

## Proposed Residents Parking Scheme: Frequently Asked Questions

### **Who should we speak to about the proposed residents parking scheme?**

In the first instance, you should discuss your parking experiences with the nominated scheme champion for your area. Their name and contact details are provided with the consultation form that you will receive shortly. They will act on your behalf as the point of contact with Somerset County Council (SCC).

### **How much will a permit cost?**

A residents parking permit will cost £60 per year for your first vehicle and £100 for a second vehicle.

### **Why is that more expensive than schemes already in place in Somerset?**

These existing schemes were introduced by various local authorities but SCC is now responsible for the management of all on-street residents parking schemes across Somerset.

To ensure that permit charges are consistent across the county and cover the costs of administering, enforcing and maintaining the schemes, SCC proposes to increase the charges for these existing schemes year on year over the next three years to the rates detailed above.

### **Who will be able to apply for a residents parking permit?**

Any person who can demonstrate that an address within the proposed parking zone is their usual place of residence will be able to apply for a residents permit. Resident status can normally be proven with one of the following: Council Tax demand, tenancy agreement, rent book or recent utilities bill (only one will be required).

### **How long does a permit last?**

12 months from the date the permit is issued. A renewal reminder letter will be sent out to permit holders four weeks before the expiry date.

### **How many permits can I have?**

Each household is entitled to a maximum of two Residents Permits, subject to resident status being proved.

### **I have off-street parking so am I eligible for a permit?**

Yes, but the entitlement to two permits is reduced by one if you have an off-road parking space of a minimum size of 5m x 2.5m available to a household. Such a space does not need to be within the curtilage of the postal address. Please note, if you have declared that you have an off-road parking space, your application for a permit will attract the second permit charge of £100.

### **What about visitors?**

You will be able to purchase visitor permits. Current costs for these are £20 per year. Daily scratch cards are also available at a cost of £2 for a book of 10.

Currently, each household is allowed to buy up to 100 scratch cards a year. These prices are currently under review.

**What vehicles will a residents permit cover?**

You will be able to park the following vehicles in a parking space within the proposed zone: passenger vehicles and light goods vehicles not exceeding 2.5 tonnes, 2.3m high and 5.3m long.

Vehicles must be registered to the residents at the address within the parking zone. The vehicle registration document is proof of this.

**Will I need a permit for my motorbike?**

Yes.

**What if I don't own the vehicle?**

If the vehicle registration document is not in your name, you will need to provide a signed letter from the registered keeper confirming that you are the sole user of the vehicle.

If the vehicle is registered in a company name or a leased vehicle, you will need to provide a letter on company headed paper confirming that you are an employee or have a lease agreement, and are the sole user of the vehicle.

**Will this guarantee that I can park outside my house?**

No, but you will be able to park in any available space within the designated parking zone.

**How will I know where I can park?**

There will be white lines designating places where you can park along with signs showing who can park there. Yellow lines and signs will show areas where you will not be able to park.

The proposed residents parking zone for the area where you live may include more than one street. Your street champion will be able to advise you which streets are going to be included in your parking zone.

**I have a carer - where will they be able to park?**

There is a separate application form to allow the care organisation to apply for a carers/health care professionals permit. The fee for this is currently £10 per year and this permit will allow parking for up to two hours.

**What about drivers with disabilities?**

Residents with a vehicle and a blue badge registered to them at that address will be able to have the first permit issued at no cost. Second vehicle permits will be charged at the first vehicle rate.

**What about deliveries?**

Vehicles making deliveries to properties within any residents parking zone are unaffected by permit restrictions.

**I have business premises in the residential area - where will I be able to park?**

Businesses within a residential area that need a vehicle to undertake their business (eg florist with delivery vehicle) will be eligible to apply for a business

permit. The cost of this new type of permit is still under review. Business permits will only be eligible for use by the vehicle registered for use within the business.

Staff employed by the business will not be eligible to apply for a parking permit.

**I am having work carried out on my house – where will tradesman park?**

In certain circumstances, SCC can issue a dispensation to allow a driver (eg a builder or removal company) to park at a specific location where there is a parking restriction (eg Residents Parking Zone or yellow lines). The following charges will apply:

One to three days	£10 per bay/vehicle per day
Four days - three weeks	£30 per bay/vehicle per week
More than three weeks	£100 per bay/vehicle per month
Administration fee	£10 per application

**A developer is proposing to create additional properties. Will these new properties be eligible for permits?**

If a new property is created within an existing residential parking zone, the new households will not be eligible for permits to prevent additional parking pressure.

For property conversions, where possible, the previous entitlement of permits will be retained and will be distributed amongst the households of the new development.

**I am a landlord of properties within the proposed parking zone – will I be eligible for a permit?**

Yes, it is recognised that you need to visit your property from time to time and you will be able to apply for a non-resident landlord permit. Again, the cost of this new type of permit is still under review.

**Where can we find more information about the Residents Parking Policy?**

SCC has produce a Residential Parking Zone Guidance document and this is published on the County Council website: [www.somerset.gov.uk](http://www.somerset.gov.uk), search for "residents parking scheme"

Version 1, March 2014



# Somerset County Council

## Residential Parking Zone Guidance



October 2013



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1. Introduction	1
2. Our Policy	2
3. The Process	3
4. Where a residential parking zone might be appropriate	11
Appendix 1 - The Process in Detail	13
Appendix 2 - Links to the Parking Strategy 2013	15
Appendix 3 - Who to contact	20

Contents



## 1 Introduction

This guidance provides information on how Somerset County Council's policy on residents' parking will be applied in response to requests for residential parking zones.

It has been developed in response to issues raised following the publication of the Council's Parking Strategy in March 2012, which has since been revised in September 2013. It provides additional information on how the policies set out in the revised Section 3.3.9 of the Parking Strategy will be applied. The Parking Strategy remains our policy and key source of information on all other parking policy issues.

The remainder of this guidance is divided into three sections. Section 2 explains the objectives of our policy on this issue. Section 3 sets out the processes we will use when considering requests for residential parking zones. Section 4 sets out the type of situation where residential parking measures might be considered appropriate.

It is important to note that Residential Parking Zones do not guarantee parking spaces for households in busy residential areas; there is a cost to residents who wish to purchase parking permits and the processes involved in establishing a residential parking zone can take many months.

## 2 Our Policy

The Council's Parking Strategy includes the following policy:

### **Policy PM9: Resident-Friendly Parking Measures Policy**

Within residential areas that have limited off-street parking for residents and clear conflicts between residents and commuter parking, measures to manage on-street parking will be considered at the request of residents.

This guidance was developed to help satisfy three objectives:

#### **More flexibility:**

Following the publication of the Council's Parking Strategy in March 2012 we were made aware of a number of situations where it did not provide enough flexibility to address problems faced by Somerset's residents. In particular the policy of only considering residential parking zones where current parking practises are causing a safety issue made it difficult to address many potential areas. Our revised policy has been developed to give more flexibility to solve different problems.

#### **More local involvement:**

The Somerset County Plan 2012-2013 commits us to helping local communities to help themselves, their neighbours and their neighbourhoods. Therefore, it was also important that our revised policy put the local community at its heart. Giving local people a central role in the process will help to find the best solutions and keep costs down (so that we can do more with our limited resources).

#### **More certainty:**

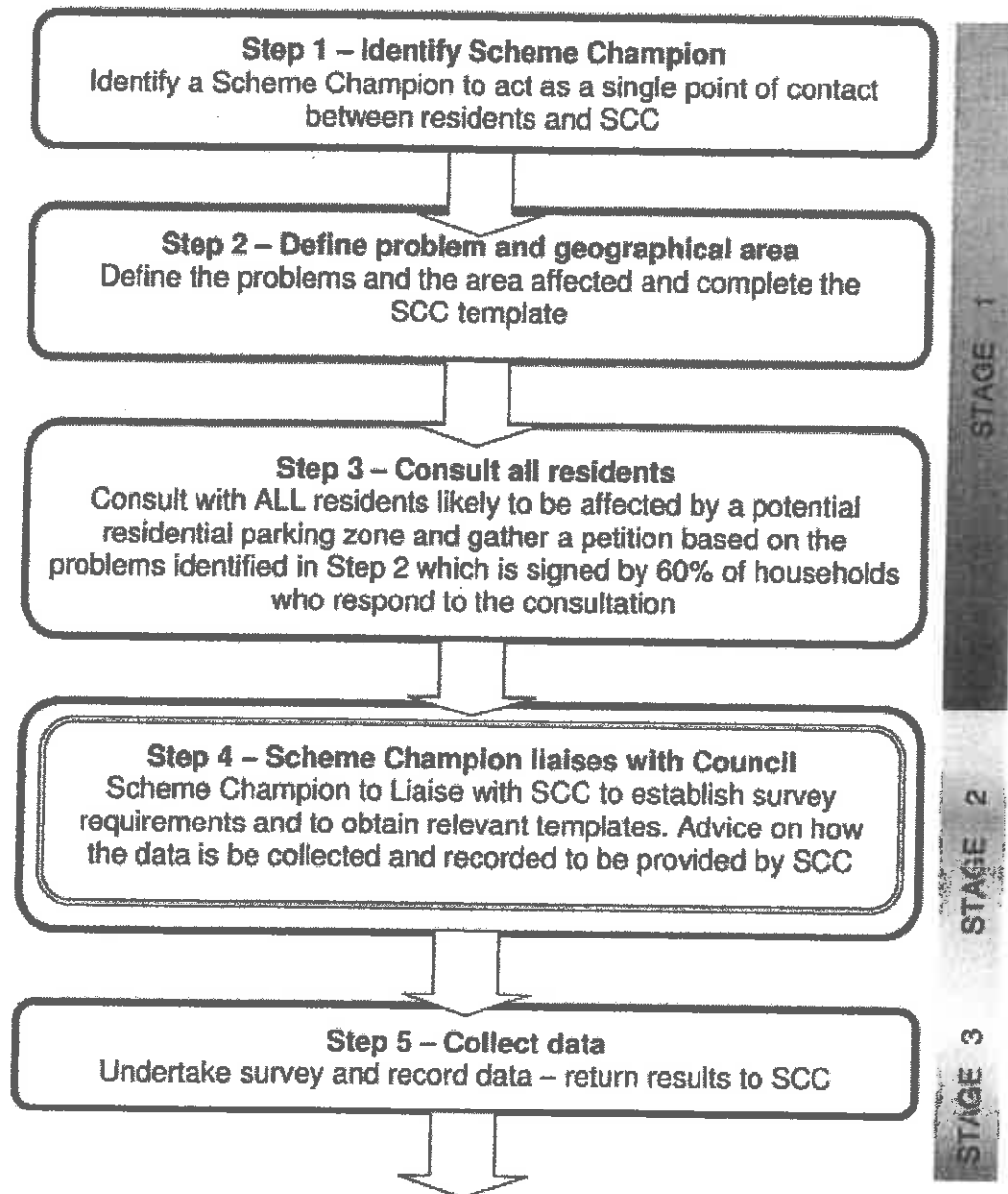
Parking problems have a serious affect on our lives, trying to solve these problems shouldn't create more stress or confusion. Our revised policy offers more certainty about how we can work together to try and find a solution to your problems.

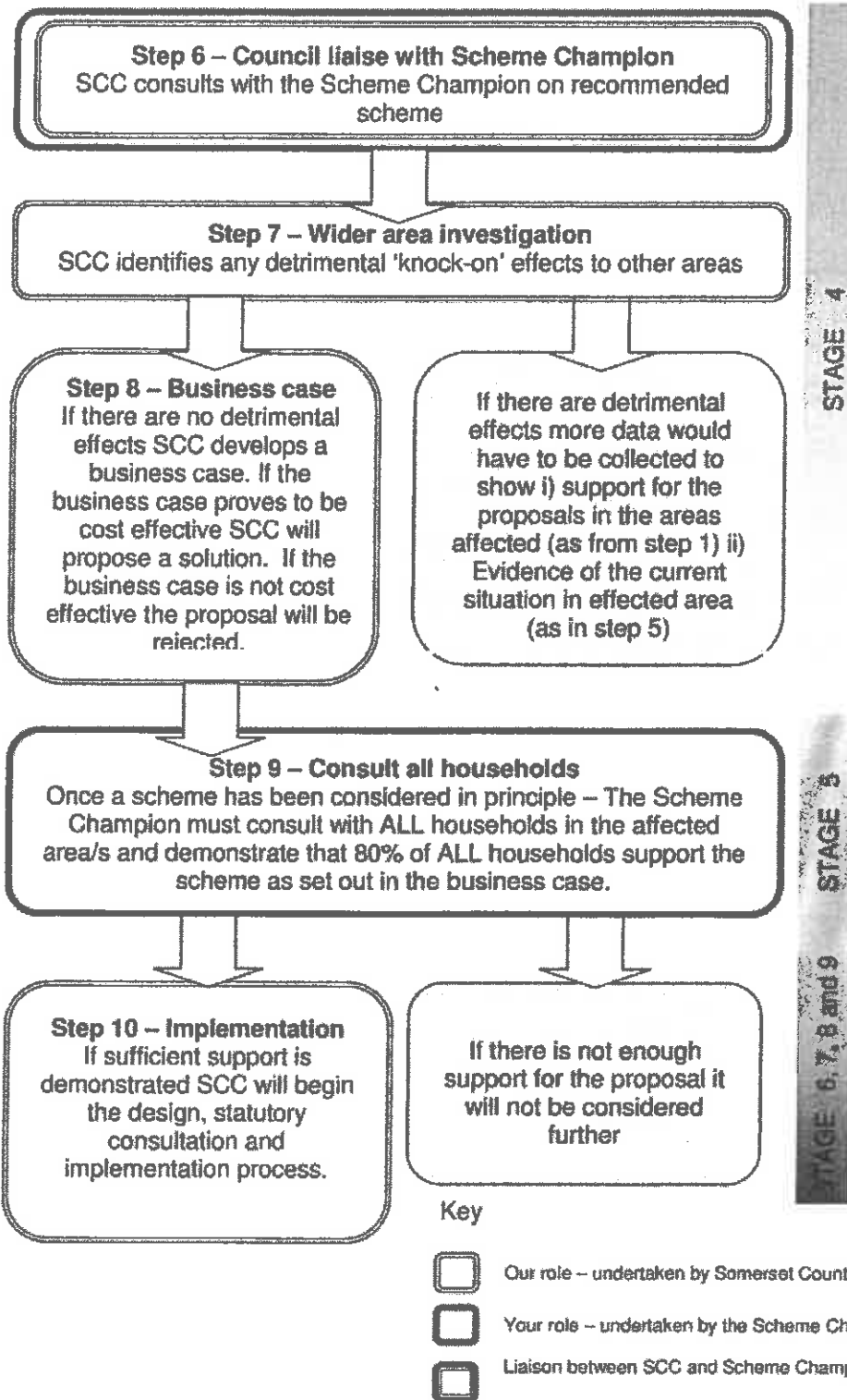
The following sections help to explain how this will be achieved in practice. More detail on the policies relating Residential Parking can be found in Appendix 2.

### 3 The Process

This section sets out the processes that we will use when considering requests for residential parking zones.

To help make the process clear it is set out in a simple 'step by step' guide in Figure 3.1 (a more detailed flow chart can be found in Appendix 1).





Picture 3.1 Stages for residential parking zone implementation

The following sub-sections expand on the roles performed by residents (Sub-section 3.1) and Somerset County Council (Sub-section 3.2) in the process described by Figure 3.1.

### 3.1 Your role

As stated in Section 2, the local community plays an important part in this process (see Figure 3.1). The local community's involvement takes place in four stages of the process, which are:

- Stage 1 - identifying the problem
- Stage 3 - surveying the problem
- Stage 4 - identifying solutions
- Stage 5 - demonstrate support

The sub-sections below give more information about what is required during these three stages.

#### Stage 1 - identifying the problem (Steps 1 to 3):

To help make sure we understand the problem and develop the most appropriate solution the local community will have to clearly identify the problem they perceive. This will include:

- Nominating a 'Scheme Champion'. This person will act as a single point of contact with the Council to help avoid confusion and delay. They will take responsibility for the rest of this stage and the community's role in following stages. They will be named on the petition mentioned below, to help demonstrate that they are supported by the community. The 'Scheme Champion' must work closely with local residents and try to reflect their views accurately if they want to demonstrate sufficient support in Stage 5.

The Council will only be able to work with one Scheme Champion in any area. If more than one person wishes to be the 'Scheme Champion' it will be up to them to decide who should perform this role. Local councillors are encouraged to work with residents and potential 'Scheme Champions' to assist them in selecting a champion. A local councillor may act as a 'Scheme Champion' if they can demonstrate the necessary public support.

- Providing a clear idea of the perceived problem. This will include defining the area according to the Somerset County Council template. Identifying that the problem described is of one of the types for which residents parking zones might be appropriate according to Figure 4.1 below. It is vital to make sure nobody's time is wasted where this process will not provide an appropriate solution.
- Proving the problem is shared by the whole community. It would not be appropriate to create new problems for one group to solve those of another group. Equally, all restrictions will be subject to statutory consultation before implementation, if too many local people object to a restriction at that stage it will be difficult to implement. Therefore, pursuing unpopular restrictions is unlikely to be an effective use of our resources.
- To this end, the Scheme Champion will gather a petition signed by 60% of households (a household being a dwelling irrespective of the number of people living there) in the area affected (as identified above). The petition must describe the problem identified above, identify the Scheme Champion and be objective in its wording and construction. It should also reference this policy, so people can find out more about the process. Signatories must provide their full name and address, so their responses can be verified if necessary. Electronic submissions are preferred but paper petitions are acceptable.

- Non-respondents would not be counted as 'yes' votes and therefore 60% will refer to the proportion of households who responded
- If, in subsequent stages, 'knock-on' effects are identified on other areas this petition may have to be expanded to cover the whole area affected. This should help ensure the solution generated works for everyone and isn't likely to fail due to objections from neighbouring areas.
- All of this information should be provided to Somerset County Council at the same time by the Scheme Champion.

### **Stage 3 – surveying the problem (Step 5):**

Once you have identified the problem we will need some more detailed information to help us understand why it happens and how it might be solved. Stage two of Figure 3.1 explains that the Council will provide advice on what information is required and how it should be collected and stored in order to comply with the Data Protection Act 1998. The evidence that will be required will depend on the situation in question. However, it is likely to include:

- The number of parking spaces (on and off street)
- The number of parked vehicles
- Type of use (e.g. resident or commuter)<sup>(1)</sup>
- Information for different times and days

This information will be provided to the Council by the Scheme Champion in a format agreed in Stage 2. Templates may be available to assist with this.

If, in subsequent stages, 'knock-on' effects are identified on other areas this data may have to be expanded to cover the whole area affected. This should help ensure the solution generated works for everyone and isn't likely to fail due to objections from neighbouring areas.

### **Stage 4 – identifying solutions (Steps 6 to 8):**

The 'Scheme Champion' will be consulted when the Council considers the possible solutions. This will help the Council choose the best option. The 'Scheme Champion' is encouraged to consult more widely with residents at this stage, to help inform their response. An accurate understanding of local opinions will help them build the support that has to be demonstrated in Stage 5.

### **Stage 5 – demonstrate support (Step 9):**

Before we invest further time and money in designing or advertising a possible solution it is important that we know that it meets your needs and isn't likely to receive significant objections. Therefore, this stage builds on the petition produced in Stage 1, to demonstrate support for the specific solution proposed by the Council in Stage 4.

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1 The Council can advise the Scheme Champion as to how this is best done

Support will be demonstrated through a postal survey distributed to all households in the area identified in Stage 1 and any additional areas added during Stage 4. Eighty per cent (80%) or more of all households who receive the survey would have to respond positively, indicating their support, in order for the proposal to be considered further.

Somerset County Council will provide the survey but the Scheme Champion remains responsible for securing a sufficient response to demonstrate support for the scheme. The 'Scheme Champion' and local councillor(s) are encouraged to assist in distributing, collecting and gaining support for this survey.

There may be further opportunities to engage with proposals that are progressed towards implementation, as part of the consultation required for any Traffic Regulation Orders involved (as detailed in Section 3.2 and the final boxes of Figure 3.1).

N.B. New proposals for areas that have previously been unsuccessful will only be considered where the local community can demonstrate that the problem has changed significantly or that the cause(s) of the previous failure has been overcome or that the level of support has increased to the required level.

### 3.2 Our role

Although this process has been designed to put the local community at its heart, there are certain roles which Somerset County Council must perform. These are set out in Figure 3.1 and are:

- Stage 2 - identify survey requirements
- Stage 4 - identifying solutions
- Stage 6 - Cabinet Member decision
- Stage 7 - Traffic Regulation Order
- Stage 8 - Works/Final Notice
- Stage 9 - scheme launch

The sub-sections below which give more information about what is required during the three relevant stages.

If the Council receives multiple applications at one time they will be considered on a 'first come, first served' basis. If exceptional circumstances require a proposal to be considered out of turn, this may be possible following a formal decision on the issue by the Cabinet Member for Highways and Transportation. The Council may consider adjacent applications simultaneously where this is likely to be more efficient.

#### Stage 2 – identify survey requirements (Step 4):

Once you have identified the problem we will need some more detailed information to help us understand why it happens and how it might be solved. In this stage the Council will provide advice on what information is required and how it should be collected.

As each situation will be different we cannot set out exactly what evidence will be required in this guidance. We will advise the Scheme Champion of these requirements and provide templates for collecting and/or returning the data where these are available. Our advice is likely to include where, when and how the data should be collected and the way it should be recorded and stored in order to comply with the Data Protection Act. We will work with the Scheme Champion to help ensure the survey activities identified are appropriate. However, Somerset County Council will ultimately have to decide what information is necessary to identify an appropriate solution.

'Knock-on' effects that require further data to be collected may be identified in Stage 4 (see below for further information). In such situations, we will issue advice on the collection of this data to the Scheme Champion in the same way as described above.

#### **Stage 4 – identifying solutions (Step 8):**

In this stage Somerset County Council will establish whether it might be appropriate to afford priority to residents' parking needs in this situation. Where this is appropriate we will then consider different ways of doing this and propose a solution. Doing this will include:

- Using the evidence provided to us in Stage 3 to confirm that the problem is of one of the types for which measures affording priority to residents might be appropriate, according to Figure 4.1. More information on this is provided in Section 4.
- If the situation is appropriate for affording priority to residents, considering the possible solutions and choosing the best one, using the evidence provided to us by you.
- Consulting with the 'Scheme Champion' to help us choose the best option. The 'Scheme Champion' is encouraged to consult more widely with residents at this stage, to help inform their response. An accurate understanding of local opinions will help them build the support that has to be demonstrated in Stage 5.
- Assessing whether the solution being considered would have a detrimental impact on other areas.

It would not be fair to implement measures that simply move parking problems on to other people. Furthermore, any restriction(s) proposed will be subject to statutory consultation before implementation and if neighbouring areas object it may not be possible to implement the proposals. Therefore, it is important we understand the full picture at this stage.

Where detrimental 'knock on' effects are expected, the petition and/or survey information provided by the Scheme Champion in Stages 1 and 3 may have to be expanded to cover the whole area affected. In such cases, this will be done in the manner and to the standards described in the relevant sections above.

- Developing a simple business case. The Council faces a difficult financial challenge and has to look for value for money in everything that it does. Therefore, this business case will consider whether the solution being considered would be affordable:
  - The solution being considered will have to be cost neutral to the authority over a 5 year payback period. (i.e. the cost of the scheme would have to be covered by charges to residents over the first 5 years). Therefore, charges are likely to be incorporated in any proposals to help us recover their cost. Limits on permit numbers



and different prices for first and further permits may be considered where appropriate. Although it is not possible to give an exact cost to residents in this guidance it is anticipated that a likely cost of the first permit would be £80 each (reviewed from time-to time) with standard options for the number of permits allocated to each household dependent on the local situation. Additional permits may cost considerably more. Any third party funding (e.g. contributions from new developments or Parish Councils) will be considered in making this business case; and

- The initial outlay required will have to be affordable until it can be recovered. Our limited resources mean that we will not be able to fund some solutions.
- Proposing a solution. This proposal will set out what solution(s) (if any) we feel should be taken forward and forms the basis for further stages. This will help the local community understand exactly what they are being asked to support in Stage 5. Suggested solutions will be addressed by an Advisory Member Panel who will advise the Cabinet Member for Highways and Transport. The solution will be proposed through a decision by the Cabinet Member, unless the proposal falls within their division, in which case the decision will be made by the Leader of the Council. The proposal will highlight the costs and benefits of any solution proposed. It will be important for residents to understand that a given solution is unlikely to solve all of their problems and may have undesirable consequences. There will be parking permit options for visitors, carers and tradesmen.

### **Design, Statutory consultation and Implementation processes (Step 10):**

#### **Stage 6 - Cabinet Member decision**

Once it has been established that a residents parking zone would be appropriate and sufficient support has been demonstrated for the proposed solution a final decision is needed from the Cabinet Member for Highways and Transport before we begin the process of implementing the proposals.

#### **Stage 7 – Transport Regulation Order (TRO)**

This will follow the standard procedures for implementing the type of solution in question. An indication of these procedures is provided below but the exact processes will depend on the individual situation.

- A detailed design will take into account any amendments as a result of Stage 5 consultation.
- The statutory TRO will be prepared, legal advice sort and an advertisement will go in the local paper and on our website for a statutory consultation period of 21 days.
- During this 21 days any objections will be collated and responded to and at the end of the 21 days a determination report will be prepared
- The TRO sub-committee will sign off the TRO, legal and financial teams will sign off the paperwork, the TRO will undergo publication and invitations will be sent to objectors.

**Stage 8 – Works / Final Notice**

- Once the TRO is accepted, a works order will be finalised and issued to an authorised sub-contractor
- Letters will be sent to objectors

**Stage 9 – Scheme Launch**

- Site works will be ordered, programmed and completed
- A Final Notice is prepared and sealed
- Residents can then apply for permits and the scheme goes 'live'

Although the work undertaken in Stages 1 – 5 will assist in these processes, they are important and potentially time consuming in their own right. It is still possible for a solution that has reached this stage to be prevented from being implemented. For example statutory consultation, work undertaken during the design phase and consultation with financial or legal experts may all raise issues that make implementation unfeasible.

## 4 Where a residential parking zone might be appropriate

The best solution will always depend on the individual circumstances of the area and the problem in question – so it is impossible to include plans for every situation here. However, one of the objectives of our new policy is to provide more certainty about how we can work together to try and find a solution to your problems. Therefore, this sections sets out the types of situation where residential parking zones may (or may not) be appropriate. This should help you understand what we can and can't do, quickly and simply.

The remainder of this section is divided into two sub-sections. Sub-section 4.1 sets out the *principles* that helped us decide where residential parking zones might be appropriate and Sub-section 4.2 which details the types of *situation* where residents' parking zones might be appropriate.

### 4.1 Principles

In deciding when it might be appropriate to consider residents parking zones we developed a number of principles from throughout Somerset's Parking Strategy (2013). These principles will help you understand how we developed Figure 4.1.

- Giving residents' priority must really make a difference. This means that the non-residential users who would be displaced by any restriction must make up a significant proportion of current demand.
- Off-street parking must be insufficient. The aim of this policy is to help people access their homes, if they have suitable off-street parking they should already be able to do this. As a guide, if the area has (on average) off-street parking equivalent to the standards set out in Somerset's Parking Strategy (2013) for new developments in that area, it would not be appropriate to prioritise residents' needs. (This level is actually relatively generous, as the standards provide for all types of parking: on and off-street.)
- Residential parking measures must not be used to restrict car ownership. The Parking Strategy recognised that this simply causes inappropriate parking and that efforts to encourage sustainable travel should be focused on more successful measures. Therefore, it would not be appropriate to prioritise residents' needs where there is simply not enough parking to meet residents' demand.
- The needs of all legitimate users must be recognised. Local businesses and services are an important part of Somerset and their parking needs must be recognised too. Where non-residential activities play a part in the area it would not be appropriate to consider a residential parking zone. This applies where there are non-residential land uses (listed in Section 6.4 of Somerset's Parking Strategy) located in the area identified during Stage 1 (or added in Stage 4 due to 'knock on' effects).

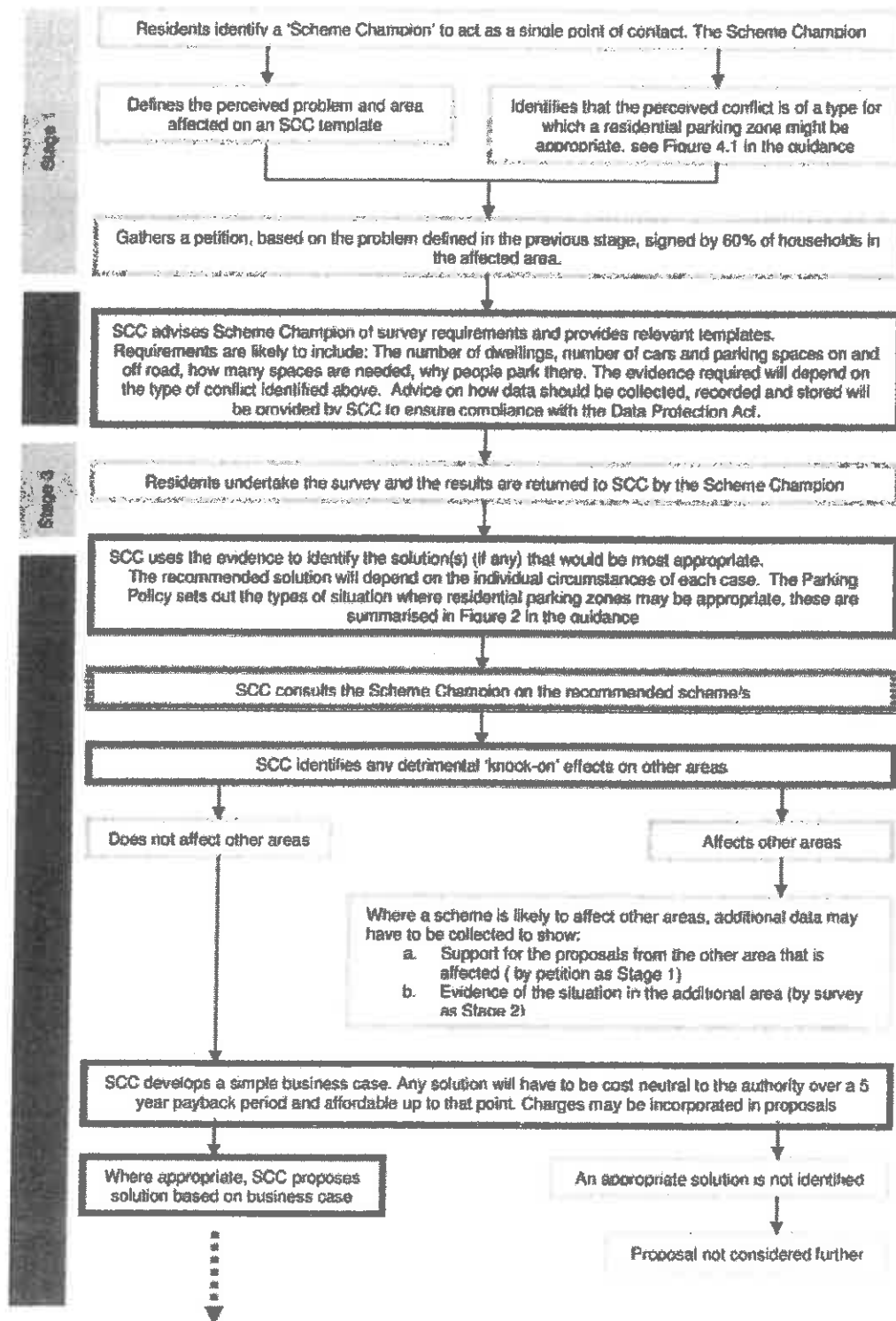
### 4.2 The types of situation

Figure 4.1 sets out the conditions that would have to be met for a residential parking zone to be considered as an appropriate solution in a range of different situations. All conditions set out for a given situation must be met for the option to be considered.

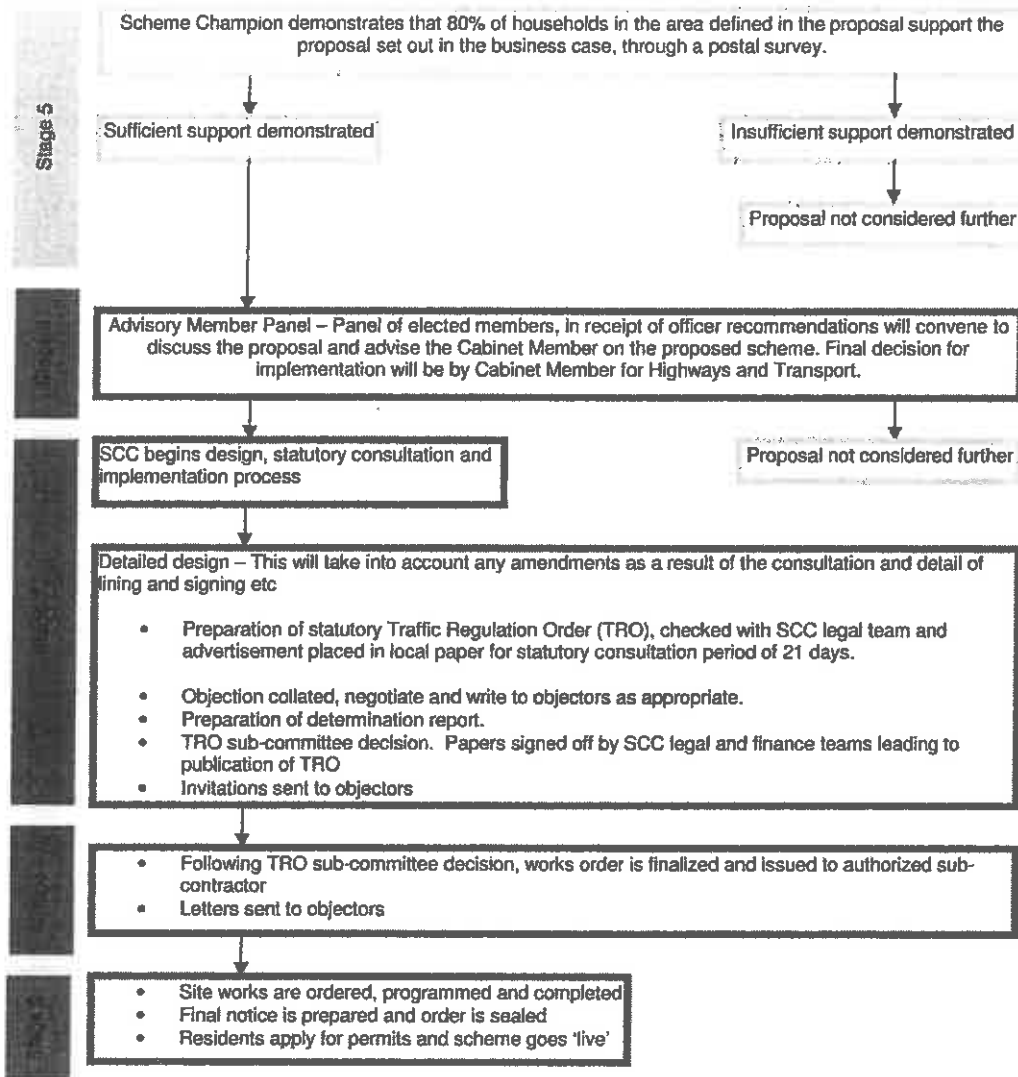
The Scheme Champion should use this table as part of Stage 1, to establish that the perceived conflict is of a type for which a residents parking zone might be appropriate. We will use the table to help us to identify what solution(s) (if any) would be appropriate in Stage 4.

Type of conflict		Conditions where a residential parking zone might be appropriate (all conditions should be met)
Resident vs. resident		None. Where parking causes a safety issue other parking restrictions (e.g. yellow lines) may be considered.
Resident vs. commuter		a) Parking is at capacity; b) More than 20% of spaces are used by commuters; and c) The majority of households in the area do not have off-street provision (including garages).
Resident vs. shoppers and other short term users	Residential area (with no properties with retail or other service land uses)	a) Parking is at capacity; b) More than 20% of spaces are used by non-residents; and c) The majority of households and businesses in the area do not have off-street provision (including garages).
	Mixed or retail area (with properties with retail or other service land uses)	None (unless supported by the retail or other service land uses). However, limited waiting, shared residents' parking or paid parking may be appropriate in some circumstances.
Residents vs. restricted parking areas		a) Parking is at capacity; and b) A significant level of capacity within the restricted parking area is regularly not used. The number of spaces that may be de-restricted would be expected to relate to the number not regularly used. If a restriction serves other purposes (such as improving safety or traffic flow) it may not be appropriate to amend it.

## Appendix 1 - The Process in Detail



## Appendix 1 - The Process in Detail

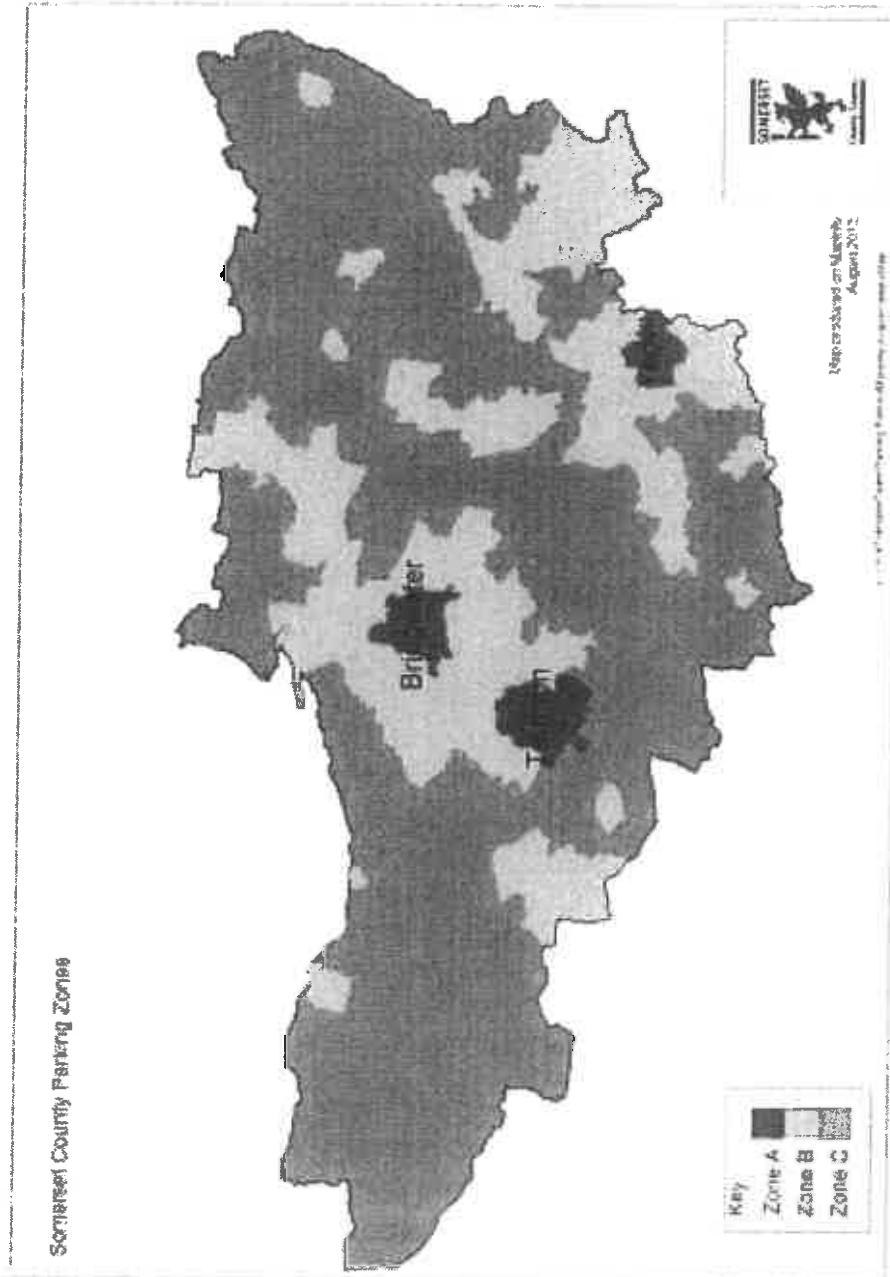


This flow chart shows a more detailed outline of the process for implementing a residential parking zone – a simplified version can be found in Figure 3.1.

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## Appendix 2 - Links to the Parking Strategy 2013

Zoning Map from Parking Strategy 2013





## Residential Parking Standards from Parking Strategy 2013

### Cycle parking

A minimum of 1 space per bedroom.

N.B. Requirements in some areas (especially in Zone A) are likely to be higher.

More Info:

Sections 7.2  
& 7.3

### Motorcycle parking

A minimum of 1 motorcycle parking space per 5 dwellings OR 1 motorcycle space per 20 car spaces, whichever is the greater.

Sections 7.3  
& 7.5

### Car parking

Zone	1 Bed	2 Bed	3 Bed	4 Bed
A - Red	1.5	2	2.5	3
B - Amber	1.5	2	2.5	3
C - Green	2	2.5	3	3.5

Notes A and  
B

+ visitor parking

Sections 7.4  
& 7.5

+ visitor parking

Where half of parking is unallocated

No visitor parking required

Where less than half of parking is unallocated

0.2 spaces per dwelling

### Electric Vehicle Charging Points

In all new residential developments, access to 16 amp electric vehicle charging points will be provided to all dwellings (see Section 7.4.1 for more detail).

Section  
7.4.1

### Blue badge parking for people with severe mobility problems

Advisory bays available on request where no off-road space is provided.

Section  
7.4.3

**NOTE A** - The car parking standards set out here are optimum standards; the level of parking they specify should be provided unless specific local circumstances can justify deviating from them. Developments in more sustainable locations that are well served by

public transport or have good walking and cycling links may be considered appropriate for lower levels of car parking provision. Proposals for provision above or below this standard must be supported by evidence detailing the local circumstances that justify the deviation and must be included in the developer's Travel Plan.

**NOTE B** - Car parking standards include any garages or car ports provided (subject to size requirements in Table 7.1).

### **Non Residential Land Use Categories from Parking Strategy 2013**

#### **A1 Retail**

A1a Non food retail >1000m<sup>2</sup>

A1b Food retail >1000m<sup>2</sup>

#### **A2 Financial and Professional Services**

A2 Financial and Professional Services  
Banks, estate agents, building societies

#### **A3/A4/A5 Food and Drink**

A3/A4/A5 Food and Drink - Restaurants, Cafes, Public Houses, Bars, Takeaways

#### **B1 Business**

B1 (a) (b) (c) Business - Offices

#### **B2 General Industrial**

#### **B2**

#### **B8 Warehouse & Distribution**

B8a Warehouse - storage

B8b Warehouse- distribution

#### **C1 Hotels**

C1 Hotels and Hostels

#### **C2 Residential Institutions**

C2a Hospitals

C2b Nursing homes, Hostels, Retirement Homes and Respite care homes

D1 Non-Residential Institutions

D1a Places of Worship, Church Halls, Public Halls

D1b Clinics, Health Centres, Surgeries

D1c Libraries

D1d Art Galleries and Museums

D1e Primary Schools

D1f Secondary Schools

D1g Higher and Further Education Centres

D2 Assembly & Leisure

D2a Cinemas

D2b Exhibition Centres

Bingo Halls

Bowling Alleys

Leisure Centres

Casinos

Other types of development

Bus and Train Stations

## **Appendix 3 - Who to contact**

To discuss the possibility of becoming a Scheme Champion or any other issue related to the implementation of Residential Parking Zones, please contact the Traffic Management Team using one of the following options:

**Telephone:**

0845 345 9155

**Email:**

[trafficmanagement@somerset.gov.uk](mailto:trafficmanagement@somerset.gov.uk)

**Post:**

Traffic Management Team

Somerset County Council

County Hall

TAUNTON

Somerset

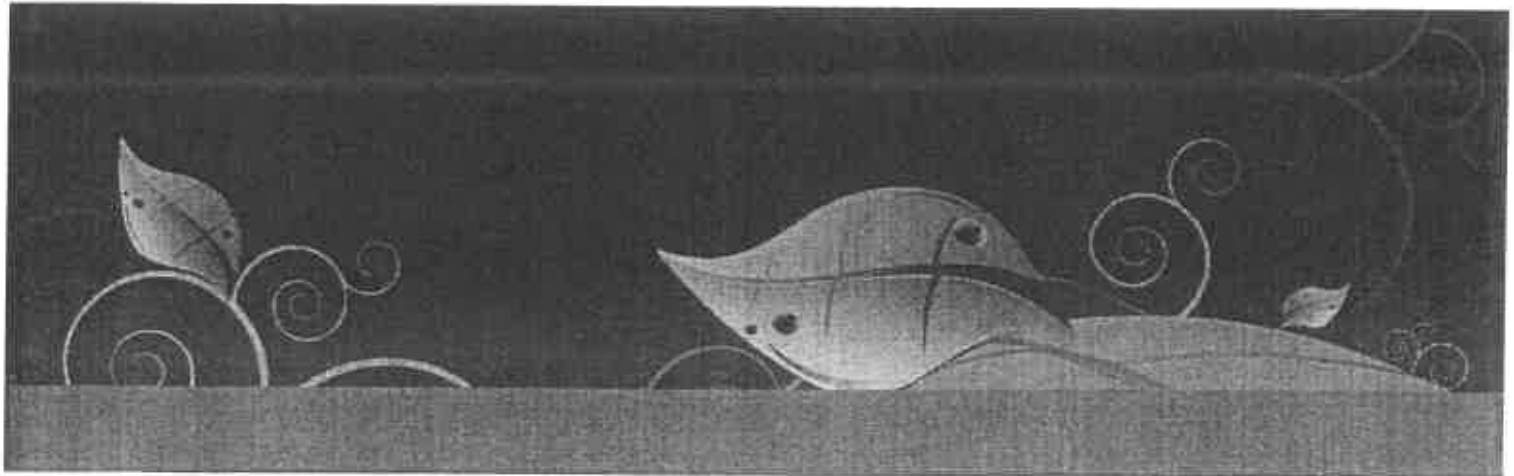
TA1 4DY



[www.somerset.gov.uk](http://www.somerset.gov.uk)

“Working together for equalities”

This document is also available in Braille, large print, tape and on disc and we can translate it into different languages. We can provide a member of staff to discuss the details. Please contact 0845 345 9166.



RPZ01



## Residential Parking Zone – Stage 1 Submission Checklist

The Scheme Champion should initial each element on the checklist to indicate that it has been undertaken.

<b>Initial</b>	<b>Checklist</b>
	Completed Pre-Qualification Assessment (RPZ02)
	Completed Scheme Champion Nomination Form (RPZ03)
	Consulted Households with 60% agreement for change (using Form RPZ04)
	Completed Problem Definition Template (RPZ05)
	Read 'Living with Controlled Parking in Somerset' (RPZ06)
	Read and Understood 'Data Protection Act: Information for Scheme Champions' (RPZ07)
	Read and Understood 'Equality Act: Information for Scheme Champions' (RPZ08)

Please submit this form along with the three completed forms listed above (RPZ02, RPZ03, RPZ05) to:

Traffic Management Team  
Somerset County Council  
County Hall  
TAUNTON  
Somerset  
TA1 4DY

Alternatively, email the completed forms to:

[trafficmanagement@somerset.gov.uk](mailto:trafficmanagement@somerset.gov.uk)



**Residential Parking Zone Area – Pre-Qualification Survey**

1. What is the type of conflict in the geographical area being assessed?

A	Resident vs. resident	Go to Question 2
B	Resident vs. commuter	Go to Question 3
C	Resident vs. shoppers and other short term users	Go to Question 4&5
D	Residents vs. restricted parking areas	Go to Question 6

A. Resident vs resident conflict.

2. Is there a perceived safety issue in the area?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

A safety issue could be when vehicles park on both sides of the street and causes problems with the flow of traffic or visibility issues are caused by cars being parked in certain places i.e. junctions, on bends.

If you answered Yes, the area may qualify for a Parking Scheme. If you answered No, the area does not qualify.

B. Resident vs commuter conflict

3. Are any of the following true?

	Yes	No
There are not enough spaces for every car	<input type="checkbox"/>	<input type="checkbox"/>
More than 20% of spaces are used by commuters	<input type="checkbox"/>	<input type="checkbox"/>
The majority of households in the area do not have off-street parking spaces (including garages).	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to all three parts of the question, the area may qualify for a Parking Scheme. If any or all three answers were No, the area does not qualify.

C1. Resident vs shoppers and other short term users conflict

4. Are the shops or other service land uses outside the proposed area?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If you answered Yes, please continue to Question 5. If you answered No, you will not qualify for a Residential Parking Zone. However, limited waiting, shared residents' parking or paid parking may be appropriate in some circumstances. Please contact Parking Services for more assistance.



RPZ02



C2. Shops and other short term uses are outside of the proposed area.

<b>5. Are any of the following true?</b>	Yes	No
There are not enough spaces for every car		
More than 20% of spaces are used by non-residents		
The majority of households and businesses in the area do not have off-street provision (including garages).		

If you answered Yes to all three parts of the question, the area may qualify for a Parking Scheme. If any or all three answers were No, the area does not qualify.

D. Resident vs restricted parking areas conflict

<b>6. Are any of the following true?</b>	Yes	No
There are not enough spaces for every car		
A significant number of the spaces within the restricted parking area are not regularly used.		

If you answered Yes to both parts of the question, the area may qualify for a Parking Scheme. If one or both answers were No, the area does not qualify.

### Next Steps

If the geographical area you have assessed passed the qualification criteria, you are now requested to complete the remainder of the documentation for Stage 1 as outlined in Residential Parking Zone Guidance.

RPZ03

**Scheme Champion Nomination**



<b>Scheme name</b>	
--------------------	--

**Scheme Champion Details**

Name of Scheme Champion	
Address of Scheme Champion	
Time resident lived in area	

**Details of two residents living within the scheme area nominating Scheme Champion**

<b>First Nomination</b>		<b>Second Nomination</b>	
Name		Name	
Address		Address	
Signature		Signature	
Date		Date	

**Declaration**

I agree to act as the Scheme Champion, represent the community, to adhere to Equalities and Data Protection Legislation and to be sole point of contact for Somerset County Council.	
Signature	
Printed Name	
Date	

RPZ04

Consultation on Parking - <<Insert Location>>



My name is <<Name>> and I have been nominated as a Scheme Champion to work with Somerset County Council to investigate whether our area can have a change in parking restrictions.

The purpose of this consultation is to identify whether the majority of our residents consider there is a problem with parking, who maybe causing it, to try and identify a solution that is supported by a significant majority of residents. It is important to understand that parking controls cannot solve all problems, but it can assist. This can be done in a number of ways, depending upon the problem and desired result.

<u>What Parking Controls Can Do</u>	<u>What Parking Controls Cannot Do</u>
Make it easier to park near residents' homes by setting priorities	Increase the amount of parking
Reduce traffic	Guarantee you can park in the road/zone
Improve safety, with increased visibility at junctions or exiting properties	Reserve or guarantee a space outside your property
Provide easier access for emergency services and other service vehicles	Stop blatant abuse of parking rules
	Stop the school run

1. Please provide your household details.:

Name:  
Number of people in household:

Address:  
Postcode:

2. Do you think there is a problem with parking in your area/street

Yes

No

3. If Yes, please outline briefly what you think the problem is.

4. Do you think the Council should change or introduce parking controls in your street/area?

Yes

No

5. If Yes, would you support:

A residents parking scheme

Yellow lines

Limited waiting

Other – please state \_\_\_\_\_

RPZ04

6. How many vehicles can you park off the road within the boundary of your property?

7. How many vehicles are usually parked at your property altogether, on or off the road?

8. Any further comments?

I will use this consultation to help Somerset County Council decide about any changes to the parking controls in our area. If you have asked any questions or would like me to reply to your comments, please fill in your name and your email address if you have one.

Name	
Email	

Please complete this by <<Date>>. <<Identify how/when Scheme Champion will collect the forms back>>.

<<Name>>

<<Address>>

<<Contact Details>>

For more information on Residential Parking and other background documents, please visit [www.somerset.gov.uk/parking](http://www.somerset.gov.uk/parking) and Click on 'Apply for a residents parking permit'

**All personal data provided will be collected, processed, stored and destroyed in accordance with the Data Protection Act 1998. The data will not be shared by the Scheme Champion to any third party outside of Somerset County Council. The data will be used to examine patterns of parking to help determine whether a parking solution will be appropriate within the proposed area. The data will be held for the duration of the scheme being considered and will be destroyed by the Scheme Champion once the scheme has been implemented or rejected.**

Visit [www.somerset.gov.uk/parking](http://www.somerset.gov.uk/parking) and Click on 'Apply for a residents parking permit'

RPZ05



## Problem Definition Template

### Part 1- Area and Issues

Define the area, address, postcode if appropriate. Please also print off a map and draw on street(s) affected.

--

Outline the main issues and problems relating to parking (max 400 words). Please do not provide any personal information/data on this form.

--

Identify which problem the area has from the below after completing Pre-Qualification Form:

A Resident vs. resident	<input type="checkbox"/>
B Resident vs. commuter	<input type="checkbox"/>
C Resident vs. shoppers and other short term users	<input type="checkbox"/>
D Residents vs. restricted parking areas	<input type="checkbox"/>

Visit [www.somerset.gov.uk/parking](http://www.somerset.gov.uk/parking) & Click on 'Apply for a residents parking permit'

RPZ05



**Part 2 – What the residents think?**

Please complete this after you have surveyed residents in the area using form RPZ03 or equivalent.

Number of households in area	
Number of households that responded to consultation	
Percentage of households in area who responded that agree the scheme should go ahead.	

Summarise the residents' views on when controls should be applied. Please do not provide any personal information/data on this form.

Summarise the residents' on and off street parking arrangements. Please do not provide any personal information/data on this form.

Summarise comments from consultation. Please do not provide any personal information/data on this form.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



## LIVING WITH CONTROLLED PARKING IN SOMERSET

### Introduction

Residents will be aware that since controlled parking has been introduced in areas of the County there has been an ever increasing presence of non residential parked vehicles throughout the day in adjacent roads to where parking controls have been introduced. A non residential parked car is defined as a vehicle parked by an individual who is not resident in the area or is not visiting a nearby resident or property.

The movement of vehicles during the day will very much depend on the reason for being parked. The usual scenario being vehicles arrive in the morning and depart early/late evening (the classic commuter). Whereas near to a hospital or busy retail area vehicles may come and go throughout the day. The increase in problems in such an area often results in requests by residents and Councillors alike for action to improve the situation.

### The Problems To Consider

A challenge in streets with no controls is there is often insufficient road width to allow parking on both sides of the road unless vehicles are parked on the pavement. The County Council has a stated wish not to allow parking on the pavement; unless there are very special circumstances. Often pavements are not particularly wide which means that if vehicles are parked on the pavement, people with, for example, wheelchairs and double buggies are forced into the road.

If vehicles currently park partly on the pavement and there is insufficient room to allow a pedestrian with a wheelchair or double buggy along the pavement, it is unlikely the current practice will be permitted. This means that if parking bays are introduced they can only be introduced on one side of the road. This will generate discussion as to which side the bays will be, as the 'non-bay' side will need to have at least a single yellow line restriction to deter parking. The yellow line restriction will apply to residents.

The problem can be compounded when not all residents have access to off street parking and inconsiderate parking takes place. When undertaking surveys on whether parking controls should be introduced this can result in a range of responses from residents living in the affected area.

- Unfair for residents have to pay for parking.
- It is annoying with 2 young children that I have to park 2 streets away.
- Roads are only wide enough to allow parking on one side, therefore something needs to be done.
- Virtually no cars parked in the road before controls/charges were introduced elsewhere.
- Residents can't get out of their driveways
- All day parking seems to be the problem



## **POSSIBLE SOLUTIONS**

### **Introduce Double Yellow Lines at Junctions**

If double yellow lines are introduced at junctions visibility will be improved. However there is a concern that those drivers who currently park at these junctions will park further down the street making existing problems of footway parking and obstruction in front of residential properties worse.

### **Introduce a Waiting Restriction In The Middle Of the Day**

This type of restriction is often seen around stations where drivers want to park their cars before catching a train. Typically the restriction lasts a couple of hours which gives time for enforcement to cover the whole area when the restriction is in operation. This type of restriction will generally solve the problem where it has been caused by morning and evening movements. It will not work if there is vehicle turnover during the day (arriving and leaving throughout the day). In this case a split period maybe appropriate 1 hour AM and 1 hour PM.

#### **Disadvantages**

- No parking will be allowed for residents or their visitors during the restricted hours
- Additional signs and lines on street

#### **Advantages**

- Prevent all-day commuters leaving their cars all day
- No cost to residents

### **Introduce A Waiting Restriction for the Whole of the Day e.g. 8am – 6.30 Monday to Friday**

This would keep the roads clear throughout the day, but allow residents to park their vehicles on street at night. This would not prevent residents parking on the pavement at night, but it would keep the roads and pavements clear during the day. If the cause of the parking has activities throughout the day, e.g. shopping, hospital, a decision would have to be made whether the restriction would operate for 5, 6 or even 7 days a week. This option would have an impact on any residents that do not have off-street parking and are present during the day. As residents are generally at home during the weekend it may not be appropriate to have restrictions at the weekend.

#### **Disadvantages**

- No parking will be allowed for residents or their visitors during the day
- Visitors to the area can park outside of the restricted hours.
- Additional signs and lines on street

#### **Advantages**

- Prevent commuters leaving their cars all day
- No cost to residents





**Introduce A Waiting Restriction for the Whole of the Day**  
**e.g. 8am – 6.30 Monday to Friday on One Side of the Road Only**

In addition to the comments above this would keep the controlled side of the roads clear throughout the day. However it would not prevent parking on the uncontrolled side where road width allows. This could result in all available parking space being taken during the day by commuter parking. This would prevent residents from parking as they would not be permitted to park on a yellow line.

**Limited Waiting**

Limited waiting is where anyone can park for free for a short period of time. Waiting is permitted within the area marked out on the road for a period of time up to that indicated on the accompanying sign. Motorists are not permitted to return to a limited waiting bay within the duration indicated as this encourages a high turnover of parking, increasing the number of motorists that may use the parking place.

This type of restriction is most commonly used in a shopping/business environment, as it provides convenient free short stay parking for motorists using these facilities.

Motorists displaying a blue badge in their vehicle may park in this type of bay for an unlimited period.

**Disadvantages**

- Priority is not afforded to any one group i.e. residents
- All motorists will only be able to park for the limited period including residents and visitors

**Advantages**

- Parking is free
- Prevents commuters leaving their cars all day
- Anyone can park for the period of time of time specified

**Controlled Parking Zones - Permit Parking**

The introduction of a Controlled Parking Zone enables those residents (or others) who hold a valid permit for the Zone to have priority over the available road space. However, residents of developments with their own private dedicated parking (flats and apartments) are generally ineligible for resident permits for their vehicle.

Drivers who are not residents, visiting a resident or eligible for a permit will not be permitted to park as they are unable to obtain a permit.

The introduction of Controlled Parking Zones offer flexibility as parking is permitted.



### Introduce a 2 Hour Controlled Parking Zone

#### **Disadvantages**

- Cost of permits
- A space is not guaranteed for residents or their visitors
- The number of visitor permits are limited
- As shop workers may operate a shift pattern, this may not prevent workers parking on the residential roads outside of controlled hours.
- Additional signs and lines on street
- The number of parking spaces may be reduced as parking may only be allowed on one side of the road.

#### **Advantages**

- Prevents commuters leaving their cars all day
- Less restrictive to residents and their visitors than all day controls
- Residents have priority

### Introduce an All Day Controlled Parking Zone

#### **Disadvantages**

- Cost of permits
- A space is not guaranteed for residents or their visitors
- The number of visitor permits are limited
- Additional signs and lines on street
- The number of parking spaces may be reduced as parking will only be allowed on one side of the road.

#### **Advantages**

- Prevent commuters leaving their cars all day
- It should be easier to find a space during controlled hours
- Residents have priority

### Retain the status quo

#### **Disadvantages**

- Problems finding a parking space during the day
- Obstructive parking in front of driveways and on footways
- Nothing changes

#### **Advantages**

- No cost to residents
- No signs and lines on street



### **Cost to Residents**

The introduction of a Controlled Parking Zone will require residents and their visitors to purchase a permit **IF** they propose or need to park a vehicle during the hours of control on the road.

### **Footway & Verge Parking**

Within an area where footway parking has been identified as a regular occurrence, additional controls maybe required. The impact does vary depending upon the exact location as some areas are able to accommodate a vehicle on the footway without restricting pedestrian access. This is not the case at all locations. When considering any of the options to introduce controls the addition of a footway ban could be included. This would be the most cost effective method as both restrictions can be introduced at the same time.



## Data Protection Act: Information for Scheme Champions

The Data Protection Act 1998 places certain requirements on the way in which Somerset County Council handles personal information. Since Scheme Champions are collecting data on behalf of the Council, it is important for you to know a bit more about the Act.

### Handling Personal Information

The Act requires that any information that Scheme Champions, on behalf of the Council, hold about individuals must be:

- processed fairly and lawfully;
- used only for the purposes outlined by the Scheme Champions and this should be made clear to the individuals;
- accurate, relevant and not excessive;
- kept securely and for no longer than necessary; and
- not shared with anyone else unless people have given their consent, or unless the Council are required to do so by law.

In relation to the collection of data by Scheme Champions for the purpose of Residential Parking Zone Scheme Implementation, the Scheme Champion must adhere to the following:

- All personal data provided will be collected, processed, stored and destroyed in accordance with the Data Protection Act 1998.
- The data will not be shared by the Scheme Champion to any third party outside of Somerset County Council.
- The data will be used to examine patterns of parking to help determine whether a parking solution will be appropriate within the proposed area.
- The data will be held for the duration of the scheme being considered and will be destroyed by the Scheme Champion once the scheme has been implemented or rejected.
- When personal information is collected by the Scheme Champion, it must be stored securely. If data is in a paper form, it must be kept in locked cabinets or if in an electronic form, on encrypted devices.
- That Somerset County Council remains the Data Controller and places an expectation on the Scheme Champion to act appropriately as a Data Processor.

More information about the Data Protection Act can be found at:

<http://www.somerset.gov.uk/irj/public/council/policies/policy?rid=/guid/a05d1459-4c99-2c10-06ba-bbea025ae9dd>



## Equality Act: Information for Scheme Champions

Somerset County Council aims to provide excellent services that are accessible, responsive and sustainable to ensure Somerset is a healthy and vibrant place to live, work and visit.

This applies to everyone in Somerset who has a right to services from the County Council or organisations providing a service for the County Council as well as all employees and volunteers working for the County Council. The Equalities Act 2010 outlines the Protected Characteristics that need to be considered when services are being provided by or on behalf of the County Council.

### Protected Characteristics under the Equalities Act 2010

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

The County Council expects people to be treated fairly, with respect, dignity, and understanding by anyone working for the County Council or working on behalf of the County Council. The County Council requires all those using its services to treat others with respect and dignity and to deal with discrimination when it happens. Concerns or complaints about unfairness or discrimination will be treated seriously and sensitively.

People interested in Residents Parking Zones should be able to read, see or hear (on request) all information distributed by the Scheme Champions. There should be encouragement, help and support if people cannot read or find it difficult to speak formally or publicly. The language and images used should be positive and free from stereotypes and discrimination. If people are new to Somerset and cannot use English and speak a language not used by most others locally, the County Council will make sure that the information is interpreted for them, on request. If a Scheme Champion believes there are people within their area who need information in a different format or language, they should contact [trafficmanagement@somerset.gov.uk](mailto:trafficmanagement@somerset.gov.uk) in the first instance.

More information about the Equality Act can be found at:  
<http://www.legislation.gov.uk/ukpga/2010/15/part/2>



Agenda item 8.4)

**GREENFYLDE CHURCH OF ENGLAND FIRST SCHOOL**  
**SILVER STREET, ILMINSTER, SOMERSET TA19 0DS**

Telephone: Ilminster (01460) 52686

Fax: Ilminster (01460) 55780

Email: [office@greenfylde.somerset.sch.uk](mailto:office@greenfylde.somerset.sch.uk)

Website Address: [www.greenfylde.somerset.sch.uk](http://www.greenfylde.somerset.sch.uk)

Headteacher: Miss Claire Oaten



25<sup>th</sup> November 2014

Dear Joy,

I would like to concur with the views held by Cheryl Herrick of Sunny-Ile Pre-School regarding the reduced access we now suffer due to the yellow lines on Wharf Lane wearing away.

On most days we cannot gain access for larger vehicles due to vehicles parked directly opposite and it has already impacted on children's activities in school. It is especially a concern now which the Pre-School having a child on site who may regularly require medical intervention.

I would appreciate our concerns being passed on to the appropriate person / committee and thank you for taking the time to listen to our request re the re-instatement of the yellow lines on Wharf Lane.

Yours sincerely,

Claire Oaten  
Headteacher









Sunny-Ile Pre-School  
C/O Greenfylde First School  
Silver Street  
Ilminster  
Somerset  
TA19 0DS  
Tel (01460) 259732

[www.sunnyilepreschool.co.uk](http://www.sunnyilepreschool.co.uk)  
Email: [deputy@sunnyilepreschool.co.uk](mailto:deputy@sunnyilepreschool.co.uk)

Registered Charity No: 1038925

*November 2014*

*Dear Mrs Joy Norris.*

*I am writing to you regarding the parking facilities outside Greenfylde School.*

*We are Sunny Ile preschool and we are situated on the grounds of Greenfylde School. We currently have a child on our register, who has a medical condition which requires urgent medical care.*

*We are concerned about the access Ambulances services have to the playground, to give emergency treatment to the child. He suffers from a condition which causes his heart to stop and he will stop breathing.*

*Yellow lines opposite the entrance to Greenfylde along Wharf Lane, have been removed due to the building work being carried out on the old Summervale Doctors Surgery site. This has caused cars to park opposite the entrance on Wharf Lane limited access to the gates for emergency vehicles.*

*We would like to ask whether the Yellow lines can be reinstated as a matter of urgency, due to limited emergency access.*

*Yours sincerely.*

*Cheryl Herrick.*

