

CITY OF YARRA



# PARKING RESTRICTION GUIDELINES

PARKING MANAGEMENT UNIT

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## 1. BACKGROUND

The City of Yarra experiences a significant demand for on street parking such that it is often impossible for Council to meet the needs of all stakeholders.

To provide strategic direction, Council has endorsed a parking vision, to assist the organisation to decide on the relative priority of each category of stakeholder in various parking environments.

The adopted vision is:

*Parking is managed by the City of Yarra to promote sustainable transport solutions and to optimise residents' access to homes – Council will also seek to accommodate the parking needs of visitors, businesses and community facilities in a manner that is open and clear.*

Council's overall goals are to:

1. reduce the number of cars needing to park in residential streets
2. enable a reduction in the road pavement space used for parking where a community benefit can be achieved particularly where pedestrians, cyclists, public transport and persons waiting for public transport will benefit
3. plan and manage transport and urban development to minimise the need for people to have to drive cars so that the demand for parking is contained and managed effectively

## 2. PURPOSE

The purpose of the document is to provide a clear and transparent process for staff, residents and businesses to ensure that on street parking is managed in an equitable manner that considers the needs of all stakeholders.

This is an operational document intended to be a guide for staff in the decision making process for introducing changing or introducing parking restrictions and will be applied to the following:

- Restricted parking
- Unrestricted parking
- Loading Zones
- Disability Access Parking bays
- Blocking Driveway Access

### 3. PROCESS FOR INTRODUCING OR CHANGING PARKING RESTRICTIONS

Parking restrictions are used to help meet the parking needs of residents, visitors and local businesses, and to facilitate traffic flow. Council is continually reviewing parking restrictions across the municipality in response to feedback from the community and changing conditions, such as new residential and industrial developments.

#### 3.1 EVIDENCE BASED APPROACH

With the increase in demand for on street parking Council has seen a significant increase in the number of requests to introduce or change parking restrictions.

In response, Council has adopted an evidence based approach to reviewing parking restrictions using parking occupancy as the key factor in determining Council's response to requests to introduce or change parking restrictions. Parking occupancy will be determined by counting the number of parking bays in the street compared to the number of vehicles parked in the street (as a percentage).

The table below shows the trigger points which determine how Council will respond to requests.

Parking Percentage Occupancy	Response	Action
Less than 70% <b>No Change</b>	Advise applicant Council will not proceed with the request	No action
70% - 80% <b>No Change</b>	Advise the applicant that Council would consider another request in 12 months if the occupancy increases to above 80%.	Increase enforcement
80%-90% <b>Action request</b>	Advise the applicant that Council will seek feedback about the request. Officers to consider appropriate action: Introduce parking restrictions * Review existing time restriction* Introduce permit zones * – note one side of the street only	Write to all affected properties detailing proposal and seek feedback.  Note Council will only introduce/change parking restrictions if 51% of the responses received support the proposal.
90% or more <b>Action Request</b>	Council officers will install appropriate restrictions and notify affected properties.	Write to all affected properties to inform of the change to parking.

When the decision is made to introduce or change restrictions, officers will look at both the suggested solution (time restriction, permit zone) and other possible solutions to establish how these might impact on or fit in with:

- Safety of all road users
- Areas zoned Commercial
- Adjacent parking restrictions
- Adjacent properties and land zonings
- Adjacent properties with special parking needs like childcare centres, schools demand for parking and supply in that area.

Parking restrictions may be amended (2P to 4P) but they will not be removed to create unrestricted parking.

Changes to parking restrictions will be made on an incremental basis:

- Unrestricted parking would become time restricted before considering permit zone parking;
- 4P would become 2P; and
- 4P is the maximum time restriction to be installed.

Council officers will introduce or change parking restrictions without consultation and inform all stakeholders when the restrictions are required to:

- remedy any safety related matters;
- provide access to disability parking;
- ensure appropriate turn-over of traffic; and
- when the parking occupancy rate exceeds 90 percent.

## 3.2 THE PROCESS OF INTRODUCING OR CHANGING PARKING RESTRICTIONS

### **Step 1 Parking Change Request form**

Residents or businesses seeking a change to the parking restrictions will need to complete the online Parking Change request form (see Council's website <http://www.yarracity.vic.gov.au/services/parking>). The form must include the names and addresses of the owner/occupiers of three other properties in the street who support the parking proposal.

The applicant should also provide details as to the time of day, and day or days of the week, that they are experiencing the parking problem.

Please note that Council will only proceed with a parking restriction change if **40%** or more of property owners/occupiers respond to the proposal.

### **Step 2 Parking occupancy surveys**

When a completed change form is returned to Council, officers will conduct parking occupancy surveys, at the times specified by the applicant, to determine the level of occupancy and will proceed in accord with the actions defined in the Parking Occupancy table.

### **Step 3 Parking Occupancy less than 80%**

Where the parking demand is less than 80%, officers will write to the applicant to advise that Council will not proceed with the proposed change and identify any enforcement action that may be taken.

### **Step 4 Parking Occupancy 80%-90%**

Where the parking demand exceeds 80%, officers will write to each rateable property, advising of the proposed changes, and seek their feedback. Council will consider one response from each eligible rateable property and will only proceed if **51%** of the minimum required 40% of responses support the proposal.

If the feedback to the proposal to change parking restrictions meets the criteria it will be approved. Please note if the decision is to introduce a permit zone, it will only be introduced on one side of the street (the side with the most parking bays).

All stakeholders will be advised of Council's decision.

It should be noted that properties that are not eligible for on-street parking permits will receive a letter advising them of the proposal and, once determined, a follow-up letter advising them of the outcome of the consultation however their views will not be considered by officers to determine the support or not of a proposal.

### **Step 5 Parking Occupancy more than 90%**

Where the parking occupancy exceeds 90%, officers will write to each affected property to notify the intention to introduce or change the parking restrictions.

### 3.3 LOADING ZONES

Loading zones can be used for the delivery or pick up of goods and parking in loading zones is only permitted while engaged in the loading or unloading activity.

Loading zones will only be provided if off street loading facilities are unavailable and the competition for on street spaces results in goods vehicle not readily able to secure parking. Council seeks to ensure that any on street loading bays are spread throughout the street and locations will also consider the mix of businesses and differing demands.

When Council receives a request to introduce a loading zone, officers will conduct a site visit to determine if the need is demonstrated and that the demand cannot be met using existing parking bays or any nearby loading zones.

In deciding whether to introduce a loading zone (or not) the officer will need to consider:

- the safest location for the bay which may be at the beginning or end of a section of parking
- noncompliance with Vic Roads regulatory guidelines
- objections raised by affected traders
- any planning permit conditions that may relate to on-site loading

A fee applies to install a loading zone – see fees and charges for details. [Loading Zone application form](#)

## 3.4 PARKING FOR PEOPLE WITH DISABILITIES

The City of Yarra is committed to the principles of equity of access and compliance with the requirements of the Disability Discrimination Act 1992 (DDA) in the provision of designated accessible parking for people with disabilities who live in, work in or visit the municipality.

Council has developed a program for all the major activity centres and Council owned properties to upgrade existing disability access parking bays to make sure they are DDA compliant in a variety of locations across the municipality, to ensure that people with disabilities have equitable access to parking provided for the general community.

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### 3.4.1 DISABILITY ACCESS PARKING BAYS IN RESIDENTIAL STREETS

The Accessible Parking policy supports the introduction of disability access parking bays in residential streets noting that there are some risks which must be considered prior to approving any installation.

Officers will only consider a request to install a disability access parking bay if the resident has a 'Disabled' (A) parking permit and:

- the property does not have accessible off street parking
- the street is at least 6.8m wide
- the disabled permit holder is the driver of the vehicle or they have a carer who lives at the same property \*

\*This policy states that Council will not install a disability access parking bay for the use of a carer who visits a property however consideration will be given (on a case by case basis) where a disabled permit holder has significant mobility issues and requires the regular support of a carer/carers who do not live at the property.

Having a disabled parking permit does not guarantee that Council will install a dedicated bay in front of a resident's property. Officers will generally install the disability access parking bay in first or last parking bay, in that section of the street, as close as possible to the requesting resident's property.

Only requests that meet the criteria will be approved. If there are exceptional circumstances, these need to be submitted in writing to the Parking Management for consideration.

No temporary disability access parking bays will be installed.

Accessible (Disabled) parking bay request

## 3.5 BLOCKING DRIVEWAY ACCESS

### 3.5.1 ENFORCEMENT

Council receives numerous complaints about vehicles parking over a driveway and residents can expect that a parking officer will attend to issue an infringement.

### 3.5.2 LINE MARKING

If the parking over the driveway becomes an on-going issue, and parking enforcement has not been able to resolve the concerns, then a resident can ask for 'L' shaped line marking to be installed on side of driveway if the road is 6.8m wide or less and there is parking on both sides of the road.

Line marking is at the discretion of Council and will not be installed if there is a loss of on street parking.

Requests for line marking can be emailed to [parkingmanagement@yarracity.vic.gov.au](mailto:parkingmanagement@yarracity.vic.gov.au)

### 3.5.3 NO STOPPING SIGNS

In exceptional circumstances Council may consider installing no-stopping signs as a visual deterrent subject to the following:

- Line marking has been implemented and the problem has not been resolved.
- Council's records show a history of enforcement requests (at least five requests over a two month period) and the parking officer noted that a vehicle was parked over the driveway and issued an infringement notice.

Council will not remove on street parking bays to improve egress or access to a property unless Council's Traffic Engineer confirms that the turning circle is impacted by parked vehicles. Note only a normal passenger vehicle will be used to assess the turning circle.