

## Types of permits and permitted parking within Controlled Parking Zones

The following pages provide details on residents' permits, residents' visitor permits, non-resident permits, healthcare permits, residents' carer permits, traders permits, discounted non-resident permits, dispensation notices, lost damaged or stolen permits, parking bay suspensions, new housing developments within controlled parking zones, blue badge holders, parking for weddings and funerals, loading and unloading and parking on Sundays and bank holidays.

### Residents' Permits

A permit (annual or six monthly) may be available to a resident whose main residence is within the Controlled Parking Zone (CPZ) and entitles them to park a fully registered/roadworthy vehicle in any bay where residents permit parking is permitted within the zone specified on that permit. Permits must be clearly displayed on the nearside of the vehicle's windscreen.

Permits are allocated on a first-come first-served basis and the policy is to give priority to two permits per household in the first instance. However, in areas of high demand this may be limited to only one permit per household. In some cases, up to three registration numbers may be printed on the permit, but this may only be displayed in one vehicle at a time.

Permits do not entitle residents to park in a particular place on the highway and there can be no guarantee that a particular space will always be available.

Applications for a permit should be made to the relevant district/borough council parking shop. Applicants are required to provide recent (preferably within the last 3 months) proof of residency (including domestic/utilities bills, tenancy agreements or contracts of employment e.g., living-in staff) and vehicle ownership (including a registration/insurance document or leasing agreement and driving licence).

Blue Badge holders may not park in permit holder bays unless they have the appropriate permit. A 1<sup>st</sup> permit may be obtained free of charge if they do not already have access to a disabled bay. They can park without time limit in any on-street Pay and Display/limited waiting parking bay unless signs indicate otherwise.

A permit will not be required for a motorcycle, unless it is adapted with a sidecar or has more than two wheels i.e., trike, quad bike.

Waiting lists for permits may be brought into operation where demand is close to or exceeds capacity. When a waiting list is in operation, priority for 1st permit applications will take precedence.

### Residents' Visitors' Permits

These may only be purchased by a resident, enabling their visitors or tradespeople to park where residents permit parking is permitted within the zone specified on the permit.

Permits may be purchased in advance in books of 10 and each individual permit is valid for 2 hours of parking. Visitors can display multiples of the permit in their vehicle for stays of longer than 2 hours in order that they do not have to keep returning to their cars. Alternatively, daily/weekly permits may be available for longer stays.

To keep a check upon misuse and to avoid an unfair usage of the space available, the issue of visitor permits to households within the CPZ or the number of books purchased at any one time may be limited.

Applications for permits should be made to the relevant district/borough council parking shop. Applicants are required to provide recent (preferably within the last 3 months) proof of residency (including domestic/utilities bills, tenancy agreements or contracts of employment e.g., living-in staff)

### Non-Residents' Permits

Where spare capacity exists, after the needs of residents have been fully met, non-residents' permits may be made available in particular roads to local workers and commuters. These are issued at a higher cost in order to reduce the cost of enforcing the CPZ, thereby keeping the cost of residents' permits to a minimum. They also maximise the efficient use of available road space.

Applications for a non-resident's permit should be made to the relevant district/borough council parking shop. Applicants are required to provide proof of vehicle ownership (including a vehicle registration/insurance document or leasing agreement and driving licence).

### Healthcare Permits

Healthcare Permits allow medical/care personnel to visit residents within a CPZ. A permit may also be used for legitimate visits to residential care homes or doctors' surgeries/clinics in residential areas where there is no off-street parking available but only in order to escort a patient. Permits are not to be used for any other purpose including the personal business of the holder, running errands for a client as well as for long term parking while the holder is at their office or visiting other offices for meetings.

Permits are not available to those who work for static care services e.g., nursing homes, residential care homes, clinics or hospital staff, or those in supported living houses where typically the staff remain on site for the duration of their entire shift, and are effectively to commuting to a single place of work

The permit is normally valid in permit holder bays or shared use bays and not on yellow lines, taxi ranks, loading bays or disabled bays. A two-hour limit upon the use of healthcare permits may be imposed in order to prevent misuse.

A permit is valid for use in any CPZ, irrespective of where it was purchased.

Applications for a permit should be made to the district/borough Council parking shop in which the applicant is based. A statement of need may be required from the applicant along with written confirmation from a senior member of staff of the organisation through which the services are provided.

### Residents' Carer Permits

These may be issued to a resident (more often than not without access to a vehicle) who receives regular care in their own home and can be used on different vehicles if need be.

Permits are free to those who can provide evidence of being in receipt of incapacity benefit or disability living allowance.

Applications for a permit should be made to the relevant district/borough council parking shop. Applicants will be required to provide proof of residency and a statement of need.

### Traders' Permits

A permit may be issued to a trader who has an operational need to park close to a premises so that a regular delivery service can be maintained i.e., the permit is necessary for the efficient running of the business. Such traders may normally include butchers, bakers and fishmongers etc who load and distribute fresh produce locally. Others could include florists and print finishers who may require constant access to a delivery vehicle throughout the day.

Applications for a permit should be made to the relevant district/borough council parking shop. A statement of need will be required from the applicant.

### Discounted Non-Residents' Permits

These apply to charitable institutions only.

Issued in order to assist staff/volunteers working for charitable organisations located within a CPZ or those regularly visiting residents e.g., Samaritans, Meals on Wheels. Permits are not to be used for any other purpose such as the personal use of the holder. They are issued for use on essential/legitimate operational use by the organisation only.

Evidence of a registered charity number must be provided with each application and upon each renewal.

Permits may be made available to staff working in charity shops in certain cases where space permits.

The permit is only valid in permit holder bays and not on yellow lines, taxi ranks or loading bays and cannot be issued for occasional loading/unloading activities.

### Dispensation Notices

A notice may be issued to commercial vehicles, for example vans, but not private vehicles, allowing parking in parking bays (not taxi ranks, disabled bays or loading bays) at or near customer's properties, providing easy access to tools and equipment.

The notice will display the name or names of roads/address being visited and may be used when it is not possible to display Residents' Visitors Permits, for example, when working at vacant properties.

Notices may typically be issued for legitimate works requiring the use of tools and equipment that cannot easily be removed from the vehicle or where the vehicle itself is needed in order to carry out a function, for example, as a mobile power source for other equipment.

Applications for a notice should be made at the relevant district/borough council parking shop. These can also be made in advance.

### Lost, Damaged or Stolen Permits:

Replacement permits may be issued at a cost to cover administration. These will be valid for the life of the original permit that was lost, damaged or stolen.

For stolen permits, a district/borough Council may ask for a crime reference number.

If a permit holder wishes to surrender a permit before it expires, then a refund is made for each remaining full calendar month.

### Parking Bay Suspensions

A parking bay may be suspended by a district/borough council (or contractor) so that essential work may be carried out by the public utilities (gas, water and electricity companies) or so that private companies and individuals may carry out a range of works and services e.g., large deliveries, crane operations, access to sites, police security, tree surgery, removals and special events.

Suspensions are used when a parking bay at a specific location is required. In other circumstances, it may be more appropriate for a dispensation notice to be issued for a particular road although this will not be a guarantee of a space.

### New housing developments within CPZs

Residents of a new housing development within a CPZ may be entitled to apply for Residents' Permits and Visitors Permits although an authority may choose to limit/prevent issue in special circumstances e.g. where existing demand is particularly high or where off-street parking is provided.

If a new development is serviced by/located within a private road residents and visitor permits may not be issued. Non-resident permits may be issued if it is considered that there is sufficient capacity in a particular road/zone.

Where the CPZ is near to or exceeds capacity, waiting lists may be brought into operation.

Where development occurs outside the current CPZ boundary, residents will not be eligible to apply for Residents' Permits within the Zone, irrespective of whether or not access to the development is from within the Zone.

### Blue Badge holders

'Blue Badge' holders can park without time limit in any on-street Pay and Display/limited waiting parking bay unless a local traffic order, specifying a time limit for blue badge holders, is in force. They may not park in permit holder bays unless they have the appropriate permit for that zone.

A 1st residents' parking permit may be obtained by blue badge holders free of charge. The charge for subsequent permits may also be waived if the applicant is in receipt of disability living allowance or incapacity benefit. In other cases, there should be a charge for subsequent permits (equivalent to the normal charge for 2nd permits).

Blue badge holders may also park free of charge in some borough/district council run car parks in designated spaces and, under national regulations, on yellow lines for a period of up to 3 hours, except where there is a ban on loading and unloading or where a vehicle may cause an obstruction (including junctions, bus lanes, clearways, cycle lanes and pedestrian crossings). Disabled drivers should always check the on/off-street signs to see what concessions are available.

These entitlements do not apply on private roads.

## Parking for Weddings and Funerals

Only vehicles in the service of a funeral director or a wedding limousine (and not the procession) may be exempt from needing a permit and attendees are normally expected to obey all the rules. A parking bay adjacent to a venue may be suspended if/when required.

In the case of a funeral a close relative or the funeral director can give a District/Borough Council parking shop prior notice of a service and provide an estimate of the number of people likely to be attending. A number of visitor permits (each providing two hours of parking) can then be issued for the service free of charge. This is to enable the bereaved to be relieved of the additional burden and cost of purchasing permits for their visitors/mourners at such a time.

## Loading and Unloading

It is stated in the Highway Code that 'Loading and unloading (or where passengers board or alight) may be permitted when parking is otherwise restricted'. This is replicated in the Traffic Regulation Orders that cover the 6 CPZ's in West Sussex. A typical Article of an Order would state.

Nothing in the Articles shall render it unlawful to cause or permit any vehicle to wait in the lengths of roads specified in the stated Schedules for so long as may be necessary to enable a person to board or alight from the vehicle.

Nothing in the Articles shall render it unlawful to cause or permit any vehicle to wait for so long as may be necessary for the purpose of enabling goods to be loaded on or unloaded from the vehicle in the lengths of roads specified in the stated Schedules at any time on any day.

It is generally accepted that loading and unloading is permitted on yellow line waiting restrictions if impractical to conduct elsewhere. Although discretion will usually be accorded, there is no right to park and under normal conditions an unattended vehicle parked in contravention would be observed for a reasonable amount of time so that a Civil Enforcement Officer could state that no active loading or unloading was taking place. In such cases a Penalty Charge Notice may be issued.

Loading and unloading activity should be continuous and vehicles should not be left unattended other than for the purpose of loading/unloading. Vehicles must be parked near to the premises being serviced and it must be reasonably necessary to park there in order for the activity to be carried out.

A vehicle should be able to stop briefly to pick up or set down passengers but not to wait in that position. If a vehicle is to remain at rest for anything more than a few seconds, it is required to be lawfully parked where it is not causing an obstruction or a risk to others using the public highway.

## Parking on Sundays and Bank Holidays

Other than double yellow lines and specific circumstances (where signs will indicate otherwise), it is usual for most parking restrictions to not apply on Sundays.

Unless it is indicated otherwise, parking restrictions will apply on bank/public holidays although a district/borough council may decide to focus enforcement activity on safety/access issues in town centres (e.g., yellow lines) with a responsive service for residential areas.