

North Lanarkshire Council Report

Environment & Transportation Committee

approval noting

Ref NP/AR

Date 13 February 2019

Residents Parking Permits

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Executive Summary

This report outlines the proposed residents parking permit scheme, identifying those areas where permits would be available and the costs associated with the permit. This is in response to the council decision of the 4 October 2018 to '*begin work to introduce parking permits for areas where limited time parking bays are in force, to allow residents to park their cars near their homes without the risk of fines*'.

Recommendations

It is recommended that committee approve;

1. The introduction of the residents parking permit scheme
2. The charges to be applied for permits; and
3. To delegated authority to the Head of Environmental Assets to review and amend the list of qualifying streets as traffic orders are updated.

Supporting Documents

Council business plan to 2020 Effective decriminalised parking will contribute to improved economic opportunities and outcomes.

The introduction of residents parking permits will improve relationships with communities.

Appendix 1 List of Qualifying Streets

Appendix 2 Application Form and Guidance Notes

1. Background

- 1.1 From the 19 September 2018 the council has been enforcing the parking, waiting and loading restrictions in our 8 towns. This follows years of lack of enforcement following the decision of Police Scotland not to undertake this activity. The aims of the new enforcement regime are to;
- Encourage drivers to park correctly and safely, and ease traffic congestion
 - Make it easier for shoppers to find short term parking spaces in towns
 - Support local businesses by encouraging more people into town centres
 - Make it easier for businesses to receive deliveries
- 1.2 There are a number of residential properties in our towns that have no access to parking facilities and residents have been parking illegally on street outside their homes in areas that have limited waiting restrictions. This was not an issue when there was no enforcement or restriction but has become problematic for residents since enforcement was reintroduced.
- 1.3 At the council meeting on 4 October 2018 Council agreed to *'begin work to introduce parking permits for areas where limited time parking bays are in force, to allow residents to park their cars near their homes without the risk of fines'*.
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2. Report

- 2.1 A number of neighbouring local authorities have residents parking schemes with eligibility criteria restricting permits to only those households constructed prior to the introduction of the restrictions and limiting the number of permits issued to individual households. They also have a range of charges in place from free to £285.
- 2.2 In line with our DigitalNL vision we have engaged with suppliers to discuss the introduction of an automated self-service online process. Unfortunately the lead time to introduce such a system is prolonged and involves working with other Local Authority partners and although this will be our final model for permits it is intended to introduce a paper based system in the interim to deliver benefits to residents as quickly as possible.
- 2.2 It is proposed not to have any qualifying criteria based on when the house was constructed or to impose a maximum number of permits that could be issued to individual households. Permits would be available to the residents in the streets identified in Appendix 1, as these have been identified as having limited time waiting restrictions outside their homes.
- 2.3 The cost of the first permit would be set at £60 which will cover our costs and this would rise in line with other council fees and charges each year. Recognising that there is a limited number of parking spaces available and to encourage a distribution of permits across different households it is proposed to have an increasing fee scale for each additional permit requested at the same address.

- 2.4 An application form and guidance notes have been attached in Appendix 2. It should be noted that the applicants will have to provide evidence of where they stay and that the vehicle is registered at that address. Given the limited number of parking places available and the large number of potential permit holders it should be noted that the purchase of a permit does not guarantee that a space will be available for their use, only that no penalty will be issued for parking with a permit in a limited waiting parking bay.
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3. Equality and Diversity

3.1 Fairer Scotland

The Fairer Scotland Duty does not apply.

3.2 Equality Impact Assessment

An initial screening has been undertaken and an equality impact assessment is not required.

4. Implications

4.1 Financial Impact

The cost of the initial permit has been set to cover the estimated costs of the scheme.

4.2 HR/Policy/Legislative Impact

None.

4.3 Environmental Impact

None.

4.4 Risk Impact

The risks of introducing the scheme are minimal.

5. Measures of success

- 5.1 Residents are able to park outside their homes in the limited time bays.
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Nicole Paterson
Head of Environmental Assets

Appendix 1 – List of Qualifying Streets

Airdrie	
Location	Available Parking Spaces
Anderson Street	11
South Bridge Street	35

Bellshill	
Location	Available Parking Spaces
Hamilton Road (1-28)	2
John Street	11
Main Street (169-387 odd & 168-338 even)	66
Motherwell Road (11 and 4-10 even)	2
Neilson Street	7

Coatbridge	
Location	Available Parking Spaces
Academy Street	13
Church Street (6-23 odd & 20-44 even)	10
St John Street (17-31 odd & 44-46 even)	15

Cumbernauld	
Location	Available Parking Spaces
Baronhill the Village (2-24 even)	4
Main Street The Village	31
Main Road Condorrat (11-17 odd & 16-22 even)	10

Kilsyth	
Location	Available Parking Spaces
Market Street	12

Motherwell	
Location	Available Parking Spaces
Airbles Road (335-347 odd)	13
Brandon Street (390-438 even)	7
Coursington Road	45
Dalziel Street	22
Farm Street	12
High Road	28
Ladywell Road (none)	12
Mason Street	8
Merry Street (96-210 even)	8
Muir Street (3-13 odd & 4-58 even)	4
Orbison Street	55
Park Street	10
Scott Street	26
Windmillhill Street (17-157 odd)	20

Shotts	
Location	Available Parking Spaces
Station Road (232-248 even)	5
Station Road (133-147 odd)	10

Wishaw	
Location	Available Parking Spaces
Bellhaven Road	9
Bellhaven Terrace	11
French Street	10
Glasgow Road	9
Hill Street	10
Kirk Road	2
Main Street	28
Miller Street	4
Roberts Street	17
Station Road	3
Stewarton Street	127
Young Street	2

Appendix 2 – Application Form and Guidance Notes

Office Use



Date Received	
Fee Due	
Date Paid	
Fee ID	
Receipt No	
Licence No	

Application for a Residents' Parking Permit
Please refer to the guidance notes overleaf before completing this form
 (Complete in BLOCK CAPITALS & BLACK INK Please)

Applicant Details			
Title:		Applicant Name	
Address:			
Post Code:			
Daytime Tel:			
Email Address:			
Vehicle Details			
Registration No:			1 st permit fee £60
Registration No:			2 nd permit fee £90
Registration No:			3 rd permit fee £120
Registration No:			4 th permit fee £180
Enclosures			
Include a copy of the V5 form for each vehicle			
Payment Details			
When your application has been approved we will call you to take payment			
Applicants Declaration			
<p>I declare that I have read the Notes and Warning supplied and confirm that:</p> 1) My usual place of abode is at the address shown above 2) All of the registered keepers identified in the V5 forms are residents at the above address 3) The motor vehicles described above are used and kept at the above address 4) All parts of this form have been completed correctly to the best of my knowledge. 5) All relevant enclosures are attached.			
<p>WARNING: Any person who makes a false statement for the purposes of obtaining a Residents' Permit, or who transfers a Permit to a third party or, who uses a Permit which was not issued to them for their sole use will have all of their permits cancelled and will be subject to parking enforcement rules.</p>			
Signed:		Dated:	

Guidance Notes for Applicants

1. The permit scheme provides for the issue of Residents' Parking Permits only to persons who have their usual home address within specified streets in North Lanarkshire, reside in the property and keep a motor vehicle registered in their name at the property.
2. A permit is valid for one vehicle and is specific to the vehicle notified at the time of issue.
3. A permit is valid for one year from the date of issue each year (no reminders will be sent when permit expires)
4. A permit, if correctly displayed on the windscreen of the permit holder's vehicle, entitles them to park on street where time restricted parking applies outside their home.
5. A vehicle displaying a permit must be parked within the limits of a marked time restricted bay.
6. If a permit holder parks on-street in a street other than that displayed on the permit, they must comply with the on street restrictions.
7. Should a permit holder permanently change their vehicle, they must return the old permit together with the new vehicle registration document (v5) and a replacement permit will be issued for a fee of £60.
- 8. The issue of a permit does not guarantee that a space will be available for use.**
- 9. Failure to comply with the above may result in the permit being revoked and/or not renewed.**

Guidance Notes for the Completion of Residents' Permit Application Form

Please read the following notes when completing your application form.

1. Enter the name of the applicant for the permits. The applicant must be the keeper of the first vehicle. A copy of the vehicle registration document (v5) must be attached in all cases.
2. The address entered must be:
 - a) the applicant's usual home address;
 - b) within a designated street
 - c) the registered address of the vehicle as shown on the vehicle registration document (v5)
3. Registration number as shown on the registration document (v5)

The types of vehicle entitled to park are:

- a) passenger vehicles up to 7 seats;
- b) motorcycle combinations (not solo motorcycles);
- c) small goods vehicles with a maximum gross vehicle weight of 3.5 tonnes (not long wheel based vans).

Please note that trailers and caravans are not included.

4. The form must be signed personally by the applicant whose name is given at item 1.
5. The form should be sent together with the vehicle registration documents (v5) to:

Contact Residents Parking
North Lanarkshire Council
Fleming House
2 Tryst Road
Cumbernauld
G67 1JW

Privacy Statement for Residents Parking Permit

Who we are:

North Lanarkshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our main office is located in Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process the Residents Parking Permit application. We also use your information where required, contact you by post, email or telephone and to maintain our records.

Legal Basis for using your information:

We provide this services to you as part of our statutory function as your local authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share this information with?

The information you supply will not be used for any other purpose or shared with any other organisation.

Who long do we keep your information for?

We only keep your personal information for the minimum period of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our [website](#) or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you.
- Request a correction to your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information
 - our use of your personal information is contrary to law or our other legal obligations.

Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions about this privacy statement or how we handle your personal information the DPO can be contacted by post at Civic Centre, Windmillhill Street, Motherwell or by email at: AITeam@northlan.gov.uk

Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL or by email to casework@ico.org.uk.