

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 2026, 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 2026 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 \(cardiff.gov.uk\)](http://cardiff.gov.uk)

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 240 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, 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 \(www.gov.uk\)](#)

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