

West Sussex County Council

Controlled Parking Zone (CPZ) Policy

Part 1

Introduction

The strategic management of on-street parking remains important for the County Council as the level of development and number of vehicles in West Sussex continues to increase. Good parking and traffic management contributes towards its wider policy objectives for delivering better road network management, reduced road danger, less motor traffic and pollution, encouraging more sustainable modes of travel by improving conditions for walking, cycling and public transport use as well as raising the quality of amenity in public spaces.

Traditionally, most of the parking issues raised with the County Council concern either a lack of available parking space for particular users or inconsiderate and dangerous parking, or a combination of the two. Even with recent significant changes in attitudes towards car ownership (such as zero/low emission vehicles, use of car clubs, low traffic neighbourhoods and reducing the number of vehicles per household) this may not necessarily reduce the number of vehicles needing to park on-street. Increasing the amount of on-street parking space is rarely possible or financially viable and so the County Council has to try and find ways to make the best use of the limited existing space, providing parking for those that most need it while not ignoring the broader requirements of all road users e.g. access and safety.

In addition to the progression of Traffic Regulation Orders (TROs) Controlled Parking Zones (CPZs) are a vital component of the County Council's approach to on-street parking management and are a key demand management tool, in that they can control and manage parking over a wide area. CPZs are designed to prevent or manage all day on-street parking by non-residents, make it easier for residents, shoppers and visitors to park, enhance road safety and reduce congestion and pollution. CPZs have already been established in Billingshurst, Bognor Regis, Chichester, Crawley, East Grinstead, Horsham and Worthing.

How the County Council Considers Requests for New CPZs

It is appreciated that in many cases, parking on the highway may best be managed informally by local communities and/or by small scale TROs, such as yellow lines on bends and junctions, and therefore it does not and will not actively seek out areas where new CPZs can be introduced. Many roads in West Sussex will generally remain unrestricted, so that the available on-street parking can serve a range of needs for residents, visitors and other community service providers.

The County Council will maintain a responsive position to parking problems and will be driven by complaints and expressions of interest before committing to undertaking CPZ investigations. The consideration of new CPZs will therefore only be favoured in situations where there is clear evidence of residents and other road users experiencing difficulties in parking and where any intervention on the part of the County Council, namely the use of on-street parking permits, has the initial support of the local community.

It is often the case that CPZs actually reduce overall parking space in an area, as well as requiring residents etc to pay to park, so the County Council is keen to ensure that by its approach, it is not seen to be imposing such schemes upon local communities.

In this case, a 'new CPZ investigation' is defined as one taking place in a locality where there is no existing CPZ or where an existing CPZ is located a considerable distance away i.e. so displacement from that scheme is not the prime motivation for an investigation.

The consideration of new CPZ requests in West Sussex will consist of three stages:

1. The Trigger Stage

As the County Council policy is to investigate new CPZs only upon request, the initial trigger for an investigation will be a substantive submission from a representative resident's group/association, a community group or stakeholder association or a valid petition submitted under the Council's published [Petition Scheme](#). The more representations that can be obtained at this stage, the better likelihood of an investigation being undertaken.

Evidence of initial support from the relevant County Councillor(s) and representative(s) of a 'Local Council', including a District, Borough, Parish, Town, City or Neighbourhood Council, will also be required as part of a submission.

It is also preferable that a submission refers to an area comprised of at least 5 roads, all of which must be public highway, that are either adjoining or in close proximity. In the majority of cases, it would be inefficient for the County Council to consider taking action in a smaller number of isolated roads as such schemes could ultimately have a disproportionate cost in terms of enforcement and administration, may create expectations that the Council is unable to meet and have limited traffic or parking management value for the surrounding area.

Operational guidance issued to Local Authorities via the Traffic Management Act (2004) states that a typical CPZ (sub-zone) should not exceed 12 roads so a submission that refers to an area comprised of between 5 and 12 roads would be considered most appropriate.

Submissions comprised of less than 5 roads may still be considered in exceptional circumstances but a submission from an individual household or road will not trigger an investigation.

A typical submission might highlight the following issues:

- Particular groups of road users experiencing parking problems
- Shortage of parking space for particular groups

- Existing space not being used in the most effective ways
- Existing controls not being properly enforced
- Existing controls not being appropriate
- Undesirable/excessive use of roads (congestion, road safety and access problems)

The need for a CPZ investigation in a particular locality may also be highlighted by a Local Council via a local transport strategy, Master Plan or policy document such as a Neighbourhood Plan.

In cases where a request for a CPZ has been submitted by an individual household or road, has no initial County Councillor and Local Council support, or has not been considered an exceptional circumstance, representatives will be advised to obtain further evidence and support from residents in surrounding roads in order to submit another request.

Alternatively, they may be referred to the County Council's [Community TRO](#) or [Community Highways Scheme](#) application process if it is considered that access and/or safety in a single road or small number of roads could be improved by the introduction of a physical measure, such as build outs, or waiting restrictions such as yellow lines or another type of restriction that does not involve the use of on-street permits.

If you would like to submit a request for a new CPZ, please contact:

The Parking Strategy Team
West Sussex County Council
Northleigh
Tower Street
Chichester
West Sussex
PO19 1RH

Email: parking@westsussex.gov.uk

Or submit a valid petition submitted under the Council's published [Petition Scheme](#).

2. The Assessment Stage

The following section sets out how the County Council will carry out an initial assessment of whether CPZ proposals would be viable in a locality but it should be acknowledged that this process may often be supplemented by local knowledge obtained over a period of time. For example, consideration may be given to the impact of displacement arising from the potential implementation of any new parking measures and this will always vary between localities.

The assessment is intended to give the County Council an insight of the initial demand for a CPZ within a locality and whether such a scheme will offer an improvement over the existing on-street parking arrangements. The data

collected will also assist with the potential outline design of a scheme and ensure that it reflects the wider objectives of the County Council's Integrated Parking Strategy.

Each assessment will be based on an overarching list of eligibility criteria, each of which contains a sub-set of key indicators. This is set out in the table below:

| Eligibility Criteria | Key Indicators |
|----------------------|---|
| Safety | <ul style="list-style-type: none"> • A statutory body such as the Fire and Rescue Service, Sussex Police, Ambulance Service or Local Authority has highlighted significant safety or access issues caused by parking • A number of road traffic accidents have been reported within a specified area, where parked vehicles are a contributory factor • There is clear evidence of indiscriminate and dangerous parking e.g. pavement parking • Formalisation of on-street parking would not lead to obvious access or safety issues • Alternative measures such as small-scale TROs would not solve the identified problem or could make matters worse by displacing vehicles |
| Congestion | <ul style="list-style-type: none"> • A body such as a bus company has provided evidence of congestion in the area which has an impact on traffic flow and journey times • A large trip attractor (e.g. football stadium, hospital, industrial estate, school) results in regular significant traffic congestion and/or non-resident parking over a wide area; • Displacement parking caused by nearby CPZ's is already taking place (Amending Existing CPZs Only) |
| Economy | <ul style="list-style-type: none"> • The area in question either contains or is in close proximity to shops and businesses • Where local shops and businesses have reported that their trade/operation (e.g. deliveries) has been negatively affected by on-street parking • Where an associated strategy/plan has identified a need to improve the economic vitality and viability of an area • Whether the ongoing management and enforcement of a CPZ could be self-funded e.g. via permit charges |
| Air Quality | <ul style="list-style-type: none"> • Where there is evidence that the level of air pollution due to emissions is excessive in an area and as such impacts on air quality and the health of citizens • If the specified area already falls within an Air Quality Management Area (AQMA) |
| Streetscape | <ul style="list-style-type: none"> • Whether the majority of roads affected are adopted highway • That the locality experiencing parking problems is somewhere between 5 and 30 roads (typical size per CPZ sub-zone) • A significant number of properties in the locality (at least 50%) do not have off-street parking provision (classed as either a garage or driveway with a minimum dimension of 5.0 metres long by 2.5 metres wide) • There is sufficient on-street capacity for a CPZ to be practical |

| | |
|------------------|--|
| | <ul style="list-style-type: none"> • It can be demonstrated that non-residents are parking in the area in excessive numbers and are doing so for extended periods – typically not less than 80% of the available kerbside space will be occupied for more than six hours between 8am and 6pm on five or more days a week from Monday to Saturday inclusive • The area in question either contains or is in close proximity to transport hubs i.e. train stations, bus terminals • The area in question either contains or is in close proximity to off-street car parks |
| Level of Support | <ul style="list-style-type: none"> • Significant support for the proposal has been demonstrated before investigations are carried out e.g. representations from at least 5 roads • The support of county councillors affected by the proposal has been demonstrated |

The following scoring system will form part of the assessment:

| Confirmation that one of the following eligibility criteria has been identified and prioritised | Negative (-1) | Neutral (0) | Positive (+1) | Positive (+2) |
|--|---|---|--|--|
| Safety | None of the key indicators identified | One of the key indicators identified but further supportive evidence required | One of the key indicators identified and prioritised | Two or more of the key indicators identified and prioritised |
| Congestion | None of the key indicators identified | One of the key indicators identified but further supportive evidence required | One of the key indicators identified and prioritised | Two or more of the key indicators identified and prioritised |
| Economy | None of the key indicators identified | One of the key indicators identified but further supportive evidence required | One of the key indicators identified and prioritised | Two or more of the key indicators identified and prioritised |
| Air Quality | None of the key indicators identified | One of the key indicators identified but further supportive evidence required | One of the key indicators identified and prioritised | Two or more of the key indicators identified and prioritised |
| Streetscape | None of the key indicators identified | One of the key indicators identified but further supportive evidence required | One of the key indicators identified and prioritised | Two or more of the key indicators identified and prioritised |
| Level of Support (Resident/Stakeholder) | Less than 10% of the total households form part of the initial submission | 10-20% of the total households form part of the initial submission | 20-50% of the total households form part of the initial submission and/or identified in local policy | Over 50% of the total households form part of the initial submission and/or identified in local policy |
| Level of Support (County Councillors) | No Councillors in support | Councillors neither support or object | One Councillor in support | Support from two or more Councillors |

| Score | Result | Action |
|------------------|----------|---|
| Between -7 and 0 | No Go | Director, Councillors and Cabinet Member informed that the investigation should not proceed further at this time, unless there are exceptional circumstances. |
| Between 1 and 7 | Go/No Go | Decision and recommendation referred to Director (who may choose to consult with Cabinet Member) Councillor support preferable. |
| Between 8 and 14 | Go | Put forward for inclusion on a programme which is regularly reviewed by Director. Councillor support preferable. |

3. The Prioritisation Stage

Assessments that score between 8 and 14 will automatically be put forward for inclusion on a CPZ implementation programme and will be prioritised according to the date they were received. Those assessments scoring between 1 and 7 may also, in exceptional circumstances, be included on the programme after the Director for Highways, Transport and Planning has consulted the Cabinet Member for Highways and Transport as well as County Councillors whose electoral division(s) are directly affected.

In order to manage expectations as well as its own resources, the County Council will maintain a three-year CPZ programme, as part of which no more than three projects will be actively progressed during that period. These projects will be known as 'Tier 1'.

The programme will also consist of three 'Tier 2' projects. Again, these will have scored accordingly (1 or over) but will not be progressed until such time as a space becomes available in Tier 1. A Tier 1 project may be removed** from the programme at any time during that three-year period, for example if an initial consultation highlights a lack of support, and the next valid 'Tier 2' project may be promoted to Tier 1 and progressed if resources permit. Any remaining projects that score accordingly will form part of Tier 3 and may be promoted to Tier 2 when a project moves into Tier 1.

*** A project removed from Tier 1 may be moved into Tier 3 if it is considered that carrying out further design work and consultation in the future would be appropriate.*

The implementation programme will be regularly reviewed by the Director of Highways, Transport and Planning, in consultation with the Cabinet Member for Highways and Transport and the relevant County Councillors.