



Swansea Council Resident Parking Policy (from 1 Nov 19)

1. Purpose

- 1.1 Resident's only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when the availability of on-street parking is limited by non-residents wishing to park in the street.
- 1.2 Resident's only parking schemes are not effective, and will not be introduced, when there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Resident's parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.

2. Criteria for assessment

- 2.1 Streets for which residents parking facilities are requested will not be surveyed to assess whether they meet the criteria below, **unless funding is available to implement measures if the street qualifies.** Requests for Resident Parking schemes will be held on file to be assessed and considered once funding has been identified.

3. Criteria for implementation

- 3.1 The Council may implement a Residents Parking scheme subject to all the following conditions being satisfied:
- 3.2 That the street or area must regularly exceed 75% parking saturation for at least four periods, daytime or evening, per week. (In the event that the street does not reach this level of parking saturation but does exceed 60% then a scheme of "Limited Waiting, Resident Permit Holders exempt" may be introduced.)
- 3.3 There is evidence of significant levels of parking in the street by non-residents.

- 3.4 That the majority of properties have no off-street parking available within reasonable proximity of the property.
- 3.5 That the majority of properties have no scope to establish vehicular access on to the property (including circumstances where application(s) for cross-over(s) has / have been declined) and no scope for providing parking facilities within the property's boundaries.
- 3.6 Parking can be accommodated without unacceptable impact on general traffic flow and buses.
- 3.7 There is funding available to advertise and implement the measures.

4. Provision

- 4.1 The allocation of residents only parking bays shall take up no more than 50% of parking spaces. Where parking saturation is between 60% and 75%, limited waiting bays with exemption for residents permit holders may be provided. The extent of provision within a street will be considered on a case by case basis in an effort to meet the needs of residents and visitors alike.
- 4.2 A maximum of two permits per property may be issued, each to be endorsed with the vehicle registration number. Each permit will be valid for a maximum of one year.

5. Criteria for Permit issue

- 5.1 Permits shall be granted to bona fide car owning full time residents of the street concerned. The applicant must hold a full UK Drivers licence.

- V5 document
- Driver's Licence
- Certificate of insurance

The address on these documents must match the address in which the permit is being applied for.

- 5.2 The criteria for foreign licence holders is the same criteria (as in 5.1) above) but they need to provide the following documentation

- Copy of their overseas licence
- Utility Bill to prove occupancy of the address
- Proof of insurance, insurance to be held at that address
- V5 at the Swansea address after 6 month residency.

- 5.3 A permit shall be issued for a goods vehicle with a maximum gross weight (mgw) no greater than 3500kg, subject to the owner providing written confirmation, from the employer, of authorised out of hours use

(e.g. for standby arrangements) and the vehicle being no more than 2.35m high and 5.35m long.

- 5.4 Company car users will be able to qualify for a resident's only parking permit, provided that their employer confirms in writing that the vehicle is essential for their work and that they have to take the vehicle home. This needs to be confirmed on each application. This would also apply to other company vehicles for example Council Vans or other liveried vehicles.
- 5.5 Where a Disabled Person owns a vehicle but is unable to drive and therefore uses a nominated driver, a permit shall be issued to the nominated driver for the nominated driver's address. To qualify the Council requires a letter of authorisation from the disabled person (registered keeper) and a copy of the ownership / sales documentation from the Motability Company confirming where the vehicle is kept.
- 5.6 Residential complexes with private parking will not be allocated permits for on-street residents only parking bays.
- 5.7 Residential properties with multiple apartments or rooms, without private parking will be allocated a maximum of two permits per property. These being issued on first come first served basis.
- 5.8 Houses converted into more than one unit (e.g. a house split into flats) after 1st January 2011 will be treated as a single unit – i.e. a maximum of two permits for the whole house on a first come, first served basis. Permits will be issued only where no off-street parking is provided or achievable.
- 5.9 Residents of properties who have no off street parking facilities and are prevented from parking outside their property because it abuts a principal traffic route or is situated at a junction controlled by traffic signals, or at a roundabout and covered by a Traffic Order preventing parking may be granted a permit for an adjacent street in which residents parking is provided, subject to there being sufficient spare capacity in those residents parking bays. NB this calculation to the total number of space measured against the current number of permits issued at the time of the application.
- 5.10 In the Parking Controlled Zones of Sandfields and St Thomas there is no unrestricted space so all new residents are affected by the 3 hour maximum stay period for non-permit holders. Whilst not an official Controlled Parking Zone all kerbside parking in Mount Pleasant is also restricted. In these situations a virtual waiver would be issued for new residents in the controlled zones for up to 10 working days to overcome this issue. This would give new residents only 10 days to get their documents changed to their new address and submit them to the Council. If no documents are submitted the waiver will cease and the vehicle could be issued with a PCN.

6. Other related permits

- 6.1 Holiday Visitor Permits – a two week holiday permit can be issued to visitors who reside outside of the City & County of Swansea boundary, including owners of second homes in Swansea. An application form must be signed by the occupier or owner of the Swansea property or the person being visited. A maximum of eight permits per year will be available; for a duration of 1 week per permit, with a maximum of two permits to run consecutively. Only one permit will be allocated to an address at any one time.
- 6.2 Holiday companies that rent properties can apply for holiday permits for customers at a charge of £25 / week on receipt of a written request. No reduction in charge will be given for stays shorter than 1 week.
- 6.3 Family Visitor permit – A family visitor permit shall be issued for use by designated relatives of a resident who requires significant levels of care and support, **provided that no more than one residents only permit has been issued for the property**. A maximum of two registration numbers may be displayed on the permit. These permits will be valid for a 12 month period from date of issue.
- 6.4 A doctor's confirmation of the need for the permit is required on application and on renewal. However, where the doctor intends to impose a charge for this service, then production of a blue badge as supporting evidence will be considered as an alternative to the doctor's confirmation of the applicant's disability.
- 6.5 Care Attendant Permits - These permits will be issued to organisations / companies providing care, on receipt of a signed application form. The applicant must confirm that the carer is the primary person treating the resident's physical needs. This permit will be valid for a period of twelve months from the date of issue and will cost £25 / year.
- 6.6 In situations where residents are forced to move through no fault of their own and they are at risk or vulnerable, a temporary electronic waiver will be issued until such time they can obtain a permit. This is be authorised by Head of Service on a case by case basis.

7. Charges

- 7.1 The charges in this policy are subject to annual review.