

30<sup>th</sup> September 2019

The Residents/Occupiers

Your contact  
is:

Network Management, Transport

Dear Resident/Occupier,

## RESIDENTS' PERMIT PARKING IN MINSTER AREA - INFORMAL CONSULTATION

Reading Borough Council has been asked to consider the introduction of a Residents Permit Parking scheme in your area. This expression of interest has been reported to the Council's Traffic Management Sub-Committee and Council Officers have been asked to conduct an informal consultation in your area to gather your views.

The purpose of this letter, and the additional information enclosed, is as follows:

1. To provide you with information about the area that this informal consultation covers;
2. To provide you with information about the Council's Resident Permit Parking scheme and the parking restrictions that are available;
3. To provide you with an opportunity to share your views; and
4. To provide you with information about the next steps.

We have set up a consultation page on our website here <https://consult.reading.gov.uk/> where we ask you complete the survey. Should you be unable to complete the survey online, please feel free to contact us via the telephone number above, or visit the Civic Offices, where we will be happy to enter your comments on your behalf.

The survey seeks your views on the following:

1. The street for which you are completing this survey;
2. Whether you believe there to be a parking problem in your area;
3. Whether you consider that a resident permit parking scheme would improve parking in your area;

4. Which Resident Permit Parking model you consider to be best suited to your street
  - a. Marked bays with permit-holder parking only
  - b. Marked bays with shared-use parking
  - c. Permit parking only past this point

Please note that more information about these options is contained in this letter;

5. How many vehicles registered to your address would need to park on street; and
6. Whether you have any further comments or views that you would like to share, relating to parking in your area.

Your views are really important to help us make an informed decision about any potential parking restrictions in your area. We kindly ask that you review the enclosed information and provide us with your feedback by 27 October 2019.

Yours Sincerely

**Network Management (Transport)**

## Informal Consultation: Minster Area Additional information

The following information is correct at the time of writing to you (30/09/2019).

### Consultation Area

Enclosed is a map to show the area that is being covered by this informal consultation. Please note that private streets and areas of private land will not form part of any resultant scheme.

Resident Permit Parking Schemes are defined by a Zone, for example '12R'. New streets may be added to existing zones or, if a scheme is sufficiently large, a new Zone may be created. Permits are issued for a Zone, rather than individual streets. Parking spaces cannot be allocated to any specific property.

### The Resident Permit Parking Scheme

#### The Scheme

- A Resident Parking Permit will typically allow parking by a specific vehicle within a Zone area. A permit does not guarantee a parking space outside the permit holder's property nor does it guarantee that a parking space will be available at all times within the zone area.
- A maximum of two permits may be issued to each household. A household is a house or flat in a permit parking Zone that is registered for Council Tax, has appropriate planning permissions and does not have a planning condition and/or informative. You may be asked to demonstrate appropriate planning consents.
- Commercial vehicles are not eligible for resident permits.
- From 1<sup>st</sup> October 2019 the first permit for a household is issued at the cost of £40. A charge of £150 is made for a second permit. The decision as to whom will apply for the first and the second permit is that of the occupiers.
- Households will be entitled to visitor permits. Visitor permits are scratch cards, each valid for half a day when used. They are issued in books of 20 permits. From 1<sup>st</sup> October 2019 the first two books are free and up to a further five books can be ordered at a cost of £25 per book.
- Visitors permits can be used for one-off situations, but the onus is on the vehicle driver/owner to make their own arrangement in obtaining a permit to park. Reading Borough Council may issue other permits to people who are unable to comply with the application process or to people providing services to residents such as carers, health professionals and trades people. These permits are called discretionary permits.
- Before permits are first issued, an application will need to be completed and proof of residence and vehicle ownership provided. Thereafter, permits will need to be renewed on an annual basis. The application can be made online, but paper copies will also be available upon request.
- Businesses with premises located within the Parking Permit Zone may be entitled to one business permit. Proof of business address and business use of the vehicle is required. Business permits are subject to a higher charge.

More information is available online at: <http://www.reading.gov.uk/parkingpermits>.

## The Restrictions

Resident Permit Parking schemes will require choices to be made between different types of parking restrictions. The main consideration is whether the restrictions should allow non-permit parking for limited periods of time. Around the borough we have introduced schemes that allow parking for a limited period between certain times of the day (e.g. up to 2 hours, between 8am - 8pm), which will allow activities such as visitor parking to take place without needing to use the visitor permit allocation. However, we also have schemes with elements of permit holder parking only, which will require every parked vehicle to display a valid parking permit.

The following table shows the two primary Resident Permit Parking models that we have implemented elsewhere in the borough:

Type of Restriction	Considerations
Marked Bays	All vehicles must be parked with all wheels within the bay, so Civil (Council) Enforcement can be applied to vehicles parking out of the bay (e.g. on the footway).
	'Shared-use' restrictions can apply, such as permitting visitor (non-permit) parking for a limited duration during specific time periods. The Council's standard model is: <i>8am - 8pm Permit Holders and limited waiting for 2 hours, no return within 2 hours. At all other times, permit holders only.</i>
	On some streets we may not be able to safely accommodate marked bays on both sides of the road.
	During the times that permit parking applies, all vehicles will be required to display a valid permit while parking in a marked Resident Permit Parking bay, including visitors.
	Each bay will require signing and the areas between bays should be protected with alternative restrictions, such as double-yellow-lines.
'Permit Parking Past This Point'	There will be area entry and exit signs and no bay markings with this restriction. Therefore, this restriction may be more suitable for narrow streets.
	All parked vehicles must display a valid parking permit at all times when parked on-street within the restricted area. It is not possible to introduce a shared-use parking restriction.

## The Survey

Please visit our website to complete the online survey here <https://consult.reading.gov.uk/>. The deadline for responses is 27 October 2019.

If you are unable to complete this survey online, we kindly ask that you contact us so that we can enter your comments on your behalf.

## The Next Steps

Officers will analyse the responses to this informal consultation and share them with your ward Councillors. The results of this informal consultation will determine whether any further development work is conducted and they will be reported to a future meeting of the Council's Traffic Management Sub-Committee.

Should a scheme be put forward, the next stage will be a formal statutory consultation, which will enable you to formally support or object to the proposals.