



## **OPERATING GUIDELINES**

### ***Resident Permit and Visitor Permit Guidelines***

**Approved by:** GM, City Services May 2003

Subsequent Amendments:

*18 August 2004 GM City Services (Justin Lynch) Updated to reflect changes approved in On Street Parking Policy*

*12 March 2004 Team Leader On-Street Services (Gemma Russell) Updated to reflect a change within the approved On Street Parking Policy*

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## **1 Introduction**

The primary objectives of the Resident Parking Scheme and the Visitor Parking Scheme are:

- the provision of on-street parking for visitors to residents
- to provide on-street parking for residents
- maintain adequate on-street parking for businesses

The Resident Parking Scheme and the Visitor Parking Scheme only operate in areas permitted in Appendix III.

### **1.1 Legislative Permissions and Requirements**

The issuing of Permits for schemes to control parking is made available to the Council by 'Notice to Council' by the Minister for Transport through the:

Road Traffic (Australian Road Rules) Regulations 1999 Rule 185 'Stopping in permit zones'.

Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999, clause 14 'Permits for permit zones'

for parking in permit zones

Road Traffic (Miscellaneous) Regulations 1999, clause 46 'Power of exemption'

for parking time limit zones and ticket parking

### **1.2 Relevant Policy.**

This scheme is in line with the requirements of the On-Street Parking Policy adopted by Council on 2<sup>nd</sup> October 2001, in particular clause 3.2.11 and 3.2.12

### **1.3 Guidelines for effective implementation**

The Resident Parking Scheme and the Visitor Parking Scheme form Appendices I & II to this Operating Guideline. The scheme sets out the districts in which they operate, resident eligibility criteria, the permit system and permit fees.

The schemes list the type of vehicle that can be used and how it may be parked when a valid permit is displayed upon the vehicle.

Administrative conditions and conditions of use are also included to clarify operating procedures for staff and for the permit holder.

This Resident Parking Scheme and the Visitor Parking Scheme replaces any previously existing schemes commencing 31/06/2003.

#### **1.4 Business Unit Responsibilities**

The unit responsible for managing the scheme and assessing eligibility is Approvals in the Customer Service Business Unit.

The unit responsible for regulating the parking is Parking & Information in the Regulatory Services Business Unit.

#### **1.5 Reporting and Review**

Indicators of effectiveness for the Resident Parking Scheme and the Visitor Parking Scheme will be the availability of on street parking for residents and their visitors.

The schemes will be assessed and reviewed as required.

### **2. Implementation Plan**

#### **2.1 Timelines**

The Resident Parking Scheme and the Visitor Parking Scheme was implemented on 1<sup>st</sup> June 2003.

#### **2.2 Corporate Communications**

Corporate communications will prepare a media release about the new scheme, include it in Adelaide Council publications and assist with the development of brochures explaining the scheme.

Information about the scheme will be posted on the Council website.

### **3. City District Information**

City Districts are taken from the Adelaide City Development Plan. Districts are used to determine which areas Council's Parking Schemes operate and eligibility of residents to apply to access Council's Parking Schemes.

#### **3.1 Residential District**

The Resident Parking Scheme and the Visitor Parking Scheme operate in the Residential District to accommodate residents and visitors to residents demand for parking.

Residents in the Residential District can purchase Visitors Permits that allows parking in the designated area.

#### **3.2 Frame District**

The Resident Parking Scheme and the Visitor Parking Scheme operate in Local Access Streets in the Frame District where commercial, business and retail activity, road width and kerbside space allows.

Local Access Streets are defined in the Integrated Movement Strategy.

Special provision has been made for residents living in Oakley Street (between Gouger Street and Grote Street). These residents may continue in the scheme under normal eligibility categories.

### **3.3 Mainstreet District (Not Available)**

The Resident Parking Scheme and the Visitor Parking Scheme do not operate in Mainstreet Precincts.

Residents in Mainstreet Precincts can apply for a Resident Parking Permit or purchase Visitors Permits that allow parking in a "Designated Area" in an adjacent Residential District.

### **3.4 Institutional District (Not Available)**

The Resident Parking Scheme and the Visitor Parking Scheme are not available to residents living in the Institutional District.

### **3.5 Central Activities District (Not Available)**

The Resident Parking Scheme and the Visitor Parking Scheme are not available to residents living in the Central Activities District.

Special provision has been made for residents living in Gray Street (between Hindley Street and North Terrace). These residents may continue in the schemes under normal eligibility categories.

## **4. Designated Areas**

Eligible residents may be issued with a Resident Parking Permit or a Visitors Permit booklet for a "Designated Area". When the Resident Parking Permit or Visitor Permit is attached to the vehicle in the proper manner the vehicle may be parked subject to the parking provisions and conditions stated in this scheme.

The Designated Areas are detailed in Appendix III.

## **5. Resident Eligibility**

The Adelaide City Council determines a resident to be an occupant of a residential property if they can provide evidence of their intention to remain at that address for a minimum of six months, eg by Tenancy agreement or proof of ownership (unless applying for a Resident Parking Permit under **Category 5**).

The Resident Parking Scheme and the Visitor Permit Scheme operate only in the Residential District, Frame District or Mainstreet Precincts as shown in Appendix IV.

Any resident of the Residential District, Frame District or Mainstreet Precincts may apply for a Residential Parking Permit provided the resident produces

evidence that their primary place of residence is in the area shown in Attachment 1 (unless **Category 5**).

The categories detailed in Appendix 1 reflect the eligibility of the resident to obtain a permit taking into account whether the dwelling, multiple dwelling or group of dwellings within a single building in which they live, has access to parking on the property and when approval was given for its use as a dwelling.

If that approval was given post 1976 then the conditions of the Adelaide Development Plan will apply. The plan and subsequent amendments have requirements for on-site parking for dwellings and multiple dwellings in the Residential, Frame and Mainstreet Precincts.

## **6. Vehicle Requirements**

A vehicle may be a passenger vehicle, or a vehicle designed with the main purpose of carrying passengers (including vehicles commonly known as sedans, station wagons and 4WD vehicles).

(1) No mini-bus, bus, truck or heavy vehicle will be issued with a Permit.

(2) The vehicle must be currently registered.

## **7. Fees**

A fee reflecting the convenience of the schemes to the resident will be charged for each permit. The fee will be reviewed annually and included in the Schedule of Fees and Charges document.

## **8. Parking Permit Schemes**

### **8.1 Resident Parking Scheme**

The Resident Permit Scheme recognises that some residents operate businesses from home. This is allowed by the Adelaide Development Plan Review 1998. Accordingly, some light commercial vehicles are included in the scheme.

A vehicle may be a light commercial vehicle (such as a utility or a small van) where the registered owner of the vehicle is a resident undertaking a business activity from the property that complies with the requirements of the Adelaide Development Plan, or the vehicle is the resident's principal vehicle.

### **8.2 Visitors Parking Scheme**

The Visitor Permit Scheme recognises that some residents may wish to provide a Visitors Permit to service or maintenance persons therefore a vehicle may be a light commercial vehicle (such as a utility and a small van) and the driver is undertaking a service or maintenance activity for the resident. Use of the Visitor Permit for this purpose is limited to a maximum of two days.

If the maintenance is likely to take longer than two days then Temporary Parking Controls should be sought.

A resident may purchase up to 50 vouchers at any time. Visitor Parking Permits may only be purchased by a resident of the Adelaide City Council area.

# Resident Parking Permits

Appendix I

## ELIGIBILITY

**The following categories reflect the eligibility of the resident to obtain a Resident Parking Permit**, taking into account whether the dwelling, multiple dwelling or group of dwellings within a single building in which they live, has access to parking on the property and when approval was given for its use as a dwelling.

### Category 1

This category applies to a dwelling, multiple dwelling or group of dwellings within a single building in which they live, **approved before 1976**.

Where there are no off-street parking spaces designated to, or available on the property, then a Resident Parking Permit may be issued for up to two vehicles. Where there is one off-street parking space designated to, or available on the property, then a Resident Parking Permit may be issued for one vehicle. Where there are two or more off-street parking spaces designated to, or available on the property, then no Resident Parking Permits will be issued.

### Category 2

This category applies to a dwelling, multiple dwelling or group of dwellings within a single building **approved after 1976**.

Where there are no off-street parking spaces designated to or available on the property then a Resident Parking Permit may be issued for one vehicle. Where there is more than one off-street parking space designated to, or available on the property, then no Resident Parking Permits will be issued

### Category 3

This category applies to a dwelling, multiple dwelling or group of dwellings within a single building meeting the requirements of **Category 1** or **Category 2** and where a resident requires **daily medical treatment**.

A Daily Care Parking Permit may be issued for the sole use of an approved person providing daily care (eg Medical Practitioners, Physiotherapists, Registered and Enrolled Nurses and Accredited Carers) provided the total number of permits issued does not exceed the maximum stated for Category 1 or Category 2, as applicable.

#### **Category 4**

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This category applies to a dwelling, multiple dwelling or group of dwellings within a single building meeting the requirements of **Category 1** or **Category 2** and where a resident is the holder of a current **Pensioner Health Benefit Card or a full time Student Card**. Presentation of either of these cards entitles the holder to a concession of 25% to the Permit Fee for one vehicle.

#### **Category 5**

This category applies to single dwellings (excludes hotels, hostels and boarding houses etc.) where the property is designated for **short term tenancy** eg a few days/weeks. Due to the nature of these permits it is necessary to issue them to the dwelling instead of the vehicle. The maximum number of Permits issued to any dwelling for this use will be one.

### **PARKING PROVISION**

Resident parking is provided through "Designated Areas". It allows for parking in time limit and 'payment for parking' zones. In addition the area may contain zones set aside specifically for vehicles owned by residents. These provisions are described below.

#### **Residential Parking Permit Zones**

Whilst acknowledging that the scheme does not provide a specific parking bay at the exclusion of all other drivers, it provides a "Designated Area" in which to park, subject to availability.

Residential Permit zones are established for vehicles displaying a Resident Parking Permit (excluding **Category 5**). Residential Permit zones provide parking for Residential Permit holders in each of the "Designated Areas".

Residential Permit zones operate as follows:

#### **Residential District**

In the Residential District, Residential Permit zones provide day and night parking for up to 24 hours any day of the week. Vehicles must be moved daily.

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#### **Frame District**

In the Frame District, Resident Parking Permit zones provide for parking at night, on weekdays and anytime during weekends, for up to 24 hours.

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## **ADMINISTRATIVE CONDITIONS**

The application form will be assessed taking into account the number of permits already issued in that area. Should that area be considered saturated, the applicant may be offered the opportunity to park in an adjacent area.

The application or renewal must be supported by the following evidence:

- That the dwelling is their principal place of residence
- Vehicle ownership or private use with supporting documentation
- That the applicant is a holder of a full time Student Card or a Pensioner Health Benefits Card and must present the original card for entitlement to the concession.

Once resident eligibility is established and satisfactory supporting evidence provided, the Resident Permit will be issued upon payment of the appropriate fees.

The Resident Permit expires on the date shown on the permit.

The resident must renew the Resident Permit prior to the expiry date shown on the current Resident Permit. To assist with this the Adelaide City Council will post a renewal notice to the permit holder.

The Resident Permit expires when the vehicle is disposed of and not replaced. No refund of fees will be made.

A new Resident Permit will be issued to the resident when the vehicle is replaced by another, subject to the current Resident Permit being returned to the Adelaide City Council and evidence of ownership or private use of the new vehicle being provided. The Administration Fee will apply.

The Resident Permit expires when the resident changes their principal place of residence. No refund of fees will be made.

A new Resident Permit will be issued to the resident when the principal place of residence is another dwelling within an area of the Resident Parking Scheme. The issue of another Permit is subject to the current Resident Permit being returned to the Adelaide City Council and evidence of the new principal place of residence being provided. All eligibility conditions apply. The Administration Fee will apply.

The Resident Permit is not transferable.

The Resident Permit remains the property of the Adelaide City Council.

The Adelaide City Council reserves the right to cancel or refuse to issue a Resident Permit for any reason.

If a Resident Permit is lost or stolen, the Permit holder must notify the Approvals Officer on 8203 7203 as soon as practicable but in all cases within 2 working days. A new Resident Permit will be issued upon payment of the Administration Fee and production of all eligibility requirements.

The Adelaide City Council reserves the right to alter the conditions of the Resident Parking Scheme and /or individual Resident Permit conditions at any time.

**CONDITIONS OF USE**

- (1) The Resident Permit must be affixed to the vehicle nominated on the approved application form.
- (2) The Resident Permit is valid only:
  - a) When used in the "Designated Area" to which it applies,
  - b) It has not expired (expiry date shown on the permit),
  - c) When it is fixed to the passenger side of the front windscreen so it can be seen from outside the vehicle. Infringement notices will be issued if the permit is not clearly visible. (permit is not to be fixed behind windscreen banners eg dark tints)
- (3) A Resident Permit:
  - a) Allows the vehicle to be parked in Residential Permit zones within the approved area (except for **Category 5**),
  - b) Exempts the vehicle from the parking conditions shown on the parking sign when the parking sign is for:
    - Time limit parking being 1 hour or longer,
    - Meter or ticket parking being 1 hour or longer. The Permit holder is not required to pay a fee. Except where the parking sign displays the words "PARKING EXEMPTIONS DO NOT APPLY"
- (4) A Resident Permit **CANNOT** be used in any other parking zone (such as Bus zones, Loading zones, No Stopping areas, and all other restricted parking areas).
- (5) Vehicles must not be parked in a parking space for any longer than 24 hours (the Road Traffic Act has provisions for the removal of vehicles left on-street).
- (6) If the Resident Permit is lost or stolen, the Permit Holder must notify the Customer Centre on 8203 7203 as soon as practicable but in all cases within 2 working days.

## VEHICLE REQUIREMENTS

The Scheme recognises that some residents may wish to provide a Visitors Permit to service or maintenance persons. Accordingly, light commercial vehicles are now included in the scheme.

- (1) A vehicle must be a passenger vehicle, or a vehicle designed with the main purpose of carrying passengers (including vehicles commonly called sedans, station wagons or 4WD vehicles).
- (2) The Visitor Permit must be fixed to a currently registered vehicle that is in regular use
- (3) A vehicle must be a light commercial vehicle (such as a utility and a small van) and the driver is undertaking a service or maintenance activity for the resident. Use of the Visitor Permit for this purpose is limited to a maximum of two days. If the maintenance is likely to take longer than two days then Temporary Parking Controls should be sought
- (4) No mini-bus, bus, truck or heavy vehicle can use a Visitor Permit.
- (5) The vehicle must be currently registered.

## PARKING PROVISION

### Visitor Permit Zones

A Visitor Parking Permit Zone allows a vehicle displaying a valid Visitor Permit to be parked in a Visitor Parking Permit zone for the time limit displayed on the sign.

### Parking Exemptions

The Visitor Permit exempts a vehicle from the parking conditions shown on most permissive parking signs. The parking exemptions allowed under this scheme operate 24 hours any day of the week under the following circumstances. The vehicle may **overstay time limits by 2 hours** and be parked:

- Where the time limit is 1 hour or longer.
- In a meter, or ticket zone ('payment for parking') without paying a fee AND the time limit is 1 hour or longer. Except where the parking sign displays the words "PARKING EXEMPTIONS DO NOT APPLY"
- Providing the vehicle is otherwise legally parked.
- A Visitor Permit cannot be used in a Resident Parking Permit zone.

Normal parking regulations will apply in all other parking zones such as bus zones, loading zones, no stopping zones, and all other restricted parking areas.

The Adelaide City Council continually strives to improve parking for all drivers and from time to time Visitor Parking Permit zones may be relocated, installed or removed. Visitor Voucher holders are advised to read signs each time they park the permitted vehicle to avoid receiving an infringement notice.

### **ADMINISTRATIVE CONDITIONS**

An application for a Visitor Permit booklet can only be made on the approved form.

A person must provide evidence of their principal place of residence.

Subsequent booklets will be issued on payment of the fee and can be issued by post on receipt of the fee, or in person from the Approvals Officer, Adelaide City Council, Ground Floor, 25 Pirie Street.

No refund of the fee will be made if a Visitor Permit booklet is lost or stolen.

The Visitor Permit booklet fee is reviewed annually and included in the *Schedule of Fees and Charges* document.

The Visitor Permit booklet remains the property of the Adelaide City Council.

The Adelaide City Council reserves the right to cancel or refuse to issue a Visitor Voucher booklet when vouchers issued to the resident have been misused.

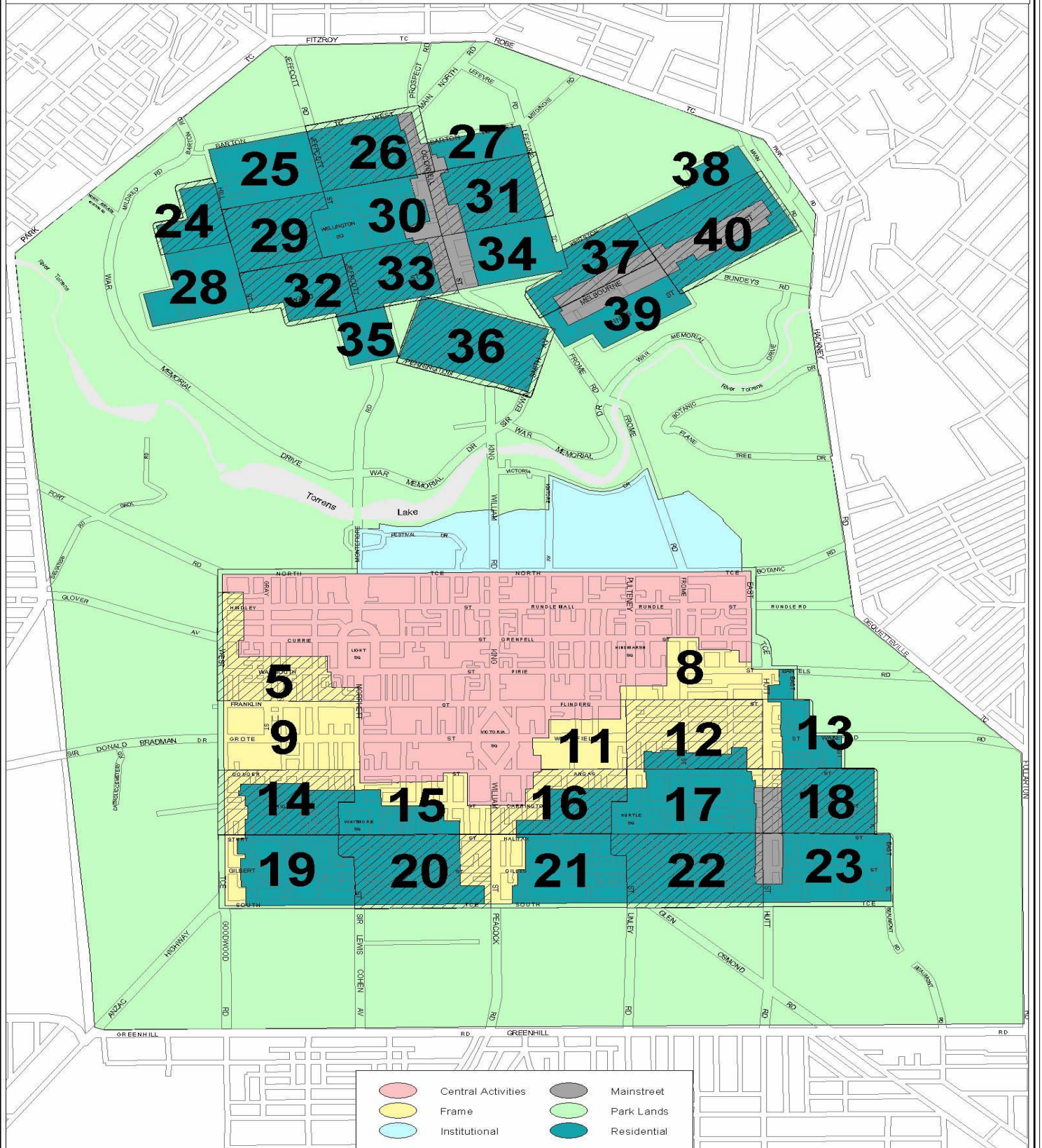
### **Enquiries**

All enquiries about the Visitor Parking Scheme should be directed to the Customer Centre on 8203 7203.

**CONDITIONS OF USE**

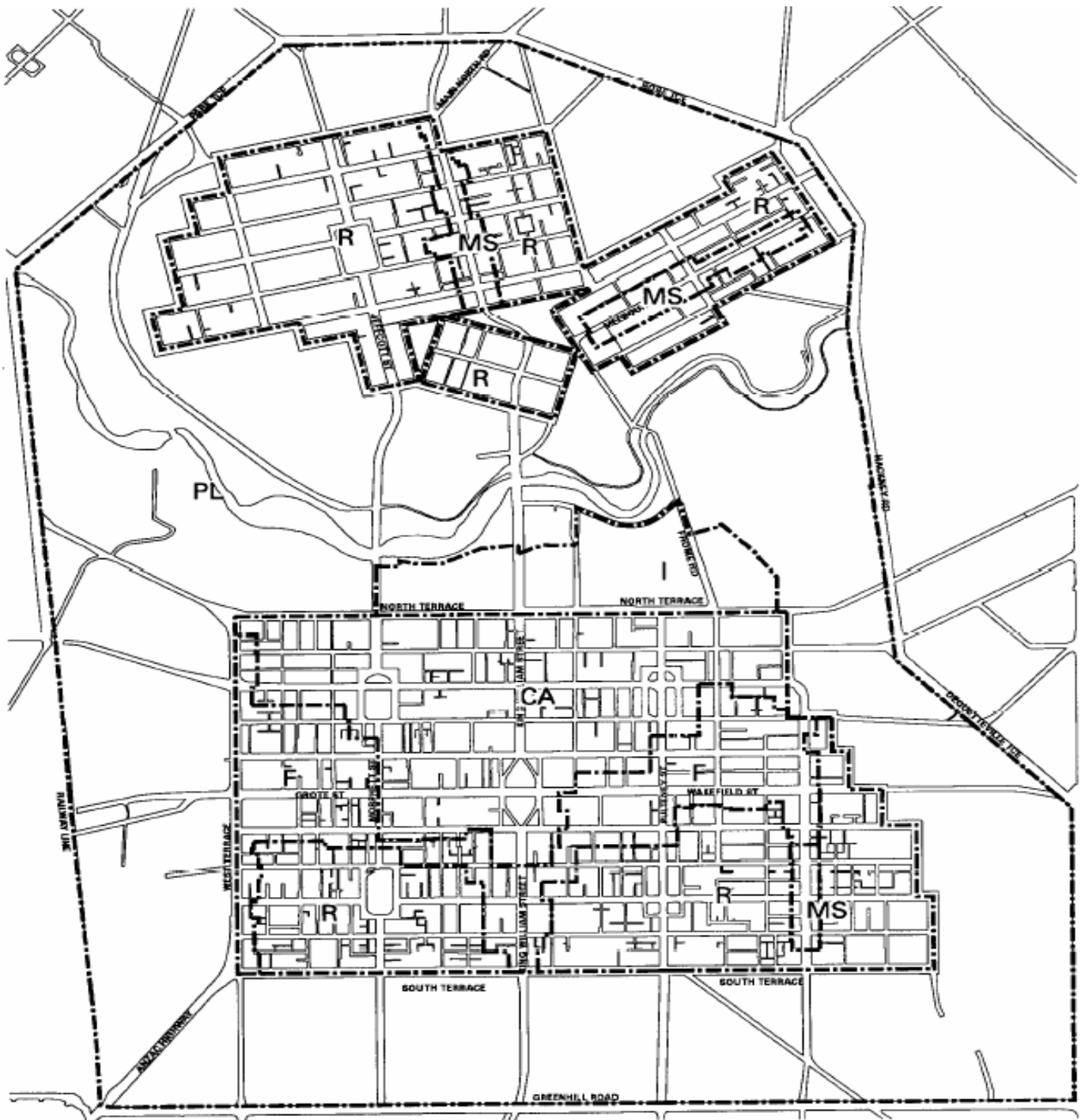
- (1) A Visitor Permit is valid only:
  - a) in the "Designated Area" to which it applies,
  - b) for the "date of use",
  - c) when the "date of use" is written on it with pen or texta (not pencil),
  - d) when the Visitor Permit is fixed to the passenger side of the front windscreen so it can be seen from outside the vehicle.
  
- (2) A Visitor Permit is valid for one use only and will be deemed not valid when the "date of use" is overwritten. Should this occur the voucher will be invalid and the time limit and other conditions on the parking controls will apply.
  
- (3) A Visitor Permit:
  - allows a vehicle to be parked in Visitor permit zones,
  - exempts a vehicle from the parking conditions shown on the parking sign when the parking sign is for a time limit of 1 hour or longer. Except where the parking sign displays the words "PARKING EXEMPTIONS DO NOT APPLY"
  
- (4) A Visitor Permit **CANNOT** be used in:
  - Residential Permit zones,
  - any other restricted parking areas such as bus zones, loading zones, no stopping areas.
  
- (5) If a Visitor Permit booklet is lost or stolen, the resident must notify the Customer Centre on 8203 7203 as soon as practicable but in all cases within 2 working days.

# Parking Permit Area Map



**Available Districts**

Appendix IV



- |                                |                          |
|--------------------------------|--------------------------|
| <b>CA</b> - Central Activities | <b>R</b> - Residential   |
| <b>F</b> - Frame               | <b>I</b> - Institutional |
| <b>MS</b> - Mainstreet         | <b>PL</b> - Park Lands   |



Scale = 1:25000