

# Implementation of Controlled Parking Zones

## Residents' Parking Policy

One borough; one community;  
London's growth opportunity



# Guidance on the introduction of Controlled Parking Zones (CPZs)

## Contents

Introduction .....	
1 Layout of CPZ (including times of operation) .....	
2 Prioritising potential areas for CPZ .....	
3 Permit types & criteria for use .....	
4 Charging for permits and Enforcement costs .....	
5 Criteria for the introduction of residents parking schemes & decision making process....	
Appendix A - Criteria for a scheme to be considered.....	

## Introduction

This guidance document sets out an appropriate set of rules for the consideration and introduction of Controlled Parking Zones including the consultation process and gives advice on the appropriate types of scheme and permits to be introduced within the schemes. It is designed to give an outline on how decisions will be made on whether schemes should be considered and progressed.

In recent years, the demand for kerbside space utilised for parking vehicles in Barking and Dagenham has increased steadily. Whilst the use of alternative modes of transport such as public transport and cycling have increased, the population of the borough has rapidly increased, along with changes in housing. The combination of these changes has resulted in increased demand for parking spaces, causing significant pressure for residents and visitors in the borough.

A number of residential streets in Barking and Dagenham are frequently subjected to extensive parking by shoppers, commuters and / or vehicles from adjacent Controlled Parking Zones. This often prevents residents from parking their own vehicles, or those of their visitors, close to their homes. It is therefore sometimes necessary to introduce Controlled Parking Zones to manage the existence of parking and to discourage non-residential parking.

Our vision is “To provide safe, fair, consistent and transparent parking services” throughout the borough.

It is therefore suggested that areas are prioritised by location which are fair and consistent.

Our programme focusses on the extension of existing Controlled Parking Zones and the introduction of new Controlled Parking Zones, specifically at school locations.

The priority of areas is based on eligibility criteria which focuses on, safety, congestion, air quality and parking demand as well as;

- Number of schools within a specified area
- Number of reported road traffic accidents within a specified area
- Impact of vehicle emissions on the Air Quality of an area.
- Proximity to community hubs such as health centres, supported accommodation and libraries
- Proximity to transport hubs i.e. train stations, bus terminals
- Proximity to shopping parades

- Displacement parking caused by nearby CPZ's

This can be achieved by undertaking parking study of the areas which meet the above criteria. The study aims to obtain information regarding the demand by residents and the level and effect of non-resident parking. Consideration must then be given to the possible displacement effect caused by the introduction of a resident's scheme.

The results of this study give an insight of the actual demand for a scheme and whether a controlled parking scheme will improve parking within the area as well as assisting with the design of a scheme to reflect the parking needs in the borough which are:

- Ensure that the low emissions and air quality strategy for London is at the heart of our decision making.
- Reduce congestion caused by parked vehicles and improve road safety;
- Make best use of the parking space available;
- Enforce parking regulations fairly and efficiently; and
- Provide appropriate parking where needed.

## **Executive Summary**

This guidance document sets out a clear set of guidance and rules under which schemes will be considered and under which they will operate. It is important that this process, as far as possible, take into consideration the various needs of the resident's and other road users across the authority.

The way in which schemes are prioritised is often subjective. This document suggests a method of assisting with this assessment but also acknowledges that this should be supplemented by the local knowledge obtained over a period. The method is based on a scoring criteria system which takes into consideration safety, congestion and air pollution within the area.

## **Section 1 - Layout of Controlled Parking Zone (including times of operation)**

1.1 It is important to note that on some streets within a proposed or requested residents parking scheme the amount of parking that would be permitted within a formal scheme could be less than is currently available due to the need to ensure junction protection and access issues for both pedestrians and road users. All vehicles, including those of residents are always required to park legally or may be subject to receiving a Penalty Charge Notice.

1.2 Occasionally a seven-day restriction may be necessary due to proximity to shopping parades, train stations, bus terminals and community hubs such as health centres, places of worship or leisure facilities. It is not normally necessary to introduce a 24 hour, 7 days a week (7/24) scheme, unless the reason for the scheme is an increase in parking demand during the evening, for example if located near to an industrial estate which has businesses who operate 24hrs a day, 7 days a week and whose staff park in the residential streets.

## **Section 2 - Prioritising potential areas for Controlled Parking Zone**

2.1 To help determine the extent of parking problems and the demand for residents parking in areas where there are parking problems, the process has the following components:

- (i) Safety
- (ii) Congestion
- (iii) Parking demand
- (iv) Air quality

## **Section 3 - Permit types and criteria for issue.**

### **Residents Permits**

3.1 The Council reserves the right to refuse issue of permits where the class of vehicle in specific cases is deemed unsuitable for the scheme. For example, where the size of vehicle would reduce available parking for other residents in the area. This usually applies to commercial vehicles.

3.2 The Vehicle Registration Document (V5 form) must be registered to the address of where the permit is being purchased for.

3.3 Permits are now virtual and are valid as soon as the application is successful. Full information regarding the Council's criteria can be found on Barking and Dagenham permit terms and conditions.

### **Business Permit**

3.4 Businesses operating within a Controlled Parking Zone may, at the discretion of the Council be considered eligible for a permit and/or permits.

### **Visitors Permits**

3.5 These will only be made available to eligible residents living within a Controlled Parking Zone; these permits allow residents' visitors to park vehicles in a resident permit bay or shared-use bay. These permits are also virtual and are valid as soon as the application is successful.

### **Renewal of Permits**

3.6 It is the permit holder's responsibility to renew their permits before expiry. You cannot apply to renew a permit until 7 days prior to the old permit expiring. Residents will appreciate a reminder and this is good customer practice. However, the Council needs to take into account the staff resources/costs associated with this and review the decision regularly.

### **Miss-use and withdrawal of Permits**

3.7 In normal circumstances the level and frequency of misuse of permits is very small and easily detected. Experience has found that the residents themselves are often the first line in enforcement.

The Council reserves the right to refuse or withdraw a permit if the applicant attempts to fraudulently obtain or use a permit.

### **Carers Permits**

3.8 If a resident who lives within a Controlled Parking Zone receives home visits from a carer they may be entitled to a carers parking permit, which will allow them to park within the residents parking bays. If a carer works for a carers agency and provides multiple residents

of Barking and Dagenham with home visits, they may also be entitled to purchasing a carers parking permit.

### **Doctors Permits**

3.9 A doctor's parking permit is for doctors (GPs) based at surgeries inside a Controlled Parking Zone or with an assigned doctor's bay. Holders of this permit are permitted to park in the doctors' bay if there is one installed or alternatively if applicable shared permit bays are available they are also permitted to park in these bays.

### **Community Permits**

3.10 These cover operational and essential parking permits, for example Council employees who need to carry out visits and / or work to properties within the borough. The permit is valid for parking in any marked resident parking bay within a Controlled Parking Zone for a maximum period of 4 hours.

### **Temporary Permits**

3.11 We offer this permit for a period of 30 days for those residents who have purchased a new vehicle or have recently moved into a Controlled Parking Zone.

### **Blue badge holders**

3.12 Vehicles with a correctly displayed valid Blue Badge are permitted to park in a Residents Parking Scheme and in resident permit bays.

### **Security**

3.13 The use of virtual permits can and does reduce levels of fraud as the systems can be fully audited.

## **Section 4 - Charging for permits and Enforcement costs**

4.1 This is a particularly controversial issue as many residents consider that they are not the cause of parking problems and having paid their vehicle excise duty fee and/or council tax they are "entitled" to park on the highway in their own area free of any charge.

However, all Controlled Parking Zones must be operated on a cost neutral basis as a minimum and under no circumstances must be a charge on the on-street parking account. In determining the level of charge, it is considered that it should reflect at least the annual costs of administering the permit system. This would include staff costs, overheads, consumables and any permit system maintenance items (software licences for example).

4.2 The introduction of complex rules, permit management systems, refunds and various other permit types or length (e.g. monthly) add to the administration cost and therefore the potential cost to the resident.

4.3 When considering the introduction of further schemes, the cost of enforcement should not be overlooked as this is potentially a significant cost to the enforcement authority. Different schemes will of course require different levels of enforcement. Those prone to very short-term commuter problems, or with significant areas of limited waiting are likely to require more frequent patrols than those who suffer from long stay commuters and which are predominantly permit holder only parking places.

## 5. Criteria for the introduction of Residents Parking Schemes – Decision making process

As well as gaining residents support, there are a number of other issues to be considered when introducing a CPZ, including other factors such as what needs apply to an area and the views of local councillors. The key factors in determining relevant needs for an area are based on;

(i) **Safety** – a statutory body such as the London Fire Brigade, Metropolitan police, Transport for London or, council departments has highlighted significant safety or access issues caused by parking in an area.

(ii) **Congestion** – there is clear evidence of congestion in the area which has an impact on traffic flow and is affecting the lives of local citizens

(iii) **Air Quality** – there is evidence that the level of air pollution due to emissions is excessive in an area and as such impact on air quality and the health of citizen

The views of residents and locally elected councillors also remains a vital consideration in determining if a CPZ should be implemented.

As such consultation documents will be issued to these stakeholders welcoming their views of the proposal.

In conjunction with this we are required to undertake statutory consultation in accordance with the provisions of The Local Authorities (England and Wales) Traffic Order Procedure Regulations 1996. This requires the proposal being advertised by way of a notice published in a local newspaper and the London Gazette, and similar notices being available to view at the Council offices inviting the public to object to the proposal within 21 days of the date of the notice way of a notice.

To determine what might constitute “substantial support”, the following criteria is considered as a way of drawing together the level of support a project has attracted through consultation as well as incorporating the “identified need” for a scheme. Appendix A shows how the Council will proceed.

## Appendix A

The following key factors form the essential part of the decision-making criteria.

- Identified need
- Resident feedback and
- Ward Councillor feedback

<b>Identified needs considered</b>	
<ul style="list-style-type: none"> <li>• Safety</li> </ul>	<ul style="list-style-type: none"> <li>- Schools located within the zone</li> <li>- Reported road traffic accident</li> <li>- Concerns identified by Emergency Services / TfL</li> </ul>
<ul style="list-style-type: none"> <li>• Congestion</li> </ul>	<ul style="list-style-type: none"> <li>- Community Hubs &amp; shopping parades within zone</li> <li>- Schools traffic</li> <li>- Transport Hubs (trains &amp; buses)</li> <li>- Displacement parking from neighbouring CPZ</li> <li>- Access issues</li> <li>- Commercial vehicle parking</li> </ul>
<ul style="list-style-type: none"> <li>• Air Pollution</li> </ul>	<ul style="list-style-type: none"> <li>- Proximity to boroughs most polluting roads</li> <li>- Mayors Ultra Low Emissions Zone (ULEZ)</li> <li>- Mayors Manifesto</li> <li>- LBBD Parking Strategy (area-based approach to parking control)</li> </ul>
<p><b>Breakdown of resident's feedback based upon:</b></p> <ul style="list-style-type: none"> <li>- Safety</li> <li>- Congestion</li> <li>- Air Quality</li> <li>- Commercial Vehicles parking in road</li> </ul> <p><b>Feedback broken down by:</b></p> <ul style="list-style-type: none"> <li>a) All properties consulted, of which non-response and/or support, object and comments</li> <li>b) Actual feedback received of which support, object or provided comments only</li> </ul>	
<b>Local Councillors feedback</b>	
<p>Decision Making</p>	<p>Consultation outcome report detailing the above criteria given to Operational Director Enforcement and Community Safety to determine decision whether to proceed with scheme.</p> <p>For those instances where the recommendation is based on other factors such as serious safety concerns, severe congestion and/or the concerns of the emergency services, the matter will be referred to the Director of Law and Governance for a second-tier review and final determination, in consultation with the relevant Cabinet Member.</p>

As well as these factors, it is recognised that there may be occasions that concerns related to parking restrictions are so severe that the case for implementing a scheme can be justified irrespective of the outcome of the consultation. Such a situation would be, for example, where there are serious safety concerns or congestion is so severe that it is endangering the lives of pedestrians or other road users. This is especially relevant when concerns are raised by the emergency services or Transport for London.