

Resident Parking Permit Scheme Policy

Policy administration

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Related Documents	Georges River Car Parking Strategy Final Report Georges River Enforcement Policy
References & Legislation	<i>Road Transport Act 2013</i> Road Transport (General) Regulation 2021 Road Rules 2014 Transport for NSW Permit Parking Guidelines
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Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

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Purpose

Resident parking permits exempt eligible residents and visitors from parking time restrictions in designated time restricted parking areas where the signage includes the words 'permit holders excepted'.


In recognising that timed on-street parking restrictions can be incompatible with the parking needs of nearby residents, parking permits improve parking access for residents, while balancing the parking needs of other community members in such areas of high demand.

This Policy provides a framework for managing parking permits in the local government area, known as the Resident Parking Scheme (the RPS), in accordance with the requirements prescribed by the Road Transport (General) Regulation 2021 and Transport for NSW Permit Parking Guidelines.

Scope

This policy applies to eligible residences within Council's designated Authorised Parking Permit Areas (APPA) under the RPS and identifies the circumstances in which a parking permit/s may be issued; and the process for obtaining a permit.

Definition of Terms

Term	Meaning
Authorised Parking Permit Area (APPA)	<p>An area in which timed limited permissive parking sign apply that includes the words 'Permit Holders Excepted' or an equivalent expression.</p> <p>Example:</p> 
Bus	A motor vehicle designed to carry people that seats over 12 adults (including the driver).
Community organisation	An organisation that provides a social, health or other community-oriented service for residents within an APPA.
Community organisation / Support worker permit	A permit available to community organisation and individual support worker vehicles to park in an APPA and be exempt from any time restrictions that ordinarily apply to vehicles without a permit. Permits can

	be a virtual product held in a database or a printable copy displayed in a vehicle.
Heavy or Long Vehicle	A vehicle with a gross vehicle mass over 4.5 tonnes or longer than 7.5 metres.
PCC	Pensioner Concession Card.
MPS (Mobility Parking Scheme)	The Mobility Parking Scheme (MPS) is administered by Transport for NSW and provides parking permits for people with a mobility disability. Permit-holders are entitled to use disability parking spaces and obtain other parking concessions as specified in the conditions of use.
Off-street parking	<p>An off-street parking space is one that can accommodate a medium-sized passenger vehicle and the space measures at least 2.6m wide and 5.4m long.</p> <p>Off-street parking spaces will still be considered as such for the purposes of this policy irrespective of whether other vehicle/s would need to be moved for a vehicle to access such a space (i.e. vertically consecutive spaces).</p> <p>Off-street parking is otherwise informed by AS/NZ 2890.1.2004.</p>
On-street parking	On-street parking, such as parking space lengths, is informed by AS/NZ 2890.1.2004.
Resident Parking Permit	A permit allowing parking within an APPA that enables the permit-holder to be exempt from time restrictions that ordinarily apply. Permits are valid for a period of up to twelve months from the date of issue. Permits can be a virtual product held in a database or a printable copy displayed in a vehicle.
Trailer	A vehicle that is built to be towed, or is towed, by a motor vehicle.
Truck	A motor vehicle with a GVM over 4.5 tonnes, except a bus, tram or tractor.
Visitor	A person either: visiting or temporarily residing with the occupant of a premises within an APPA; involved in the maintenance of a premises, such as a tradesperson; or person involved in the direct care or rehabilitation of the occupant of the premises.
Visitor Parking Permit	A permit allowing parking within an APPA where the visitor issued with the permit is exempt from ordinarily applicable time restrictions. Permits can be a virtual product held in a database or a printable copy displayed in a vehicle.
Motor Vehicle	A vehicle (other than a bicycle) that is built to be driven on a road propelled by a motor that forms part of the vehicle.

Policy Statement

Legislative basis

1. As a local government in NSW, Georges River Council is a “parking authority” under Schedule 8 of the Road Transport (General) Regulation 2021 for the purpose of administering parking permits under regulation 120.
2. Council’s Resident Parking Scheme (the RPS) is established in accordance with regulation 120 which states that:
 - (1) *A parking authority may issue a permit authorising the parking of a vehicle without charge or time restrictions in a parking space—*
 - a) *located within a parking area or road specified in the permit, and*
 - b) *designated by the parking authority for use by holders of the permit.*
 - (2) *The permit may be issued in electronic or printed form.*
 - (3) *Transport for NSW may issue TfNSW guidelines from time to time for the issuing of parking permits.*
 - (4) *Transport for NSW must publish the TfNSW guidelines—*
 - a) *on a publicly accessible website maintained by Transport for NSW, or*
 - b) *if the website referred to in paragraph (a) is not available—on a publicly accessible government website.*
 - (5) *A parking authority must not issue a permit except in accordance with the TfNSW guidelines.*

Approved parking permit areas

3. Approved parking permit areas (APPA) are published on Council’s website and are subject to change following adoption by the Local Traffic Advisory Committee followed by Council.
4. For a new APPA to be introduced, or an existing APPA to be amended, the following process must occur:
 - 4.1. Audit – An on-street parking audit of applicable streets is conducted to determine the extent of the current parking capacity and demand;
 - 4.2. Consultation – Community consultation is conducted to ascertain the level of support amongst residents in being included in the RPS;
 - 4.3. Approval – Approval by both the Local Traffic Advisory Committee and subsequently Council; and
 - 4.4. Implementation – Once approved, the installation process will take approximately three months to provide residents sufficient time to obtain their resident permit.

5. In undertaking an audit of current on-street parking within a proposed APPA, the eligibility criteria, as outlined in the TfNSW Permit Parking Guidelines, must be met before an APPA can be established, which includes (but is not limited to):
 - There must be high demand for parking in the area – whereby an audit concludes that demand for parking likely exceeds 85% of on-street parking capacity on a daily basis;
 - There is inadequate off-street parking and no potential to modify premises or create off-street parking in the area; and
 - There is little or no unrestricted on-street parking near the relevant area.

Permit Categories and Eligibility

6. Under the RPS, there are three types of permits: 'resident parking permits'; 'visitor parking permits'; and 'community organisation / support worker parking permits'.
7. Resident parking permits
 - 7.1. Residences within an Approved Parking Permit Area (APPA) can apply for a resident parking permit/s which exempt permit-holders from time restrictions that apply within an APPA.
 - 7.2. A resident parking permit exempts permit-holders from time restrictions within an APPA in designated parking spaces where the signage includes the words 'permit holders excepted' or an equivalent expression.
 - 7.3. A maximum of two resident parking permits per residence is allowed under the RPS.
 - 7.4. Resident parking permits are provided for the residence and not to individual residents occupying a residence.
 - 7.5. Each resident parking permit is exclusive to a nominated vehicle that is registered to that resident's address at the time of application.
8. Visitor parking permits
 - 8.1. Residences eligible for a resident parking permit are also eligible for visitor parking permits, which similarly exempt visitors to their residence from applicable time restrictions within the APPA.
 - 8.2. A visitor parking permit enables a visitor to the residence, whose vehicle is displaying such a permit, to be exempt from time restrictions within an APPA in designated parking spaces where the signage includes the words 'permit holders excepted' or an equivalent expression.
 - 8.3. Residents eligible for a resident parking permit are also eligible to hold a maximum of two visitor parking permits.
 - 8.4. Visitor parking permits cannot be used for a vehicle assigned to a resident parking permit-holder.

8.5. Visitor parking permits are available to residents within an APPA who are eligible for a resident parking permit irrespective of whether they hold a resident parking permit.

9. Community organisation / support worker parking permits

9.1. Community organisations and individual support workers who provide an at-home service (such as aged care services) to a resident within an APPA, for a length of time that exceeds time restrictions with an APPA, are eligible to obtain a separate 'support worker parking permit' for one or more vehicles of the organisation, which exempts such vehicles from time restrictions within an APPA.

9.2. Community organisations and individual support workers can apply for a 'community organisation / support worker parking permit' which exempts their vehicle/s from time restrictions within an APPA/s.

9.3. A community organisation may apply for multiple permits as required, with a maximum of one permit per organisation vehicle that routinely operates within an APPA.

9.4. Permits are transferrable amongst vehicles belonging to a community organisation or individual support worker permit holder.

9.5. Permits can be used across multiple APPA/s as required by the community organisation or individual support worker.

9.6. The eligibility of a residence within an APPA for a resident parking permit is irrelevant to determining a community organisation or support workers' eligibility for a 'community organisation / support worker' permit.

10. Mobility parking permits (MPS)

10.1. MPS are administered separately by Service NSW and already have the effect of exempting MPS permit-holders from timed restrictions within an APPA – MPS permit-holders are therefore not eligible for a resident parking permit but are still eligible to obtain visitor parking permits.

11. Where the number of parking permits exceeds the number of on-street parking spaces available within an APPA, Council retains discretion to prioritise applications for parking permits based on the number of off-street parking spaces of residences within the APPA in accordance with the TfNSW Parking Permit Guidelines, whereby applications will be prioritised according to Table 1 (with exceptions as prescribed by the Resident Parking Permit Scheme Application Guidelines).

11.1. Table 1: Number of resident parking permits

Number of off-street parking spaces at a residence	Number of resident parking permits eligible to receive	Number of visitor parking permits eligible to receive
0	2	1
1	1	1
2 or more	0	1

Term of permits (effective from 1 July 2024)

12. Permits are valid for a period of 12 months from the date of issue.

13. Previously, the terms of parking permits had fixed commencement from 1 July and expired on 30 June. In transitioning to a scheme whereby the start date of permit-holders permit is flexible (rather than fixed from 1 July to 30 June prior to 2024-25):

13.1. Previous permit-holders from 2023-24 financial year will be provided with a grace period (as directed by Council officers according to APPA) to apply for a new RPS permit within 2024-25 financial year in which permits under the RPS will remain valid beyond stated expiry until the relevant grace period concludes; and

13.2. Existing permit-holders will be able to undertake a permit renewal process from 2025-26 financial year, rather than being required to re-apply each financial year.

Application

14. Resident parking permits, visitor and community organisation / support worker parking permits are valid after an application has been:

14.1. submitted by an applicant with all required documentation provided;

14.2. assessed and approved by Council officers (in accordance with the Resident Parking Permit Scheme Application Guidelines); and

14.3. permits have been issued.

15. Applications for all parking permits can be undertaken either: online via Council's website; in-person at a Council customer service centre; or via mail.

16. When published online, the Resident Parking Permit Scheme Application Guidelines prescribes the operation of the application process.

Renewal (effective from 1 July 2024)

17. Permit-holders may renew a permit without the need to submit relevant documentary evidence (as mandated under the Resident Parking Permit Scheme Application Guidelines for an application) if all permit details, such as the residence and corresponding vehicle, are the same as the previous financial year.

18. Permit-holders can renew a permit by completing a renewal notice / form in accordance with the Resident Parking Permit Scheme Application Guidelines and pay the prescribed fee under Council's Adopted Fees and Charges.

19. In order to be eligible for a renewal, rather than completing an ordinary resident parking permit application, the applicant must complete the renewal notice / form and pay the prescribed fee within six months after their previous permit expired.

Review

20. Where an application for a permit under the RPS not approved by Council officers, the applicant may request for the decision to be investigated further by a Council Customer Experience Advocate followed by internal review and then external review – subject to the discretion of the relevant reviewing body, such as the NSW Ombudsman, in accordance with Council's Customer Feedback and Complaints Management Policy.

Fees

21. Fees for all permits under the RPS are stated in Council's Adopted Fees and Charges for each financial year.

22. If a resident has a Pensioner Concession Card (PCC), a 50% reduction on the first resident parking permit fee will apply. A second PCC will be required for a fee reduction to be applied to a second resident parking permit fee.

Other conditions of permits

23. Permit-holders are only exempt from time restrictions within an APPA where permissive parking signs exist which state that: 'permit holders excepted'; 'authorised resident vehicles'; or words to a similar effect. Permit-holders are not exempted from other parking restrictions within an APPA mandated by other types of signage, such as 'loading zones' and 'no stopping' areas.

24. Resident and visitor parking permits are exclusive to one APPA and therefore cannot be used across multiple APPAs.
25. Trucks, buses, caravans, trailers and vehicles classified as heavy or long vehicles are not eligible for parking permits in accordance with the TfNSW Parking Permit Guidelines.
26. A parking permit does not provide an exemption to drivers from any other road rules and does not guarantee the availability of a parking space.
27. If a physical permit is lost, stolen or damaged, the assigned permit-holder must complete a statutory declaration or provide an NSW Police reference / event number, and pay any applicable replacement fee for the cost of issuing a new permit under Council's Adopted Fees and Charges, in order to receive a replacement permit.
28. If a permit-holder wishes to change vehicles to which a resident parking permit relates (as per the assigned permit holder's original application), the assigned permit-holder must complete the relevant form as prescribed under Resident Parking Permit Scheme Application Guidelines and pay any applicable replacement fee for the cost of issuing a new permit under Council's Adopted Fees and Charges.
29. In the event a resident and/or visitor permit-holders moves residence outside an APPA, the permit-holder is responsible for returning the physical permits to Council in-person or via mail.
30. In the event a resident and/or visitor permit-holders moves residence to a different APPA, the permit-holder is responsible for returning the physical permits to Council in-person or via mail; and may be eligible for obtaining new permits to be issued (under the same expiry date) without incurring any fee.
31. Permits are not permitted to be transferred or sold to another person.

Enforcement

32. All permits must be displayed on the front dashboard of a vehicle with the permit number, expiry date, and where applicable, the registration number of the vehicle, clearly visible through the front windscreen, unless otherwise available as an electronic permit.
33. Permits assigned to a motorcycle will be recorded electronically and made available to examine by Council staff.
34. Where a vehicle does not have a valid RPS permit correctly displayed and has been parked for longer than permitted under applicable time restrictions within an APPA, the operator of the vehicle can be liable for penalties issued by Council in accordance with the *Road Transport Act 2013* and Road Transport (General) Regulation 2021.
35. Council reserves the right to cancel a permit under the RPS, and refer any suspected unlawful conduct related to RPS permits to NSW Police, where there are grounds, substantiated by evidence, to reasonably conclude that:

- 35.1. a permit has been obtained through fraud, dishonesty or deception;
- 35.2. a permit is being used by a person or vehicle (via unauthorised transfer or otherwise) to which the permit does not relate (as per Council's records);
- 35.3. in the course of using a permit, a permit-holder has repeatedly breached the conditions of a permit, or shown a continued disregard for NSW road rules relating to parking and/or other traffic-related matters enforced by Council; or
- 35.4. a person is using a community organisation / support worker permit for a reason other than providing supportive care to a resident.

Responsibilities

Position	Responsibility
Resident	Apply for relevant permit/s ensuring all information required is supplied.
Community organisations / support worker	Apply for relevant permit ensuring all information required is supplied.
Council Parking Officers	Monitor vehicles parking within the APPA, including the issuing of penalties for non-compliance with timed parking restrictions without appropriate exemption via a permit.
Customer Experience Officers	Process parking permit applications, renewals and payments and issues permits.
Customer Experience Advocates	Where an application for a permit under the RPS not approved by Council officers, the applicant may request for the decision to be investigated further by a Council Customer Experience Advocate followed by internal review and then external review – subject to the discretion of the relevant reviewing body, such as the NSW Ombudsman, in accordance with Council's Customer Feedback and Complaints Management Policy.
Coordinator Traffic and Transport	Monitor and review the resident parking scheme including: <ul style="list-style-type: none"> • Review applications which do not meet the eligibility criteria and make recommendations to the Manager Strategic Placemaking. • Periodically review the number of parking permits issued against the number of on-street parking spaces available within an APPA. • Implement changes as required to prioritise applications for parking permits based on the number of off-street parking spaces of residences within the APPA in accordance with the TfNSW Parking Permit Guidelines, whereby applications will be prioritised according to Table 1: Number of resident parking permits.
Manager City Life	Monitor the implementation of the RPS and periodically review this corresponding policy.

Manager Strategic Placemaking	Investigate and make recommendations to Council about updating any existing APPA boundaries, introduce any further APPAs or updates to eligibility for the RPS.
Councillors	Consider any future amendments to this policy and/or APPAs as proposed by the Manager City Life and Manager Strategic Placemaking respectively.

Version Control and Change History

Version	Amendment Details	Policy Owner	Period Active
1.0	New Georges River Council Resident Parking Permit Scheme Policy	Manager Strategic Placemaking – Assets and Infrastructure Directorate Manager City Life	25/03/2024 - ongoing