

APPENDIX 5

POLICY ON ISSUING OF PARKING PERMITS

ITEM	PERMIT TYPE	PROPOSED POLICY AND GUIDENCE
1	Overarching	<p>Policy:</p> <p>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:</p> <p>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 evidence from a General Practitioner confirming 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 person per property
9. Personal Carer Permits will only allow parking in the zone of the property in which the resident to whom they are

		<p>providing care lives, and will only be valid when the permit holder is caring for the person for whom the permit was issued</p> <p>General</p> <ol style="list-style-type: none"> 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 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 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
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.</p>

However, the Council recognises that some businesses may rely 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.

On Street Business Permits:

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

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>rates paying business, whose sole enterprise is the 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>