

Permit Parking Schemes

(Residents Parking and Controlled Parking Zones)

Surrey County Council – manage highways and implement parking schemes

Runnymede Borough Council – enforce and administer parking restrictions



SUR

Background

A highway authority has powers (not a duty) to designate parking space on the road for different uses. Traffic Orders are created to impose restrictions.

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- **Residents parking**
- Limited waiting bays near shops
- Disabled bays
- Loading bays

Criteria for a Permit Scheme

- **There must be a need for residents to park on street**
- **There must be a significant amount of non-resident parking**
- **The majority of residents must be in favour of a permit scheme (70%)**
 - Or part of a local transport plan adopted by the local committee
- **Resources available to implement, operate and enforce**

Main types of permit scheme

1) Permit parking areas. These are schemes where there are no road markings, only signs which say "Permit holders only past this point", at the entry points to the area.



Main types of permit scheme

2) Permit parking bays with signs

Parking bays are marked where appropriate with yellow lines elsewhere



Considerations – Permit Schemes

- When do the restrictions apply ?
- Who is eligible ?
- What about blue badge holders ?
- How many permits are available ?
- What vehicles can have permits ?
- What about visitors and carers ?

Permit Costs

- First resident permit £50 (changing to £80)
- Second resident permit £75 (changing to £100 and £130)
- Visitors £2 per day (Changing to £1 for 2 hours and £2 all day)
- Carers £10 (changing to free)

Runnymede Borough Council Functions Relating to CPZ's

Borough Functions - Summary

• The core requirements of Runnymede Borough Council in relation to CPZ's are as follows:

- Preparation and notification to potential permit holders
- Processing of permit applications
- Receipt of payment for permits
- Ongoing administration of permit renewals, changes, replacements etc.
- Enforcement of CPZ's and issue of penalty notices
- Payments of fines, appeals and dispute resolution

CPZ Administration

Notification to Potential Permit Holders

- Collating the database of households
- Writing to potential permit holders
- Dealing with set up queries in response to correspondence.
- Assessment of premises: Off street parking provision

CPZ Administration

Processing of Permit Applications and Payments

- Assessment of applications
- Evidence of entitlement to permits: V5 registration document and Council Tax references
- Issue of permits
- Receipt of payments

All need to be completed by commencement date!

CPZ Administration

Ongoing Administration Requirements

- Vehicle changes
- Resident changes
- Annual permit renewal – via application
- Visitor permits application and issue
- Carers Permits: assessment and issue
- Operational Permits

CPZ Enforcement

- Patrol of areas during operating times
- Issuing of Penalty Charge Notices for contraventions
- Reactive enforcement patrols in response to complaints
- Enforcement of CPZ's currently included as part of wider working pattern re enforcement

Appeals and Dispute Resolution

- Dealing with challenges, representations and appeals in relation to PCNs
- Assessment of applications for permits where there is a dispute.
- Assessment of applications for Carers and Operational Permits
- Complaints and disputes

Challenges Identified by Partners in Delivering CPZ's

- Timeliness of CPZ's from initiation to implementation
- Capacity within SCC relating to new parking schemes
- SCC financial constraints relating to initiation and implementation
- Capacity within RBC in relation to administration, enforcement and management of CPZ's
- Cost of implementation of permit schemes

Next Steps

- With conversations at advanced stage in regards to sizeable CPZ's in Englefield Green it is proposed that the following work is completed by SCC/RBC as a pilot:
 - Plan for the implementation, ongoing administration and enforcement of CPZ's to be written
 - Budget covering the financial requirements in regards to implementation, ongoing administration and enforcement to be written
- RBC's Parking Services review in 2020/2021 to consider how CPZ's can be supported more widely across borough