



Parking Management Policy

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1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager City Assets and Environment
POLICY OWNER	Manager Traffic and Transport
	Council on 25 May 2020
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2 Purpose

The purpose of this Policy is to provide a framework for the City of Kingston to manage parking across the municipality for the benefit of the whole community, for all road users and in a consistent, equitable and transparent way. The Policy sets out the main principles the Council uses to manage parking restrictions, parking permits, and other parking issues.

3 Scope

This Policy applies to all Council roads, Council public car-parks, and private parking areas where agreements exist between Kingston City Council and the property owner.

The Policy refers to the specific parking needs in the following areas where the parking requirements are similar:

- narrow roads and laneways;
- local roads and collector roads, main roads and freeways;
- residential areas;
- street near railway stations;
- activity centres and commercial areas;
- foreshore areas;
- streets with schools, kindergartens and hospitals; and
- industrial areas.

The Policy outlines the types of parking restrictions the Council uses, and the types of parking permits the Council issues to manage parking. The Policy also refers other parking issues such as parking on the nature strip, indented parking, abandoned and unauthorised vehicles, loading facilities, boats, trailer, caravans and streets designated as cycle routes.

4 Background and Objectives

The aim of the Parking Management Policy is to provide a framework to manage parking to best satisfy the needs of the whole community. The objective is to protect residential amenity, whilst managing competing demands for parking by:

- providing equitable access to on-street parking;
- providing access for vehicles (including emergency services), cyclists and pedestrians;
- supporting access and turnover to car parking in activity centres to improve economic activity; and
- promoting safe, assessible and sustainable environment for all road users.

Everyone can play a positive role in parking in the City of Kingston by:

- parking within their own property to minimise on-street parking demand;
- walking children to and from school;
- walking, cycling or using public transport for short neighbourhood trips;
- avoiding parking boats, caravans and trailers on public streets; and
- accessing public transport by modes other than private vehicles.

5 Managing Parking Restrictions

This section of the Policy describes the main principles used to manage parking restrictions across the City of Kingston for the benefit of the whole community and all road users. The principles provide guidance about why and when new parking restrictions are introduced, or changes made to existing parking restrictions:

- for road safety reasons, for example where there is a record of casualty crashes or speeding;
- where demand for parking spaces is high (or too low), for example where the demand for parking spaces exceeds the number of spaces;
- where traffic congestion has increased, for example near activity centres, or beaches where the seasonal demand is high, or where the roads are narrow.

5.1 Parking Investigation Methodology

Parking restrictions seek to make the best use of the parking resources across the municipality. When Council receives (or identifies) an issue with current parking arrangements, the following methodology is used to investigate the issue.

a) Determine whether a change is warranted:

- Identify who is having the parking issue e.g. residents, business, visitors.
- Seek evidence of general community support for a change (e.g. through a community survey).
- Consider the width of the road to determine if the road or laneway is narrow (see 5.2 below).
- Consider the function the road within the 'road hierarchy' e.g. is the road a Council local road, a Council collector road, a Council major local road, or part of the Department of Transport's arterial road network (see 5.3 below).
- Identify the current parking arrangements and usage (e.g. through a parking survey)
- If the current parking restrictions are not being complied with then enforcement action will be undertaken before any changes to restrictions are considered.
- Determine if any 'triggers' have been met to warrant a change (see 5.4 below).

b) Determine the most appropriate change to parking to solve the parking issue:

- Identify the purpose of the change.
- Determine the relative user priorities (see 5.5 below).
- Consider extending or installing new parking restrictions.
- Consider different types of restrictions and times.

c) If changes are warranted, consult the community on whether proposed changes are supported (see 5.6 below).

d) Advise the consulted community of the outcome.

e) Implement the change, if the change is supported.

Once a street or area has been investigated and a decision made to implement change (or retain the existing parking) no additional review of the area will be undertaken for at least twelve months, unless some significant and sustained change in circumstances has been identified.

5.2 Road widths – Narrow Roads and Laneways

Kingston’s local road network is made up of local, collector and major Council roads. The network contains number of narrow roads and laneways that are used to access properties or connect to other access roads. Access for emergency vehicles and public transport services must be provided on these roads to ensure safety. Therefore, on some narrow roads parking can only be permitted on one side of the road, while on very narrow roads no parking can be permitted. The Table below describes how width of the road helps determine where parking restrictions can apply.

Local Council Roads	
Trafficable width	Signage Treatment
Less than 5.0m	Drivers are not permitted park on either side of the road. ‘No stopping’ signs are generally not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
Between 5.0 and 7.0m	Drivers may park on one side only. No stopping signs may be required on one side of the road, where compliance is proven to be an issue. Parking can also be provided in a staggered formation to discourage speeding. Parking will not be allowed in the areas required for emergency vehicles to turn safely.
Greater than 7.0m.	Parallel parking is generally allowed on both sides of the road (including opposite driveways) subject to safety considerations. Depending on the width of the road, angled parking may also be provided on one side of a road, with or without parking on the other side.

Collector and Major Local Council (includes roads with public transport services)	
Trafficable width	Signage Treatment
Less than 5.5m	Drivers are not permitted park on either side of the road. Generally, ‘no stopping’ signs are not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
Between 5.5 and 7.3m	Drivers may park on one side only. No stopping signs may be required on one side of the road, where compliance is proven to be an issue. Parking can be provided in a staggered formation, to discourage speeding. Parking will not be allowed in the areas required for emergency vehicles to turn safely.

Greater than 7.3m	Parallel parking is generally allowed on both sides of the road, including opposite driveways. However, other factors such the width of the road, the two-way traffic volumes, car parking demand, topography (such as bends in the road), safety, bus services, and cycle and pedestrian activity, and abutting land uses will also be taken into consideration. Depending on the width of the road, angled parking may also be provided on one side of a road, with or without parking on the other side.
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5.3 Road Use Hierarchy

The road network within Kingston is divided into a hierarchy of roads based on use, geometry and construction standards. Parking measures must be compatible with the road's primary function. The following main principles are used for each road type though, during detailed analysis of the issues, other options may also be considered.

5.3.1 Local Access Roads / Local Collector Roads

Parking restrictions are not usually required unless warranted by triggers identified in 5.4 below.

5.3.2 Main Roads

Parking bans may be necessary on main roads, to ensure suitable road capacity. This usually takes the form of:

- Clearway restrictions, which are determined by Department of Transport.
- No stopping restrictions on the approach and departure to a major intersection.
- No stopping restrictions to ensure traffic is not impeded by parked vehicles.

Outside of capacity and safety needs, all the available on-street parking may be treated in the same way as for a local access or collector road.

5.3.3 Freeways

All freeways are under the full control of the Department of Transport. There is a statutory ban on parking on any freeway, except in an emergency.

5.4 Triggers for Parking Changes

Many streets in the City of Kingston are affected by differing demands for parking. The Table below sets out the trigger points the Council uses to determine when parking changes will be investigated for differing 'current' parking conditions. These triggers help to ensure the Council's limited resources are used to resolve long-term parking issues. The Table shows that, where parking demand is high, Council generally uses incremental approach to changes to parking restrictions. So, for example, in streets with no restrictions, Council will initially install

4-hour parking restrictions, before considering shorter timed parking restrictions (such as 2-hour parking). Council will only then consider user-based restrictions (such as resident permit zones), or finally paid restrictions. Where parking demand is low (below 40%) Council may also consider reducing the restrictions so that parking use better reflects demand for parking in a street - for example by changing 2-hour restrictions to 4-hour restrictions.

Current Condition	Change Triggers
<p>No restrictions</p>	<ol style="list-style-type: none"> 1. Evidence of road safety issues related to parking (including for pedestrians and cyclists) based on Department of Transport casualty crash statistics, road safety audits, other risk assessment tools, or Victoria Police data. 2. Access and delay issues, particularly requested by operators of public transport services, emergency vehicles, or waste vehicles. 3. For streets in activity centres, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones (shown in Figure 1 below in green) or within 400m of a train station, or 200m of larger commercial area there needs to be evidence of a history of high parking demand or customer service requests about parking. 4. Outside these areas there would need to be evidence of regular, very high car parking demand (over 80% in the area of interest) of the actual use of the parking spaces – unless the area of interest has a specific localised parking issue such as parking around a school. 5. When a significant number of properties in the street do not have vehicle crossovers or on-site parking. 6. The road configuration requires the installation of signage for safety reasons such as at a bend in the road, traffic calming measures that restrict parking or at intersections. 7. Following a Safe Routes to School Program undertaken by the City of Kingston.
<p>Time-based restrictions e.g. 4-hour parking.</p>	<ol style="list-style-type: none"> 1. The use of parking spaces in an area of interest is greater than 85% for the survey period. 2. Seasonal usage requires protection of resident amenity (for example near foreshore or near sporting facilities). 3. Where parking turnover in an activity centre or shopping strip are too high (1.2) or too low (0.8) for the land uses close to the restriction.

4. Where specific user restrictions such as resident permit zones, disabled parking spaces, electric vehicles charging points, taxis zones, mail zones need to be considered. These are assessed on merit or practicalities set out by Australian Standards for their design. They usually apply to certain times of day or days of the week.

**User restrictions
e.g. Resident Permit Zones**

1. As for time-based restrictions above.

Paid time-based restrictions

1. As for time-based restrictions above.

It is important to note that not all triggers need to be met to instigate a change to parking.

Figure 1 – Streets in activity centres, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones (shown in green).



There may also be reasons why restrictions are not installed, for example where the demand for residential parking is significantly greater than the number of spaces available - this may occur in residential streets largely made up multi-dwelling properties. In these areas parking restrictions may not be effective in controlling parking if the number residential permits issued for residents in the street is greater than the number of spaces available. Parking restrictions will not be implemented where it adversely changes safety of the road.

5.5 Relative User Priority

This Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. Each parking area has a unique set of users with competing interests. To make best use of limited parking supply, Council prioritises different users such as residents, commuters, and commercial as set out in the Tables below. These user priorities help inform the parking investigations to determine the most appropriate parking restrictions for the area. To balance the needs of different users, parking restrictions will only be considered on one side of the road where the width of the road allows parking on both sides of the road in the first instance. Additional restrictions may be considered where high car parking demand persists.

5.5.1 Residential Areas

Parking restrictions in residential areas will be mostly time-based parking restrictions in which residents are provided with a permit that allows them to park all day on the restriction. The times and duration of the restrictions will reflect the higher parking demand in the area.

Resident permit zones relate to restrictions where only residents can park on the restriction. These restrictions are applied rarely as it prohibits all other users, including visitors. They are only used when other parking restrictions have not been effective in controlling parking, for example close to schools during a school drop-off or pick up times or where on-street parking is adjacent to a public car park.

In residential areas with high parking demand the parking restrictions will focus on:

- the needs of the residents as the higher priority;
- improving road safety around these locations, as pedestrian activity is likely to be higher;
- reducing traffic congestion at peak usage periods.

Higher Priority	Medium Priority	Lower Priority
Residents	Trader parking	Loading zones
Bus stops and taxi stops	Commuters	Short-term parking
	Foreshore	Schools
	Disabled	

5.5.2 Streets near Railway Stations

Council encourages commuters to walk, cycle or use public transport in their journey to reduce parking stress around railway stations. Nevertheless, parking for commuters can often be accommodated whilst maintaining residential amenity.

In areas near stations:

- Residential streets within 400m distance of a railway station will be considered for parking restrictions.
- In residential streets, 2- or 4-hour parking restrictions will be considered, normally operating between 9am and 5pm Monday to Friday, on one side of the street only, with unrestricted parking retained on the other side of the street.
- Where the railway line is the abutting property, parking restrictions will seek to encourage public transport usage (or commuter parking) along the railway line. Car parking may be banned where it conflicts with a cycle lane, would significantly delay traffic in an otherwise uncongested environment, or there is another safety issue.
- Where the railway line is on the opposite side of the road, parking should be primarily for the use of the abutting properties. Any under-used parking should be made available for commuters.

Higher Priority	Medium Priority	Lower Priority
Disabled	Short-term parking	Abutting properties on railway line side
Bus and taxi stops	Loading zones	Commuters other side of railway line
Commuters on railway line side	Commuters in residential streets	Foreshore
Abutting properties other side of the railway line		Schools
Residents in other residential streets		Traders

5.5.3 Activity Centres and Commercial Areas

Kingston City Council is committed to supporting our many local businesses. The efficient and effective application of parking management supports the prosperity of our activity centres, commercial areas, and small shopping strips. In activity centres and commercial area, parking management will focus on:

- Short and medium time-based restrictions (such as half, one, or two-hour parking) within an activity centre, or within 200m of a commercial area (or shopping strip) during business operating hours.

- To maximise parking opportunities for customers and visitors, the balance between short and medium-term parking restrictions will be reviewed when the use of these parking spaces exceeds 85%.
- To provide parking for local employees, some unrestricted spaces may be retained within a reasonable walking distance (400m). However, only if the parking is surplus to the needs of the abutting properties.

Higher Priority	Medium Priority	Lower Priority
Disabled parking	Trader parking	Residents
Short-term parking	Commuters	Schools
Bus and Taxi stops	Foreshore	
	Loading zones	

5.5.4 Foreshore Areas

Parking restrictions will be implemented in car parks and streets near the foreshore. In these cases:

- the parking restrictions will focus on a balance between residential, local business and visitor parking;
- in residential streets, 2- or 4-hour parking restrictions will be considered - normally operating between 9am and 6pm on one side of the street only, with unrestricted parking retained on the other side of the street.
- Where parking restrictions are implemented in off-street car parks and streets near the foreshore, the parking restrictions will seek to balance the needs of residents, local businesses and visitors.

Higher Priority	Medium Priority	Lower Priority
Foreshore	Trader parking	Commuter parking
Bus and taxi stops	Residents	Loading zones
Short-term parking	Disabled parking	Schools

5.5.5 Streets with Schools, Kindergartens, Hospitals and Childcare Centres

When investigating parking restrictions near schools, the main concern is with the safety of pedestrians and cyclists. The whole school community needs to be involved in road safety improvements, including changes to parking arrangements. Council will engage the school community in a holistic review of the transport needs around schools, which includes:

- encouraging more walking and cycling to reduce traffic congestion and parking demand;
- providing safe drop-off and pick-up zones;
- changing parking restrictions to reduce congestion; and
- ensuring neighbouring properties have adequate on-street parking opportunities.

School staff parking should be provided off-street or in appropriately restricted streets. The priority for streets adjacent to the school is for pick-up and drop-off.

A similar holistic review will be taken at kindergartens, hospitals and childcare centres.

Higher Priority	Medium Priority	Lower Priority
Schools	Residents	Commuter parking
Bus and taxi stops	Teachers	Foreshore
Short-term parking	Disabled parking	Traders

5.5.6 Industrial Areas

Parking restrictions may be necessary in industrial areas. In these areas parking restrictions will focus on:

- a balance of high-turnover, short-term restrictions limited to normal business times and longer-term parking;
- reducing road congestion;
- ensuring safe access to businesses, including access by heavy vehicles;
- supporting local business prosperity.

Higher Priority	Medium Priority	Lower Priority
Disabled	Trader	Residents
Short and longer-term parking	Commuters	Schools
Bus and taxi stops	Loading zones	

5.6 **Community Consultation**

Engagement with our community is at the core of Kingston's philosophy of Community Inspired Leadership. To realise this philosophy, the governance and decision making needs to be based on a solid understanding of what the Kingston community needs and wants. This understanding can be achieved through clear and meaningful community engagement, with a commitment to engage participants at the highest level where possible. The City of Kingston follows the International Association of Public Participation (IAP2) Public Participation Spectrum. The Spectrum has five levels of participation that includes information, consultation, involvement, collaboration and empowerment.

Council therefore seeks to inform affected communities about the objectives of proposed parking changes. In most cases community views through consultation will be sought and feedback provided on how this public input influenced the final decision. However, in some cases car parking changes may be imposed for strategic or safety reasons. In these cases, Council will inform affected community members but the scope for feedback will be limited.

Council undertakes the following steps when consulting on parking restriction changes:

- Determine who to consult by understanding the groups the restrictions seek to help, and other groups directly affected by the change. So, for example, if the parking changes are in a residential street which is located close to a commercial area, any parking changes proposed for residents will also affect access to businesses in the area. Therefore, in this case, both residents and commercial uses will be consulted about the proposed parking changes.
- The consulted area generally includes every property with a frontage opposite or adjacent to the area where the parking changes are proposed (i.e. properties on both sides of the road and corner properties that have a side fence to the street or area affected). Properties with a back fence to the area where changes are proposed will not generally be consulted. If the road is a divided road or has service roads, then only the abutting properties abutting the area will be consulted.
- Both property occupiers and owners who live elsewhere will be consulted about parking changes as parking directly affects both groups.
- The general exception to this process is where a restriction is required under the Victorian Road Safety Road Rules (2017) or to ensure safety - at which time the impacted community will be advised of the ban and the reason for it but scope to provide feedback on the proposal will be limited.

The following points will be considered when undertaking consultation:

- A minimum response rate of 25% will be required to authenticate the survey. If this response rate is not met, Council assumes the changes are of little importance to the community and will implement changes as necessary.
- Generally, Council will not proceed with the proposed changes if most of the respondents are opposed to the changes. However, if there are strong reasons under the objectives of this Policy it reserves the right to proceed with the changes.
- Where a community is relatively evenly divided on the need for a change other factors may be considered in determining whether to proceed. These factors include the detailed comments provided in the community feedback, the impact on neighbouring area, and consistency with other similar situations within Kingston.

6 Parking Permits

The City of Kingston uses a range of permits to meet and balance the different needs of residents, visitors and businesses in Kingston. These parking permits include:

- Residential Parking Permit;
- Disabled Parking Permit (Blue and Green types);
- Trader Parking Permit;
- Foreshore Parking Permit;
- Car Share Permit;
- Work Zone Permit.

Typically, a permit allows the permit holder's vehicle to remain parked for longer than the displayed time restrictions or to park in designated parking spaces. The application and the design requirements for each permit type are described below. The rules under which each permit type is issued, and the conditions associated with the continued use of the permit, are also described.

6.1 Residential Parking Permits

Residential permits exempt the permit holder from time-based parking restrictions or allow residents to park in 'resident permit zones'. Permits allow residents greater opportunity to park near their property, but do not guarantee a parking space nearby. The permits are transferable between vehicles and not issued to a specific vehicle. This means that a resident can place a permit (in one vehicle at a time and manner that is clearly visible) in any vehicle in a household. It can also be used temporarily by visitors to a resident's property to park legally.

Residential parking permit areas are generally established in areas near rail stations, activity centres or other key activities. These areas may cover a street, part of a street or several streets. The permit issued is valid for all streets or locations in the specified area.

Council will undertake a review of the existing permit areas. This review will seek to group several local streets with similar restrictions into a single larger area. This will provide residents with opportunities to park in more than the street they live in. All residents eligible to a permit within a zone would be able to park on restrictions within the zone.

6.1.1 Eligibility

Residential parking permits are usually made available under the following conditions:

- The applicant applies for a permit and is a resident of the City of Kingston.
- The resident lives within a residential parking permit area (i.e. within 30m of an applicable parking restriction).
- Residential parking permits are only issued to occupiers. Owners of a property who permanently live elsewhere are not eligible for a permit for that property.
- Time restrictions (greater than 1-hour) or resident permit zones have been implemented in the street or area.

Residential parking permits do not apply to some time-based restricted spaces, for example:

- Parking restrictions sign-posted 1P (or less) as these restrictions are usually provided in activity and commercial areas. Very occasionally, an exemption may be permitted by the Manager Traffic and Transport.
- Parking restrictions in off-street public car parks.

In line with Council a resolution of 27 July 2015, Residents living in subdivisions granted planning advertisement after 28 July 2015 which created a net increase in total dwellings will not be eligible for a permit in the following zones:

- Activity Centre Zone;
- Comprehensive Development Zone;
- Commercial 1 Zone;
- Commercial 2 Zone;
- Mixed Use Zone;
- Residential Growth Zone;
- General Residential Zone Schedules 1 and 2.

Residents of dwellings in these areas are not eligible for a permit because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.

Shop-top apartments within residential areas will be subject to the same eligibility requirements as other residential dwellings. Shop-top apartments in commercial or activities centre zones are eligible for parking permits that allow them to park on parking restrictions covered by a residential parking permit area, however, the permit will not exempt them from parking on restrictions intended for commercial uses.

6.1.2 Number of Permits Available

The Table below sets out the number of permits per dwelling.

Housing Type (Dwellings per lot)	Permits		
	Free	Fee applies	Total
Dwelling granted planning advertising approval prior to 28 July 2015	1	1	2
Dwelling granted planning advertising approval after 28 July 2015	0	0	0

The limit of two permits per dwelling is intended to encourage drivers to park their vehicles within their own property boundary which reduces demand for on-street parking and traffic congestion and manage demand for parking permits in an area to provide equitable access for residents.

A small number of existing resident permit holders have been allocated more permits than shown in the Table above. Council acknowledges that these residents may wish to maintain existing allocation until they vacate the property. These permit holders will be allowed to maintain the number of permits until the resident vacates the property or the property lot is developed with a net increase in the number of dwelling.

6.1.3 Fees

The first permit is provided free as a concessionary permit to all eligible residents, some of whom may also be pensioners or a person with a disability. A fee applies to residents seeking a second residential parking permit. This fee covers the administration cost of issuing the permit, managing the resident parking permit scheme, the value of the public land occupied by the parking space, and seeks to encourage drivers to park their vehicles within their own property boundary. The fee will be set in the User Fees and Charges schedule adopted in Council's Annual Budget.

6.1.4 Duration of Residential Parking Permits

Residential parking permits are valid for 12 months from date of application. Lost or stolen permits will be cancelled, and a new permit issued for the duration left on the old permit.

6.2 Parking Permits for People with Disabilities

The current parking permit scheme for disabled people provides for two categories of permit (blue or green) with varying parking concessions based on the applicant's need for assistance. Blue permit holders may use the accessible spaces displaying disabled parking bay signs. Green permits holders are entitled to park a vehicle in any ordinary parking bay for twice as long as the time displayed on the sign.

6.3 Foreshore Parking Permit

Foreshore parking permits are issued to all ratepayers within Kingston enabling them to park free of charge in designated foreshore areas. Foreshore parking permits are renewed every three years from 1 September 2019. Replacement permits can be obtained by providing proof-of-residency.

6.4 Share Car Permit

A car share scheme is designed to reduce on-street car parking pressures by encouraging people to use shared vehicles to meet their car travel needs rather than owning their own vehicle.

6.4.1 Eligibility

Share car permits apply to car share bays located on Council car parks or and Council-managed roads.

6.4.2 Application

Car share bays are subject to approval by Council. Council will work with the operator to identify appropriate sites and consult with nearby land owners and occupants before installing on-street car share bays. Council will consider submissions received and reserve the right to decline the application.

Applications must be made in writing and will be considered in line with Council's Commercial Use of Council Land Policy. The application must include the following:

- completed Commercial Use of Council Land Application Form;
- a detailed site-specific plan;
- public liability insurance with cover of no less than \$10 million, indemnifying Council;
- detailed operational overview of Car Share scheme and operator.

Car share operators must bear the costs associated with the installation of a car share facility which must include the supply and installation of two generic car share parking signs and line marking of the bay (as a minimum). Operators are responsible for submitting planning permit applications for all promotional and information signs associated with the car share bay (if required). Operators will be required to provide Council with an annual report outlining car share use patterns within the municipality.

If, due to unforeseen circumstances, Council needs to relocate or suspend a car share bay – Council will work with the relevant car share operator to find a suitable, alternative location. The costs of new signage and line marking will be covered by Council in such circumstances.

6.4.3 Fees

Car share operators will be charged a fee for exclusive access to a car share bay for a 12-month period as per the Commercial Use of Council Land Policy.

6.4.4 Duration of Share Car Permit

Car share bays are provided to the operator for a period of two years, with the option to renew.

6.5 Trader Parking Permits

Trader parking permits normally are implemented in Council off-street car parks located within commercial areas, activity centres or industrial areas. In these areas the parking restrictions will seek to:

- Balance high-turnover, short-term time restrictions for customers (normally limited to normal business hours) with longer-term parking for staff.
- Supporting local business prosperity.
- The permit scheme will be assessed, designed and implemented using the Parking Investigation Methodology and community engagement process detailed in this Policy.

Trader parking permits may be made available under the following conditions:

- there is a demand from local businesses as determined by parking studies;
- existing on-site provisions have been considered;
- suitable parking sites are available within the commercial zone.

6.6 Work Zone Permit

A work zone permit allows the permit holder to, where appropriate, occupy and exclusively use on-street car parking spaces while undertaking construction or works adjacent to a site.

6.6.1 Eligibility

This is assessed on a case-by-case basis considering existing street parking restrictions and operational need detailed in a Road Occupation and Works Permit application.

6.6.2 Fees

An occupation rate will be charged as per the User Fees and Charges schedule adopted in Council's Annual Budget.

6.6.3 Application

A Road Occupation and Work Permit application (together with a traffic management plan for construction purposes) will be submitted to (and assessed by) the Council's Transport and Traffic Department.

6.6.4 Duration

This is assessed on a case-by-case basis, as required in the application.

7 Other Parking Issues

7.1 Parking on the Nature Strip

Parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017. Signage is therefore not required to prohibit parking on the nature strip, except where compliance is proven to be a major safety issue.

However, Enforcement Officers do not take enforcement action against vehicles parking on nature strips unless a specific complaint has been received and the offending vehicle meets the following criteria.

- The vehicle is presenting an immediate danger by causing hazard to sight lines.
- The vehicle is parked too close to an intersection (within 10m).
- The nature strip or kerb and channel is being damaged by the vehicle when driving on or off the nature strip.
- The nature strip or vegetation (or both) is being damaged by the vehicle.
- The vehicle is parked not facing the direction of travel.
- The vehicle does not belong to the property outside where it is parked.
- The vehicle is parking in a dangerous manner.

If the vehicle does not meet any of the criteria set out above, no action is taken. A warning will be issued on the first occasion.

7.2 Indented Parking

Kingston will consider indented parking bays or approved hard standing verge parking bays in some cases if:

- the width of the nature strip is sufficient to accommodate parking and not compromise footpath safety and access;
- sight lines are not compromised;
- existing infrastructure and landscaping is not impacted;
- it fits into the existing streetscape design;
- construction is for a series of properties, not just for an individual location;
- a fair proportion of the cost of installation is apportioned to the benefiting properties, in accordance with the Local Government Act.

The asset will remain under the care and maintenance of Council and will not be for the sole use of any individual property. Parking restrictions may apply to these indented parking spaces.

7.3 Accessible Car Parking Spaces for People with a Disabled Car Parking Permit

When providing accessible car parking spaces for people with disabilities, several issues must be considered, including:

- Australian Standard design requirements;
- ramp/footpath access to the parking space; and
- that the driver may be the person with the disability (rather than the passenger).

It is therefore generally easier to meet all requirements for such spaces in off-street parking situations. Where on-street angle parking is available, providing safe parking spaces for people with disabilities will generally be possible. Where on-street parallel parking is the only parking available, it is generally not safe to provide a parking space for people with disabilities, as the driver (who may be disabled) will be getting out of the vehicle in the path of approaching traffic. Parallel on-street parking spaces for people with disabilities will therefore only be provided on roads wide enough to ensure the full width wider parking space, clear of any traffic

or cycling running lanes, where ramps can be provided, and where the land use is likely to attract high numbers of disabled people – such as senior citizen’s clubs.

7.4 Abandoned Vehicles

Any vehicle found on Council land or a road and considered by an authorised delegated officer to be abandoned, derelict or unregistered may be dealt with under the provisions of Schedule 11 of the Local Government Act.

7.5 Loading Facilities

The City of Kingston Planning Scheme requires new commercial and industrial properties to provide adequate on-site loading facilities. Council does not need to provide or retain existing on-street loading facilities for new commercial or industrial developments.

There are, however, many existing commercial and industrial properties that were built before this requirement. Where existing businesses have issues with deliveries or collection of goods, on-street loading facilities may be installed or retained, following consultation with relevant affected properties.

Generally, there are limited requirements for loading facilities in residential areas, so finding on-road space to safely park a truck in a residential area can be very difficult. On-street loading and unloading in these areas can also create conflict with pedestrian and cyclist safety. When a new residential property is part of a large multi-unit complex, loading and unloading by trucks can occur regularly. It is therefore incumbent on new residential developments to adequately provide for loading and unloading on-site and not to rely on valuable on-street parking.

7.6 Private Parking Areas

Council has several agreements with the land owner of private parking parks to enforce parking restrictions. It is expected that, generally, the parking provisions in these private parking areas will be consistent with this Policy.

7.7 Boats, Trailers and Caravans

Under the Victorian Road Safety Rules 2017, boats, caravans and trailers are permitted to park on local roads within the City of Kingston if they are:

- less than 7.5m in length;
- have a gross vehicle mass of less than 4.5 tonnes.

Beyond these requirements, they are also subject to the following conditions:

- Council does not consider the boat, trailer or caravan to be abandoned (as per Section 7.4);

- A resident permit cannot be used on the boat, trailer or caravan to exempt these vehicle from an area subject to a resident parking scheme.

7.8 Heavy and Long Vehicles

The stopping of heavy and long vehicles for more than one hour is prohibited in built-up areas under the Victorian Road Safety Road Rules 2017.

7.9 Waste Collection

Requests for the installation of restrictions such as no stopping signs in narrow streets during waste collection times are assessed on advice from the waste collection contractor and an assessment of the frequency of missed collections.

7.10 Streets Designated as Cycle Routes

Kingston has a cycling network which consists of a mix of shared-use paths on-road lanes.

- Parking should be removed near intersections to reduce conflict points between cyclists and other vehicles.
- If designated as a high-usage cycling route, clearway or timed parking restrictions could be considered.
- Parking may be removed where the road is too narrow to accommodate parking while ensuring the safety of travel for cyclists.
- Reviewing parking conditions as the bicycle network expands.

7.11 Hockey Sticks and Other Markings

Victorian Road Rules prohibit drivers from stopping or parking across a driveway.

Hockey stick markings are advisory road markings that identify parking areas between driveways. The markings are usually located 1.5m from the straight edge of a driveway (though this can vary depending on the design of the driveway). Generally, Council does not mark out hockey stick marking if the length between the start and the end of the hockey stick markings is less than 5.4m (with an absolute minimum of 4.9m - as 4.9m is the space needed to accommodate 85% of vehicles). Hockey stick markings encourage motorists to park inside a marked parking area and help to ensure there is enough space between parked cars, driveways and intersections. Generally, these are only installed in areas of high parking demand such as in (or close to) activity centres, around stations or sports reserves. Outside areas of high parking demand, hockey stick markings are not generally used due to the low parking demand and because they can reduce visual amenity of a street.

Under Victorian Road Rules, the marking out of individual bays requires a driver to position their vehicle completely within a single parking bay (unless the vehicle is too wide or long to fit completely within the bay). However, the individually marked bays must be designed to Australian Standards in terms of vehicle length to accommodate 85% of cars and gaps

required between parked vehicles. Because of this marking individual bays can lead to considerable loss of parking available in a street. Consequently, marking individual bays is limited to areas such as activity centres (where there is very high parking demand and high turnover of vehicles) or for safety reasons - rather than applied generally to residential streets.

Continuous parking lanes are installed to aid traffic flow. These are length of continuous line markings that identify parking areas and are often protected at the start and end of the parking lane with painted or physical island.

8 Delegation Authority and Decision Guidelines

Delegations under the following Acts and Regulations that apply to this Policy:

- *Local Government Act 1989*
- *City of Kingston Community Local Laws 2015*
- *Victorian Infringements Act 2006 version 056*

8.1 Delegations/Authorisations

The Manager Traffic and Transport has delegation to make exemptions to this Policy under the following circumstances:

- Where a resident receives in-home services;
- Where there are medical reasons justifying an exemption;
- Where a parent has a very young child;
- There are genuine concerns for personal safety of residents if they are required to park in a remote location.

Evidence will need to be provided in support of any application for an exemption.

8.2 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

9 Related Documents and Resources

Legislation / External Document

This policy refers to the following State legislation and local laws:

- (a) Local Government Act 1989.
- (b) Road Safety (Traffic Management) Regulations 2005.
- (c) Road Safety Road Rules 2017.
- (d) City of Kingston - Community Local Laws 2015.

This policy refers to the following internal plans and strategies:

- a) Our Roadmap Council Plan 2017 – 2021.
- b) Living Kingston 2035.
- c) Commercial Use of Council Land Policy 2018.

All parking-related infrastructure will comply with the Road Safety (Traffic Management) Regulations 2005 and conform to the designs specified in the AUSTRROAD standards.

10 Definitions

Term	Definition
Area of interest	Road link or collection of roads with the same parking issue; a section of road 150m or greater in length; or a section of road with the same existing parking restrictions.
Abutting Property	A property on the same side of the road as the parking spaces. This does not include properties on the opposite side of the road.
Mixed-use	A property that has more than one use, such as retail on the ground floor and residential on the upper floors, including 'shop-top' living
Multi-dwelling property	A property with 2 or more dwellings on a lot and includes subdivided sites and shop-top apartments.
Occupation rate	This is the percentage of parking spaces that are occupied in the area of interest, as an average for the area.
Parking permit	A parking permit issued by the City of Kingston.
Parking turnover rate	The actual parking usage over the theoretical parking availability, in an area of interest.
Residential property	A dwelling that solely used for residential purposes.
Resident permit zones	Areas where only residents can park on the restriction.
Response rate	The number of properties who responded, as a percentage of the total number of properties consulted.
Survey Period	This involves measuring the parking occupancy (and turnover) for a period of at least five hours on both sides of the road over at least 150m length of road.
Time based restrictions	For example, 3-hour restrictions
Time of operation	The time of day or days of the week that parking restrictions apply.
User limitations	The restriction applies to a type of vehicle or user.