

# Parking Management Policy

<b>Reference Number:</b>	CR22/52905
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Works and Presentation
<b>Responsible Officer (s):</b>	Traffic Engineer
<b>Initial Adopted Date:</b>	23 August 2022
<b>Last Review Date:</b>	23 August 2022
<b>Next Review Date:</b>	Consultation and review to be undertaken as part of development of City of Prospect's Integrated Transport Plan (ITP)
<b>Legislation:</b>	<ul style="list-style-type: none"> <li>• Road Traffic Act (1961)</li> <li>• Expiation of Offences Act (1996)</li> <li>• Local Government Act (1999)</li> <li>• Development Act (1993)</li> <li>• Planning, Development and Infrastructure Act 2016</li> <li>• PDI Planning Agreement Regulations (2020)</li> <li>• Australian Road Rules (1999)</li> <li>• Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations (1999)</li> <li>• Local Government Act (1999)</li> <li>• AS/NZS 2890.5 Parking facilities - On-street car parking</li> <li>• AS/NZS 2890.4 Parking facilities - Off-street car parking</li> <li>• AS1742.11 Manual of Uniform Traffic Control Devices part 11: Parking Controls (2016)</li> <li>• AS 1743 Road signs – Specifications</li> <li>• Department of Planning, Transport and Infrastructure "Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices" (Code of Technical Requirements)</li> </ul>
<b>Related Operational Documents:</b>	<ul style="list-style-type: none"> <li>- Narrow Streets Process Map</li> <li>- Parking Restrictions Requests Process Map</li> <li>- Driveway Access Issues Process Map</li> <li>- Residential Parking Permit Area Application Form</li> </ul>

## 1 Purpose/Objective

The purpose of the Parking Management Policy (the "Policy") is to provide frameworks for Council in the management on-street and off-street parking supply. This document provides guidance to ensure a consistent, equitable and balanced approach to the management of parking controls, permits and associated requests.

## 2 Scope

This policy applies to all on-street and off-street parking provisions within Council owned and maintained Public Roads, sections of State Government owned and maintained Public Roads, and off-street parking where Council has jurisdiction (e.g. via Land Management Agreement or Private Parking Agreements) where Council exercises parking enforcement or pursues compliance.

### 3 Policy

Council will manage on-street parking and off-street car parks under its jurisdiction via utilising the following principles.

No timed parking controls will be applied to any area, unless a clear need for such controls is demonstrated. In cases where timed controls are applied, these controls follow the following principles:

- a. Be no more onerous (in terms of time restriction and spatial scope) than required to address the need in question;
- b. Be flexible enough to allow for various high-demand parking options including, for example, short term pickup/drop off, or longer stay options where appropriate;
- c. Locate shorter stay parking options (relatively) closer to the core uses serviced by these spaces, and longer-term options (relatively) further away;
- d. That a process for initiation or review of timed parking be established, triggering consideration of any changes only after a clearly identified need over time is established (i.e. not responding to single or isolated requests for review).

That any permit system be subject to the following principles:

- e. No permit allowance/permission of any kind to be imposed unless a fundamental local parking conflict is identified and verified;
- f. That in the event such a conflict is identified, any parking permit scheme be limited (in terms of time restriction and spatial scope) to that which may be required to address the conflict in question;
- g. That such a scheme only include two permit types, being Residential Permits and Temporary Special Use Permits;
- h. That Temporary Special Use Permits be restricted (in terms of time restriction and spatial scope) to address critical, short-term parking challenges specific to temporary situations (such as construction activities, events, etc) and be limited to a maximum period without review;
- i. That for any Residential Permit Zone, permits only be issued against the registration of a currently unconditional South-Australian registered vehicle which is not a truck (exceeding GVM4500), trailer, caravan, boat, bus, motorcycle, or conditionally registered vehicle;
- j. That any permit system be operated on a cost recovery basis;
- k. That no residential parking permits be issued to the owner(s) or occupier(s) of dwellings within a multi-unit residential development, including but not restricted to, apartments and town house, in cases where consent for that building was granted on or after 1 November 2013.

#### 3.1 Parking Controls

##### 3.1.1 On-street Parking

Parking controls can be applied to provide parking turnover and to balance needs by equitably sharing the available parking space. No timed parking controls will be applied to any area unless a clear need for such controls is demonstrated

through community feedback. Changes will only be considered after a clearly identified need over time is established through occupancy surveys in alignment with Principles (a) to (e). Any restrictions will be designed to address issues specific to the needs and location identified.

#### **3.1.2 Off-street Parking**

Where an off-street carpark is managed via a Land Management Agreement or supplementary deed, Private Parking Agreement or Lease Council will work within the relevant existing agreements and delegations to broadly apply the parking principles and pursue compliance via individual agreements and monitor triggers within existing business capacity.

To ensure fair and transparent assessment of issues raised, Council will follow the Parking Restrictions Requests Process Map to assess any requests for timed controls on-street or within off-street carparks under its jurisdiction.

### **3.2 Parking on Narrow Streets**

- 3.2.1 A narrow street is a street where if parking was to occur on both sides of the street, there would not be a clear 3 meters of roadway for vehicle access as is required by the Australian Road Rules. Generally, streets that have 7.2 meters or less in road width cannot accommodate parking on both sides of the street and facilitate minimum access requirements with adequate clearances. City of Prospect has 96 streets that fall within this classification.
- 3.2.2 Streets less than 5.1m wide cannot accommodate on street parking. Access for emergency vehicles and property egress must be prioritised. Streets between 5.2m wide and 7.2m wide can accommodate parking on one side. Consideration to how this is applied will be street specific and intervention will be based upon the Narrow Streets Process Map.
- 3.2.3 Council may bypass certain steps under exceptional circumstances, such as If consultation undertaken in regard to a narrow street issue is inconclusive, and safety and emergency access issues are documented or whereby marking would be highlighting parking restrictions already existing which are defined in the Australian Road Rules (ARR).

### **3.3 Residential Parking Exemptions (Permit)**

New Residential parking permits will only be considered in accordance with principles (e) and (f) above. Permits are a tool used in limited extenuating circumstances to address fundamental, local parking conflicts. Permits exempt the holder from parking restrictions in specified areas and allows the holder the opportunity to park close to their residential property but does not guarantee parking availability.

Numbers of permits issued in an area need to consider the local street environment and available legal car park supply to balance parking demand and supply, therefore permit numbers will be assessed on a street-by-street basis to ensure equitable opportunity to access on street carparking.

Council has some legacy Residential Permit Zones which primarily cater for properties who cannot, due to heritage or other special character constraints establish onsite parking and experience either low parking availability due to narrow streets or high parking demand. No new permits of this kind will be considered other than in accordance with principles (e) and (f) above.

A residential parking exemption (permit) will only be issued in limited circumstances under the following Eligibility Criteria:

1. The dwelling unit is the principal place of residence of the applicant.
2. If a residential property has access to sufficient off-street parking spaces, then that property is not eligible for a residential parking permit. Utilisation of garaging or driveway space for other purposes will not be considered as meeting these criteria.
3. Availability of permits will be dictated by a range of factors including availability of on street parking, and available supply of off-street parking.
3. A Residential Parking Permit is subject to an annual fee in accordance with Council's fees and charges register. Fees are payable prior to receiving a permit, and permits will not be valid prior to receipt of payment and formal issue of the permit.
4. Applicants shall produce evidence of vehicle ownership and registration to the address a permit is sought for prior to the issue of a permit.
6. The permit shall only apply within the area defined by the Council and in the manner specified by the Council.
7. The permit to expire if the applicant ceases to reside on the premises and no refund of the charge, if applicable, will be made.

### **3.4 Temporary Special Use Parking Permits**

Temporary Special Use Permits are to address critical, short-term parking challenges specific to temporary situations, such as construction activities, critical care or events. These will be assessed on a case-by-case basis.

### **3.5 Maintenance of Private Off-Street Parking Capacity**

The City of Prospect has a growing shortage of parking capacity, in particular around commercial and retail precincts.

In order to preserve on-street parking capacity, Council will take active steps to enforce consent conditions that provide on-site parking capacity on private land used for commercial or retail purposes within the Urban Corridor Zone. Enforcement activity will be subject to the priorities set by the *Development and Associated Public Realm (Urban Corridor) Enforcement Policy* (as amended).

## **4. Definitions**

**Council** - means City of Prospect Council

**DIT** - means Department Infrastructure and Transport (State Government Authority)

**Legislation** - means all relevant State and Federal legislation and Council By-Laws.

**Public Road**- shall have the same definition as the Local Government Act 1999.

**On-Street Parking** - means parking anywhere on the street or along the kerb of streets.

**Parking Control** - means signage or line marking used to delineate an individual length of kerb by signposting one or more parking zones, no stopping, no parking or bicycle panels together.

**Narrow Street**- Streets which have a section less than 7.2m in width between adjacent kerbs.

**Permit Zone** - means a parking control zone where a vehicle is only permitted to park with a Parking Exemption displayed via a valid permit issued by 'Council'.

**Time Limited Zone** - means a parking control where a vehicle is only permitted to park for a particular time indicated on the sign (e.g. P2- 2 hours).

**Land Management Agreement (LMA)** is an agreement property owners can enter into with council which sets out rules relating to the development, management, preservation or conservation of land.

An agreement may be set up to: help conserve things of public interest, specify the types of development appropriate for the land, vary or set aside liability used in participation with the Minister. A Land Management Agreement becomes binding once it is noted on the certificate of title. It is binding on the current owner of the land, whether or not the LMA was made with that owner initially. Each LMA sets out the terms for serving compliance notices and any relevant enforcement delegations.

## 5. Access to the Policy

- 5.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

## 6. Further Information

- 6.1 For further information about this policy please contact:

Director City Works and Presentation  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355

Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)