



RESIDENTS' PARKING SCHEMES
COMMON QUESTIONS AND ANSWERS

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1. What is a Residents' Parking Scheme (RPS)?

Residents, visitors, shoppers, people who work/study in an area and rail commuters compete for the limited on-street parking space and in some roads this can cause severe parking problems.

A RPS (alternatively known as a Controlled Parking Zone) is a method of controlling/managing parking, and is introduced primarily to assist people living in areas where they experience difficulty in parking close to their homes, for example, as a result of existing waiting restrictions or non-residents who park for long periods in nearby roads. A RPS is 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 remove obstructions to private accesses by eliminating indiscriminate parking.

A RPS is currently operating in Billingshurst, Bognor Regis, Chichester, Crawley, East Grinstead, Horsham and Worthing.

2. How does a RPS work?

Within a RPS, large signs are located at all zone entry points. These inform motorists of the hours during which parking is controlled within the area they are entering. During the hours of control, parking is permitted only in designated parking bays (marked with white lines). Signs are positioned adjacent to all parking bays showing the hours of parking control and the type of parking permitted, e.g. Resident Permit Holders only.

Residents holding a permit can park a vehicle in any parking bay where permit parking is allowed, within the zone that is specified on the permit. Normally this would be within their own street or close to their home. Wherever possible parking bays are located outside or near residential properties in order to try to ensure that residents can park close to their own property, although parking in a particular space cannot be guaranteed.

Within a RPS there may also be free limited waiting and/or Pay & Display parking bays which are clearly indicated by road signs. These may be used without the need for a permit and are designed to allow more people to use local shops and facilities. Some of these bays may also be used by permit holders for unlimited stays i.e. Shared use bays, where signs permit shared use.

Double and single yellow lines may also prohibit parking on junctions and along certain lengths of road at certain (or all) times.

3. Why might an area need a RPS?

The County Council receives a number of concerns/complaints regarding parking from people in many parts of West Sussex. These are mainly due to roads being congested with vehicles for long periods, some of which have been inconsiderately or dangerously parked.

In addition to the impact upon residents and local businesses, inconsiderate parking can be detrimental to both the environment and personal safety. Emergency/refuse vehicles can be obstructed in narrow roads with parking on both sides. Footways and verges are often damaged and pedestrians obstructed by parked vehicles. Pedestrians, and in particular children, are more likely to be involved in an accident when crossing the road if it is congested with parked vehicles.

The provision of yellow lines and/or limited waiting bays may improve the situation in certain roads but these restrictions do also apply to residents. A RPS allows residents to park for longer periods. The management and control of parking also supports wider measures to tackle congestion and pollution, encourage use of public transport and walking/cycling and improve road safety and residential amenity.

4. Who introduces a RPS and how is it managed?

The County Council, as the local Highway Authority for West Sussex, is responsible for on-street parking policy across the county. It has powers to introduce and use a variety of waiting restrictions, charges and permits with the purpose of reducing congestion, improving road safety or giving priority to particular types of parking. It also oversees the management of Civil Parking Enforcement, including sign/line maintenance works, the design and development of each RPS, and any aspects relating to their on-going operation (including amendments and extensions as well as management guidelines).

A detailed document titled 'How West Sussex Introduce Parking Schemes' is available to view on the County Council website.

The County Council has appointed contractors to undertake the day-to-day management of each RPS. Within each District and Borough in West Sussex, a 'Parking Shop/Office' is established, except Worthing and Adur where one Shop in Worthing serves both. This serves as a public information point regarding all matters relating to on and off-street parking. The Parking Shop/Office also oversees the administration of all the relevant aspects of the RPS i.e. permits, waiting lists, receipt of payment of Penalty Charge Notices, maintenance of Pay and Display machines, sale and distribution of parking vouchers as well as the collection and banking of cash from pay and display machines

The contact details for each parking shop/office are as follows:

Arun (Bognor Regis CPZ)
Arun District Council
The Arun Civic Centre
Maltravers Road
Littlehampton
BN17 5LF
01903 737655
car.parks@arun.gov.uk

Chichester (Chichester CPZ)
The Car Park Offices
East Pallant House
1 East Pallant
Chichester
PO19 1TY
01243 534500
cdccarparks@chichester.gov.uk

Crawley (Crawley CPZ)
Crawley Borough Council
Town Hall
The Boulevard
Crawley
RH10 1UZ
01293 438000
carparking@crawley.gov.uk

Horsham (Horsham/Billingshurst CPZ)
Horsham District Council
Parkside,
Chart Way
Horsham
RH12 1XH
01403 215054
parking@horsham.gov.uk

Mid Sussex (East Grinstead CPZ)
Parking Services
Mid Sussex District Council
Oaklands Road
Haywards Heath
RH16 1SS
01444 458166
Parkinginfo@midsussex.gov.uk

Worthing (Worthing CPZ)
 Worthing Parking Shop
 52 Chapel Road
 Worthing
 BN11 1BE
 0845 6800189
 parking.comments@adur-worthing.gov.uk

County Council responsibilities:

<p>Parking policy guidelines and strategy</p>	<ul style="list-style-type: none"> • Civil Parking Enforcement policy decisions i.e. setting the guidance for District and Borough Councils to implement • Traffic Regulation Orders • Setting on-street parking charges • Guidance for parking in new residential developments
<p>Parking on the street</p>	<ul style="list-style-type: none"> • Design, consultation and implementation of Residents Parking Schemes (RPS) • Limited waiting bays in shopping areas etc. • Pay and Display bays • School Keep Clear areas • Yellow lines • Access Protection Lines
<p>Parking for Blue Badge Holders</p>	<ul style="list-style-type: none"> • Issue of Blue Badges • Reports of fraud • Disabled parking bays
<p>Highway Maintenance</p>	<ul style="list-style-type: none"> • Sign and line maintenance on the highway • Requests and applications for dropped kerbs (vehicle cross-overs)

District and Borough responsibilities:

Off-street parking (car parks, except for private car parks such as NCP)	<ul style="list-style-type: none"> • Off-street parking charges • Maintenance of the signs and lines within the car park
Day to day management of on-street parking schemes	<ul style="list-style-type: none"> • Parking shops / offices handle any parking enquiries relating to an RPS • Issue permits – residents, visitors etc. • Issue dispensation notices • Parking bay suspensions • Maintenance of Pay and Display machines
Enforcement	<ul style="list-style-type: none"> • Recruitment of Civil Enforcement Officers (CEOs) • Issue of Penalty Charge Notices (PCNs), handling challenges and appeals • Enforcement patrols

5. How is a RPS enforced?

Civil Enforcement Officers, working for the District or Borough Council (or contractor) are employed to enforce the waiting restrictions in their area, including each RPS. Any cars parked in contravention of the controls in a particular area may receive a Penalty Charge Notice.

6. Advantages of a RPS

A RPS can

- improve traffic flow by preventing dangerous, obstructive or inconsiderate parking
- improve safety for all road users
- reduce congestion from traffic circulating in an area looking for free parking
- improve access for emergency vehicles
- share out the parking amongst different users and for different purposes
- increase the opportunities for short term parking close to shops and businesses by promoting turnover of vehicles
- make parking enforcement easier as vehicles need to display a valid permit or Pay and Display ticket.
- All of the money raised from the sale of permits and by the issue of Penalty Charge Notices is used to pay for enforcement. Any money left over can be spent on improving transport facilities in the local area.

7. Disadvantages of a RPS

- During the hours that the RPS operates there is a charge to park on the road
- The total amount of space on the road used for parking may be reduced.
- Unless someone is a permit holder, parking in some areas is limited to short stays only
- Depending on the demand, the number of permits issued may also be limited
- A new RPS may result in more cars parking in roads just outside the zone
- Having a permit is not a guarantee of a particular parking space at all times
- A RPS will normally only apply during the working day and is not able to deal with parking problems caused when the numbers of residents' cars exceed the road capacity, usually overnight.

8. What if a road is not included within a RPS?

The area covered by a RPS largely applies to roads which have been identified as having the worst parking problems (or are likely to in the future) and where the majority of residents have expressed support for parking controls. Once a RPS has been set up, it is monitored over a period of time (normally the first 6 months) and if necessary reviewed and expanded to include other roads. However, there may be roads which simply have too many residents with limited private parking which would therefore not benefit from a scheme. Similarly, other roads are better able to accommodate parked cars and residents may have large driveways and so therefore, a scheme would not be appropriate.

9. Where can people park within a RPS?

Each road within a RPS is marked with parking bays reserved only for permit holders at certain times of the day and/or short stay bays that anyone can park in for a certain period. Outside of these times, anyone can park in a RPS. Permit holders are able to park within the bays anywhere in a zone, not just their own street. It is not possible to guarantee anyone a permanent space outside their home. Parking is not permitted on double yellow lines and is only permitted on a single yellow line outside of the hours of restriction and as long as an obstruction is not being caused.

10. What if someone has more than one car?

Each vehicle parked on the road during the hours of control needs to display a valid permit. Therefore, owning more than one car would require the purchase of more than one permit if they are to be parked on the street at the same time. If a resident makes use of many different vehicles but only ever parks one at a time (e.g. company cars) a permit can display more than one registration or display 'pool car'. The priority in most existing RPSs in West Sussex is to issue one or two permits per household but a lot depends on the overall demands in an area. It may not always be possible to issue permits for 3 or more vehicles.

11. How much do permits cost?

The current charges for permits in each RPS can be viewed at <https://www.westsussex.gov.uk/roads-and-travel/parking/apply-for-an-on-street-parking-permit/#on-street-parking-permit-charges>

It should be noted that parking charges may be reviewed on an annual basis. Residents should contact the relevant District/Borough Council Parking Office in the first instance.

12. Why do people need to pay?

The simple answer is 'to pay for the RPS'. The money collected from the purchasing of permits is used to employ Civil Enforcement Officers to enforce the RPS and also to cover set up as well as administration and maintenance costs.

13. Why doesn't Council Tax or Road Tax pay for a RPS?

It has been decided by the County Council that RPSs which offer a benefit to a select few (in this case an improved environment for residents) should finance themselves and specifically should not draw on funds from any other budget i.e. the Council Tax. The reasoning is that the large majority of residents would be paying for a scheme that does not offer them a benefit and in fact limits their right to use public highway.

The payment of road tax does not grant any rights on the highway such as exclusivity to the road outside your house. There is no right in law to park on an uncontrolled highway and the only right that a vehicle-user has on the highway is the right in Common Law to pass along it.

West Sussex County Council is empowered to control parking by Act of Parliament and we do this for traffic management and parking management purposes. RPSs, incorporating the use of permits, provide exclusivity, a benefit not enjoyed by the general public and therefore should be paid for.

14. Do the County Council make a profit?

NO – Revenue raised from RPSs and the issue of Penalty Charge Notices is ring-fenced by law and must be used to pay for implementation/on-going costs or for other transport improvements in the local area.

15. Who can buy a permit?

Any bona fide resident within the boundary of a RPS who owns a vehicle is automatically entitled to buy a permit. However, when issuing permits, a higher priority may be given to those residents with a Blue Badge or those with no off-street parking. Proof of residence and vehicle ownership is required at the time of purchase. If there is still space left over after residents have purchased permits, non-resident permits can also be issued for businesses or essential users requiring parking in the area.

16. Do residents have to buy a permit?

No, the decision is theirs. Of course, if they did not buy one they would not be able to park in residents bays during the hours of restriction or in other bays for longer than the period stated on the signs.

17. How do residents get a permit?

The County Council contacts affected residents by letter when a decision has been taken on whether to proceed with a new RPS and this includes details on how to apply for a permit. Otherwise, always contact the relevant District/Borough Council Parking Office in the first instance.

18. What happens if a resident changes their car?

If a resident already has a permit and changes their car, they can take their permit and the Vehicle Registration Document for the new car to the relevant District or Borough Council and a permit will be changed free of charge*. Alternatively residents can post the documents to the District or Borough Council. *No charge for up to 2 changes in a year.

19. What about visitors?

There may be times when a resident has a visitor who needs to park during the controlled hours. Special vouchers are available for residents to buy for visitors to display at this time within the bays. These will cost 35p per 2 hours.

20. Parking for Blue Badge holders?

Within a RPS, any disabled parking bay must have a sign and be backed up by a Traffic Regulation Order in order for it to be enforceable. Once an application for a new bay has been approved by WSCC, it may be marked out within a RPS but may remain advisory (i.e. a non-badge holder may still use it) until such time as a new Traffic Regulation Order is approved (intended to be once a year)

Blue Badge holders who live within a RPS and who do not have a disabled parking bay marked out for their use can apply for a 'free' first resident's permit for their zone of residence.

Blue Badge holders may also park for up to three hours on double or single yellow lines, as long as an obstruction is not caused.

21. Special Circumstances

West Sussex County Council is aware that a number of disabled and/or elderly residents rely on regular visits from care organisations, relations, friends etc. in order to maintain an independent lifestyle and remain living at home. To assist these residents the Council make special permits available if a RPS is introduced in their area. Dispensation Notices are also made available to tradesmen carrying out work in or around a property within the RPS. They could also use residents visitor permits for this purpose.

22. What if a resident within a RPS currently has a driveway or wants to apply for a new one?

In many RPS (Billingshurst, Chichester, Crawley, East Grinstead and Horsham) parking bays are run across driveways. This means that the owner of the driveway, or their visitors, can park a vehicle across the driveway during the controlled hours as long as a valid permit is displayed. This is not an obstruction (as you can not obstruct yourself) and also maximises the available parking capacity in a road as the vehicle is not using up another space elsewhere.

In Bognor Regis and Worthing, many driveways still have a single yellow line run across them. This prevents anyone parking between certain hours, even if they do have a permit.

Within a RPS, any vehicle parked across a driveway without a valid permit (or when on a single yellow line during the hours of restriction) will be liable to receive a Penalty Charge Notice. Similarly, any vehicle parked across a driveway without the permission of the owner may be deemed to be causing an obstruction. All cases of obstruction should be reported to Sussex Police and NOT to the County or District Councils. Sussex Police will then decide on whether action will be taken on the offending vehicle or not.

Any request for a new driveway/dropped kerb within a RPS should be made to the relevant highways officer at WSCC. If granted, in many cases the new driveway will not require a change to be made to the existing restrictions as a parking bay will already run across it. If need be, residents may also ask for an Access Protection Line (see below) to be run across the new driveway. In other cases, particularly in Bognor Regis and

Worthing, a new driveway will require a yellow line to be run across it, so a change to the Traffic Regulation Order (TRO) will be required. Applicants may wish to pay for the cost of changing the TRO themselves, which can be quicker, or they can wait for the restrictions to be changed as part of a wider RPS review. Until a RPS review takes place (intended to be once a year), the driveway may not be protected by a yellow line and there is a risk that someone may park across it. Sussex Police may be called but it would be for them to decide whether action was taken.

23. Access Protection Lines

This is a road marking that can be provided to visually deter parking across private driveways or dropped kerbs. It is a white marking similar to an elongated capital "H" and extends across the access. Unlike yellow lines the access protection line has **no legal standing** and it is not a contravention to park on this line. An offence is only committed when a motorist parks across the access and causes an obstruction, which is the case whether or not an access protection line is present. This road marking is merely used to highlight the presence of an access.

When a new RPS is introduced or an existing scheme extended (not including Bognor Regis or Worthing), most existing access protection lines will be enclosed by parking bay markings. A new access protection line may be marked out for free by the Parking Strategy Team immediately after the introduction of a new RPS, only if evidence of obstructions can be provided by the owner of the access. At all other times, there is a charge for marking out an access protection line (including the refurbishment of existing lines) and any applications must be made to WSCC Highways.

24. Loading and Unloading

It is generally accepted that loading and unloading is permitted in a parking bay or on yellow line restrictions if impractical to conduct elsewhere. Although discretion will usually be given, there is no right to park and under normal conditions a vehicle parked in contravention or left unattended 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.

25. What if a driveway is obstructed?

Until a kerb has been formally dropped and a driveway laid, so making it suitable to carry vehicles, a driveway is not legally in use so there is no access to be obstructing.

Obstruction of the highway is a matter for Sussex Police (call 101 or MINICOM 01273 483435) in the case of a motorist not being able to enter or exit the highway.

There are 2 possible offences - unnecessary obstruction and willful obstruction. Both are criminal offences under Reg 103 Road Vehicle (Construction and Use) Regulations 1986 & Section 42 Road Traffic Act 1988 and Section 137 Highways Act 1980.

The Highway Code section 243 also forbids a motorist to park in front of the entrance to a property.

Whether or not someone is in or out, at some point they may wish to be the opposite and the obstruction stands whether it is preventing access in or out. However, Sussex Police will generally only respond if a vehicle is prevented from leaving a property and even then it would only be if the householder reported it and if they have an officer available. There is a right of exit from a drive but there is often no remedy if someone is blocking you from getting in.

Users of a private entrance can take a civil action for nuisance against people causing a persistent obstruction, but this process can be lengthy, expensive and unpleasant.

26. What happens to grass verges?

Within a RPS, grass verges will not be converted to hardstanding for the purposes of parking. A RPS simply intends to make better use of the available space on the highway. The conversion of grass verge is an expensive and environmentally damaging option that does not necessarily address the wider parking issues in an area. It is only carried out in exceptional cases where the demand for parking exceeds available on-street space and sometimes where grass verges have become damaged through overuse.

27. What happens to the commuters/non-residents when a RPS is introduced?

RPSs are part of the County Councils' wider strategy for tackling congestion and pollution. They are designed to encourage motorists to re-think their journeys and consider alternative modes of travel. The increased use of public transport, cycling, walking and car sharing are some of the alternatives that may be chosen.

Those non-residents who are less willing to change their travel patterns may choose to park in off-street car parks. However, it is accepted that that a large number will simply park for free in roads on the periphery of the RPS that have no waiting restrictions. This 'displacement' is monitored and further restrictions introduced if considered appropriate (and supported). RPSs are reviewed on a cyclical basis but County Councillors can also choose to advertise a change to the Traffic Regulation Order in specific roads at any time.