

## **RESIDENTS' PARKING SCHEME RULES**

---

### **RESIDENT PERMITS**

- **Property Eligibility (Subject to a 2 year trial period)**

A maximum of 5 annual Resident Parking Permits can be issued to each household within a residents parking zone. A household is a house or flat that is registered for Council Tax. Flats are treated as separate addresses if they are separate for Council tax rating, but houses of multiple occupancy (HMO's) are treated as one household with permits being issued on a first come/first served basis.

- **Vehicle Eligibility**

Certain commercial vehicles require a Vehicle Operator Licence and any vehicle meeting the criteria for such a license is required (legally) to be stored in an 'operating centre' (depot/storage yard) and therefore should not be parked on the public highway when not in use. If a commercial vehicle meets any of the following criteria then it requires an operator's licence and therefore will not be eligible for a Residents' Parking Permit:

- A gross plated weight of more than 3.5 tonnes; or
- if it has no gross plated weight, an unladen weight of more than 1.525 tonnes.

However, recovery vehicles (where on-call) are exempt from this condition and may park within a permit parking area if displaying a valid permit.

The same weight restrictions will apply to non-commercial vehicles.

- **Providing Proof of Residency and Vehicle Eligibility**

With each application for an annual Residents Parking Permit the Council will require

- Proof of residency. A copy of a relevant specified document will be required as part of the application process, providing proof of the applicants name and address within the relevant permit parking zone.

- A copy of a relevant specified document which identifies the residents' ownership, or responsibility for, a vehicle operated from the applicants address within relevant permit parking zone:

- **Cost (Subject to a 2 year trial period)**

The cost of annual Residents' Parking Permits:

- 1<sup>st</sup> permit: **£ Free Of Charge (FOC)**
- 2<sup>nd</sup> permit: **£FOC**
- 3<sup>rd</sup> permit: **£20**
- 4<sup>th</sup> permit: **£40**
- 5<sup>th</sup> permit: **£70**

Disabled Badge Holders - **£FOC**

Motorcycles - **£FOC** (*motorcycles park free of charge in town centre car parks*)

Notes: The maximum limit of 5 permits per household will also apply to combinations of Resident Permit and/or Business Permit issue. Variations from this policy will be subject to individual consideration via the Discretionary Parking Permit Process.

## **VISITOR PERMITS (RESIDENT)**

- Eligibility  
Any household listed within a permit parking area.
- Permit Allocation/Cost (Subject to a 2 year trial period)  
Visitor Permits (Resident) are issued in the form of a re-usable permit (max stay 4 hours) and single use scratch cards entitling either 4 hour or 24 hour stay.

Visitor Permit allocation and charge rates, per household, are set out below:

- 4 hour permit (re-usable) x1: **£Free Of Charge (FOC)**
- 4 hour permits (scratch card) – up to 100 per annum
- Initial issue 50: **£FOC**
- Further 50: (by request): **£FOC**
- 24 hour permits (scratch card) – up to 100 per annum
- Initial issue 50: **£FOC**
- Further 50 (by request): **£FOC**

Note: These maximum allocations relate to the discounted rate - further visitor permits will be issued at a cost equivalent to 4 hour or all-day parking in the town centre.

Initial Visitor Permit issue (for a household) will be available to the first Residents' Parking Permit applicant from that address.

- Purchase of additional Visitor Permits (Resident)  
Additional permits can be purchased without the need for further proof of address. These will be posted to the original address of the applicant.
- Application for Visitor Permits only (initial application)  
Where a resident has not already acquired a Resident Permit, an application for Visitor Permits (Resident) will require proof of residency. A copy of a relevant specified document will be required as part of the application process, providing proof of the applicants name and address within the relevant permit parking zone.
- Private Landlords (Subject to a 2 year trial period)  
A valid Landlords Tenancy Agreement for a property located within the permit zone will entitle private landlords to the following visitor permit allocation/and charge rates:
  - 24 hour permits (scratch card) – up to 10 per annum: **£10** for book of 10
  - 4 hour permits (scratch card) – up to 20 per annum: **£5** for book of 10
- Self Contained Private Developments

Where located within, or immediately adjacent to a permit zone, residents of certain private developments will be entitled to acquire/purchase Visitor Permits (scratch card only) for use in adjacent roads. Allocation and charge rates will match that of standard Visitor Permits. The following private developments will be eligible:

- Kelvin Gate - The Croft - Boyd Court - Sabin Gates - Bevan Gate

**BUSINESS PERMITS**

- Eligibility

- i) Businesses with premises located within a permit parking zone;
- ii) Defined businesses located outside a permit zone, where access is required.

- Permit Allocation/Cost (Subject to a 2 year trial period)

Businesses with premises located within a permit parking zone will be entitled to annual Business Permits as set out below:

- 1<sup>st</sup> permit: **£Free Of Charge (FOC)**
- 2<sup>nd</sup> permit: **£FOC**
- 3<sup>rd</sup> permit: **£20**
- 4<sup>th</sup> permit: **£40**
- 5<sup>th</sup> permit: **£70**
- 4 hour permit (re-usable) x1: **£FOC**

Access for businesses, located outside of a permit parking zone, who meet one of the definitions below, may acquire/purchase Business Permits up to the limits and durations shown:

- Professional Tradesperson/Service Provider: **1** permit – all zones/ **£20** (max 4 hours)

Access for businesses, located outside of a permit parking zone, who meet one of the definitions below, will be authorised to self manage an agreed access permit system - subject to negotiation and agreement with the Council.

- Housing Associations: self managed by agreement (max stay based on activity)

- Providing Proof of Address

With each application for a Business Permit the Council will require proof of address. A copy of a relevant specified document will be required, providing proof of the business address within the relevant permit parking zone.

- Providing Proof of Vehicle Eligibility

With each application for a Business Parking Permit the Council will require a copy of a relevant specified document which identifies the business' ownership, or responsibility for, a vehicle operated from the applicants address within relevant permit parking zone.

Note: The maximum limit of 5 permits per property address will also apply to combinations of Business Permit and/or Resident Permit issue. Variations from this policy will be subject to individual consideration via the Discretionary Parking Permit Process.

**BUSINESS VISITOR ARRANGEMENTS**

- Self Management

In the first instance, businesses located within the permit parking area will be expected to provide their own off-street visitor parking arrangements. In some cases, on-street limited waiting bays, or unrestricted kerbside spaces, may be available nearby.

Where no alternatives for visitor parking exist, and where the nature of the business involves visitor appointments or planned visits (i.e. dentist surgery, doctors surgery, etc) the organisation will be authorised to self manage an agreed access permit system - subject to negotiation and agreement with the Council. All back office costs associated with permit application/issue to be met by the business.

## **HEALTHCARE PROFESSIONAL PERMITS**

- Eligibility- A Member of a clinical, health and/or social care profession whose duties necessitate parking within a permit parking area. Evidence of the operational boundaries of the practice/organisation should be provided. The following are examples of professions which will qualify for Healthcare Professional Permits:

- i) GP;
- ii) District / Community Health Nurse;
- iii) Practise / Community Midwife;
- iv) Home Care Assistant;
- v) Health Visitor;
- vi) Community Psychiatric / Mental Health Nurse / Occupational Therapist.

- NHS Healthcare

The NHS (Berks Healthcare NHS Trust) will be authorised to self manage an agreed access permit system - subject to negotiation and agreement with the Council. Healthcare Professional Permits will be vehicle registration specific.

- Non NHS Healthcare

Private or charitable healthcare services that cannot be accommodated within the Resident Visitor Permit scheme will be subject to application through the Discretionary Parking Permit process.

## **TEMPORARY PERMITS**

- Permit Eligibility

A Temporary Permit may be issued for the following reasons:

- i) New vehicle application / change of vehicle (temporary or permanent) - where appropriate proof of vehicle eligibility is not immediately available;
- ii) Change of address - where proof of address is not immediately available.

Beyond these constraints applicants may apply through the Discretionary Parking Permit process explaining their circumstances.

- Urgent Temporary Permit

Urgent temporary permits are available from Council Offices (Times Square / Easthampstead House) during office hours – 08.30-17.00, Mon-Fri – if applicants are in possession of the appropriate paperwork. Multiple applications will be declined.

Single use daily scratch card parking permits are available to Professional Tradespersons or Service Providers for periods 0-4 hrs: **£FOC**

## **REPLACEMENT PERMITS**

Replacement permit (change of details) where original permit is surrendered: **£5**

Replacement permit (change of details) where original permit is not surrendered: **£20**

Replacement permit (loss): **£20**

**(Subject to a 2 year trial period)**

## **DISCRETIONARY PARKING PERMIT PROCESS**

A Discretionary Parking Permit process will consider applications for permit issue where the standard criteria are not met. Applications through this process will be made in writing, and each case considered individually. An appeals process will apply.