

APPENDIX 4

POLICY ON RESIDENT PROTECTION SCHEMES

Resident Protection Parking Schemes (“ResPark”)	
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><u>Criteria</u></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><u>Applications</u></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 8am 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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