

PARKING POLICY

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Date of Adoption: 16/08/2016

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1. Preamble

The demand for parking in some areas of the City of Canada Bay frequently exceeds the supply of on-street public parking spaces within those areas. This is an ongoing problem which is aligned to population growth within the City of Canada Bay and throughout neighbouring local government areas.

As the Parking Authority for roads and road related areas within the City of Canada Bay, the Council is empowered by delegation from the Roads & Maritime Services to install and maintain parking signs and markings and to introduce and manage parking schemes within its area of operations.

The City of Canada Bay is experiencing significant urban renewal with the population growing from an estimated 87,241 in 2015 to 120,500 in 2036. This growth is accompanied with increases in car numbers and can add to traffic and parking pressures in new and existing streets. It is anticipated that much of this growth will occur in and around transport nodes and centres close to services and transport with the aim of encouraging lower car use. Off street car parking provision associated with new development is a complex issue as matching the expectations of individuals and businesses with the greater shift towards public transport is a challenge.

It is now clear that levels and types of parking provided do influence travel behaviour. At one end of the spectrum, high levels of free, easily accessed, parking provision facilitate and encourage greater levels of car travel to destinations. At the other extreme of the spectrum, an “undersupply” of parking in a particular place, whether overall, or of a particular type, can impact upon the functioning of urban places.

Importantly, parking functions are not spatially homogenous, but reflect the differing functions and needs of places, suggesting that place-based, rather than homogenous planning approaches are required.

Controls that limit car parking in locations that have good accessibility to public transport are being applied in appropriate localities, such as Rhodes which is classified as a Transit Orientated Development. Here it is appropriate to apply maximum parking provisions given the close vicinity of a railway station. This approach recognises that people will continue to use and depend on cars but this dependence reduces in more walkable neighbourhoods with good accessibility to public transport and increasingly options such as car share. These urban renewal areas are not included in Resident, Visitor or Business Parking Schemes given the strategic planning approach to car parking provision.

2. Legislation

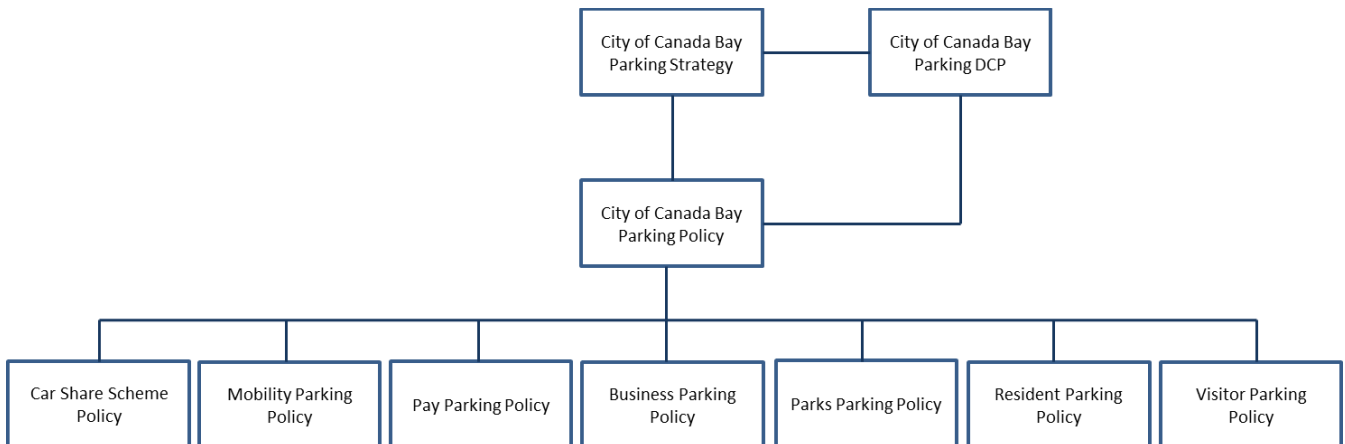
Council may approve the installation of parking signage and the establishment of parking schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Roads and Maritime Services' Pay Parking Guidelines - Version 4.0 March 2012
- Roads and Maritime Services' Guidelines for the Implementation of On-Street Car Share Parking - September 2007
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Related Policies

This policy is to be read in conjunction with the following Council Policies:

- Resident Parking Policy
- Visitor Parking Policy
- Parks Parking Policy
- Business Parking Policy
- Pay Parking Policy
- Car Share Policy
- Mobility Parking Policy



In the event of any discrepancy existing between this policy and one of the above policies, then this policy will apply.

4. Purpose and Statement of Intent

The purpose of this policy is to manage on-street parking throughout Canada Bay so as to provide reasonable access for all users of this finite resource. This policy lays down a rational and consistent approach to the provision of on-street parking including permissive parking, pay parking schemes, permit parking schemes, restricted parking areas and exclusive parking zones.

The policy also provides guidance for the provision and location of restrictive parking such as No Stopping, No Parking, Clearways, Bus Lanes and Transit Lanes.

5. Objectives

The objectives of this policy are:

- To provide a balanced and consistent approach to the provision of kerbside parking and parking restrictions so as to maximise the availability and usage of on-street parking spaces. This will be achieved by eliminating wasteful and inconsistent allocation of kerbside space and by the judicious installation of parking restrictions.
- To establish a priority system for kerbside parking.
- To provide a minimalistic approach to the installation of restrictive parking signs (e.g. No Stopping, No Parking, Clearways, Bus Lanes, Transit Lanes and Cycle Lanes) whilst in keeping with statutory requirements, Roads and Maritime Services directives, road safety, and traffic management initiatives.
- To provide a regimen for Permissive Parking and Pay Parking including standard criteria for the assessment of the period of the parking restrictions (e.g. ½P, 1P, 2P, etc.), the duration of the parking restrictions (e.g. 8am-6pm Mon-Fri), the fee for parking (see Council's Pay Parking Policy), and the extent of the restrictions.
- To provide standards for the introduction of Permit Parking Schemes and to effectively manage these schemes (see Council's Resident Parking Policy, Visitor Parking Policy, Parks Parking Policy and Business Parking Policy).
- To provide a consistent approach to the provision of Shared Zones.
- To provide a consistent approach to the provision of Restricted Parking Areas.
- To provide a consistent approach to the provision of exclusive parking zones, including Bus Zones, Taxi Zones, Mail Zones, Police Zones, Loading Zones, and Truck Zones.
- To provide a consistent approach to the provision and management of Mobility Parking Zones (see Council's Mobility Parking Policy).
- To provide a consistent approach to the provision and management of Car Share zones (See Council's Car Share Policy).
- To provide a consistent approach to the provision of Work Zones.

6. Parking – Types & Definitions

- No Stopping A length of road where vehicles are absolutely prohibited from stopping. This may also be indicated with a continuous yellow line at the kerb.
- Continuous Yellow Line No Stopping zone
- No Parking A length of road where vehicles may stop temporarily to set down or pick up passengers and goods.
- Unrestricted Parking A length of road to which parking restrictions do not apply.
- Permissive Parking A length of road to which period parking restrictions apply.
- Pay Parking A method of controlling parking where demand for parking out-strips supply, or competition is intense, or satisfactory enforcement is difficult to maintain. Pay parking may be either ticket, pay-by-plate or a phone parking scheme or any combination of these. Meter or coupon pay parking schemes are not used in Canada Bay – see Council's Pay Parking Policy.
- Motor Bike Parking A length of road set aside exclusively for motor bike parking and may include unrestricted parking, permissive parking or pay parking.
- Parking Bay A length of road or an area specifically marked for the parking of a vehicle.
- Parallel Parking Parking close and parallel to the kerb and in the direction of travel of the adjacent traffic lane.
- Angle Parking Parking at an angle to the kerb or the adjacent traffic lane. May be 30°, 45°, 60° or 90° parking, Front to Kerb or Rear to Kerb, and may be designated only for vehicles under a specified length.
- Mobility Parking Zone A length of road, or a parking space within a public parking area, set aside for the exclusive use of persons with an RMS Mobility Parking Permit.
- Resident Parking Scheme (RPS) Used where residents have limited off-street parking and have difficulty parking near their residence.
- Visitor Parking Scheme (VPS) Used in conjunction with an RPS to allow a visitor to attend the residence. Also referred to as a Residents' Visitor Parking Scheme (RVPS)
- Parks Parking Scheme (PPS) Used in open space areas where demand for recreational or community parking is in direct competition with commuter or other external influence.
- Business Parking Scheme (BPS) Used where business people have limited off-street parking and have difficulty parking near their business premises.
- Commuter Parking Scheme Used to attract commuters to walk or to use public transport for part of their journey to work.
- Special Event Parking Scheme Used where parking as a result of a major public event affects residences or businesses of an adjacent area.

- Declared Organisation Parking Scheme Used by hospitals, universities, sporting venues, recreational areas and parks etc. to provide equitable parking for motorists (excludes Council parking schemes).
- Mail Zone A length of road set aside for postal services pick-up and delivery.
- Bus Zone A length of road set aside for a regular public bus service to pick-up or drop-off passengers.
- No Parking Buses & Coaches A length of road set aside for bus and coach layover parking.
- Taxi Zone A length of road set aside for taxis to pick-up and drop-off passengers and luggage.
- Loading Zone A length of road set aside for short-term use by goods vehicles when loading or unloading goods in the course of business or when dropping off or picking up passengers. Loading zones are available for vehicles that are principally designed and constructed for carrying goods including station wagons.
- Truck Zone A length of road set aside for short-term use by goods vehicles when loading or unloading goods in the course of business. Truck zones are available for vehicles that are principally designed and constructed for carrying goods, but excludes station wagons.
- Work Zone or Construction Zone A length of road set aside for vehicles engaged in construction work on an adjacent site.
- Restricted Parking Areas RPA schemes are designed to provide an effective means of controlling and regulating parking on road and road related areas within a Parking Authority's area of operations, where unauthorised parking and pedestrian safety are a major problem.
- Shared Zone A length of road or network of roads where the road space is shared by vehicles and pedestrians and a speed limit of 10 km/h applies. Parking spaces in shared zones must be clearly marked.
- Transit Lane A length of road set aside for travel for buses, taxis and other vehicles carrying multiple occupants.
- Bus Lane A length of road set aside to improve the reliability and efficiency of bus services. It is illegal for private vehicles to stop or pick up or set down passengers in a bus lane.
- Clearway A section of road where stopping or parking is prohibited. The only vehicles excluded from these restrictions are public buses and taxis which are permitted to stop for drop-off or pick-up of passengers.
- Cycle Lane A length of road set aside exclusively for the use of un-motorised bicycle traffic.
- Slip Lane A length of road connecting two roads. Stopping is not permitted.
- Car Share Zone A length of road set aside exclusively for use by a Council authorised car share vehicle.

7. Parking Hierarchy

The City of Canada Bay is a diverse local government area and it is recognised that a variety of mixes of parking restrictions is necessary to be implemented across the City. In order to address the varying parking demand in a consistent manner therefore a hierarchy of parking restrictions has been developed for the two main classes of parking demand, namely, for parking in shopping strips and for parking on local roads.

Parking in “Shopping Strips” is broadly identified as including areas with substantial commercial, business or industrial parking demand components. Parking on “Local Roads” is generally identified as areas with a predominant component of residential demand.

It is recognised that in the allocation of on-street parking a balance for competing demands and the mix of the users in an area must be considered on a site by site basis. Generally, however, the priority in parking in these areas and adjacent streets should be based on the parking hierarchy as detailed in



Fig. 7.1 – Parking Hierarchy

8. Requirements

8.1 No Stopping

To be used for statutory restrictions:

- In conjunction with the installation of new parking signs adjacent to the subject location, or,
- When a significant safety hazard exists.

Not to be used simply to reinforce statutory restrictions.

Restrictions may be full time or time limited.

8.2 No Parking

To be used in locations where:

- Parking of a vehicle obstructs vehicular access along a public street, or,
- Parking of a vehicle obstructs vehicular access to or from a property, or,
- Frequent pick-up/drop-off of passengers is required (e.g. Adjacent to hospitals, medical centres, transport centres/hubs or other significant public attractors).

Restrictions may be full time or time limited.

8.3 Unrestricted Parking

This parking state should be retained unless parking is unduly affected by external influences.

8.4 Permissive Parking

Stage 1 parking restrictions in non-residential areas.

Period parking restrictions should be introduced when parking turnover is insufficient to meet parking demand.

Period parking restrictions should initially be introduced to reflect the turnover required such as 4P, 3P, 2P or 1P with subsequent progression to 1P and ½P as required.

Period parking restrictions should be allocated in a pattern radiating out from the main attractor (e.g. concentric pattern in a shopping centre with ½P at the centre progressing to 1P and 2P at the outer boundaries).

Period parking restrictions may be introduced along the side boundaries of residential properties where the residential property abuts a commercial, business, industrial or operational site.

The mix of period parking restrictions in non-residential areas shall reflect the usage of properties in that area.

¼P (P15) or less should only be used in non-residential areas requiring very high turnover (e.g. in school drop-off zones or adjacent to Post Offices).

½P should be considered adjacent to quick turnover commercial premises (e.g. newsagents and fast food outlets).

1P should be considered in areas requiring moderate turnover and should be considered as the general standard in non-residential areas.

2P or more should be considered in areas requiring lower turnover (e.g. sports venues, theatres and restaurants).

Permissive parking restrictions are normally time limited as:

- 8.30am-6.00pm Mon-Fri, 8.30am-12.30pm Sat , or,
- 8.30am-6.00pm

Other time limits should only be considered if enforcement can be assured.

8.5	Pay Parking	<p><u>Stage 2 parking restrictions in non-residential areas.</u></p> <p>Pay parking should be introduced only where parking turnover is not achieved by using permissive parking restrictions. The fee and period of restriction shall reflect the local demand for parking (see Council’s Pay Parking Policy). Must comply with RMS Guidelines for Pay Parking.</p>
8.6	Motor Bike Parking	On-street motorbike parking shall be at 90° rear to kerb and may be unrestricted, permissive or pay parking. The period of restriction shall reflect the local demand for motorbike parking. Signage shall be designated “Motorbikes Only”.
8.7	Parking Bay	<p>On-street parking bays shall be marked where:</p> <ul style="list-style-type: none"> • Parking is angle parking, or, • Defined parallel parking will result in additional parking space(s), or, • Defined parking provides a safety advantage, or, • Defined parking will improve driveway access, or in, • Restricted Parking Areas. <p>Off-street parking bays shall be provided in:</p> <ul style="list-style-type: none"> • Carparks, and, • Restricted Parking Areas.
8.8	Parallel Parking	<p>This is the standard layout for parking. In accordance with:</p> <ul style="list-style-type: none"> • On-street - A.S.2890.5 • Off-street - A.S.2890.1
8.9	Angle Parking	<p>Alternative on-street parking layout. In accordance with:</p> <ul style="list-style-type: none"> • On-street - A.S.2890.5 • Off-street - A.S.2890.1
8.10	Mobility Parking Zone	See Council’s Mobility Parking Policy
8.11	Resident Parking Scheme (RPS)	See Council’s Resident Parking Policy
8.12	Visitor Parking Scheme (VPS)	See Council’s Visitor Parking Policy
8.13	Parks Parking Scheme (PPS)	See Council’s Parks Parking Policy
8.14	Business Parking Scheme (BPS)	See Council’s Business Parking Policy
8.15	Commuter Parking Scheme	Council does not have any Commuter Parking Schemes at this time. Any future scheme must comply with the RMS Guidelines for Permit Parking.
8.16	Special Event Parking	All Special Event Parking Schemes must comply with the

	Scheme	RMS Guidelines for Permit Parking.
8.17	Declared Organisation Parking Scheme	All Declared Organisation Parking Schemes must comply with the RMS Guidelines for Permit Parking.
8.18	Mail Zone	Only to be installed at the request of Australia Post. New Mail Zones must not be installed on the main frontage of residential properties. Restrictions may be full time or time limited.
8.19	Bus Zone	Only to be installed at the request of Sydney Buses. Restrictions may be full time or time limited and may be temporary, permanent or seasonal (e.g. School Days).
8.20	No Parking Buses & Coaches	May be installed at the request of Sydney Buses or private bus operators. Must comply with RMS Technical Directive Bus Layover Parking - TDT 2013/07. Not to be installed on any frontage of residential properties. Restrictions may be full time or time limited and may be temporary, permanent or seasonal.
8.21	Taxi Zone	Only to be installed at the request of the Taxi Council. Not to be installed on any frontage of residential properties. Restrictions may be full time or time limited.
8.22	Loading Zone	Only to be installed at the request of commercial/business premises or a local Chamber of Commerce. Only to be installed in commercial/business areas and not to be installed on any frontage of a residential property. Restrictions may be full time or time limited.
8.23	Truck Zone	Only to be installed at the request of commercial/business premises or a local Chamber of Commerce. Only to be installed in commercial/business areas and not to be installed on any frontage of a residential property. Restrictions may be full time or time limited.
8.24	Work Zone or Construction Zone	Only to be installed in association with works/development. Work Zones shall be time limited in accordance with the conditions of development consent. Fees are to be charged in accordance with Council's Annual Fees & Charges.
8.25	Restricted Parking Areas	May be established on-street or off-street. Must comply with RMS Guidelines for Restricted Parking Areas Ver. 2.0 - June 2003.
8.26	Shared Zone	Must comply with Transport NSW Policy for Shared Zones Ver. 1.0 – July 2012.
8.27	Transit Lane	There are no Transit Lanes within the City of Canada Bay. Any future Transit Lanes will be on distributor roads under the control of the RMS.
8.28	Bus Lane	There is only one Bus Lane on Victoria Road under the control of the RMS. Any future Bus Lanes will be on

		distributor roads under the control of the RMS.
8.29	Clearway	Existing Clearways within the City are under the control of the RMS. Any future Clearways will be on distributor roads under the control of the RMS. Clearways are not to be introduced on local roads.
8.30	Cycle Lane	In accordance with Council's adopted Bike Plan. Signs and markings in accordance with the NSW Bicycle Guidelines and AUSROADS Guide to Road Design.
8.31	Slip Lane	No stopping restrictions shall apply to all slip lanes.
8.32	Car Share Zone	See Council's Car Share Policy.

9. Funding

Installation and maintenance costs associated with signposting and markings are charged against the RMS Block Grant for signs and lines, with the exception of:

- Signs and markings relating to permit parking schemes. The cost of both installation and maintenance are Council's responsibility.
- Signs and markings relating to Shared Zones. The RMS may fund the installation cost of Shared Zones but on-going maintenance costs are Council's responsibility.
- 40K High Pedestrian Activity Areas and 40K Speed Zones. The RMS may fund the installation cost of HPAA areas and Speed Zones but on-going maintenance costs are Council's responsibility

Council may recover costs for Permit Parking (see Council's Resident Parking Policy, Visitor Parking Policy, Parks Parking Policy and Business Parking Policy), for Mobility Parking Zones (see Council's Mobility Parking Policy), and for Car Share Zones (see Council's Car Share Policy).

10. Parking Review Panel

Council shall establish a Parking Review Panel for the purpose of assessing any non-standard matters relating to on-street parking and any irregular parking permit applications. The Parking Review Panel shall consist of the Director Technical Services and Operations, the Manager Traffic and Transport, and the Manager Health, Building and Environment.

Notwithstanding the provisions of this policy or its related policies, the Parking Review Panel may alter any parking requirements with the exception of fees. All fees are to be in accordance with Council's annual fees & charges.

Notwithstanding the provisions of this policy or its related policies, the Parking Review Panel may alter the conditions of issue for a parking permit.

11. General

Signs and pavement markings for parking shall be installed, altered or removed only in accordance with the provisions of relevant legislation and the RMS delegation to Council as detailed in Clause 2.

Enforcement may be performed by the NSW Police or Council's Law Enforcement team.

Council must retain details of all parking signage/markings installations, alterations and removal.

APPENDIX 1

RESIDENT PARKING POLICY

RESIDENT PERMIT PARKING

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1. Preamble

The City of Canada Bay Council is the parking authority for roads and road related areas within its area of operations, namely, the City of Canada Bay local government area.

Council is the issuing authority for parking permits in the City of Canada Bay.

2. Legislation

Council may approve, establish and operate Resident Parking Schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Purpose and Statement of Intent

The purpose of Resident Parking Schemes is to provide special treatment to residents in residential areas where parking is taken up by others. The preferential nature of these parking schemes has been very successful throughout metropolitan Sydney and in the City of Canada Bay and it is proposed therefore to provide additional residential permit parking as the demand for intervention arises.

4. Policy Objectives

The objective of this policy is to establish clear rules for the numerous variables which arise when dealing with residential permit parking. This policy provides the basis to carry out investigations, approval and operation of these schemes in accordance with the RMS's Permit Parking Guidelines and relevant legislation (see Section 2 above).

Additionally this policy provides a foundation for eligibility criteria for the issue of permits, conditions of use for permits, and the management of these schemes.

This policy is to be read in conjunction with the RMS's Permit Parking Guidelines, however, where discrepancy exists between this policy and the RMS guidelines, then this policy will apply.

5. Introducing a Resident Parking Scheme

- 5.1. Prior to the introduction of an RPS or the expansion of an existing RPS, Council must conduct parking studies to determine:
 - 5.1.i. The supply and demand for parking
 - 5.1.ii. The type of parkers
 - 5.1.iii. Enforcement levels and difficulties
 - 5.1.iv. Appropriate time restrictions
 - 5.1.v. The maximum allocation of permits (see Clause 7.14 below)
- 5.2. Only area-wide resident parking schemes are to be introduced. Street-based schemes are not to be approved.
- 5.3. Prior to the introduction of an RPS Council must consult with appropriate organisations where affected. (e.g. adjoining road authorities and parking authorities, Transport for NSW, Roads and Maritime Services NSW, State Emergency Services, NSW Fire Service, NSW Ambulance Service, local residents associations, chambers of commerce and commuter groups).
- 5.4. Prior to the introduction/expansion of an RPS Council must consult with the Local Traffic Committee.
- 5.5. Prior to the commencement of an RPS Council must undertake appropriate advertising and/or a letter-drop of the affected premises.

6. Limitations

The following limitations shall apply to resident parking schemes:

- 6.1. Council must obtain RMS approval for the introduction of an RPS on any classified road.
- 6.2. An RPS can only be introduced in conjunction with a permissive parking scheme or a pay parking scheme.
- 6.3. An RPS should not be introduced if the vast majority of properties in the area have one or more off-street parking spaces.
- 6.4. No areas are to be set aside exclusively for the holders of permits.
- 6.5. Residences which have been excluded from participation in an RPS by a condition of development approval shall not be eligible for a parking permit.
- 6.6. Residences which have been excluded from participation in an RPS by Part 6, Residential, Off-street Parking Requirements, City of Canada Bay Development Control Plan shall not be eligible for a parking permit.
- 6.7. The number of permits to be issued for an RPS shall not exceed the number of available on-street parking spaces in that area.
- 6.8. Individual permits shall be issued for each different type of permit parking scheme (see Council's policies on Visitor Parking, Business Parking and Parks Parking).
- 6.9. Transport Orientated Developments (i.e. Rhodes), are not eligible for Resident Parking Schemes as these areas are specifically designed to reduce the off-street car parking requirements as a mechanism for reducing the number of cars within the development, to encourage lower car usage.

7. Eligibility Criteria

Council must set a list of eligibility criteria for the issue of resident parking permits and these criteria are to form part of the permit application form.

The following eligibility criteria shall apply to resident parking permits in the City of Canada Bay:

- 7.1. Applicants are required to submit a completed and signed Resident Parking Permit Application Form.
- 7.2. The resident has no off-street parking or limited off-street parking and also has no unrestricted on-street parking available near their residence.
- 7.3. The residence cannot be reasonably modified to provide off-street parking space(s).
Note: The meaning of “reasonably modified” is at Council’s discretion.
- 7.4. The vehicle is not a truck*, bus, tram, tractor, caravan, box trailer, horse float, boat trailer or any other vehicle 4.5 tonnes GVM and over.
- 7.5. The applicant must establish residential status at the address stated on the Application Form. The applicant must provide any two (2) of the following documents in the applicant’s name and residential address:
 - 7.5.i. Rates notice - Notice must be for current year
 - 7.5.ii. Residential tenancy lease - Minimum 6 Months lease and must be current
 - 7.5.iii. Driver’s Licence - Licence must be current
 - 7.5.iv. Bank Statement - Dated within 1 month of the date of application
 - 7.5.v. Utility Account - Dated within 1 month of the date of application
- 7.6. The vehicle must be registered to the address stated on the Application Form and in the applicant’s name except as allowed in Clause 7.8.
- 7.7. Vehicle registration papers or a registration renewal notice must be provided.
- 7.8. For company vehicles (see definitions of ‘Vehicle’ and ‘Company Vehicle’), the applicant must supply a copy of the vehicle registration papers AND an original letter on company letterhead authorising the applicant’s private use of the vehicle.
- 7.9. Interstate registered company vehicles are not eligible for the issue of a permit.
- 7.10. Eligible residents with Pool or Hire cars are ineligible for an RPS permit but may be eligible for a Visitor Parking Scheme permit (see Council’s Visitor Parking Policy).
- 7.11. An eligible residence includes a house, home-unit, flat, apartment or boarding house.
- 7.12. A boarding house is considered to be a single residence for the purpose of this policy.
- 7.13. A maximum of three (3) permits may be issued per eligible residence. The maximum number of permits per residence for an RPS may only be altered by resolution of Council.
- 7.14. Applications for additional permits will not be accepted.
- 7.15. The maximum number of permits per residence is reduced by the number of off-street parking spaces available to the residence. Off-street parking also includes stacked parking (see Section 15. Examples).
- 7.16. A hotel is not considered to be an eligible residence. Guests of hotels are not eligible to receive a permit.

- 7.17. Where the number of requests for permits exceeds the number of available on-street parking spaces in an RPS area, the issue of permits will be based on priority order as stated in Section 8.4 of the RMS Permit Parking Guidelines.
- 7.18. Private vehicles that are registered interstate are eligible for the issue of a 6 month permit only. The fee for a temporary 6 month permit remains the same as a normal resident 12 month permit. Permits for interstate registered vehicles cannot be renewed.

8. Funding & Fees

- 8.1. All costs associated with an RPS must be met by Council.
- 8.2. Installation and maintenance costs for RPS signs must not be charged against the RMS Block Grant for signs and lines.
- 8.3. An annual fee shall be charged for the issue of resident permits in accordance with Council's Annual Fees & Charges.
- 8.4. Replacement permits shall be charged at the Replacement Permit Fee in accordance with Council's Annual Fees & Charges.
- 8.5. Pensioners receive a 50% discount on all permits.

9. Permit Design

Parking permits issued by Council shall include the following features:

- Resident Parking Permits shall be permanently affixed labels
- Permits shall indicate the class of the permit (i.e. Residential)
- Permits shall display the logo of the Council
- Permits for each RPS in the City of Canada Bay shall be a unique permit colour and shall display a unique area identifier.
- Permits shall display the expiry date.
- Permits shall display the permit number
- Permits shall display the vehicle registration number - includes eligible company cars (see Clause 7.8 above)

10. Signs

Signs must follow the form shown in the RMS Permit Parking Guidelines and as prescribed in RTGR Clause 32 and ARR Rule 204.

Signs are installed and maintained by Council in accordance with the RMS delegation to Council under the Transport Administration Act 1988.

11. Use of Permits

Permit holders must comply with the following conditions:

- 11.1. Resident parking permits must be permanently affixed to the vehicle.
- 11.2. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions. Permits must be permanently affixed on the left-hand side of the front windscreen or on the inside of a window on the left-hand side of the vehicle.
- 11.3. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the vehicle and the onus is on the rider to safely secure the permit.
- 11.4. Permits must be clearly visible to an authorised officer viewing from the outside of the vehicle.
- 11.5. Permits are not transferable.
- 11.6. If circumstances change and the permit holder no longer meets the eligibility criteria the permit must be removed and returned to Council.
- 11.7. If a permit is lost or destroyed or a vehicle is sold the resident may apply for a replacement permit by completing a Replacement Application Form.
 - 11.7.i. The resident must remove and return the permit to Council or provide a Statutory Declaration stating that the permit has been lost or destroyed.
 - 11.7.ii. If the nominated vehicle has been sold then the resident must also provide documentation of the sale (e.g. RMS Notice of Disposal).
- 11.8. A permit is valid only if it is affixed or displayed in accordance with the above.
- 11.9. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a permit parking space located within the Resident Parking Scheme area specified on the permit. Permits do not give exemption from any other parking restrictions (e.g. BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
- 11.10. Misuse of a permit is an offence.
- 11.11. Copying or defacing a permit will incur a penalty.
- 11.12. As part of the assessment of the application Council may undertake a physical inspection of the subject property and may review the development approval and/or the title deeds of the property. Council may cancel the parking permit without notice if any of the details provided in the application form are proven to be incorrect.
- 11.13. If Council considers that there is abuse, any and all permits for a residence may be cancelled without refund and the subject residence may be excluded from participating in the parking scheme for a period not exceeding five (5) years. A parking permit obtained through a dishonest act of deception may be considered to be fraud under Section 192E of the Crimes Act, which can carry a penalty of up to ten years imprisonment and/or a penalty of up to \$11,000 for individuals in the Local Court.

12. Enforcement

Enforcement levels of resident parking schemes are to be evaluated prior to the introduction of an RPS (see Clause 5.1.iii).

Enforcement shall be performed by Council's Law Enforcement team and adequate levels of enforcement shall be provided in each resident parking scheme area.

13. Audit

Permit Parking schemes should be evaluated to ensure it remains an appropriate parking control solution for the area in accordance with Section 1.7 of the RMS Permit Parking Guidelines Version 3.4

14. General

Council must supply information to the public on where to get a permit and how to use permits.

Resident parking permits are valid for 2 years (1 March – 28 February).

Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.

The holder of a permit is not guaranteed a parking space within the RPS.

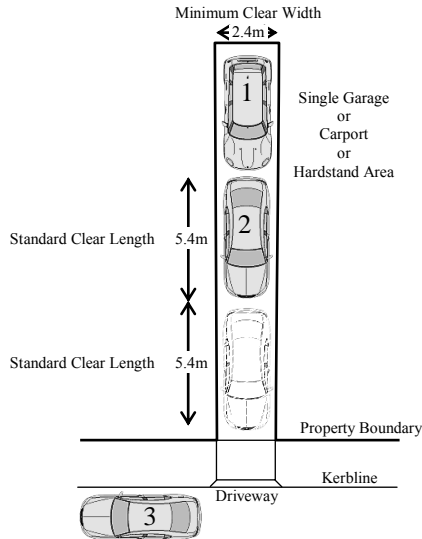
A privacy statement must be included on all application forms or questionnaires supplied by Council.

15. Examples

Example No. 1

The diagram below shows a residence with 3 off-street parking spaces that can accommodate 3 cars.

In accordance with Council's Permit Parking Policy if 3 cars are registered to this property the resident is entitled to 1 Resident Parking Permit.



How is this calculated:

A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case, however, whilst 3 off-street parking spaces are available, Council's allowance for stacked driveway parking only counts 2 of these spaces. The maximum of 3 permits is therefore reduced by 2 off-street parking spaces.

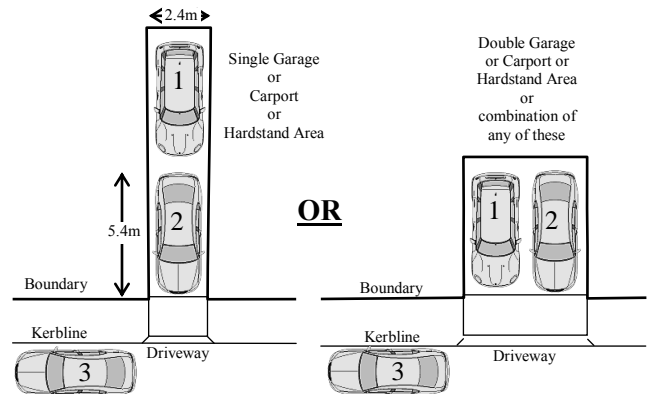
Note: The resident is also be entitled to 1 Visitors Parking Permit.

Example No. 2

The diagrams below show residences with 2 off-street parking spaces that can accommodate 2 cars.

In accordance with Council's Permit Parking Policy if 3 cars are registered to either of these properties then the resident is entitled to 1 Resident Parking Permit.

If less than 3 cars are registered to these properties the resident would not be entitled to any Resident Parking Permits.



How is this calculated:

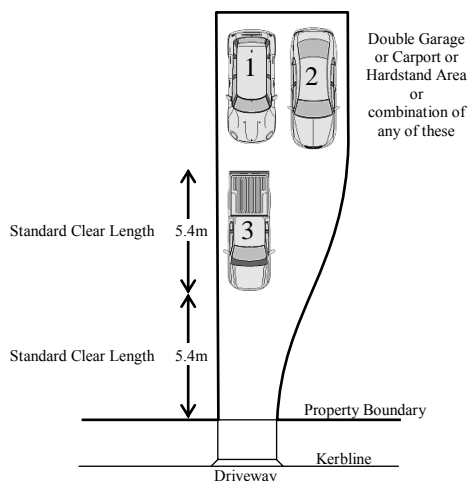
A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case 2 off-street parking spaces are available. Therefore if 3 cars are registered to this residence the maximum of 3 permits is reduced by 2 off-street parking spaces.

Note: The resident is also be entitled to 1 Visitors Parking Permit.

Example No. 3

The diagram below shows a residence with 3 off-street parking spaces that can accommodate 3 cars.

In accordance with Council's Permit Parking Policy the resident is not entitled to any Resident Parking Permits irrespective of the number of cars registered to this property.



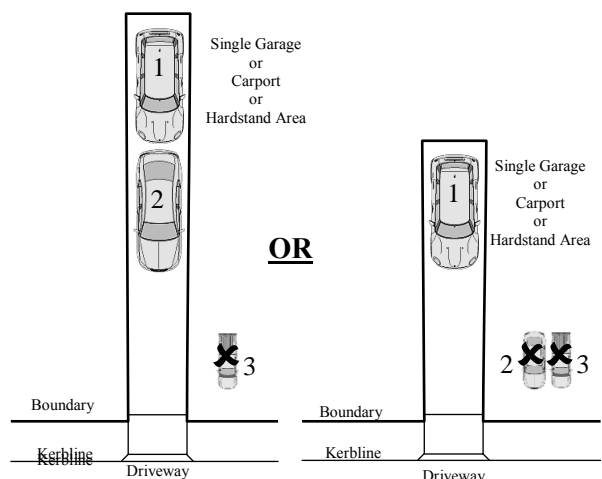
How is this calculated:

A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case 3 off-street parking spaces are available (including 1 stacked parking space) and therefore no permits may be issued.

Note: The resident is still be entitled to 1 Visitors Parking Permit.

Example No. 4

In accordance with Council's Permit Parking Policy if the number of cars registered to a residence is equal to or less than the number of available off-street parking spaces then the resident is not entitled to a Resident Parking Permit.



How is this calculated:

A maximum of three resident parking permits may be issued per residence reduced by one for every off-street parking space available at the residence. In these above cases the number of off-street parking spaces is equal to or greater than the number of cars registered to this address. Therefore no permits can be issued.

Note: The resident is still be entitled to one (1) Visitors Parking Permit.

16. Definitions

CCBC	City of Canada Bay Council
Parking Authority	The City of Canada Bay Council
LTC	Council's Local Traffic Committee
RMS	Roads and Maritime Services NSW (formerly Roads and Transport Authority)
RTA	Roads and Transport Authority (now Roads and Maritime Services NSW)
Permissive Parking	Period parking restrictions (e.g. 15 Minutes, ½P, 1P, 2P etc.)
Pay Parking	Meter, ticket, phone or coupon parking or any combination of these.
Parking Permit	A permit issued by Council to assist with parking on a road or road related area under Council's control
RPS	Resident Parking Scheme - A parking scheme intended to assist residents who may be disadvantaged by others taking the limited parking space near to their place of residence.
VPS	Visitor Parking Scheme, also referred to as a Residents' Visitor Parking Scheme (RVPS).
Permit Parking Space	A parking space within an RPS area which is signposted as "PERMIT HOLDERS EXCEPTED" and "AREA xxx".
Vehicle	Motor vehicles excluding trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers, or any vehicle over 4.5 tonnes.
Company Vehicle	A vehicle which is registered in a company name and is authorised for use by the resident
Pool Cars	A number of company vehicles which are authorised for use by the resident.
Hire Cars	A vehicle or number of vehicles which are hired by the resident.
Eligible Residence	Includes a house, home-unit, flat, apartment or boarding house. Does not include hotels.
Permit Parking Guidelines	RMS Guidelines - Permit Parking Version 3.1 – January 2014
RTGA	Road Transport (General) Act 2013
RTGR	Road Transport (General) Regulation 2013
ARR	Australian Road Rules 2008
Council's Delegation	The RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices
Truck except a	a motor vehicle with a GVM (Gross Vehicle Mass) over 4.5 tonnes, bus, tram or tractor

APPENDIX 2

VISITOR PARKING POLICY

VISITOR PERMIT PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

The City of Canada Bay Council is the parking authority for roads and road related areas within its area of operations, namely, the City of Canada Bay local government area.

Council is the issuing authority for parking permits in the City of Canada Bay.

2. Legislation

Council may approve, establish and operate Visitor Parking Schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Purpose and Statement of Intent

The purpose of Visitor Parking Schemes is to provide assistance to residents' visitors in residential areas where parking is taken up by others. These schemes supplement Resident Parking Schemes and provide unrestricted parking for visiting family members, friends, carers, general practitioners, tradespersons who come to work on local residents' houses or any person whom the resident confirms as being a legitimate visitor.

The preferential nature of resident parking schemes has been very successful throughout metropolitan Sydney and in the City of Canada Bay and as additional resident parking schemes are introduced it is proposed to also implement visitor parking schemes.

4. Policy Objectives

The objective of this policy is to establish clear rules for the issuing of visitor parking permits to provide equitable use of limited on-street parking space in the City of Canada Bay. This policy provides the basis for the investigation, approval and operation of these schemes in accordance with the RMS's Permit Parking Guidelines and relevant legislation (see Section 2 above).

Additionally this policy provides a foundation for eligibility criteria for the issue of permits, conditions of use for permits, and the management of these schemes.

This policy is to be read in conjunction with the RMS's Permit Parking Guidelines, however, where discrepancy exists between this policy and the RMS guidelines, then this policy will apply.

5. Introducing a Visitor Parking Scheme

- 5.1. Only area-wide visitor parking schemes are to be introduced. Street-based schemes are not to be approved.
- 5.2. A VPS shall only be introduced in conjunction with an RPS and to cover the same area as the RPS.
- 5.3. Prior to the introduction of a VPS Council must consult with appropriate organisations where affected. (e.g. adjoining road authorities and parking authorities, Transport for NSW, Roads and Maritime Services NSW, State Emergency Services, NSW Fire Service, NSW Ambulance Service, local residents associations, chambers of commerce and commuter groups).
- 5.4. Prior to the introduction of a VPS Council must consult with the Local Traffic Committee.
- 5.5. Prior to the commencement of a VPS Council must undertake appropriate advertising and/or a letter-drop of the affected premises.

6. Limitations

The following limitations shall apply to visitor parking schemes:

- 6.1. Council must obtain RMS approval for the introduction of a VPS on any classified road.
- 6.2. A VPS can only be introduced in conjunction with a permissive parking scheme or a pay parking scheme.
- 6.3. No areas are to be set aside exclusively for the holders of permits.
- 6.4. Transport Orientated Developments (i.e. Rhodes), are not eligible for Visitor Parking Schemes as these areas are specifically designed to reduce the off-street car parking requirements as a mechanism for reducing the number of cars within the development, to encourage lower car usage.

7. Eligibility Criteria

Council must set a list of eligibility criteria for the issue of visitor parking permits and these criteria are to form part of the permit application form.

The following eligibility criteria shall apply to visitor parking permits in the City of Canada Bay:

- 7.1. The resident has no unrestricted parking spaces in front of their residence or along their kerbside.
- 7.2. The permit is not to be issued to a vehicle being a truck*, bus, tram, tractor, caravan, box trailer, horse float, boat trailer or any other vehicle 4.5 tonnes GVM and over.
- 7.3. The resident must apply for a visitor permit and must establish residential status at the address stated on the Permit Application Form. The applicant must provide two (2) of the following documents in the applicant's name and residential address:
 - 7.3.1. Rates notice - Notice must be for current year

- 7.3.2. Residential tenancy lease - Current lease for a minimum of 6 months
- 7.3.3. Driver's Licence - Licence must be current
- 7.3.4. Bank Statement - Dated within 1 month of the date of application
- 7.3.5. Utility Account - Dated within 1 month of the date of application

- 7.4. A resident is not required to own a vehicle to apply for a visitor's parking permit.
- 7.5. The permit must only to be issued to valid visitors including visiting family members, friends, carers, general practitioners, tradespersons who come to work on the applicant's house or any person whom the resident confirms as being a legitimate visitor.
- 7.6. An eligible residence includes a house, home-unit, flat, apartment or boarding house.
- 7.7. A boarding house is considered to be a single residence for the purpose of this policy.
- 7.8. A hotel is not considered to be an eligible residence.
- 7.9. A business or commercial property is not considered to be an eligible residence.
- 7.10. Subject to meeting these eligibility criteria, only one (1) visitor parking permit will be issued per eligible residential property per year of issue.
- 7.11. Applications for additional permits will not be accepted.
- 7.12. If lost, a visitor parking permit will NOT be replaced within the same year.

8. Funding & Fees

- 8.1. All costs associated with a VPS must be met by Council.
- 8.2. An annual fee shall be charged for permits in accordance with Council's annual Fees & Charges
- 8.3. Pensioners receive a 50% discount on a visitor permit.

9. Permit Design

Parking permits issued by Council shall include the following features:

- Visitor Parking Permits shall be displayed on the inside of the vehicle
- Permits shall indicate the class of the permit (i.e. Visitor)
- Permits shall display the logo of the Council
- Permits for each VPS in the City of Canada Bay shall be a unique permit colour and shall display a unique area identifier.
- Permits shall display the expiry date. Visitor parking permits are valid for 1 year.
- Permits shall display the permit number.

10. Signs

Signs must follow the form shown in the RMS Permit Parking Guidelines and as prescribed in RTGR Clause 32 and ARR Rule 204.

Signs are installed and maintained by Council in accordance with the RMS delegation to Council under the Transport Administration Act 1988.

11. Use Of Permits

Permit holders must comply with the following conditions:

- 11.1. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions.
- 11.2. Permits must be displayed on the dashboard on the passenger side of the vehicle.
- 11.3. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the vehicle and the onus is on the rider to secure the permit.
- 11.4. Permits must be clearly visible to an authorised officer viewing from the outside of the vehicle.
- 11.5. The resident is responsible for issuing and retrieving a permit from their visitor.
- 11.6. If circumstances change and the permit holder no longer meets the eligibility criteria the permit must be returned to Council.
- 11.7. If a permit is lost or destroyed the visitor parking permit will not be replaced within the current year.
- 11.8. A permit is valid only if it is displayed in accordance with the above.
- 11.9. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a permit parking space located within the Visitor Parking Scheme area specified on the permit. Permits do not give exemption from any other parking restrictions (e.g. BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
- 11.10. Misuse of a permit is an offence.
- 11.11. Copying or defacing a permit will incur a penalty.
- 11.12. As part of the assessment of the application Council may undertake a physical inspection of the subject property and may review the development approval and/or title deeds of the property. Council may cancel the parking permit without notice if any of the facts provided in the application form are proven to be incorrect.
- 11.13. If Council considers that there is abuse, any and all permits for a residence may be cancelled without refund and the subject residence may be excluded from participating in the parking scheme for a period not exceeding five (5) years. A parking permit obtained through a dishonest act of deception may be considered to be fraud under Section 192E of the Crimes Act, which can carry a penalty of up to ten years imprisonment and/or a penalty of up to \$11,000 for individuals in the Local Court.

12. Enforcement

Enforcement levels of visitor parking schemes are to be evaluated prior to the introduction of a VPS (see Clause 5.1.iii).

Enforcement shall be performed by Council's Law Enforcement team and adequate levels of enforcement shall be provided in each visitor parking scheme area.

13. Audit

Permit Parking schemes should be evaluated to ensure it remains an appropriate parking control solution for the area in accordance with Section 1.7 of the RMS Permit Parking Guidelines Version 3.4

14. General

Council must supply information to the public on where to get a permit and how to use permits.

Visitor parking permits are valid for 1 year (1 March – 28 February).

The holder of a permit is not guaranteed a parking space within the VPS.

Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.

A privacy statement must be included on all application forms or questionnaires supplied by Council.

15. Definitions

CCBC	City of Canada Bay Council
Parking Authority	The City of Canada Bay Council
LTC	Council's Local Traffic Committee
RMS	Roads and Maritime Services NSW (formerly Roads and Transport Authority)
RTA	Roads and Transport Authority (now Roads and Maritime Services NSW)
Permissive Parking	Period parking restrictions (e.g. 15 Minutes, ½P, 1P, 2P etc.)
Pay Parking	Meter, ticket or coupon parking.
Parking Permit	A permit issued by Council to assist with parking on a road or road related area under Council's control
RPS	Resident Parking Scheme - A parking scheme intended to assist residents who may be disadvantaged by others taking the limited parking space near to their place of residence.
VPS	Visitor Parking Scheme also called Residents' Visitor Parking Scheme (RVPS)
Permit Parking Space	A parking space within an RPS area which is signposted as "PERMIT HOLDERS EXCEPTED" and "AREA xxx".
Vehicle	Motor vehicles excluding trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers, or any vehicle over 4.5 tonnes.
Company Vehicle	A vehicle which is registered in a company name and is authorised for use by the resident
Pool Cars	A number of company vehicles which are authorised for use by the resident.
Hire Cars	A vehicle or number of vehicles which are hired by the resident.
Eligible Residence	Includes a house, home-unit, flat, apartment or boarding house. Does not include hotels.
Permit Parking Guidelines	RMS Guidelines – Permit Parking Version 3.1 – January 2014
RTGA	Road Transport (General) Act 2013
RTGR	Road Transport (General) Regulation 2013
ARR	Australian Road Rules 2008

Council's Delegation The RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices

Truck a motor vehicle with a GVM (Gross Vehicle Mass) over 4.5 tonnes, except a bus, tram or tractor

APPENDIX 3

PARKS PARKING POLICY

PARKS PERMIT PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

The City of Canada Bay Council is the parking authority for roads and road related areas within its area of operations, namely, the City of Canada Bay local government area.

Council is the issuing authority for parking permits in the City of Canada Bay.

2. Legislation

Council may approve, establish and operate Parks Parking Schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Purpose and Statement of Intent

The purpose of a Parks Parking Scheme is to provide assistance to residents in open space areas where parking is taken up by others. The preferential nature of these parking schemes for residents has been very successful throughout the City of Canada Bay.

4. Policy Objectives

The objective of this policy is to establish clear rules for dealing with the numerous variables which arise in dealing with permit parking. This policy provides the basis for the investigation, approval and operation of these schemes in accordance with the RMS's Permit Parking Guidelines and relevant legislation (see Section 2 above).

Additionally this policy provides a foundation for eligibility criteria for the issue of permits, conditions of use for permits, and the management of these schemes.

This policy is to be read in conjunction with the RMS's Permit Parking Guidelines, however, where discrepancy exists between this policy and the RMS guidelines, then this policy will apply.

5. Introducing a Parks Parking Scheme

- 5.1. Prior to the introduction of a Parks Parking Scheme, Council must conduct parking studies to determine:
 - 5.1.i. The supply and demand for parking
 - 5.1.ii. The type of parkers
 - 5.1.iii. Enforcement levels and difficulties
 - 5.1.iv. Appropriate time restrictions
- 5.2. Parks Parking Schemes are to be introduced to cover a complete area, normally a complete geographical open space or reserve parcel.
- 5.3. Prior to the introduction of a Parks Parking Scheme Council must consult with the Local Traffic Committee.
- 5.4. Prior to the commencement of a Parks Parking Scheme Council must undertake appropriate advertising.

6. Limitations

The following limitations shall apply to a Parks Parking Scheme:

- 6.1. A Parks Parking Scheme can only be introduced in conjunction with a permissive parking scheme or a pay parking scheme
- 6.2. No areas are to be set aside exclusively for the holders of permits.

7. Eligibility Criteria

Council must set a list of eligibility criteria for the issue of parks parking permits and these criteria are to form part of the permit application form.

The following eligibility criteria shall apply to parks parking permits in the City of Canada Bay:

- 7.1. An applicant may be a resident, or a non-resident ratepayer, or a non-resident of the City of Canada Bay
- 7.2. All applicants are required to submit a completed and signed Parks Parking Permit Application Form.
- 7.3. The vehicle is not a truck*, bus, tram, tractor, caravan, box trailer, horse float, boat trailer or any other vehicle 4.5 tonnes GVM and over.
- 7.4. Resident applicants must establish residential status at the address stated on the Application Form. This address must be located within the City of Canada Bay. The resident must provide two (2) of the following documents in the applicant's name and residential address:
 - 7.4.i. Rates notice - Notice must be for current year
 - 7.4.ii. Residential tenancy lease - Minimum 6 Months lease and must be current
 - 7.4.iii. Driver's Licence - Licence must be current
 - 7.4.iv. Bank Statement - Dated within 1 month of the date of application
 - 7.4.v. Utility Account - Dated within 1 month of the date of application

- 7.5. Non-resident ratepayers must supply a rates notice (see 7.5.i above) and at least one (1) other form of personal identification (see 7.5.iii – 7.5.v above)
- 7.6. Non-resident applicants must provide two (2) documents in the applicant's name and residential address (see 7.5 above).
- 7.7. All applicants must supply a residential address.
- 7.8. The vehicle must be registered to the address stated on the Application Form and in the applicant's name except as allowed in Clause 7.10. Vehicle registration papers or a registration renewal notice must be provided.
- 7.9. For company vehicles (see definitions of 'Vehicle' and 'Company Vehicle'), the applicant must supply a copy of the vehicle registration papers AND a letter on company letterhead authorising the applicant's private use of the vehicle.
- 7.10. Interstate registered company vehicles are not eligible for the issue of a permit.
- 7.11. Applicants with Pool or Hire cars are ineligible for a parks permit.
- 7.12. A Parks permit is valid for one year (1 July – 30 June). Permits issued after 1 July shall expire on 30 June of the following year.
- 7.13. Private vehicles that are registered interstate are eligible for the issue of a maximum 6 month permit only. The fee for a temporary 6 month permit remains the same as a normal 12 month permit. Permits for interstate vehicles cannot be renewed.

8. Funding & Fees

- 8.1. All costs associated with a Parks Parking Scheme must be met by Council
- 8.2. Installation and maintenance costs for a Parks Parking Scheme signs must not be charged against the RMS Block Grant for signs and lines.
- 8.3. An annual fee shall be charged for the issue of a Parks Parking Permit. Resident and Non-Resident Permit fees shall be in accordance with Council's Annual Fees & Charges.
- 8.4. Replacement permits shall be charged at the Replacement Permit Fee in accordance with Council's Annual Fees & Charges.
- 8.5. Pensioners receive a 50% discount on Replacement Permits only.

9. Permit Design

Parking permits issued by Council shall include the following features:

- Parks Parking Scheme Permits shall be permanently affixed labels
- Permits shall indicate the class of the permit (i.e. Parks)
- Permits shall display the logo of the Council
- Permits shall display the Park name and/or Park identifier.
- Permits shall display the expiry date. Parks Parking Scheme permits are valid for 1 year (1 October to 30 September of the following year). Temporary permits are valid for 6 months (see Clause 7.11 above)
- Permits shall display the permit number
- Permits shall display the vehicle registration number - includes eligible company cars (see Clause 7.10 above).

10. Signs

Signs must follow the form shown in the RMS Permit Parking Guidelines and as prescribed in RTGR Clause 32 and ARR Rule 204.

Signs are installed and maintained by Council in accordance with the RMS delegation to Council under the Transport Administration Act 1988.

11. Use of Permits

Permit holders must comply with the following conditions:

- 11.1. Parks Parking Scheme permits must be permanently affixed to the vehicle.
- 11.2. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions. Permits must be permanently affixed on the left-hand side of the front windscreen or on the inside of a window on the left-hand side of the vehicle.
- 11.3. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the vehicle and the onus is on the rider to safely secure the permit.
- 11.4. Permits must be clearly visible to an authorised officer viewing from the outside of the vehicle.
- 11.5. Permits are not transferable.
- 11.6. If circumstances change and the permit holder no longer meets the eligibility criteria the permit must be removed and returned to Council.
- 11.7. If a permit is lost or destroyed or a vehicle is sold the resident may apply for a replacement permit by completing a Replacement Application Form.
 - The resident must remove and return the permit to Council or provide a Statutory Declaration stating that the permit has been lost or destroyed
 - If the nominated vehicle has been sold then the resident must also provide documentation of the sale (e.g. An RMS Notice of Disposal).
- 11.8. A permit is valid only if it is affixed or displayed in accordance with the above.
- 11.9. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a permit parking space located within the Parks Parking Scheme area specified on the permit. Permits do not give exemption from any other parking restrictions (e.g. BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
- 11.10. Misuse of a permit is an offence.
- 11.11. Copying or defacing a permit will incur a penalty.
- 11.12. If Council considers that there is abuse, any and all permits in permit holder's name may be cancelled without refund and the applicant may be excluded from participating in the parking scheme for a period not exceeding five (5) years. A parking permit obtained through a dishonest act of deception may be considered to be fraud under Section 192E of the Crimes Act, which can carry a penalty of up to ten years imprisonment and/or a penalty of up to \$11,000 for individuals in the Local Court.

12. Enforcement

The enforcement levels of a Parks Parking Scheme are to be evaluated prior to the introduction of the scheme (see Clause 5.1.iii).

Enforcement shall be performed by Council's Law Enforcement team and adequate levels of enforcement shall be provided in each resident parking scheme area.

13. Audit

Permit Parking schemes should be evaluated to ensure it remains an appropriate parking control solution for the area in accordance with Section 1.7 of the RMS Permit Parking Guidelines Version 3.4

14. General

Council must supply information to the public on where to get a permit and how to use permits.

Parks Parking Scheme permits are valid for 1 year (1 July to 30 June of the following year).
Temporary parking permits are valid for 6 months only.

Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.

The holder of a permit is not guaranteed a parking space within the Park Parking Scheme.

A privacy statement must be included on all application forms or questionnaires supplied by Council.

15. Definitions

CCBC	City of Canada Bay Council
Parking Authority	The City of Canada Bay Council
LTC	Council's Local Traffic Committee
RMS	Roads and Maritime Services NSW (formerly Roads and Transport Authority)
RTA	Roads and Transport Authority (now Roads and Maritime Services NSW)
Permissive Parking	Period parking restrictions (e.g. 15 Minutes, ½P, 1P, 2P etc.)
Pay Parking	Meter, ticket or coupon parking.
Parking Permit	A permit issued by Council to assist with parking on a road or road related area under Council's control
Permit Parking Space	A parking space within a parking area which is signposted as "PERMIT HOLDERS EXCEPTED" and "AREA xxx".
Vehicle	Motor vehicles excluding trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers, or any vehicle over 4.5 tonnes.
Company Vehicle	A vehicle which is registered in a company name and is authorised for use by the resident
Pool Cars	A number of company vehicles which are authorised for use by the resident.
Hire Cars	A vehicle or number of vehicles which are hired by the resident.
Permit Parking Guidelines	RMS Guidelines - Permit Parking Version 3.1 – January 2014
RTGA	Road Transport (General) Act 2013
RTGR	Road Transport (General) Regulation 2013
ARR	Australian Road Rules 2008
Council's Delegation	The RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices
Truck	a motor vehicle with a GVM (Gross Vehicle Mass) over 4.5 tonnes, except a bus, tram or tractor

APPENDIX 4

BUSINESS PARKING POLICY

BUSINESS PERMIT PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

The City of Canada Bay Council is the parking authority for roads and road related areas within its area of operations, namely, the City of Canada Bay local government area.

Council is the issuing authority for parking permits in the City of Canada Bay.

2. Legislation

Council may approve, establish and operate Business Parking Schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Purpose and Statement of Intent

The purpose of Business Parking Schemes is to provide assistance to Property Owner/Business Owner/Business Manager in or adjacent to business areas where off-street parking is limited and on-street parking is taken up by others. These schemes supplement Resident Parking Schemes and provide unrestricted parking for business in tandem with resident parking. The preferential nature of these parking schemes has been very successful throughout metropolitan Sydney and in the City of Canada Bay and it is proposed therefore to provide business permit parking as the demand for intervention arises.

4. Policy Objectives

The objective of this policy is to establish clear rules for dealing with the numerous variables which arise in dealing with business permit parking. This policy provides the basis for investigation, approval and operation of these schemes in accordance with the RMS's Permit Parking Guidelines and relevant legislation (see Section 2 above).

Additionally this policy provides a foundation for eligibility criteria for the issue of permits, conditions of use for permits, and the management of these schemes.

This policy is to be read in conjunction with the RMS's Permit Parking Guidelines, however, where discrepancy exists between this policy and the RMS guidelines, then this policy will apply.

5. Introducing a Business Parking Scheme

- 5.1. BPS's shall only be introduced in conjunction with an RPS and to cover the same area as the RPS.
- 5.2. Prior to the introduction of a BPS, Council must conduct parking studies to determine:
 - 5.1.i. The supply and demand for parking
 - 5.1.ii. Enforcement levels and difficulties
 - 5.1.iii. Appropriate time restrictions, and
 - 5.1.iv. The suitability of preferential business parking in the proposed scheme area including the impact of business parking on resident parking.
- 5.3. Only area-wide business parking schemes are to be introduced. Street-based schemes are not to be approved.
- 5.4. Prior to the introduction of a BPS Council must consult with appropriate organisations where affected. (e.g. adjoining road authorities and parking authorities, Transport for NSW, Roads and Maritime Services NSW, State Emergency Services, NSW Fire Service, NSW Ambulance Service, local residents associations, chambers of commerce and commuter groups).
- 5.5. Prior to the introduction of a BPS Council must consult with the Local Traffic Committee.
- 5.6. Prior to the commencement of a BPS Council must undertake appropriate advertising and/or a letter-drop of the affected premises.

6. Limitations

The following limitations shall apply to business parking schemes:

- 6.1. Council must obtain RMS approval for the introduction of a BPS on any classified road
- 6.2. A BPS can only be introduced in conjunction with a permissive parking scheme or a pay parking scheme.
- 6.3. No areas are to be set aside exclusively for the holders of permits.
- 6.4. The combined number of permits to be issued for a BPS and RPS shall not exceed the number of available on-street parking spaces in that area. In issuing permits, preference shall always be given to resident permits.
- 6.5. A maximum of two (2) business permits can be issued to an eligible business residence subject to Clause 7.13.
- 6.6. A business parking permit is valid for one year.
- 6.7. Transport Orientated Developments (i.e. Rhodes), are not eligible for Business Parking Schemes as these areas are specifically designed to reduce the off-street car parking requirements as a mechanism for reducing the number of cars within the development, to encourage lower car usage.

7. Eligibility Criteria

Council must set a list of eligibility criteria for the issue of business parking permits and these criteria are to form part of the permit application form. The following eligibility criteria shall apply to business parking permits in the City of Canada Bay:

- 7.1. Applicants are required to submit a completed and signed Business Parking Permit Application Form
- 7.2. Application forms are to be completed by the Property Owner/Business Owner/Business Manager. Applications from employees, other than the manager, will not be accepted.
- 7.3. An eligible business premises refers to a single business within the BPS area, including an institution. If a business is operating from one large site that covers an address range (i.e. more than one lot) then this is considered to be one business premises for the purpose of issuing permits and only two(2) business permits can be issued.
- 7.4. The business premises has no off-street parking or limited off-street parking.
- 7.5. The business premises has no unrestricted on-street parking available near the premises.
- 7.6. The business premises cannot be reasonably modified to provide off-street parking space(s). Note: The meaning of “reasonably modified” is at Council’s discretion.
- 7.7. Supply of off-street parking facilities within the area of the BPS is inadequate to meet the parking demand.
- 7.8. The vehicle is not a truck*, bus, tram, tractor, caravan, box trailer, horse float, boat trailer or any other vehicle 4.5 tonnes GVM and over.
- 7.9. The applicant must establish business status at the address stated on the Application Form and in the applicant’s name by providing either of the following documents:
 - Registration of Business Name
 - A letter on company letterhead
- 7.14. Interstate registered company vehicles are not eligible for the issue of a permit. Interstate registered vehicles must be transferred to NSW registration to be eligible for a business permit.
- 7.15. The vehicle must be registered to the business name and business address stated on the Application Form except as allowed below. Vehicle registration papers or a registration renewal notice must be provided.
- 7.16. For company vehicles (see definition of ‘Vehicle’), the applicant must supply a copy of the vehicle registration papers AND a letter on company letterhead authorising the applicant’s private use of the vehicle.
- 7.17. A maximum of two (2) business permits can be issued to an eligible business premises in one year (see definition of an eligible business premises). The number of permits per business premises is reduced by the number of off-street parking spaces available to the business.
- 7.18. A business permit is valid for one year (1 July – 30 June). Permits issued after 1 July shall expire on 30 June of the following year.
- 7.19. Applications for additional permits will not be accepted.

8. Funding & Fees

- 8.1. All costs associated with a BPS must be met by Council.
- 8.2. Installation and maintenance costs for BPS signs must not be charged against the RMS Block Grant for signs and lines.
- 8.3. An annual fee shall be charged for the issue of permits in accordance with Council's Annual Fees & Charges.
- 8.4. No pensioner discount applies for new business permits.
- 8.5. Pensioners receive a 50% discount on replacement business permits.

9. Permit Design

Parking permits issued by Council shall include the following features:

- Business Parking Permits shall be permanently affixed labels
- Permits shall indicate the class of the permit (i.e. Business)
- Permits shall display the logo of the Council
- Permits for each BPS in the City of Canada Bay shall be a unique permit colour and shall display a unique area identifier.
- Permits shall display the expiry date.
- Permits shall display the permit number.
- Permits shall display the vehicle registration.

10. Signs

Signs must follow the form shown in the RMS Permit Parking Guidelines and as prescribed in RTGR Clause 32 and ARR Rule 204.

Signs are installed and maintained by Council in accordance with the RMS delegation to Council under the Transport Administration Act 1988.

11. Use of Permits

Permit holders must comply with the following conditions:

- 11.1. Business parking permits must be permanently affixed to the vehicle.
- 11.2. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions. Permits must be permanently affixed on the left-hand side of the front windscreen or on the inside of a window on the left-hand side of the vehicle.
- 11.3. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the vehicle and the onus is on the rider to safely secure the permit.
- 11.4. Permits must be clearly visible to an authorised officer viewing from the outside of the vehicle.
- 11.5. Permits are not transferable.
- 11.6. If circumstances change and the permit holder no longer meets the eligibility criteria the permit must be removed and returned to Council.
- 11.7. If a permit is lost or destroyed or a vehicle is sold the permit holder may apply for a replacement permit by completing a Replacement Application Form.
 - The permit holder must remove and return the permit to Council or provide a Statutory Declaration stating that the permit has been lost or destroyed.
 - If the nominated vehicle has been sold then the holder must also provide documentation of the sale (e.g. An RMS Notice of Disposal).
- 11.8. Only two (2) replacement permits can be issued per year to a single business premises.
- 11.9. A permit is valid only if it is affixed or displayed in accordance with the above.
- 11.10. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a permit parking space located within the Parking Scheme area specified on the permit. Permits do not give exemption from any other parking restrictions (e.g. BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
- 11.11. Misuse of a permit is an offence.
- 11.12. Copying or defacing a permit will incur a penalty.
- 11.13. As part of the assessment of the application Council may undertake a physical inspection of the subject property and may review the development approval and/or title deeds of the property. Council may cancel the parking permit without notice if any of the facts provided in the application form are proven to be incorrect.
- 11.14. If Council considers that there is abuse, any and all permits for a premises may be cancelled without refund and the subject premises may be excluded from participating in the parking scheme for a period not exceeding five (5) years. A parking permit obtained through a dishonest act of deception may be considered to be fraud under Section 192E of the Crimes Act, which can carry a penalty of up to ten years imprisonment and/or a penalty of up to \$11,000 for individuals in the Local Court.

12. Enforcement

Enforcement levels of business parking schemes are to be evaluated prior to the introduction of a BPS (see Clause 5.2.ii).

Enforcement shall be performed by Council's Law Enforcement team and adequate levels of enforcement shall be provided in each business parking scheme area.

13. Audit

Permit Parking schemes should be evaluated to ensure it remains an appropriate parking control solution for the area in accordance with Section 1.7 of the RMS Permit Parking Guidelines Version 3.4

14. General

Council must supply information to the public on where to get a permit and how to use permits.

Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.

The holder of a permit is not guaranteed a parking space within the BPS.

A privacy statement must be included on all application forms or questionnaires supplied by Council.

15. Definitions

CCBC	City of Canada Bay Council
Parking Authority	The City of Canada Bay Council
LTC	Council's Local Traffic Committee
RMS	Roads and Maritime Services NSW (formerly Roads and Transport Authority)
RTA	Roads and Transport Authority (now Roads and Maritime Services NSW)
Permissive Parking	Period parking restrictions (e.g. 15 Minutes, ½P, 1P, 2P etc.)
Pay Parking	Meter, ticket or coupon parking.
Parking Permit	A permit issued by Council to assist with parking on a road or road related area under Council's control
RPS	Resident Parking Scheme - A parking scheme intended to assist residents who may be disadvantaged by others taking the limited parking space near to their place of residence.
BPS	Business Parking Scheme – A parking scheme intended to assist business owners and employees to park in close proximity to the business.
Permit Parking Space	A parking space within an RPS area which is signposted as “PERMIT HOLDERS EXCEPTED” and “AREA xxx”.
Vehicle	Motor vehicles excluding trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers, or any vehicle over 4.5 tonnes.
Eligible Business Premises	A single business within the BPS area. If a business is operating from one large site that covers an address range (i.e. more than one lot) then this is considered to be one business premises for the purpose of issuing permits and only two(2) business permits can be issued.
Permit Parking Guidelines	RMS Guidelines – Permit Parking Version 3.1 January 2014
RTGA	Road Transport (General) Act 2013
RTGR	Road Transport (General) Regulation 2013
ARR	Australian Road Rules 2008
Council's Delegation	The RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices
Truck	a motor vehicle with a GVM (Gross Vehicle Mass) over 4.5 tonnes, except a bus, tram or tractor

APPENDIX 5

PAY PARKING POLICY

PAY PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

In areas where the demand for public on-street parking has increased over time, parking control measures necessarily progress from unrestricted parking to permissive parking to pay parking.

Historically permissive parking is a first stage parking control measure which is introduced with wide-ranging period parking restrictions of 4P - 1P. As parking demand increases, and in order to maintain a satisfactory turnover of vehicles, it becomes necessary for these period parking restrictions to be reduced to 1P - ½P. Once period restrictions have already been reduced to 1P - ½P and parking turnover remains unsatisfactory then second stage parking control, namely pay parking, is considered.

2. Legislation

Council may approve and operate a pay parking scheme within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Pay Parking Guidelines - Version 4.0 March 2012
- Roads and Maritime Services' Permit Parking Guidelines - Version 3.4 March 2016
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Related Policies

This policy is to be read in conjunction with Council's On-Street Parking Policy.

4 Purpose & Statement of Intent

The purpose of this policy is to provide guidelines for pay parking schemes within the City of Canada Bay. This policy provides rational and consistent guidelines for the introduction and management of pay parking schemes including the location and extent of restrictions, the type of pay parking and appropriate fees for parking.

5 Objectives

The objectives of this policy are:

- To manage and/or eliminate parking competition from non-local all-day parkers and improve parking turnover for short to medium term parkers in areas where long term parking is a problem.
- To improve parking turnover in areas where satisfactory enforcement is difficult to maintain.
- To provide a balanced approach to the provision of pay parking schemes so as to provide equitable use of limited on-street parking space throughout the city.
- To ensure that pay parking schemes within the City of Canada Bay are:
 - Elegant and attractive with low visual pollution
 - Easy for motorists to understand
 - Easy to enforce
 - User friendly for both motorists and enforcement staff
 - Cost effective
 - Reliable
- To provide consistency of methodology and equipment across the City.

6. Allowable Pay Parking Schemes

The following types and/or combinations of pay parking schemes can be used in the City of Canada Bay:

- Ticket Parking Scheme Traditional coin/banknote operated meters, credit card meters, and meters with other payment methods, whereby a meter issues a ticket for parking which is required to be displayed in the vehicle. Enforcement is by inspection of tickets.
- Pay-By-Plate Scheme Traditional coin/banknote operated meters, credit card meters, and meters with other payment methods, where the vehicle number plate is recorded in the meter and/or in an active database. Enforcement is by observation or by number plate recognition and interrogation of either the meter or the active database.
- Phone Parking Scheme A phone service or application which permits payment by phone. Payment is either prepaid or by credit card. Enforcement is either by observation or by number plate recognition and interrogation of an active database.

The following types of pay parking schemes are not to be used in the City of Canada Bay:

- Metered Parking Scheme Traditional coin/banknote operated meters, credit card meters, and meters with other payment methods, whereby payment is made for a specific parking bay. No ticket is issued. Enforcement is made by interrogation of the meter.
- Coupon Parking Scheme A parking scheme whereby coupons are pre-purchased and are displayed in the vehicle. Enforcement is by inspection of coupons.

7. General Requirements

- 7.1. Pay parking schemes on classified roads must be approved by the RMS.
- 7.2. Pay parking schemes on roads or road related areas, with the exception of classified roads, may be approved by Council in accordance with Council's delegation from the RMS. Refer to Rules 12 & 13 of the Australian Road Rules for definitions of 'Road' and 'Road Related Area'.
- 7.3. A pay parking scheme is designated by permissive parking signs and must only be introduced with a permissive parking scheme.
- 7.4. A pay parking scheme should only be introduced once permissive parking by itself no longer provides satisfactory parking turnover.
- 7.5. Council must set parking fees by resolution of Council. These fees must be reviewed annually.
- 7.6. Council may exempt authorised motorists from a pay parking scheme by the concurrent introduction of a permit parking scheme.
- 7.7. Council must ensure the safe collection of revenue from parking meters or other non-cash payment methods.
- 7.8. Council must approve and install regulatory signposting in accordance with Section 9 of this policy.
- 7.9. Instructions for use must be provided to the public either on the meter, on signs, or by a phone application.
- 7.10. Council must supply information to the public on the location of pay parking schemes, the applicable hourly rates, and the method of operation of these schemes.
- 7.11. Council must ensure the ongoing effectiveness of these schemes. Enforcement shall be performed by Council's Law Enforcement team and adequate levels of enforcement shall be provided in each pay parking scheme area.
- 7.12. Council must ensure that all pay parking schemes operate in accordance with the RMS Pay Parking Guidelines. Any variations to these guidelines must be approved by the RMS.
- 7.13. Council must bear all costs associated with pay parking schemes.
- 7.14. Council shall monitor and report on pay parking schemes to the RMS.

8. Limitations

- 8.1. Pay parking should not generally be introduced in residential streets.
- 8.2. Pay parking should only be introduced in areas of high activity including shopping centres and shopping strips, business centres, commercial centres, hospitals, large medical centres, transport hubs and interchanges, recreational venues and tourist attractors.
- 8.3. Notwithstanding Clause 8.1 above, Council may introduce a pay parking scheme in any road or road related area where parking is affected by a high activity attractor.
- 8.4. Council may provide exemption for parking fees and/or for period restrictions for any class of motorist.
- 8.5. Motorbikes are exempt from parking fees in on-street locations.
- 8.6. Motorbikes are not exempt from period restrictions in on-street locations.
- 8.7. Council must review all new pay parking schemes within 6 months of commencement. Additionally, in accordance with Section 17 of the RMS Pay Parking Guidelines Council must undertake a 3-year rolling programme to conduct an effectiveness audit of not less than 10% of all parking schemes implemented within the Council's area of operations during the period. Audit reports must be forwarded to the RMS within one month of completion.

9. Signs

- 9.1. Parking signs relating to a pay parking scheme are prescribed traffic control devices and must be approved in accordance with Council's delegation from the RMS under the Transport Administration Act 1988.
- 9.2. Signs may be linear or area based and shall be in accordance with Clauses 8.4 & 9.4 of the RMS Pay Parking Guidelines.
- 9.3. Where pay parking signs are introduced with a concurrent permit parking scheme, signs shall be in accordance with Clause 18.0 and Figure 5 of the RMS Permit Parking Guidelines.
- 9.4. Supplementary parking signs must be displayed in accordance with Clause 9.4.3 of the RMS Pay Parking Guidelines.

APPENDIX 6

CAR SHARE POLICY

CAR SHARE PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

The City of Canada Bay Council is the parking authority for roads and road related areas within its area of operations, namely, the City of Canada Bay local government area.

Council is the issuing authority for parking permits in the City of Canada Bay.

2. Legislation

Council may approve, establish and operate Car Share Parking schemes within the City of Canada Bay in accordance with the provisions of:

- Roads and Maritime Services' Guidelines for the Implementation of On-Street Car Share Parking – September 2007
- Road Transport (General) Act 2013
- Road Transport (General) Regulation 2013
- Australian Road Rules 2008
- The RMS delegation to Council under the Transport Administration Act 1988

3. Purpose and Statement of Intent

It is Council's intent to support and increase the use of Car Share Parking to promote sustainable transport in the City of Canada Bay. The purpose of Car Share Parking is to provide an alternative to private vehicle ownership in the City of Canada Bay which is convenient and cost effective and which reduces both the number of vehicles and the demand for public parking.

Car Share is relatively new within the City of Canada Bay having been operational only since October 2013 with designated spaces in Drummoyne, Five Dock and Rhodes. A number of other sites are currently under consideration.

4. Policy Objectives

The objective of this policy is to establish clear rules for the introduction and management of Car Share parking.

Specific objectives include a reduction of greenhouse emissions, a reduction in private vehicle ownership, reduced traffic and parking congestion, overall reduction in distances travelled and support for local residents and businesses.

5. Applications for a Car Share Parking Scheme

- 5.1. Applications for Car Share Parking shall be received from legitimate car share providers that meet these requirements.
- 5.2. Applications for an on-street Car Share Parking will only be considered for dedicated on-street car spaces. Non-dedicated spaces shall not be considered.
- 5.3. Applications for an off-street Car Share Parking may be considered for either dedicated or non-dedicated car spaces.
- 5.4. It is the applicant's responsibility to demonstrate that a potential demand exists for the creation of a Car Share Parking Scheme.
- 5.5. The location of dedicated on-street parking spaces is solely at Council's discretion.
- 5.6. Preference shall be given to spaces adjacent to public land, government land, business premises (i.e. factories) or side boundaries of residential premises on local roads.
- 5.7. Prior to approval Council will seek community feedback from premises within a 50m radius of the proposed car share parking space(s). If a majority of those consulted object to the proposed location of the car space(s) an alternative nearby location shall be considered.
- 5.8. Prior to the introduction of a Car Share Parking scheme Council shall obtain the concurrence of the Local Traffic Committee. If the Traffic Committee objects to the proposed location of the car space(s) an alternative nearby location shall be considered.

6. General Conditions

The following conditions shall apply to car share parking schemes:

- 6.1. Council reserves the right to reject any application for Car Share Parking.
- 6.2. Applications for Car Share Parking on any classified road is subject to approval of the RMS.
- 6.3. Applications for Car Share Parking in front of residential premises or in metered locations or in permissive parking locations of 1P or less shall not be permitted.
- 6.4. Car Share Parking shall be limited to 1 space for every 20 available on-street parking spaces in any individual street or street block. In individual streets or street blocks with less than 20 available on-street parking spaces, Car Share Parking shall be limited to 1 space.
- 6.5. Prior to implementation of a Car Share Parking scheme the provider must pay installation costs as may be required by Council's Annual Fees & Charges.
- 6.6. The provider will be responsible for any major maintenance costs as may be required by Council's Annual Fees & Charges, including but not limited to, renewal of line marking every 5 years (or as determined by Council).
- 6.7. All Car Share fees shall be in accordance with Council's Annual Fees & Charges.
- 6.8. Council shall issue each car share vehicle with an official authorisation and shall issue a parking permit to each vehicle which identifies the vehicle, the car share parking space location specific for that vehicle, the expiration date of the permit, any conditions on the

permit and a telephone number for enforcement. Operation of an approved Car Share Parking scheme shall not commence without the provider obtaining prior authorisation, and shall cease in the event of a permit not having been issued or a permit having lapsed.

- 6.9. Permits are valid for one year and it is the provider's responsibility to make application for renewal of the permit. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions. Permits must be permanently affixed on the left-hand side of the front windscreen or on the inside of a window on the left-hand side of the vehicle.
- 6.10. A valid permit must be permanently displayed on the car share vehicle (except as allowed under Clause 6.12) for the vehicle to be exempt from the No Parking restrictions of the designated Car Share parking space. In the event that a valid permit has been obtained but has been obscured the vehicle may be issued with a fine.
- 6.11. A valid permit only provides exemption when the vehicle is parked in the Car Share parking space as specified on the permit. Permits do not give exemption in any other car share parking space or from any other parking restrictions (e.g. permissive parking or metered parking, BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
- 6.12. Only one permit is to be allocated for each car share space. A temporary permit may be issued at Council's discretion when a vehicle is temporarily removed from the fleet. Temporary permits may be displayed on the dashboard.
- 6.13. Car Share vehicles must be returned to the designated Car Share parking space for that vehicle.
- 6.14. No form of advertising is to be associated with the infrastructure of the car space(s).
- 6.15. Council may at any time and without recompense revoke an authority for all or any Car Share parking space(s) if a provider or its members do not comply fully with the provisions of this policy.
- 6.16. All vehicles are to be registered in NSW and in the name of the Car Share provider.
- 6.17. The Car Share provider is required to enter a legal agreement with Council for the use of dedicated parking spaces.
- 6.18. The provider must only use passenger vehicles with less than a 4 star rating in the Australian Green Vehicles Guide. For vans or utility vehicle types the provider must demonstrate that the vehicle is a high environmental performer for that class of vehicle.

7. Provider Monitoring and Reporting

The following obligations apply to Car Share providers operating in the City of Canada Bay:

- 7.1. The provider must submit quarterly reports for each Car Share Parking Scheme detailing monthly booking details, average length of bookings, and average distances. These reports must also include membership numbers, the location of members and the type of members (residential or business).
- 7.2. Prior to the implementation of a scheme, and on an on-going annual basis, the provider must submit to Council an independent financial audit which demonstrates that the provider is financially sound and is able to meet its obligations to its members.

8. Council Audit

Council must monitor the performance of these schemes to ensure that both Council's and the community's expectations are being met.

Council must prepare an annual evaluation report on the effectiveness of these schemes and submit this report to the RMS.

9. Permits

Parking permits issued by Council shall include the following features:

- Permits shall be permanently affixed labels (except as allowed under Clause 6.12)
- Permits shall indicate the class of the permit (i.e. Car Share)
- Permits shall display the logo of the Council
- Permits shall display a unique area identifier.
- Permits shall display the expiry date.
- Permits shall display the vehicle registration number.

10. Signs

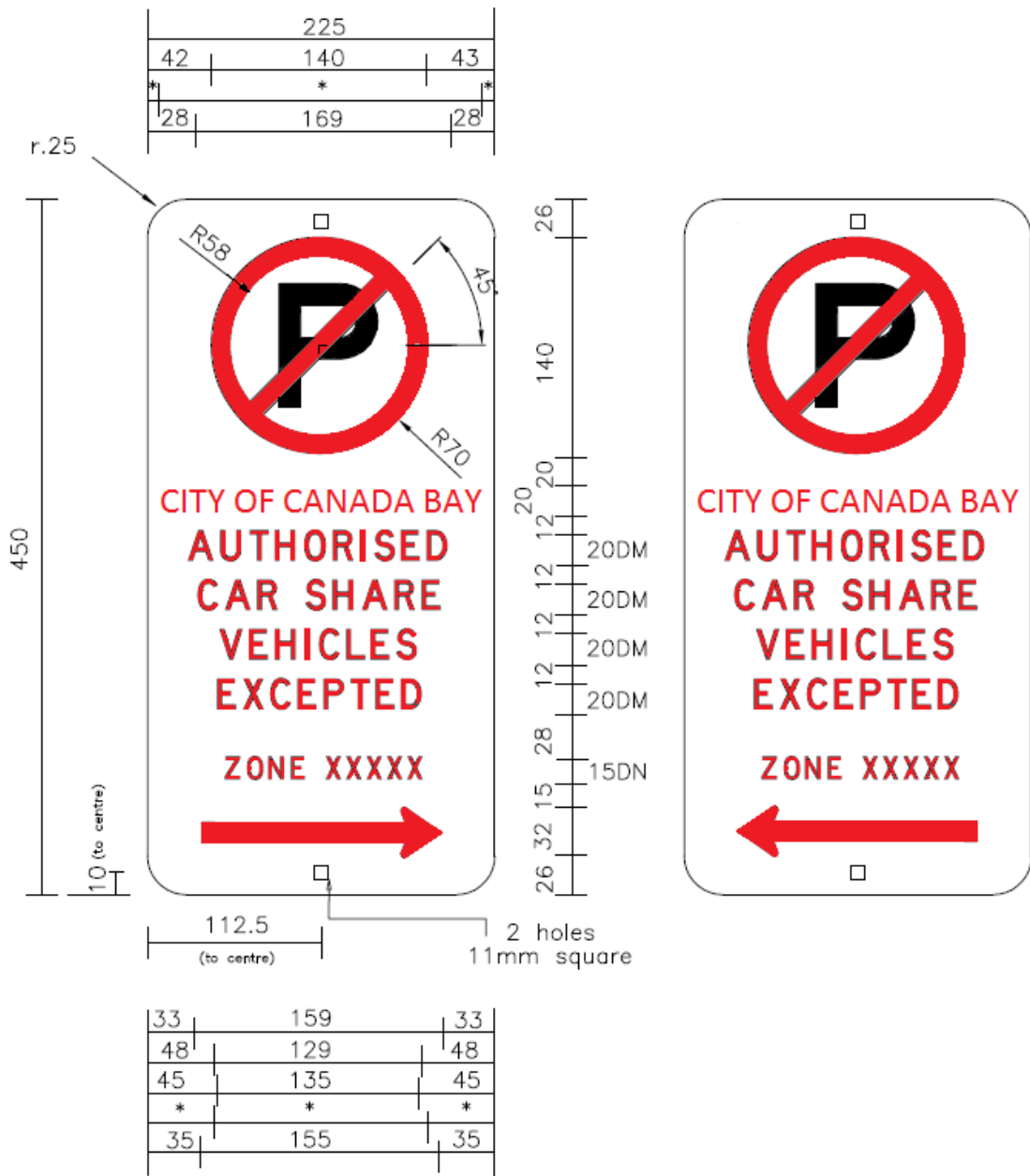
Signs shall be as designated in Appendix A and shall comply with AS1742 Type R5-447.

Signs are installed and maintained by Council in accordance with the RMS delegation to Council under the Transport Administration Act 1988.

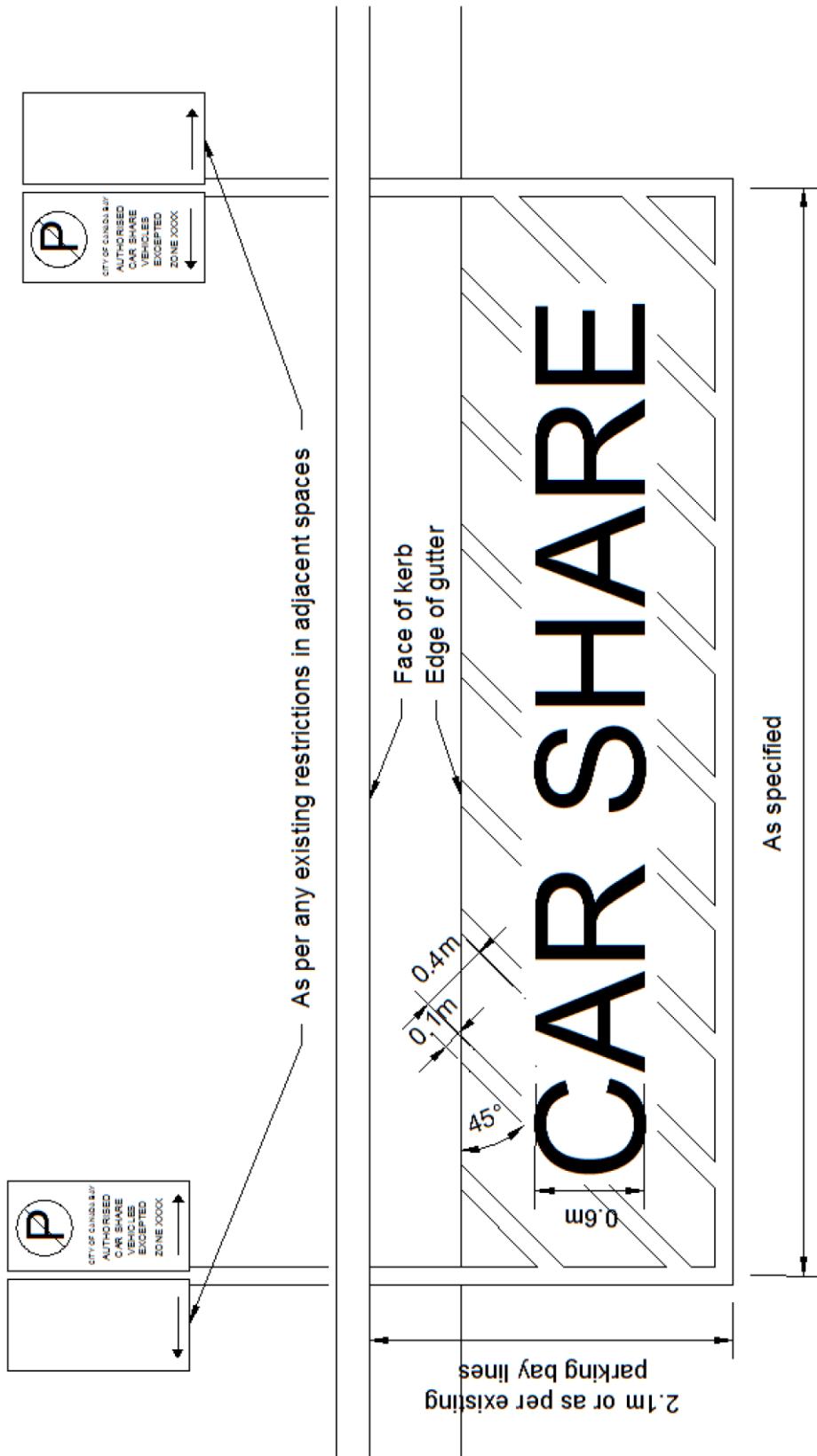
11. Markings

Line marking shall be as designated in Appendix B and shall be in accordance with AS2890.5 – On-Street Parking. Stencilling within the parking bay may only include the words "Car Share". No logos or other wording is permitted.

12. Appendix A - Signs



13. Appendix B - Markings



Notes:
All linemarking is to be in white cold apply plastic

APPENDIX 7

MOBILITY PARKING POLICY

MOBILITY PARKING

Date of Adoption: 16/08/2016

Effective Date: 16/08/2016

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1. Preamble

NSW Roads and Maritime Services issues Disability Parking Permits to people with disability and mobility impairment under the current NSW Mobility Parking Scheme (MPS). This scheme is at present under review and is to be progressively incorporated in coming years into the national Australian Disability Parking Scheme (ADPS).

As our population ages and the number of persons with disability and mobility impairment increases there is a growing demand for disability parking permits. Additionally the demand for permits increases as persons with disabilities rely more heavily on car travel to maintain their mobility, social inclusion and independence. This is reflected in NSW statistics spanning the five year period between 2007 - 2011 where the number of valid mobility permits issued in New South Wales rose almost 25% from 279,000 to 348,000.

2. Purpose and Statement of Intent

Council does not administer the MPS and will not in future administer the ADPS, however, Council's enforcement team does currently enforce parking restrictions in respect of illegal parking in mobility parking zones and monitors disability parking permits in permissive parking zones and pay parking zones.

Council's rangers are also empowered to issue infringement notices for the misuse of a disability parking permit and for the illegal use of a revoked or cancelled permit. The current review of the NSW MPS includes the investigation of means by which Council's rangers can be further empowered to combat the misuse of these permits.

Council's goal in respect of mobility parking is the effective assessment, introduction and management of mobility parking zones, both on-street and in off-street public carparks. This role is essential in ensuring the availability of parking for persons with disability or mobility impairment.

3. Policy Objectives

It is the purpose of this policy to facilitate the MPS (and the future ADPS) by speedy and consistent assessment and approval or refusal of applications for mobility parking zones in accordance with adopted Council standards.

These standards are designed to provide preferential treatment for persons with disability and mobility impairment whilst ensuring an equitable use of the City's parking resources by all.

4. Standard Conditions

The following standard conditions shall apply to applications for and the installation of a mobility parking zone:

- 4.1. Requests for a mobility parking zone can be submitted by letter, e-mail or facsimile. Verbal requests will not be considered.
- 4.2. Council reserves the right to reject any application for a mobility parking zone.
- 4.3. The applicant must provide proof of residency in the form of two (2) of the following documents in the applicant's name and residential address:
 - 4.3.i. Rates notice - Notice must be for current year
 - 4.3.ii. Residential tenancy lease - Current lease of minimum 6 months
 - 4.3.iii. Driver's Licence - Licence must be current
 - 4.3.iv. Bank Statement - Dated within 1 month of the date of application
 - 4.3.v. Utility Account - Dated within 1 month of the date of application
 - 4.3.vi. Letter from GP or Specialist - Dated within 1 month of the date of application
- 4.4. The applicant must provide proof of disability in the form of a current RMS Disability Parking Permit.
- 4.5. The applicant must have a vehicle registered to their address and must supply a copy of the vehicle registration documents (see the definition of "vehicle"). They do not need to be the driver of the vehicle but the vehicle must be predominantly for the use of the applicant.
- 4.6. The applicant must obtain written support from their general practitioner or specialist doctor outlining their specific requirements for a mobility parking zone including:
 - The class of disability/impairment (i.e. permanent or temporary).
 - If temporary, the estimated timeframe of the disability/impairment (NOTE: Applications for less than 6 months will not be approved).
 - The scope of the disability/impairment including the applicant's ability to access their premises, and, the distance which the applicant can travel.
- 4.7. The applicant's residence must have no off-street parking available. Applicants who have access to off-street parking are not eligible for an on-street mobility parking zone.
- 4.8. The applicant must have unrestricted parking in close proximity to their residence.
- 4.9. A mobility parking zone shall not be introduced in areas of low parking demand.
- 4.10. Applications for a mobility parking zone in Clearways, Bus Zones, Permissive Parking Zones, No Stopping, No Parking, or other restricted parking zones shall not be approved.
- 4.11. Applications will be assessed by council officers and the Local Traffic Committee following an examination of the parking demand at the applicant's residence.
- 4.12. A mobility parking zone shall be introduced for a period of 12 months from the date of sign installation and will only be extended upon request by the applicant.
- 4.13. The applicant, or a representative of the applicant, must advise Council immediately when circumstances change to the extent that a mobility parking zone is no longer required by the applicant (see Section 8).

- 4.14. In assessing the application Council may undertake a physical inspection of the subject property and may review the development approval and/or the title deeds of the property. Council may remove the mobility parking zone without notice if any of the details provided by the applicant are proven to be false.
- 4.15. In extenuating circumstances all and any of the above conditions may be altered by the Parking Review Panel (see Clause 10 of Council's Parking Policy).

5. General

- 5.1. Notwithstanding any of the above, Council may refuse to introduce a mobility parking zone in areas where an existing mobility parking zone is in close proximity or where alternative parking arrangements are available.
- 5.2. Notwithstanding any of the above, Council may at its discretion grant approval for a mobility parking zone in any on-street location subject to the concurrence of the Local Traffic Committee for local roads, and the RMS in the case of a classified road.
- 5.3. Mobility Parking Zones must be renewed annually (see Section 6 below). Failure to respond within one (1) month of the date of correspondence from Council may result in an application lapsing and a new application being required.
- 5.4. Failure to make a renewal application or to respond within one(1) month of the date of a renewal notice from Council may result in an existing mobility parking zone lapsing and being removed.
- 5.5. Notwithstanding any of the above, Council may elect to remove a mobility parking zone if the zone is considered to be unnecessary or ineffective.
- 5.6. The mobility parking zone may not necessarily be located in front of the applicant's premises. The location of a mobility parking zone shall be solely at Council's discretion taking into account the needs of the applicant, the needs of adjacent neighbours, and road safety.
- 5.7. A mobility parking zone is for use by ANY vehicle displaying a valid RMS Disability Parking Permit and is not for the exclusive use by the applicant.
- 5.8. Installation of a mobility parking zone is free of charge, however, the following costs may be incurred by the applicant:
 - 5.8.i. The cost of any additional signage to the area that is deemed necessary to accommodate the installation of the mobility parking zone (e.g. relocation of existing parking signs).
 - 5.8.ii. The cost of any future alteration to the mobility parking zone signs, excluding routine maintenance.
 - 5.8.iii. Re-Installation fees (see Section 6.3).
- 5.9. Costs for mobility parking zone signs shall be charged to the RMS Block Grant to Council.

6. Annual Renewal

- 6.1. The applicant must apply for a mobility parking zone to be renewed annually and will on each occasion be required to again provide a copy of their vehicle registration documents and proof of currency of their disability parking permit. Council may, at its discretion, also require additional documents for the renewal of the mobility parking zone in accordance with the above Standard Conditions.
- 6.2. Council will forward a renewal notice to the applicant one (1) month prior to the expiry date of the mobility parking zone and it is the applicant's responsibility to provide all documentation necessary for the renewal of the zone by the expiry date. Failure to comply with this requirement may result in the removal of the zone.
- 6.3. If the zone is removed by Council and the applicant subsequently advises that the mobility parking zone is still required then a reinstatement fee shall apply in accordance with the Signposting Fee in Council's Annual Fees & Charges.
- 6.4. For renewal by a new applicant see Clause 8.2.
- 6.5. Temporary zones can only be renewed if the RMS issues a renewed Disability Parking Permit to the applicant.

7. Signs

Signs must follow the form as prescribed in the RTGR Clause 32 and Australian Road Rules 204.

Council shall install and maintain mobility parking zone signs in accordance with the RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices.

The Cost of Mobility Parking Zone signs shall be charged to the annual RMS Block Grant to Council.

8. Removal/Alteration of Mobility Parking Zones

- 8.1 Removal of a mobility parking zone may occur when the zone is no longer required or when the applicant is no longer eligible for an RMS Disability Parking Permit. Whilst Council monitors zones on an annual basis (see Section 6 above) the applicant, or a representative of the applicant, must advise Council immediately when circumstances change to the extent that a mobility parking zone is no longer required by the applicant. These circumstances include:
 - 8.1.i. The applicant no longer holds a current disability parking permit (e.g. the permit has expired or has been revoked by the RMS).
 - 8.1.ii. The applicant was issued a disability parking permit for a temporary disability and the permit has expired or is no longer required.
 - 8.1.iii. The place of residence has been modified to provide suitable off-street parking.
 - 8.1.iv. Circumstances change to the extent that a mobility parking zone is no longer required by the applicant.
- 8.2 Prior to the removal of a zone which has lapsed as per Clause 6 & Clause 8.1 above, Council may canvas the residents of nearby properties to determine if a need still exists for a mobility parking permit for other residents. If a new applicant is found then the new applicant takes on the responsibility of annual renewal and confirmation of eligibility. No initial cost is incurred by

the new applicant and the matter does not need to be referred to the Local traffic Committee.

9. Definitions

CCBC	City of Canada Bay Council
Parking Authority	The City of Canada Bay Council
LTC	Council's Local Traffic Committee
RMS	Roads and Maritime Services NSW (formerly Roads and Transport Authority)
RTA	Roads and Transport Authority (now Roads and Maritime Services NSW)
MPS	NSW Mobility Parking Scheme
ADPS	Australian Disability Parking Scheme
Permissive Parking	Period parking restrictions (e.g. 15 Minutes, ½P, 1P, 2P etc.)
Pay Parking	Meter, ticket or coupon parking.
Vehicle	Motor vehicles excluding trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers, or any vehicle over 3 tonnes.
RTGA	Road Transport (General) Act 2013
RTGR	Road Transport (General) Regulation 2013
ARR	Australian Road Rules 2008
Council's Delegation	The RMS delegation to Council under the Transport Administration Act 1988 for the installation and removal of traffic control devices