

Parking Permit Policy

November 2023

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Acknowledgement of Traditional Owners and Aboriginal and Torres Strait Islander people

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language.

Council respects and recognises Aboriginal and Torres Strait Islander communities' values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities.

Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.

Extract from Darebin City Council's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019

1 Introduction

1.1 Purpose

The purpose of this Parking Permit Policy (**Policy**) is to provide direction for Council when allocating parking permits to ensure that the process is managed equitably and applied consistently.

1.2 Objectives

The objectives of this Policy are to:

- effectively manage Council's limited on-street car parking assets in areas where there is high demand for on-street car parking to improve safety, amenity, environmental and wellbeing outcomes for the community
- specify who is eligible for permits and therefore who will have long-term access to on-street parking where timed restrictions exist
- contribute to achieving the 2041 Darebin community vision and Council's vision and objectives set out in the Darebin Transport Strategy 2017-2027 and the Safe Travel Strategy 2018-2028
- ensure that Council's parking management practices are consistent with its road management and safety obligations, including the Austroads Guide to Traffic Management Part 11 – Parking;
- ensure decisions about parking permits are made in a transparent and consistent way.

1.3 Legislation

The authority for Council to establish a resident parking scheme comes from Schedule 11 of the Local Government Act 1989. Compliance with parking control signs is enforced under the Road Safety Road Rules 2017. This legislative framework allows safe, efficient and enforceable systems to be established to support the needs of our community.

1.4 Context

This policy replaces the Darebin Resident Parking Permit Policy 2017.

In December 2004, Council introduced requirements in the planning scheme to ensure new developments include enough parking spaces on-site to meet the parking needs of its residents. The purpose of this is to manage the impact of new development on the demand for on-street parking. As such, residents of new developments are not eligible for

resident and visitor parking permits as their parking needs should be met within their property or development boundary.

2 Scope

This Policy specifies the different types of parking permits offered by Council, and the eligibility criteria, application requirements and conditions of use.

There are 5 types of parking permits available for use in Darebin, which are:

- Resident permit (section 3.1)
- Visitor permit (section 3.2)
- Carer permit (section 3.3)
- Service permit (section 3.4)
- User-pays permit (section 3.5)

3 Parking Permits

All permits:

- can be used to park an Eligible Vehicle (section 4.1) in a Permit Zone or Timed Parking areas of 1P or greater on residential streets within the Permit Area (Appendix A) for as long as desired, except where other supplementary signage states that permits are not valid or in areas outlined in section 4.2 of this Policy;
- will either include the vehicle's registration number on the physical permit or be digitally assigned to a vehicle's registration number, except for carer permits; and
- must be fixed to the correct vehicle in a visible location or be digitally assigned to a vehicle's registration number. Carer permits can be transferred between eligible vehicles, and must be displayed in a visible location in the eligible vehicle's windscreen.

All permits (except the Carer Permit) must be purchased at a fee set by Council and are non-refundable.

Council does not guarantee that parking will be available for a permit holder.

Permit holders are not exempt from complying with Victorian Road Safety Rules.

More information on the general use of permits can be found in section 4 of this Policy.

3.1 Resident Permit

3.1.1 Purpose and use

The purpose of the resident permit is to provide residents of eligible dwellings with the opportunity to apply to Council for a permit enabling them to park on-street in their area.

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Resident permits are valid for a maximum of 12 months.

3.1.2 Eligibility

To be eligible for a resident permit, an applicant must:

- Live in a dwelling in Darebin within 100m of where Timed Parking or Permit Zone restrictions apply. The 100m distance is measured as a straight line from the closest property boundary to where the restricted parking zone starts;
- provide proof that the dwelling is their primary residence;
- provide proof that there is an Eligible Vehicle registered at the address that does not already have a permit allocated to it; and,
- live in an eligible dwelling, which is explained below.

Residents who do not meet these eligibility requirements but have an extenuating circumstance that may require them to need a parking permit for a period of time may also apply. The purpose of the extenuating circumstance is to support residents experiencing genuine hardship.

These applications will be assessed on a case-by-case basis. Permits granted under this clause will be valid for a maximum of 12 months and are free-of-charge.

Guidance on extenuating circumstances is provided in Appendix B. A permit issued under extenuating circumstance will be at Council's discretion.

Eligible dwellings

- All dwellings built before 20 December 2004*; or
- A single dwelling on a lot built on or after 20 December 2004, where:
 - additional dwelling/s have not been added after the initial home's construction; and
 - the residential lot existed before 20 December 2004 and has not been subdivided after 20 December 2004; and
 - the new dwelling is replacing a single dwelling on the lot (rebuilds and renovations)
- Dwellings built between 20 December 2004 and 27 November 2023 as part of a new development or subdivision resulting in 2 dwellings on the original lot
- A dwelling within the Springthorpe Estate built before 27th November 2023

**Does not include dwellings above shops built before 20 December 2004 with off-street parking*

Ineligible dwellings

- Dwellings on a lot that make up a development of 3 or more dwellings, where one or more of the dwellings was constructed after 21 December 2004; or
- Dwellings above shops that have off-street parking.

Number of resident permits available

The maximum number of resident permits per dwelling is 2. Dwellings with access to off-street parking are required to pay a higher fee to encourage the use of off-street parking.

| Type of dwelling | Without off-street parking | With off-street parking |
|---|----------------------------|-------------------------|
| Eligible dwellings | 2 | 2 |
| Dwelling above a shop built before 20/12/2004 | 1 | 0 |

For the purposes of this Policy, Off-Street Car Parking means an area on private property designed for parking, including a driveway, garage, or carport that conforms with the relevant Australian Standards.

3.2 Visitor Permit

3.2.1 Purpose and use

The purpose of visitor permits is to give visitors attending eligible dwellings the opportunity to park nearby on a short-term basis.

- Visitor permits are sold to eligible residents in bundles as either paper or digital permits. The form and number of permits in a bundle is to be determined by Council annually.
- Each visitor permit is valid for a single day only and cannot be reused

3.2.2 Eligibility

Visitor permits can only be purchased by residents who are eligible for a resident permit.

Eligible residents do not need to hold a current resident permit to purchase visitor permits.

A visitor permit is only valid while the applicant resides at the address shown on the approved application form.

Visitor permits are not designed for ongoing use by residents. Where a resident living at an eligible dwelling wants to use a permit to park on the street in a Permit Zone or time restricted area, they will need to apply for a resident permit or user-pays permit.

3.3 Carer Permit

3.3.1 Purpose and use

The purpose of carer permits is to give people providing care for a Darebin resident living with a disability or a long-term health condition the opportunity to park near the resident's

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dwelling. These permits are issued to the resident requiring care and are transferrable between vehicles of people providing their care.

Carer permits are valid for a period of 12 months from the date the permit is granted, expiring on the final day of the month of issue the following year.

Carer permits are free to eligible residents. A maximum of one carer permit per resident is available.

3.3.2 Eligibility

To be eligible for a carer permit, an applicant (the person receiving care) must:

- live in a dwelling in Darebin within 100m of where Time Restricted Parking or Permit Zone restrictions apply. The 100m distance is measured as a straight line from the closest property boundary to where the restricted parking area starts.
- provide proof that the dwelling is their primary residence; and
- have disability or a long-term health condition that requires a visiting carer, as evidenced by the below.

Applicants must provide one of the following:

- a Companion Card;
- appropriate documents from a government health body indicating disability or a long-term health condition that requires visiting carers; or
- appropriate documents from a medical practitioner or psychologist indicating disability or a long-term health condition that requires a visiting carer; or
- Evidence that they are a NDIS participant, or
- Evidence that they have a My Aged Care support plan.

3.4 Service Permit

3.4.1 Purpose and use

The purpose of the service permit is to provide an exemption of up to four weeks from Timed Parking or Permit Zone restrictions for workers (including tradespeople, removalists, cleaners) servicing Darebin residents who are not eligible for visitor permits.

Residents eligible for visitor permits are recommended to purchase this type of permit where services are being conducted at their property.

3.4.2 Eligibility

To be eligible for a service permit, an applicant must:

- live in a dwelling in Darebin within 100m of where Time restricted parking or permit zone restrictions apply. The 100m distance is measured as a straight line from the closest property boundary to where the restricted parking zone starts;
- produce evidence of residency in Darebin; and

- produce evidence of tradespeople, removalists, etc. servicing the residence (e.g. quote or receipt) specifying the dates when the work will take place.

The property owner, housing provider, tradesperson, removalist or other person providing the service may also apply for the permit on the resident's behalf. The application must include a letter or email from the resident consenting to the application being made.

Eligible people can purchase three permits within a twelve-month period (beginning from the commencement date of the first permit).

Permits are valid for the dates on which the work is expected only, issued in 1-week increments, up to a maximum of four weeks. If more permits or a longer time period is required (e.g. extensive works at the property), the applicant should contact Council to request a work zone permit.

3.5 User-Pays Permit

3.5.1 Purpose and use

The purpose of the user-pays permit is to allow longer-term access to on-street parking in areas where Timed Restrictions or Permit Zones apply. This permit is priced at a high rate to reflect that Council is not subsidising access to the user, as with other permits, that off-street parking should be used where it exists, and that sustainable modes of transport should be prioritised.

This higher price also manages demand, helping to prioritise access to on-street parking for eligible residents and other priority users, while allowing some flexibility when access to on-street parking is required.

3.5.2 Eligibility

To be eligible for a User-pays permit, the applicant must:

- produce evidence of residency in Darebin

The permit is valid for four weeks from the date of issue and can be renewed every subsequent month within a 12-month period.

4 Use of Permits

4.1 Eligible vehicles

Permits can only be issued for use in an Eligible Vehicle, which means a registered light passenger vehicle, such as a car or a van. Permits can not be used on a boat, bus, trailer, truck, caravan or vehicles greater than; 4.5 tonnes Gross Vehicle Mass (GVM) or 7.5 metres in length.

4.2 Where parking permits can and can't be used

Vehicles displaying a parking permit are exempt from parking restrictions in Timed Parking Areas of 1 hour or more and Permit Zones on residential streets within the designated Parking Area allocated to the permit. Permits only allow exemption from parking restrictions in front of residential properties within the Parking Area.

The map at Appendix A shows all of the Parking Areas.

Parking permits issued by Council do not override the *Road Safety Act 1986* or the *Road Safety (Road Rules) Regulations 2017*.

This means that permit holders are still liable to comply with parking regulations which address:

- restrictions in Off Street Car Parks
- restrictions on arterial roads
- Clearways
- No Stopping areas
- Accessible Parking Bays (Disability Parking Areas)
- Bus Stops
- Taxi Ranks
- No Parking areas
- Loading Zones
- across driveways
- Construction Zones
- paid parking areas
- centre reservations
- nature strips and footpaths
- any other statutory offence.

4.3 Proof of residency

When applying for a resident, visitor, carer, or service permit, residents are required to provide proof of residency. This proof must indicate the applicant's name and residential address in Darebin. Accepted forms of proof of residency are:

- current driver's license;
- utility bill (not mobile phone);
- residential lease agreement; or
- rates notice; or
- Vehicle registration certificate.

4.4 Lost or stolen permits

Lost or stolen permits must be reported as soon as possible. A Statutory Declaration is required to verify lost or stolen permits. A replacement cost may be applied by Council.

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4.5 Permit cancellation

Permits must not be transferred, sold to another person or duplicated. If permits are used in breach of the conditions of issue, fraudulently, or applied for with false or misleading information Council may withdraw one or all permits issued to that property.

Any permit issued under the Policy may be suspended at any time by members of the Victorian Police, an Authorised Officer of Council, or Council Officer with delegated power under the relevant instrument of delegation.

4.6 Renewal of permits

Residents are responsible for ensuring that their current parking permit is valid, and if needed ensure that permits are renewed.

5 Cost of Permits

Council charges fees for all parking permit types, except for carer permits. Fees are used to manage demand for parking permits and to pay for the administration of the parking permit scheme.

When Council implements a new parking change trial in a street or Parking Area, all eligible dwellings where a timed restriction or permit zone is to be introduced at their property frontage will be eligible for free resident permits for the duration of the trial.

Once a permit has been approved, Council does not issue fee refunds unless Council has been required to cancel the permit due to a change in a law or regulation that impacts the conditions upon which the permit was issued.

Concession card holders as specified in this clause are entitled to receive a discount on resident permit fees and visitor permit fees, and a discounted rate for service and user-pays parking permits. The discount rate will initially be set at 50% of the full priced fee for resident permit fees and visitor permit fees. Fees are reviewed annually as part of Council's budgeting process. Fees and charges are available from the Darebin website (www.darebin.vic.gov.au), or from the City of Darebin (274 Gower Street Preston). The following card holders are entitled to these concession discounts:

- Pensioner Concession Card, 4
- Department of Veteran's Affairs (DVA) Gold Card
- Department of Veteran's Affairs (DVA) Gold Card specifying War Widow
- Department of Veteran's Affairs (DVA) Gold Card specifying TPI
- Department of Veteran's Affairs Pensioner Concession Cards.

6 Duration of Permits

- Resident permit
 - Valid for a maximum of 12 months.

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- Visitor permit (See Section 3.2)
 - Valid for 1 day, midnight to midnight
- Carer permit (See Section 3.3)
 - Valid for a maximum of 12 months from the date of issue
- Service permit (See Section 3.4)
 - Valid for up to a maximum of four weeks
- User-pays permit (See Section 3.5)
 - Valid for four weeks

7 Appeals

Any person may lodge an appeal against a decision made by Council to refuse to issue a parking permit. The appeal must be lodged with Council within 30 days of the decision being made. Appeals are to be made to:

Darebin City Council
 PO Box 91
 Preston, VIC 3072

The general grounds for an appeal are:

- an error in applying this Policy;
- where Council has used its discretion to make a decision that the applicant disagrees with; or
- any other matter which the applicant believes should be considered by Council.

A decision will not be reviewed simply because it has caused inconvenience to the applicant, including placing a financial cost on them.

Council will use its discretion when making a decision on an appeal.

Appeal decisions can be made (and determined) by the CEO or their delegate.

8 Governance

This Policy is to be formally reviewed at a minimum once every 10 years. Council can at its discretion review it sooner.

9 Definitions

For the purposes of this Policy, the following definitions apply.

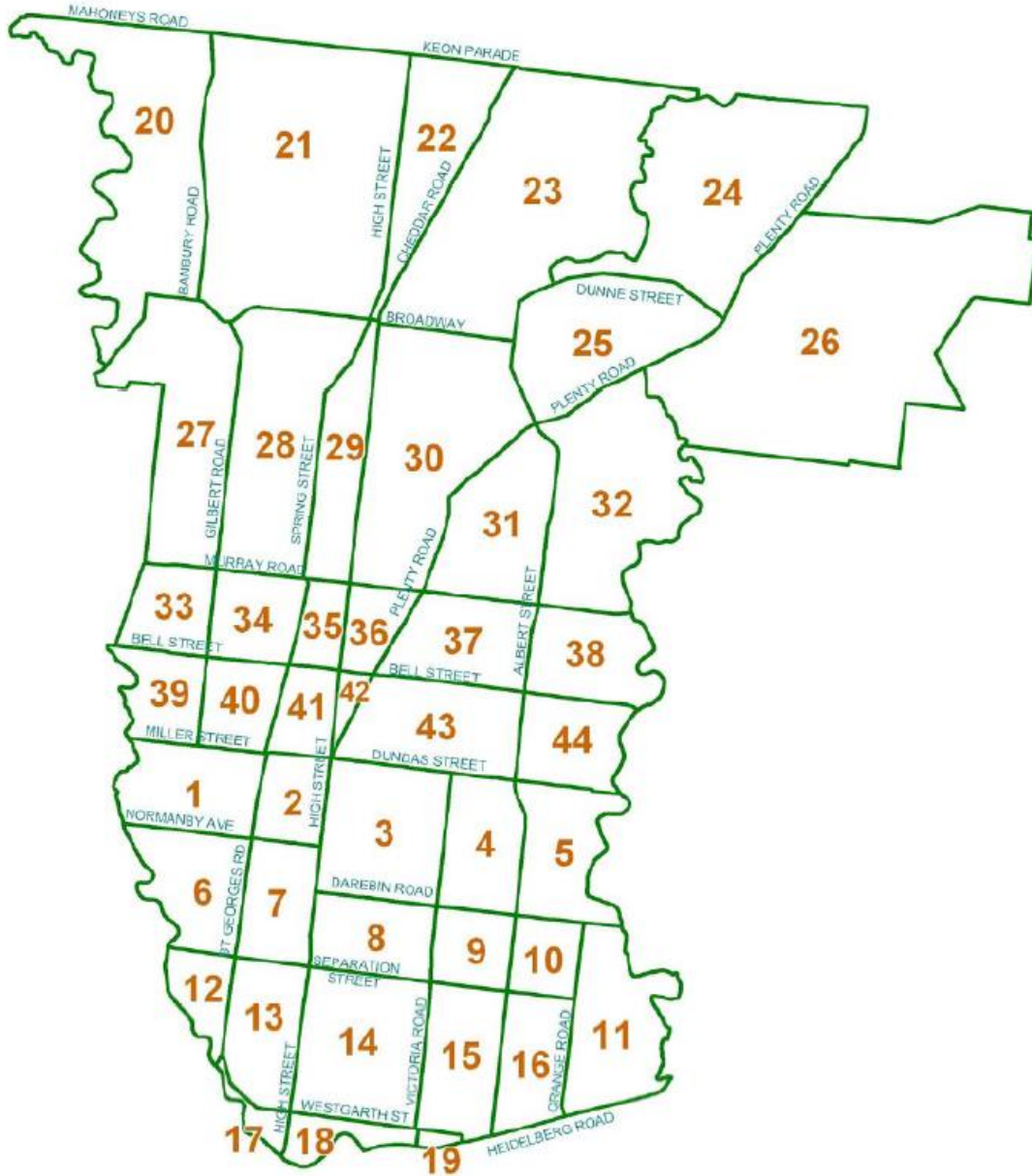
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| Terms | Definitions |
|------------------------|---|
| Commercial Property | A property that is used primarily for business activities |
| Dwelling | A residential property where people live including; a house, apartment, townhouse, or unit, |
| Dwelling above a shop | A residential property located above a ground floor retail property and not a new development |
| Eligible Vehicle | A light passenger vehicle, such as a car or a van not greater than 4.5 tonnes GVM or 7.5 metres in length. |
| Medical Practitioner | A person who is registered under the Health Practitioner Regulation National Law in the medical profession |
| Mixed use development | A development that includes residential and commercial properties |
| New development | A building constructed on or after 20 December 2004 that includes residential uses |
| On-Street Car Parking | Area on road used for legally parking a vehicle. This can include indented and angled parking bays. |
| Off-Street Car Parking | Area on private land designed for parking a vehicle, ie driveway, garage, carport etc. This also includes Council owned or private car parks. |
| Parking Scheme | A system for managing the fair and equitable use of on-street parking that includes parking signs, permits and enforcement |
| Parking Area | Area(s) as shown in the map in Appendix A where a parking permit can be used |
| Permit Zone | An area of road where parking is restricted to permit holders, designated by a red and white parking sign with the wording "Permit Zone" |
| Timed Parking | An area of road in a residential street that has parking restriction signs of 1P or greater |

APPENDIX A: Parking Areas

Where you can park with a permit

All parking permit types are issued to a specific Parking Area, shown on the map below. These areas include immediately adjacent and parallel streets. A parking permit allocated to a particular Parking Area must only be used within that Parkin Area. Where a permit is issued to property on a road that intersects two parking areas, the permit can be used on either side of that road.



Appendix B: Extenuating Circumstances

| Circumstances where an extenuating permit <u>would</u> be granted with supporting documentation | Circumstances where an extenuating permit <u>would not</u> be granted |
|--|---|
| <ul style="list-style-type: none"> • Resident fleeing domestic violence • A resident’s home affected by natural disaster (fire or flood) and a need for temporary accommodation • Medical or health condition that has resulted in the applicant no longer being able to access their off-street parking (preference however that residents consider a disabled parking permit in the first instance and council can provide support by providing an accessible parking space on their residential street) • Major construction has occupied unrestricted on-street parking and a permit is required for a resident to store their car in time restricted areas nearby • Where building work blocks laneway access to off-street parking (only valid for the duration of the disruption) and there is no alternative access to the property | <ul style="list-style-type: none"> • Property has more vehicles than can be stored off-street or can access resident or daily visitor permits for storing on-street. This includes households with many occupants who are of driving age • Vehicle cannot access off-street parking • For business or commercial reasons • Properties with residents who have temporarily moved to allow for construction, repair or upgrade works to their primary place of residence. All parking requirements should be considered when deciding upon temporary accommodation. |