1 Non-residential institutions** - Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, law courts, non-residential education and training centres.
 - **Sui Generis: Garages.**
44. Subject to any local exemptions as specified in a TRO, the proposed policy will allow eligible businesses to apply for a single permit for use by operational vehicles that are essential for the running of the business and insured for business use, and an allowance of 240 daily visitor permits per year.
45. Repair/MOT Garages will be entitled to 4 permits, in recognition of the of the different requirements of this type of business. This will allow the parking of customer vehicles on-street while the garage owner/manager waits for a space to become available inside that garage forecourt or workshop.
46. The on-street business permit scheme will operate during the operational hours of the Parking Zone where the business is located (normally 8am to 6pm). This is so that permit holder only parking is reserved solely for residents in the evening when resident demand is highest.
47. New businesses receiving planning permission after the date of the policy changes will not be entitled to permits, on the presumption that parking has already been permitted, or not, in accordance with the Council's planning guidelines.
48. On-street business permits will not be introduced in areas where there is an off-street business permit scheme in operation and vice versa, on the presumption that businesses already have a permit scheme available to them.

Off-Street Business Permits

49. Existing policy simply states: "*details on the operation of this scheme will be published on the Council's website (section 1.9i(v))*".
50. It is proposed to formalise existing practise and appropriately align the on-street and off-street business permit schemes for consistency.

Essential School Staff Permits

51. Existing schools, without on-site car parking, within Outer PMA zone may apply for permits to allow for the operational running of the School and for the safety of its pupils.
52. It will be for schools to develop policies as to how these permits are allocated within an individual school.

53. When a new parking zone is proposed each school within that proposed zone will be engaged with to consider its parking requirements
54. New schools receiving planning permission after the date of the policy changes will not be entitled to permits, on the presumption that parking has already been permitted, or not, in accordance with the Council's planning guidelines.

Obsolete & Historical Permits

Motor Trade Permits

55. Motor Traders (or other persons who, by virtue of their employment, drove a variety of vehicles) could apply for a Motor Trade Permit. This was due to the inconvenience of having to frequently request changes to the vehicle registration on a paper resident permit. The advent of the digital permit system means that this is no longer of concern. In view of this, it is proposed to discontinue Motor Trade Permits.

Historical Permits

56. Permits currently in circulation that are not within the scope of the updated policy will be reviewed on a case-by-case basis, as and when the Council receives requests for renewal. Historical permits which are not in line with the proposed Policy may not be renewed and may be removed from circulation.
57. Where it is determined that a historical permit is no longer in line with Council policy and should be removed from circulation, the Council will normally do so when the existing permit holder ceases to reside in/own/operate the property to which the permit relates. It should also be noted that this will normally be subject to public consultation as part of the usual statutory TRO processes and therefore existing permit holders may have the opportunity to object formally to any changes should they wish to do so.

Permit Charges

Baseline Costs

58. It is important to recognise that any permit issued by the Council is done so at a cost to the Council. This includes processing time, printing and posting physical permits, the management of digital systems, responding to customer enquiries and ultimately the enforcement of permit parking bays.
59. It is proposed to introduce a "baseline" permit cost. This is the minimum charge the Council will introduce for the issuing of any permit, whether paper based or digital. It is proposed that the baseline annual permit cost is consistent with the cost of a first resident permit and will be reviewed annually as part of the Council's budget statement.

Emissions Charging

60. It is now well established that air pollution is damaging to both human health and the environment. Public Health Wales have stated that poor air quality is probably the second greatest health concern after smoking and is the most significant environmental determinant of health. It is estimated that that the equivalent of over 220 deaths each year among people aged 30 and over, in the Cardiff and Vale Health Board area, can be attributed to Nitrogen dioxide (NO₂) pollution with many more citizens suffering ill health as a consequence of poor air quality. Road transport is responsible for around 80% of the NO₂ measured at the roadside⁶.
61. The Council's Clean Air Strategy and Action Plan, which fulfilled the Council's responsibilities under Part IV of the Environment Act 1995, provided a commitment to assessing whether permit charges could be dependent on how polluting the vehicle is ("emissions charging"). This sees higher polluting vehicles paying a surcharge for their permit, to promote the uptake in cleaner vehicles. This approach is now common across the country⁷.
62. In 2020 the Council successfully introduced its first emissions-based permit charges⁸. This divided permit prices into three categories dependent on the levels of Carbon dioxide (CO₂) emitted, which is a major greenhouse gas and contributor to climate change: "Low Emitting Vehicles (LEVs)", "Medium Emitting Vehicles (MEVs)" and "High Emitting Vehicles (HEVs)".
63. The majority of diesel vehicles then also pay a surcharge as transport-related nitrogen dioxide and particulate matter (small particles of pollution in the air) are primarily emitted by diesel engines. However, some diesel engines produce significantly less nitrogen dioxide and particulate matter because they meet Real Driving Emissions 2 (RDE2) standards. These are therefore exempt from the surcharge.

Figure 2.2: Example emissions-based charging structure in Cardiff

Permit Type	Co2 Emissions (g/km)	Permit Cost	Approx. % of UK vehicles ⁹
LEV	0 to 100	£10	9%
MEV	101 to 170	£15	77%
HEV	171+	£20	14%
Diesel surcharge (Additional payment for any non-RDE2 compliant diesel vehicle)		£10	30%

64. Vehicle Excise Licence has been calculated based on vehicle emissions since 2001, and consequently drivers should be aware of how polluting a vehicle is before they purchase it. Drivers may also find out details on their vehicles

⁶ [Clean Air Cardiff](#)

⁷ Bath, Bristol, Brighton & Hove, Devon, Edinburgh, Leeds, London Authorities, Somerset, York.

⁸ on-street business permits: [Business permits \(cardiff.gov.uk\)](#)

⁹ Department for Transport Statistics 2020 ([Average CO2 Emissions per Car in the UK | NimbleFins](#))

emissions via their V5c Logbook or using the governments online database: [Get vehicle information from DVLA - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

65. Some Local Authorities provide 100% discount for electric vehicles, However, doing so would conflict with the City Parking Plan's aim to encourage lower vehicle ownership to keep Cardiff moving; electric vehicles contribute to congestion in exactly the same way as more polluting vehicles. It is also recognised that are currently economic barriers faced by certain demographics to obtaining an electric vehicle and the necessary accompanying charging infrastructure.
66. The policy proposal formalises the Clean Air Strategy and Action Plan's commitment that, where practical and reasonable, other permit types in Cardiff may be priced according to the vehicles emissions status.
67. Each permit type will be independently reviewed to see where emissions-charging may be practical and reasonable to introduced. Any proposed changes taken-forward will be subject to separate ward member and public consultation as part of this review process.
68. A full equalities impact assessment has been undertaken regarding emissions-based charging.

Vehicle Eligibility

69. Currently the types of vehicles able to apply for permits is governed by the relevant TRO.
70. It is proposed to simplify the criteria, so that a permit will not be issued to any vehicle which exceeds 3,500kg Maximum Authorised Mass. This is the maximum vehicle weight that any person holding a standard UK driving licence may drive.

Annual Tariff Review

71. Current policy states that "*the cost of permits will be as indicated by the Council in its annual budget statement*" (section 1.1/14).
72. Existing Council practice has been to review Pay and Stay (P&S) charges every two years, to ensure charges remain competitive against the costs of public transport, help promote active travel and align with changes in the Retail Price Index. However, traditionally this has only focused on changes to P&S, rather than all parking charges. Consequently, permit charges have changed infrequently and in an ad-hoc fashion; for example, resident permit prices remained static between 2013 and 2023 while on-street P&S charges increased three times during the same period. Car park prices changed frequently but on a location-by-location basis during this time.
73. It is proposed that the Council reviews, as a matter of policy, all parking charges annually. This provides a level of consistency for the public and means that charges can remain aligned with the Council's wider transport objectives.

End of appendix

APPENDIX 3

POLICY ON PARKING ZONES

	Parking Zones
Policy	<p>A Parking Zone is an area where all on-street parking is controlled during specified times ("zone hours"). This means that during zone hours all on-street parking will be controlled, normally via parking bays where parking is considered safe, or yellow lines where parking is considered dangerous or obstructive. This helps to:</p> <ul style="list-style-type: none">a) Provide a consistent approach to parking within an areab) Designate more parking space for residents and their visitorsc) Prevent commuter parkingd) Improve access for vehicles, especially emergency service and refuse vehiclese) Improve highway safety and reduce inconsiderate and indiscriminate parkingf) Encourage walking, cycling and public transport use, and;g) Generally improve parking conditions for the community. <p>Parking Zones will be introduced in support of the Council's wider strategic transport objectives. Parking Zones are not used to remove parking for aesthetic reasons, where there is no underlying parking pressure or manage parking pressure from residents alone (including disputes over parking between residents of various streets or areas.)</p>
Applications for Parking Zone Schemes	<p><u>Criteria</u></p> <p>The Council may implement a Parking Zone subject to all the following conditions being satisfied:</p> <ul style="list-style-type: none">a) The introduction of a zone supports the Council's strategic transport objectivesb) Parking pressure within the area regularly exceeds 75% throughout the weekc) It is both possible and reasonably practical to control all road space in accordance with Traffic Signs Regulations and General Directions 2016d) Parking can be accommodated in accordance with guidance and without unacceptable impact upon general traffic flow or busses; ande) There is funding available to advertise and implement the measures <p><u>Parking Zone Requests</u></p> <p>Anyone requesting a Parking Zone is advised to engage with residents, businesses and other groups with a vested interest to demonstrate support, usually by way of compiling a petition.</p>

Applicants must demonstrate that more than 50% of residents and businesses of an area agree to the installation of the scheme (such as a signed petition), or 25% when the scheme is supported by the majority of Ward Councillors.

If applications are received without sufficient information, or the information does not meet the above criteria, then they will not be considered. Applicants will be informed if their request is not progressed, and this decision is final.

If funding is not available, any application meeting the above criteria will be retained on file for a suitable period should appropriate funding become available.

Surveys

After receipt of a successful application for a zonal parking scheme parking level surveys will be carried out. Schemes will be assessed on the basis of typical parking conditions through the week and surveys will be carried out between the hours of 7am and 7pm. For a scheme to proceed, the average parking level observed over four visits must reach or exceed 75% of the available parking space.

Informal Consultation

An informal public consultation will be undertaken, in addition to the statutory requirements as set out in regulations, normally by way of a letter drop although other methods of consultation will be considered in accordance with section 3.1 of this policy document (consultation methodologies).

Properties with postal addresses of roads on the boundary of a proposed area, who may be at risk of displacement if a Parking Zone is introduced, may also be consulted on proposals and offered the opportunity of inclusion in the zone.

The results of the first stage consultation will be considered on an area wide basis, with the collective response of the area determining whether a Parking Zone should be introduced. To ensure Parking Zones are coherent, they need to reflect resident and business views, but also reflect the local geography, including neighbouring Parking Zones, potential future development, nearby areas of parking pressures such as large venues and new housing and business development parking attractors, and the impact on main roads. An implementation area will be finalised following the consultation process taking account of these factors.

While an area may share the same parking problems, respondents of different roads may not share the same opinion of controlled parking. A Parking Zone will therefore be introduced based on the overall response

	<p>from the area consulted, or sub-areas of the consulted area, where at least 51% of respondents¹ are in favour of proposals (unless there are exceptional circumstances², such as a major development planned for the area). These decisions will be taken in consultation with the relevant Ward Councillors.</p> <p>It is possible that some streets may vote against a Parking Zone, but if surrounding streets support controls, they will be included to ensure that the zone is workable. If there are streets on the periphery of a proposed Parking Zone area that are not in favour of parking restrictions being implemented, their roads may be removed from the proposed zone where practical.</p> <p>Schemes may be progressed where at least 51% of respondents³ are in favour of proposals. There may be exceptional circumstances⁴ where controls need to be implemented in situations where there is less than 51% in favour. These decisions will be taken in consultation with the relevant Ward Councillors.</p>
<p>Operational Guidance</p>	<p><u>Size of Zone</u></p> <p>The size of a Parking Zone should allow residents easy and safe access to park near their homes but deter short trips and “intra-zone” commuting which can create pressures at places of interest such as transport hubs and near retail facilities.</p> <p>Research has shown that it is unrealistic to expect drivers to remember the times of operation of the zone when they come to park a considerable distance after passing a zone entry sign⁵. Conversely, zones that are too small may lead to driver confusion due to the constant changing of parking rules. Zones will therefore not normally comprise of more than 30 roads or fewer than 5 roads.</p> <p>Every effort will be made to prevent roads being divided between zones, particularly within primarily residential areas.</p> <p><u>Zones within the Central Strategic Parking Area (CSPA)</u></p> <p>Zones within the CSPA will be designed as “City Centre”, “Inner”, “Bay” or “Outer” Zones. The designation of these zones will usually determine the types of permits available and the length of the operational times of the zone.</p>

¹ Based upon a statistically reliable response rate

² Such as to meet the Council’s wider transport and clean air strategies, or to meet the Council’s obligations under s.122 of the RTRA 1984

³ Based upon a statistically reliable response rate

⁴ Such as to meet the Council’s wider transport and clean air strategies, or to meet the Council’s obligations under s.122 of the RTRA 1984

⁵ Traffic Signs Manual Chapter 3 (2019)

- The City Centre Zone designation is reserved for the city centre area where, parking and loading controls apply 24-hours a day, everyday.
- “Inner” zones will operate between 8am and 10pm daily.
- “Bay” zones will operate between 8am and 8pm daily.
- “Outer” zones will operate between 8am and 6pm daily. Further permit types will also be made available in these zones.

The designation of a Zone will be communicated during consultation.

The permits available to each type of zone will be in accordance with **Section XXX** of this policy document.

Parking restrictions within zones will then usually either apply during designated zone hours, or at all times (24 hours a day, everyday). However, this may be varied in the Traffic Regulation Order to address specific parking demands in an area. The proposed operation times will be established by the Council and communicated during consultation.

Zones within the Peripheral Strategic Parking Area (PSPA)

As part of the design consultation residents and other stakeholders will be consulted regarding the operational times and days in the form of a questionnaire. This will allow schemes to be tailored to local needs, however these hours need to be limited to a time range that is appropriate for the area and does not fail to take into consideration the effect of attractions such as transport hubs or retail facilities. The minimum operational hours that will be considered are four-hour zones. The operational times proposed will be agreed with Ward Councillors prior to consultation commencing.

Parking restrictions within zones will then usually consistent throughout the designated zone hours. However, this may be varied in the Traffic Regulation Order to address specific parking demands in an area. The proposed operation times will be established by the Council and communicated during consultation.

Design

To ensure consistency of approach across the city, parking in zones will be designed with consideration to published Design Standards.

These will have regard to:

- Managing the expeditious movement of traffic (including pedestrians)
- Improving the local environment
- Improving road safety
- Improving the quality and accessibility of public transport
- Meeting the needs of people with disabilities

- Managing and reconciling the competing demands for kerb-space

Additionally, transport is one of the main contributors to poor air quality, and as such Parking Zones will be designed not only to deter all day parking associated with commuters, but to discourage short trips and encourage walking and cycling and public transport use.

A detailed design will be made once a scheme has been approved. The final design is consulted on as part of the Traffic Regulation Order Process.

New Developments

New developments (including property conversions) receiving planning permission after the introduction of a Parking Zone will not be entitled to parking permits (of any type), on the presumption that parking has already been permitted, or not, in accordance with the Council's planning guidelines.

Review

The Council aims to review all Parking Zones every 5 years. This review will involve an assessment of the parking provision within existing zones to ensure each continues to work for residents, businesses and visitors, while also encouraging walking, cycling and sustainable forms of transport for those that need to travel across the city as required.

APPENDIX 4

POLICY ON RESIDENT PROTECTION SCHEMES

Resident Protection Parking Schemes	
Policy	<p>Resident protection parking schemes are generally provided in streets where the majority of residents have no alternative but to park their vehicles on-street and where the typical parking conditions throughout the week justify a level of assistance. Standard resident parking schemes are intended to provide parking priority to eligible residents and their visitors, when availability of on-street parking is limited by non-residents wishing to park in the street.</p> <p>Resident parking schemes are not effective and will not normally be introduced where there is little external demand, or where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces available. Resident parking schemes help to manage limited parking space, they do not create additional parking space and do not guarantee any resident a space outside their property.</p> <p>The Council will normally install standard resident parking schemes according to the operational criteria below but will consider consulting on other options for protecting local parking availability to enhance these schemes where local circumstances indicate this is necessary.</p>
Applications for Resident Schemes	<p>Criteria</p> <p>The Council may implement a standard Resident Parking Scheme subject to all the following conditions being satisfied:</p> <ul style="list-style-type: none">a) The street is primarily residential in natureb) The majority of properties in the street are not Excluded Properties¹c) Parking can be accommodated in accordance with guidance and without unacceptable impact upon general traffic flow or buses; andd) There is funding available to advertise and implement the measures <p>Applications</p> <p>Before making an application, residents are asked to consider whether parking issues are temporary and therefore do not require a new resident parking scheme, e.g. do parking problems only occur at school drop off/pick up time, or when deliveries are made, or when drivers usually park for less than 15 minutes. In these cases, permit parking has little deterrent and is not considered suitable.</p>

¹ Properties that would not be eligible for permits

	<p>The applicants must demonstrate that more than 50% of residents agree to the installation of the scheme (such as a signed resident petition), or 25% when the scheme is supported by the majority of Ward Councillors.</p> <p>If applications are received without sufficient information, or the information does not meet the above criteria, then they will not be considered. Applicants will be informed if their request is not progressed, and this decision is final.</p> <p>If funding is not available, any application meeting the above criteria will be retained on file for a suitable period should appropriate funding become available.</p> <p><u>Surveys</u> After receipt of a successful application for a resident parking scheme parking level surveys will be carried out. Schemes will be assessed on the basis of typical parking conditions through the week and surveys will be carried out between the hours of 7am and 7pm. For a scheme to proceed, the average parking level observed over four visits must reach or exceed 75% of the available parking space.</p> <p><u>Informal Consultation</u> An informal public consultation will be undertaken in addition to the statutory requirements as set out in regulations. Schemes will be progressed where at least 51% of respondents² are in favour of proposals. There may be exceptional circumstances³ where controls need to be implemented in situations where there is less than 51% in favour. These decisions will be taken only in consultation with the relevant Ward Councillors.</p>
<p>Operational Guidance</p>	<p><u>Schemes</u> There are three principle resident permit schemes in Cardiff:</p> <ul style="list-style-type: none"> a) ZONAL: Residents may park on their street or in the nearest available street within their designated parking zone. b) RED: Residents may only park on the street named on the permit (usually their street of their address) c) BLUE: residents may park anywhere in the Permit Parking Area named on the permit. <p>Further scheme types may be added as and when considered necessary.</p> <p><u>Allocation of Road Space</u> When introducing a permit scheme, the Council will normally control all road space in the immediate area. The level of resident only provision will</p>

² Based upon a statistically reliable response rate

³ Such as to meet the Council's wider transport and clean air strategies, or to meet the Council's obligations under s.122 of the RTRA 1984

	<p>be dependent on the level of residential properties in the area, proximity of the proposed new scheme to the City Centre, features of any other adjacent resident schemes in place, or any other area considerations⁴ in place at the time of the assessment.</p> <p>Resident parking in Controlled Parking Zones will be subject to the Council's CPZ policy (see section 1.3).</p> <p>Detailed designs will be made available to residents as part of the formal consultation process associated with the making of the Traffic Regulation Order.</p> <p><u>Hours of Operation</u></p> <p>The daily duration of schemes will be dependent on the area where the permit parking scheme is being considered. Permit parking within the CPA will usually apply 24 hours a day, every day⁵. Permit parking schemes in outside of the CPA will usually apply 9am to 6pm Monday to Saturday or Monday to Friday, depending on the particular requirements of an area.</p> <p>However, this may be varied in the Traffic Regulation Order to address specific parking demands in an area. Permit prices will be dependent on the operating hours of the permit scheme, with shorter hours attracting a lower charge. The proposed operation times and permit costs will be established by the Council and communicated to residents during consultation.</p> <p><u>Parking by Blue Badge Holders</u></p> <p>Blue Badge Holders will be able to park in all resident permit parking places or areas for up to 3 hours (no return within 1 hour), with a valid Blue Badge and timeclock correctly displayed.</p>
<p>Property Eligibility</p>	<p>To be eligible to be included in a resident permit scheme a property must be a domestic dwelling listed under the Council Tax definitions⁶ and not be any of the following:</p> <ul style="list-style-type: none"> a) A development that has access to an off-street car park, whether gated or not (even if parking has not been provided for every property) b) Has a postal address on a private road⁷ c) has been built, converted or modified without planning permission, or without a valid Certificate of Lawful use

⁴ E.g. the characteristics of an area or the presence of local businesses and amenities

⁵ Except Christmas Day and Easter Sunday

⁶ Having the same meanings and definitions as in Section 3 and 72 of the Local Government Finance Act 1992

⁷ A road not maintainable at the public expense

- d) is a high-rise building⁸ or other development that has more than 10 properties within the same building
- e) is a hall of residence or other type of student accommodation, part of a sheltered housing scheme or supported living scheme; or,
- f) (from 1st August 2026) is exempt from liability for payment of Council Tax⁹

Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single property. Where a single property has multiple occupancy (for example, a house share or individually rented rooms) but only one Council Tax account, then the permits will be issued on a first-come, first-served basis.

New Developments

To help manage availability of on-street parking, reduce levels of car ownership, mitigate the impact of climate change, and encourage walking, cycling and public transport use, new developments will not be included in the parking permit scheme, on the presumption that parking has already been permitted, or not, in accordance with the Council's planning guidelines.

A new development is any property that has been granted planning permission on or after:

- 1st September 2011 in existing permit parking schemes
- **DATE OF POLICY** in new permit parking schemes

And includes:

- a) New builds
- b) Houses converted into flats (or vice versa)
- c) Houses in multiple occupation (HMO)
- d) HMOs converted back into flats
- e) A separate property built on the land of an existing home
- f) An industrial or commercial property converted to residential use; or
- g) Properties where the garage has been converted into living space/demolished, or a driveway has been removed.

It is the responsibility of anyone buying, leasing, renting or planning to move into a property to ensure they first check if that property is eligible for permits.

Corner Properties

⁸ A "high-rise" is defined as a building 18 metres or more in height or comprising 7 storeys or more.

⁹ The exempt groups are set out in the Council Tax (Exempt Dwellings) Order 1992 (as amended)

	<p>Corner properties may be offered the opportunity of inclusion in the resident permit scheme if the property's main access fronts a road with permit holder parking.</p> <p>Where a corner property is on the boundary of different zones or permit schemes, residents will be provided with the opportunity to choose whether their permits are assigned to the road of their postal address or to the adjacent road if a property's main access is located there.</p> <p>Individual requests by a household to change which road or zone its permits are assigned to after this time will not be considered, even if there is a change of residents living at that property.</p> <p><u>Properties with Off-Street Parking</u></p> <p>To ensure parking space on the highway can be reserved for those who need it the most, the Council encourages residents to utilise any off-street parking that may be available to them.</p> <p>In view of this, developments with access to off-street car parks (whether gated or not) will not be included in the resident permit scheme, even if there are not enough parking spaces within that car park for every property within the development.</p> <p>From *date of this policy - TBC*, individual properties that have driveways and garages, or other off-street parking, associated with that property with space¹⁰ enough for the maximum number of vehicle-specific permits otherwise available to that property, will also be excluded from the resident permit scheme, on the assumption that the property should be using that space.</p> <p>When purchasing, leasing or renting a property, residents are encouraged to ensure that any parking provision available with that property is suitable for their needs and/or the size of any vehicles they own.</p> <p>Appeals from residents against properties being excluded from the permit scheme made on the basis that a resident has purchased a vehicle that exceeds available parking space will not be considered.</p>
<p>Removal of Resident Schemes</p>	<p>Generally new schemes will be reviewed after 12 to 18 months, and every 5 years thereafter. Applications for the removal of residents parking schemes will not be considered during this time. Applications may be considered after this time upon receipt of a request confirming more than 50% of residents living in eligible properties in that scheme area, agree with the removal of the scheme.</p> <p>Applications must also identify the change in circumstances that means a resident parking scheme is no longer appropriate, i.e. the relocation of local businesses removing external parking pressure upon the area.</p>

¹⁰ A "parking space" is defined as a space designed for the parking of vehicles that is at least 5 metres long and 2.5 metres wide, regardless of whether it is being used for parking or storage of vehicles

	The removal of a resident parking scheme and the impact on surrounding parking schemes will be considered and only implemented where there is no evident negative impact and funding is available for the removal.
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APPENDIX 5

POLICY ON ISSUING OF PARKING PERMITS

ITEM	PERMIT TYPE	PROPOSED POLICY AND GUIDENCE
1	Overarching	<p>Policy: The Council encourages everyone to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council recognises that there are occasions where parking permits are justified, and the Council will therefore issue Parking Permits to certain road users in accordance with the provisions of this section. The Council does not support the issuing of permits solely for commuter purposes or to provide staff parking.</p> <p>Operational Guidance:</p> <ol style="list-style-type: none">1. All permits are issued at the discretion of the Council, and any decision of the Council as to whether to issue a permit or not is final. There is no right of appeal against this decision.2. To be eligible for a permit, and for a permit to be valid, the vehicle must be insured, taxed, be in a roadworthy condition, and not exceed 3,500kg Maximum Authorised Mass (MAM)3. The Council will no longer accept applications for physical paper permits and all permits will be issued digitally¹4. The Council will make every attempt to ensure that applications are processed in accordance with the date that they are received5. Any evidence provided in support of an application must be correctly uploaded in the requested format, clearly legible and confirm that the applicant meets the eligibility criteria. The Council reserves the right to request further documents at any time to check that the applicant is eligible for a permit6. Permits never guarantee a parking space7. All permits are supported by terms and conditions, which must be agreed and adhered to for the permit to be valid8. Where a paper permit is issued, permits will not be replaced in normal circumstances. In exceptional

¹ The Council will make any reasonable adjustments required as per the Equalities Act 2010

		<p>circumstances, such as theft and provided that proof is provided in the form of a Police Incident report, a permit may be replaced, subject to an administrative charge</p> <ol style="list-style-type: none"> 9. Unless otherwise specified, all permits will be available on a 6 or 12 monthly basis, and renewable 28 days prior to their expiry. 10. It is the permit holder's responsibility to renew their permit before or at expiry, and no grace period will be provided. Reliance upon receipt of a reminder to renew an expiring permit is at the permit holder's own risk. The Council may send permit renewal reminders where practical, however this is a courtesy and not a legal requirement 11. Appropriate action may be taken against any permit holder identified as contravening the application and use criteria, which may result in the permit being withdrawn, denial of applications for future permits and/or referral for prosecution 12. Permits will not be issued to properties in the City Centre Parking Zone <p>Permit Fees & Charges:</p> <ol style="list-style-type: none"> 13. All permits issued by the Council will incur a charge to contribute towards the administration and enforcement of the permit scheme 14. Permit costs are indicated by the Council in its annual budget statement and relevant Traffic Regulation Orders 15. Where considered reasonable and practical, permit prices will be determined by the emissions of the applicant's vehicle; with higher polluting vehicles attracting a higher charge 16. Unless otherwise specified, a permit holder who wishes to cancel their digital permit will be entitled to a refund for any full months that remain unused on the permit, minus an administrative cancellation fee 17. Refunds or similar measures will not be made when permit parking is removed, such as when a disabled access bay is introduced, or where a bay has been suspended or to accommodate works on the highway 18. The Council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs 19. All permit charges are reviewed annually
2	Resident (vehicle-specific)	Policy:

		<p>The Council encourages residents to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council appreciates that there may be occasions when this is not practical or possible. In view of this, residents who reside in properties that are part of the resident permit parking scheme will be able to apply for permits to be used for vehicles kept or registered at that address.</p> <p>Operational Guidance:</p> <ol style="list-style-type: none"> 1. Subject to local exemptions, a maximum of 2 resident permits per eligible property will be issued, and will be specific to a certain vehicle for the duration of the permit 2. The applicant will be required to prove that they have/will primarily reside at an eligible property for a period of 3 months or more and have a legal connection with the vehicle, such as providing a copy of the vehicles V5c Logbook or Certificate of Insurance 3. Resident permits will be available on a 3, 6, 9 or 12 monthly basis, and renewable up to 28 days prior to their expiry 4. No person shall be entitled to hold resident permits for more than one property at any one time (for example if they own more than one property included in the resident permit scheme) 5. Permits will not be available to any property where students of schools or universities in Cardiff reside who are prohibited by the terms of a contract or tenancy agreement from bringing a vehicle to school or university with them 6. For properties with more than one household, such as Houses of Multiple Occupation (HMOs), permit entitlement is per property and not per household. The Council will issue permits on a first-come-first serve basis. 7. Residents who own motorcycles will require a permit if they wish to park their motorcycle in a resident permit parking bay. However, permits for motorcycles will be issued in addition to (and not in lieu of) the standard resident permit allocation. This allowance will be reviewed annually to ensure that it supports the Council's wider strategic travel and transport objectives.
3	Visitor	Policy:

		<p>The Council encourages visitors to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council appreciates that there may be occasions when this is not practical or possible. In view of this, Residents who reside in a property that is part of the resident permit parking scheme may apply for a visitor parking permit.</p> <p>Operational Guidance:</p> <ol style="list-style-type: none"> 1. Visitor permits will be offered on a “pay-as-you-go” basis² and, subject to local exemptions, a maximum equivalent of 240 days of visitor parking will be available per eligible household per year. 2. The vehicle registration on the permit may be changed at any time while the visitor permit is active. It will be the responsibility of the permit holder to manage their visitor allowance for the household, and the annual allowance will not rollover if unused. This allowance will be reviewed annually to ensure that it supports the Council’s wider strategic travel and transport objectives. 3. Only one vehicle may be registered for a visitor permit at any one time and may only be used for the same vehicle consecutively for a period of up to 14 days. 4. Visitor permits will only be for use by residents for bona fide visitors to their property, and may not be used by residents for their own vehicles, for sale or commuting use, or for persons staying at the property without visiting the resident (such as by persons staying in Airbnb properties or holiday lets) 5. Visitor Permits will not be issued to Landlords of a property unless the landlord also resides in the property and that property is their primary residence (e.g. they have resided/will reside at the property for a period of 3 months or more) 6. No person shall be entitled to hold visitor permits for more than one property at any one time (for example if they own more than one property included in the resident permit scheme) 7. Refunds for this permit type will not be issued
4	Carer (Parking Zones Only)	<p>Policy: The Council encourages carers to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all.</p>

² The Council will consider, on a case-by-case basis, applications for paper visitor permits, to meet the needs of disabled residents where paper visitor permits are not normally available. Where a physical permit is issued this will be in lieu of, and not in addition to, a households pay-as-you-go allowance.

However, the Council recognises the important and essential role carers can have in ensuring quality of life for some residents. In view of this, the Council will issue Permits to eligible carers so that they can park for the convenience of providing care for residents who reside in Parking Zones. The issue of this permit type will be at the Council's sole discretion and all applications will be considered on a case-by-case basis.

Operational Guidance:

1. There are two types of Carer Permit; "Professional Carer Permits" and "Personal Carer Permits".

Professional Carer Permits

2. To apply for a Professional Carer Permit the applicant will need to be a Professional Health Carer and will be required to provide proof of current employment as part of the application process.
3. A "Professional Health Carer" shall be construed to cover members of those professions who are trained and paid to carry out a domiciliary caring role who habitually travel to provide domiciliary care to multiple persons of different properties
4. Professional Carer Permits will provide short term parking (2 hours, no return within 1 hour) in resident permit holder only parking bays while carrying out caring duties at an adjacent property
5. Professional Carer Permits are designed to allow home visits to patients in the course of work and must not be used for daily or commuter parking. This includes parking near a place of work, even if that place of work is a medical practice or other healthcare provider

Personal Carer Permits

6. Personal Carer Permits may be applied for by anyone who provides care to a resident and is in receipt of Carers Allowance or Carers Credit Benefits.
7. Anyone providing unofficial care that would otherwise meet the criteria for Carers Allowance or Carers Benefits (e.g. providing care for someone for at least 20 hours a week, but not in receipt of Carer's Allowance or Carer's Credit Benefits) may apply for a Personal Carer Permit, provided that they supply evidencing the level of care provided. Eligibility for this permit will then be assessed on a case-by-case basis, depending on the circumstances.
8. A maximum of one Personal Carer Permit will be made available per property
9. Personal Carer Permits will only allow parking in the zone of the property in which the resident to whom they are providing care lives, and will only be valid when the

		<p>permit holder is caring for the person for whom the permit was issued</p> <p><u>General</u></p> <p>10. Carer permits will last for up to 6 months. After this time the carer will need to re-apply to confirm that they are still undertaking their caring role</p> <p>11. Carer permits will be specific to a certain vehicle for the duration of the permit and no person shall be entitled to hold more than one carer permit at any one time</p> <p>12. Where a person resides in a property that is part of the resident permit scheme and also provides care to a resident of the same property, then they will not be allowed a Carer Permit and should instead obtain a resident parking permit</p>
5	Community (Parking Zones Only)	<p>Policy: The Council encourages everyone to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council recognises that some community premises may rely on vehicles for the operational running of that premises, and to carry out essential tasks for the community. The Council will therefore issue Community Permits in Parking Zones to support properties providing community services who rely on vehicles for operational reasons.</p> <p>Operational Guidance:</p> <ol style="list-style-type: none"> 1. To be eligible for a Community Permit a property must have a postal address within an eligible Parking Zone, and be exempt from business rates liability under Schedule 5 of the Local Government Finance Act 1988 2. Every community premises will be entitled to up to a maximum of two permits 3. Permits will be Flexi Permits and transferable between vehicles 4. Community permits are only for use on vehicles which are essential for the operational running of the community premises. Community permits are not for personal or private use, or to provide commuter or employee parking
6	Business	<p>Policy: The Council encourages businesses to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council recognises that some businesses may rely</p>

		<p>on vehicles for the operational running of that business, particularly small businesses who may not be able to rely on national supply networks. Business Permits are therefore issued in eligible Parking Zones and participating Council owned car parks to support small businesses which rely on vehicles for operational reasons. Business permit schemes will either offer on-street parking or off-street parking where appropriate, but they will not offer both. Where a zone has access to an off-street business permit scheme, on-street business permits will not be made available. Applications by individual businesses for dedicated permit parking will not be considered.</p> <p>On Street Business Permits:</p> <ol style="list-style-type: none"> 1. Any person who is the sole occupier of an eligible business that has a postal address within an Outer or Peripheral Parking Zone may apply for the issuing of on-street business permits. 2. An eligible business is classed as a business that is liable for payment of business rates (NNDR) to Cardiff Council and is classed as an A1 (shops), A2 (financial and professional services), C2 (residential institutions) or D1 (non-residential institutions) business³ 3. The on-street business permit scheme will operate during the operational days and hours of the relevant Parking Zone⁴. Outside of these times, unrestricted parking must be found. 4. Subject to local exemptions, a single vehicle-specific permit may be issued per eligible business 5. The vehicle must be registered to the business and/or insured for commercial use. 6. Vehicle-specific permits are only for use on vehicles which are essential for the operational running of the businesses, and only valid while that vehicle is being used for operational purposes such as the carriage of goods or the provision of a service. Business permits are not for personal or private use, or to provide commuter or employee parking 7. In the case of a Garage⁵, a single flexi permit will instead be issued per garage. Business permits issued to garages will allow up to 4 vehicles at any one time to be registered on the permit. A garage will be defined as a rates paying business, whose sole enterprise is the
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³ In accordance with the Town and Country Planning (Use Classes) Order 1987 (as amended)

⁴ e.g. if a business is located in a zone that operates 8am to 6pm Monday to Saturday, then these will be the operational hours and days of the business permit.

⁵ A Garage is defined as a rates paying business responsible for the repair, maintenance or servicing of other persons motor vehicles for reward

		<p>repair, maintenance or service or other persons motor vehicles for reward.</p> <p>8. Any business eligible to apply for On-street Business Permits may also apply for up to 240 daily visitor permits per year on a “pay-as-you-go” basis.</p> <p>9. The vehicle registration on the visitor permit may be changed at any time while the visitor permit is active. It will be the responsibility of the permit holder to manage their visitor allowance for the business, and the annual allowance will not rollover if unused. This allowance will be reviewed annually to ensure that it supports the Council’s wider strategic travel and transport objectives.</p> <p>10. Only one vehicle may be registered for a visitor permit at any one time and may only be used for the same vehicle consecutively for a period of up to 14 days.</p> <p>Car Park Business Permits:</p> <p>11. The car park business permit scheme will operate during the operational days and hours of the relevant car park</p> <p>12. Subject to local exemptions, a maximum of two business permits per business may be issued.</p> <p>13. The vehicle must be registered to the business and/or insured for commercial use.</p> <p>14. Car park business permits will allow parking in dedicated business permit holder only bays and/or in a ticket bay without the need to obtain a ticket, depending on the scheme operating in the area</p>
7	Essential School Staff (Outer/Peripheral Parking Zones Only)	<p>Policy:</p> <p>The Council encourages school staff to use sustainable modes of transport, such as public transport, walking and cycling, to reduce vehicle emissions and improve air quality for all. However, the Council recognises that there are occasions where some School Staff may need to park within a zone to ensure the operational running of a School and the safety of its pupils. School Staff Permits may be introduced where zonal parking applies and where it is considered essential to maintain the effective and safe operational running of a School. The School Staff permit scheme will apply 8am to 6pm, Monday to Friday (except August)</p>
8	Miscellaneous	<p>Policy:</p> <p>The Council will consider introducing any other permit types within the legal and policy framework, if it is considered necessary in terms of the safe and efficient management of the highway.</p>

9	Historical	<p>Policy: Permits currently issued in circulation that are not detailed in this policy will be reviewed on a case-by-case basis, as and when the Council receives requests for renewal. Historical permits which are not in line with this Policy may not be renewed and may be removed from circulation.</p> <p>Operational Guidance: Where it is determined that a historical permit is no longer in line with Council policy and should be removed from circulation, the Council will do so when the existing permit holder ceases to reside in/own/operate the property to which the permit relates.</p>
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APPENDIX 6

POLICY ON MINOR AMENDMENTS

	Minor Amendments to this Policy
Policy	From time-to-time parking policies policy will be reviewed as appropriate. The Council reserves the right to vary these policies for operational purposes and to ensure delivery of its Strategic Transport Objectives, as set out in its Transport Strategy and Clean Air Strategy.
Operational Guidance	<p>Approval of minor amendments to this policy and any subordinate documents will be delegated to the Director of Planning, Transport & Environment, in consultation with the Cabinet Member for Transport and with advice from the Director of Governance and Legal Services and Section 151 Officer. A minor amendment is considered one which is not a substantive change and:</p> <ul style="list-style-type: none">a) reflects updates in legislation or statutory guidanceb) reflects changes in minor operational practisesc) aligns with any changes made by a TRO (provided that the TRO has come into force)d) updates references to any approved fees & chargese) is considered administrative, and/or;f) accounts for minor technological and digital advancements <p>Wherever reasonably practical, the Council will aim to publish amendments a minimum of 21 days in advance of coming into effect.</p>

APPENDIX 7

PARKING ZONE PROCESS OVERVIEW

Stage One – “Informal” Consultation on Introducing Parking Zones

STEP	PROCESS STEP NAME	PROCESS	OWNER
1.1	Design consultation documents	<p>The consultation documents will outline the reasons for and purpose of creating the parking zone. They will give basic high-level information on the proposed days/times of the zone, how parking is proposed to operate within the zone (such as design, types of permits available etc.) and any costs that may be relevant (such as pay & stay costs etc.). Consultation documents will usually involve:</p> <ul style="list-style-type: none">- Consultation letter- Any maps / images that may be considered necessary-	

1.4	Public responds to consultation documents	Anyone may voluntarily complete the online survey or send written submissions by post if necessary, within 21 days of the date of the sending of the consultation documents.	Public
1.5	Analysis of returned consultation responses	“in-principle” support that meets policy threshold to proceed to detailed design.	Parking Policy
1.6	Deliver informal consultation report to ward members for decision on whether to proceed	A report detailing the results of the post-consultation analysis will be sent to all ward members and the cabinet member for transport. A decision will then be sought to proceed with the scheme “in-principle” and start detailed designs.	Parking Policy
1.7	Update to website	Once a decision has been received from the majority of members, the scheme webpage will be updated to indicate the results of the consultation and whether the scheme will be progressing or not. If the decision has been made not to progress with the scheme, then an explanation will be provided as to why.	Parking Policy
1.8	End process	If the decision has been made to progress with the scheme then stage two will be initiated. If the decision has been made not to progress with the scheme then no further action will be taken.	Parking Policy

Stage Two – Designing Parking Zones

STEP	PROCESS STEP NAME	PROCESS	OWNER
2.1	zone	The exact boundary of the zone will be determined following analysis of the informal consultation results (for example, if a road votes to be excluded in the	Parking Policy
2.2	Detailed design of parking zone	With the boundary of the zone established, all road space will be reviewed, and parking restrictions will be proposed (either waiting restrictions such as yellow lines where parking may be dangerous or obstructive, or parking bays where parking is considered safe). The types of parking bay proposed for any particular location will be in line with technical design standards and dependent on the particular requirements and characteristics of the location, such as the proximity of local businesses or amenities.	Parking Policy
2.3	Deliver detailed designs to internal Council teams	Detailed designs will be sent to Council's Planning, Transport and Environment teams, providing 21 days for consideration and comment.	Parking Policy
2.4	Internal teams respond to detailed design documents	comments on the detailed designs, in particular to note any safety or network management issues that they may identify.	P, T & E Team
2.5	Analysis of returned design responses	All responses received are analysed to see if adjustments need to be made to the detailed designs to accommodate requests or concerns that may be	Parking Policy

2.6	Deliver detailed designs to all local ward members for approval	Detailed designs will be sent to all local ward members and the cabinet member for transport, providing 21 days for consideration and comment	Parking Policy
2.7	Draft TRO Request documents	If approval is provided by the majority of members to proceed then the relevant paperwork and necessary instructions will be drafted ready for submission to the TRO team	Parking Policy
2.8	End Process	If the decision has been made to progress with the scheme then stage three will be initiated. If the decision has been made not to progress any further with the scheme then no additional action will be taken.	Parking Policy

Stage Three – Parking Zone Formal Consultation & TRO

STEP	PROCESS STEP NAME	PROCESS	OWNER
3.1	TRO Request Submitted to TRO Team	The Traffic Order Request, detail design, Equalities Impact Assessment and other related documents are provided to the TRO Team as instructions to start the Traffic Regulation Order process ¹ .	Parking Policy
3.2	Preparation of schedule, maps	Information is taken from the TRO request form and plans and formatted in a suitable format for authorisation and consultation with Ward Members and the public.	Traffic Regulation Order Team
3.3	Schedule, maps and ODR are reviewed and submitted for OM approval	Prepared documents are uploaded to process management software, reviewed by TRO manager and if no changes required, sent to OM for approval to commit funds and commence statutory process.	Traffic Regulation Order Team
3.4	Preparation of Traffic Regulation Order and Notices for Statutory Consultation	Legal services receive approval and instructions to prepare site and press notices and proceed to statutory consultation stage.	Legal Services
3.5	Statutory Consultation (Statutory Bodies)	Statutory Consultation documents are sent to Statutory Bodies for consideration.	Legal Services
3.6	Review of Objections by Statutory Bodies	Any comments or objections received from Statutory Bodies will be considered in accordance with the Council's lawful obligations and policies. If any objections received are sufficient to warrant a review of the scheme, then the process will revert to stage 2.2 If objections can be/are overruled then the scheme will proceed to public consultation.	Traffic Regulation Order Team / Parking Policy Team

¹ [Traffic Regulation Orders \(cardiff.gov.uk\)](http://cardiff.gov.uk)

3.7	Statutory Consultation (Public)	Statutory consultation is published locally in press and on Council website ² . Site notices may also be placed in the vicinity of the zone or in key areas within the zone.	Traffic Regulation Order Team
3.8	Review of Public Objections	Any comments or objections received from the public will be considered in accordance with the Council's lawful obligations and policies. If any objections will revert to stage 2.2 If objections can be/are overruled then a Objection Report will be drafted for senior officer and ward member consideration.	Traffic Regulation Order Team / Parking Policy Team
3.9	Deliver Objection Report to Members	If objections are received then a report will be provided to senior council officers and local ward members for consideration and comment.	Traffic Regulation Order Team
3.10		If objections are overruled, the TRO for the parking zone is sealed by legal services to become operational at the given date.	Legal Services
3.11	End Process	If the decision has been made to progress with the scheme then stage four will be initiated. If the decision has been made not to progress any further with the scheme then no additional action will be taken.	Parking Policy

² [Traffic regulation order proposals \(cardiff.gov.uk\)](http://cardiff.gov.uk)

Stage Four – Parking Zone Implementation

STEP	PROCESS STEP NAME	PROCESS	OWNER
4.1	Order Placed for Lining, Sign Manufacture and Installation	The necessary lining, sign manufacture and sign placing works will be ordered, normally from the Council's highways contractors.	Design and Delivery
4.2	Design consultation documents	Implementation documents will be drafted and include information on the operational days/times of the parking zone, how parking within the zone will be managed and information on permits. This will usually include a phase 1 letter and a phase 2 letter, along with any maps or other documents that may be deemed relevant: <ul style="list-style-type: none"> - Phase 1: "Implementation Start" letter - Phase 2: "Go Live" letter 	Parking Policy
4.3	Deliver Implementation Documents to All Local Ward Members for Approval	Implementation documents will be sent to all local ward members, providing 14 days for consideration and comment.	Parking Policy
4.4	Deliver Parking Zone Implementation Start Letter	A letter will be sent to all properties within the zone area advising that the parking zone will be implemented and providing information on the zone and any specifics relating to parking rules and parking permits (such as how to apply).	Parking Policy
4.5	Instillation of Parking Zone	The signs and lines needed to introduce the restrictions and make them enforceable will be installed.	Design and Delivery
4.6	Deliver Parking Zone "Go Live" Letter	A letter will be sent to all properties within the zone area advising when enforcement of the new restrictions will start.	Parking Policy

4.7	Communications	The new zone is communicated to the public via the communications teams through channels such as social media.	Communications
4.8	“Light touch” Enforcement of Parking Zone Starts	Civil Enforcement Officers start patrolling area, with a focus on education and promoting compliance for the first 14 days.	Enforcement (CPE)
4.9	Full Enforcement of Parking Zone Starts	in accordance with standard operating procedures and issuing Penalty Charge Notices to any illegally parked vehicles.	Enforcement (CPE)
4.10	First Stage Review (3 months)	The initial implementation of the parking zone is reviewed and any minor amendments that are required to ensure legal compliance and enforceability are made.	Parking Policy
4.11	Second Stage Review (18 months)	The overall parking zone scheme is reviewed with particular consideration given to public and ward member feedback, and adjustments made to the parking zone if required.	Parking Policy
4.12	Third Stage Review (5 years)	The parking zone is reviewed as part of a 5-year rolling programme to review all parking zones in the city.	Parking Policy
4.13	End Process	The parking zone will continue to be monitored and appropriate action taken where necessary. The parking zone will continue to be fully reviewed every 5 years and adjustments made if required.	Parking Policy

APPENDIX 8
GLOSSARY OF TERMS

Abbreviation	Term	Description
CEO	Civil Enforcement Officer	A person employed (or otherwise contracted by the Council) to enforce parking contraventions, issuing PCNs where appropriate to illegally parked vehicles
CPZ	Central Parking Zone	A historic Parking Zone introduced in 1981 that encompassed the city centre and immediate buffer areas as one large Parking Zone, with all parking controlled between 8am and 6.30pm Monday to Saturday via a mixture of permit parking, limited waiting and voucher parking
CSPA	Central Strategic Parking Area	The SPA broadly covering the central area of Cardiff which aligns with the central area of the SPG
LW	Limited Waiting	Parking bays where parking is free but time-limited (e.g. 1 hour maximum stay)
MiPermit	MiPermit	The Council's current provider of digital parking services, such as e-permits and cashless payment parking
P&S	Pay and Stay	Formally "Pay and Display" parking (as due to cashless payments there is often no requirement now to display a ticket as they are digital)
PCN	Penalty Charge Notice	A penalty notice issued by a CEO for parking contraventions
PMA	Parking Management Area	A wider administrative area where parking policy and operational matters are consistent throughout the area, which is then divided into smaller Parking Zones
PPA	Permit Parking Area	A small cul-de-sac or other area where all parking is reserved for

		permit holders but no bay markings are painted on the floor. Instead drivers are informed that permit holder parking applies by entrance signs to the area.
PSPA	Peripheral Strategic Parking Area	The SPA broadly located west, north and east of the CSPA, which aligns with the non-central area of the SPG
PZ	Parking Zone	A zone where 100% of kerbside space is controlled during certain times with either parking bays where parking is considered safe or yellow lines where parking is considered dangerous
TRO	Traffic Regulation Order	A legal document created by the Council in accordance with the Road Traffic Regulation Act 1984 to control, restrict or prohibit waiting, loading, stopping and parking on the highway
SPA	Strategic Parking Area	A large area of the city where parking policies are consistent throughout the area at a strategic level

End of appendix 8