



# **Parking permit policy**

Adopted 21 October 2014

## **General Conditions for Permits**

- 1.1. Permits are issued at the discretion of Yarra City Council (Council).
- 1.2. Transitional permits may be issued as a cover note and are valid for a period of two (2) weeks.
- 1.3. The issue of a parking permit does not guarantee the availability of space to park.
- 1.4. Permits are valid for 12 months from date of issue and take up to one (1) week to process.
- 1.5. Permit fees are refundable if a resident moves within the first six months of receiving the permit (pro rata).
- 1.6. Council reserves the right to review the cost of all permits annually.
- 1.7. Permits are not valid until the application is approved.
- 1.8. Permits will not be issued to vehicles over (4.5) tonnes gross weight or vehicles 7.5 metres or more in length.
- 1.9. Parking Permits will only be issued to vehicles with a current registration and that are in a roadworthy state.
- 1.10. Permits will not be issued to boats, trailers or caravans. An exception may be made where registered trailers are required for work purposes (e.g handyman, tradesperson).

### **2. Misuse of Permits**

If a person or business is found to misuse the permit system the following penalties may apply:

- 2.1. For the first offence they will lose all their permits for a period of 12 months and their fees will not be refunded.
- 2.2. For a second occasion, their permits will be permanently cancelled.

### **3. Permit Area Boundaries**

- 3.1. Parking permits apply to defined Permit Zones. (Separate special zones exist).
- 3.2. Where permit area boundaries exist in a particular street, the permit holder is permitted to park on either side of that street (but not in a neighbouring municipality).
- 3.3. Permit holders are not entitled to park their vehicles where parking is illegal and in the areas designated for specific use such as Loading zone, Taxi rank, Mail zone and others.
- 3.4. Permit holders are exempt from time restrictions where the time restrictions are one hour or more, except at ticket parking and in "Designated Shopping Strips", unless otherwise approved by Council.

### **4. 10 December 2003 Ruling**

- 4.1. No parking permit (including visitor parking permit) will be granted by Council to any owner or occupier of a residential, mixed use, commercial or industrial development where the development was not lawfully available for occupation until after 10 December 2003 except:
  - (i) where the development is affected by a heritage control under the Yarra Planning Scheme and, in Council's opinion, the provision of

parking on the site would adversely affect the integrity of the heritage place;

- (ii) where there is no increase in the number of dwellings and/or separate occupancies above the number that existed on the site as at 10 December 2003 (a vacant site counts as zero dwellings).

- 4.2. Any new development that reduces the number of existing on-site car parking spaces on a property is ineligible to be given a parking permit for on street parking.
- 4.3. The onus is on the applicant to prove qualification for a permit including: proof of residency /business by means of a copy of the relevant lease or contract of sale; proof of lawful occupancy prior to 10 December 2003; or that an exemption applies.

## **5. Display of Permit**

- 5.1. A parking permit will be issued for display on the inside of the vehicle.
- 5.2. Parking permits must be displayed in a prominent position on the left hand side of the windscreen.
- 5.3. Vehicles not displaying the parking permit may receive a parking infringement notice.
- 5.4. Vehicles must be legally parked in the permit area as designated on the parking permit.
- 5.5. Except for Visitors Permits and Disabled Permits, parking permits are allocated to specific vehicles and cannot be transferred from person to person or vehicle to vehicle. Any change of address or vehicle details must be advised to Parking Services in writing for the permit to be valid.

## **6. Information Requirements**

- 6.1. All residential and visitor parking permits require proof of residency and current vehicle registration.
- 6.2. In special circumstances where a vehicle is to be linked to a dwelling, however, is not owned by the occupant (such as a company car) a statutory declaration must support the permit application providing details of:
  - (i) the owner of the vehicle;
  - (ii) the user of the vehicles including the address at which the vehicle is to be kept;
  - (iii) the vehicle (make, model, year and engine capacity).

## **7. Designated Shopping Strips**

- 7.1. Parking permits do not have any entitlement for the permit holder to park for a time longer than restricted or without paying fees in:
  - Designated Shopping Strips
  - Time restricted spaces under 1 hour duration
  - Ticket parking (unless specified on the ticket machine)
- 7.2. N.B. Designated Shopping Strips are:
  - (i) Swan Street (Richmond) - Both sides Mary Street to Stawell Street;

- (ii) Burnley Street (Richmond) - Both sides Swan Street to Newry Street;
- (iii) Bridge Road (Richmond) - North side Burnley Street to Yarra River;
- (iv) Bridge Road (Richmond) - South side Burnley Street to Stawell Street & Westbank Terrace to Yarra Boulevard;
- (v) Victoria Street (Abbotsford) - North side Church Street to Burnley Street;
- (vi) Victoria Street (Abbotsford) - South side Church Street to Johnson Street & Leslie to Burnley Street;
- (vii) Gertrude Street (Fitzroy) - North side Nicholson Street to Brunswick Street;
- (viii) Johnston Street (Fitzroy, Collingwood & Abbotsford) - Both sides Nicholson Street to Yarra River;
- (ix) Nicholson Street (Fitzroy) - East side Johnston Street to Alexandra Parade;
- (x) Nicholson Street (North Carlton) - West side, Richardson Street to Park Street;
- (xi) Nicholson Street (North Fitzroy) - East side Scotchmer Street to Park Street;
- (xii) Queens Parade (North Fitzroy) - West side, Delbridge Street to end of shops north of Michael Street;
- (xiii) Queens Parade (North Fitzroy) - South-east side, Gold Street to Wellington Street;
- (xiv) Rathdowne Street (North Carlton) - Lee to Newry both sides and centre of roadway, Newry to Curtain east side only, Curtain to Fenwick both sides and centre of roadway.
- (xv) St. Georges Road (North Fitzroy) - Both sides Railway Place to Clausen Street;
- (xvi) St. Georges Road (North Fitzroy) - West side Reid Street to Scotchmer Street;
- (xvii) St. Georges Road (North Fitzroy) - East side Best Street to Scotchmer Street;
- (xviii) Scotchmer Street (North Fitzroy) - Both sides Egremont Street to St Georges Road.

## **8. Resident, Resident Various and Visitor Permits**

- 8.1. Households may have up to two (2) permits one of which may be a Visitor Permit (that is transferable between vehicles).
- 8.2. Council's current parking permit scheme provides up to three permits (one of which can be a visitor permit) and permit entitlements will only be reduced in accord with 8.1 when there is a change of ownership or tenancy after the date of adoption of this scheme.
- 8.3. The permit entitlement for residents of multi-unit developments that could be lawfully occupied before 10 December 2003 is reduced by their number of off-street parking spaces.
- 8.4. The permit entitlement for residents of registered boarding houses that could be lawfully occupied before 10 December 2003 is one permit per bedroom, reduced by their number of off-street parking spaces.

- 8.5. Visitor Permits are issued only to residential properties, one per residence and can only be used within two (2) streets of the property to which the permit is issued to.
- 8.6. Health Care and Pensioner Cardholder's are exempt from the first permit fee. Additional permits purchased by Health Care and Pensioner Cardholders will be charged at the first permit rate.
- 8.7. Resident Various Permits can be issued at the discretion of Council to residents who drive different cars home on a regular basis, and therefore a resident permit does not suit.
- 8.8. The onus is on the resident to substantiate the need for this permit type to the satisfaction of Council including a statutory declaration from the employing company confirming the requirement to drive home different vehicles.
- 8.9. The Resident Various Permit does not provide an additional permit to that allowed by the Resident Permit rather it would take the place of one of the Resident Permits.
- 8.10. Vehicle registration details are required for resident permit only

## **9. Business Permits**

- 9.1. No Business Permits are issued where any off-street parking is available.
- 9.2. Existing Business Permits are cancelled where off-street parking is found on the property.
- 9.3. Business Permits are subject to an approval process that includes a site inspection.
- 9.4. The permit entitlement is based on the length of the street frontage. The first permit is available for a frontage of at least ten metres (10m) except at retail premises where at least five metres (5m) applies (Retail premises are defined as ticket parking and Designated Shopping Strips). Additional permits are available for each subsequent frontage increment of ten metres (10m).
- 9.5. Visitor Permits will not be issued to businesses.
- 9.6. Vehicle registration details are required

## **10. Business Various Permits**

- 10.1 Business Various Permits can be issued at the discretion of the Council to businesses with multiple vehicles, and therefore a specific business permit does not suit.
- 10.2 The onus is on the Business owner to substantiate the need for this permit type to the satisfaction of Council.
- 10.3 The Business Various Permit does not provide an additional permit to that allowed by the Business Permit rather it takes the place of one of the Business Permits.
- 10.4 A business will not be eligible for a permit if it redevelops any off street car parking space or converts it for other purposes.
- 10.5 Vehicle registration details are required.

## **11. Temporary Residents Permit**

- 11.1. Temporary Resident Permits may be issued to residents in extraordinary circumstances on request such as for persons house-sitting while the occupant is away or relatives caring for a resident who is ill. There is no charge.
- 11.2. As a guide a temporary permit is for 1 month and only one temporary permit will be issued per household per year.
- 11.3. No vehicle registration details are required.

## **12. Resident Trades Permit**

- 12.1. A maximum of three Tradesperson Parking Permits are issued to residents where repairs are required.
- 12.2. Permits will be valid for up to one month. If the works are likely to take longer than one month the applicants should also apply for the installation of a 'Works Zone' or 'Road Occupation Permit'.
- 12.3. If residential parking permits already exist in the applicant's name, no further proof of residency is required. If no permits exist in the applicant's name, the resident is required to provide a Contact of Sale, Lease Agreement, or Rates Notice in their name.
- 12.4. If a tradesperson applies for the permit, they will need to provide a letter from the resident confirming that the tradesperson will be completing the works.
- 12.5. A works quote and/or a letter from the resident is required to be provided to the City of Yarra to substantiate the application and indicate the dates when the works are intended to be completed.
- 12.6. No vehicle registration details are required.

## **13. Council Staff Permit**

- 13.1. Council staff permits are issued to City of Yarra staff located at Town Halls or other Council facilities across the municipalities and allow staff to park in the immediate vicinity of their place of work and be exempt from time restrictions. The staff permit does not allow staff to park in bus zones, loading zones, disable parking bays, no stopping bays and clearways.
- 13.2. Normally vehicle registration details are required however if multi vehicles Council will issue a various permit.

## **14. Councillor Permit**

- 14.1. Councillor Permits are issued to City of Yarra Councillors to carry out their municipal duties. It allows them to park legally throughout the Municipality with the exception of bus zones, loading zones, disabled parking bays, no stopping bays and clearways.
- 14.2. There shall be no cost for the permit.
- 14.3. One Councillor Permit may be issued to each Councillor per year.
- 14.4. Vehicle registration details are required.

## **15. Medical Practitioner Permit**

- 15.1. Medical Practitioner Permits apply for specific parking spaces at a hospital or medical practice within the municipality.
- 15.2. A maximum of two permits per medical practitioner applies.

15.3. Vehicle registration details are required.

**16. Operational Permit**

16.1. Operational permits are issued to groups providing City wide services and apply Monday to Friday from 8am to 6pm and cover all of the City of Yarra. Example users include the Royal District Nursing Service, St Vincent's Home Services, Meals on Wheels and City of Yarra staff using their own vehicle for Council duties.

16.2. There shall be no cost for the permit.

16.3. No vehicle registration details are required

**17. School and Not For Profit Community Organisations Permit**

17.1. Schools and Not for Profit Community Organisations Permits are issued to paid staff of Schools and Not for Profit Community Organisations. Large Hospitals are not included within this category.

17.2. The permit entitlement is based on the length of the street frontage where the main entrance is located. The first permit is available for a frontage of ten metres (10m). Additional permits are available for each subsequent frontage increment of ten metres (10m) to a maximum of 20 permits.

17.3. Visitor Permits will not be issued.

17.4. No vehicle registration details are required

**18. Organisational Permit**

18.1. Organisational permits are issued to voluntary staff working for non-profit organisations that use private vehicles to provide a social service. Example users include Brotherhood of St Laurence and church groups.

18.2. There shall be no cost for each permit.

18.3. A maximum of two (2) permits can be issued to each organisation.

18.4. Permits apply to a permit zone and time restricted parking areas.

18.5. No vehicle registration details are required.

**19. Live Music Permit**

19.1. Live venues (registered with Music Victoria) with a designated loading zone may apply for a maximum of two permits (transferrable) to be used by musicians to load or unload musical instruments.

19.2. A vehicle must park in accord with the prescribed time restriction or no more than 30 minutes where no time restriction is prescribed.

19.3. Permits must be clearly displayed.

19.4. Permits will be free of charge.

19.5. No vehicle registration details are required.