



Merri-bek
City Council

Parking Management Policy

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Responsible Directorate	City Infrastructure

One page summary for the Parking Management Policy

This document is called Parking Management Policy.

This document outlines the tools available for managing parking in Merri-bek area, including;

- Restrictions
- Permits
- Fees

It provides guidelines on the conditions under which parking restrictions will be applied and offers information on;

- Eligibility
- Application requirements
- Other conditions related to parking permits.

The policy aims to achieve several objectives, including;

- Providing transparent mechanisms for allocating limited on-street parking space
- Promoting equitable access to parking areas
- Encouraging the use of sustainable transport modes
- Improving safety
- Managing traffic flow
- Supporting strategic transport objectives

The policy specifies user priority guidelines for different areas, including;

- Shopping strips
- Industrial areas
- Residential streets

This ensure that parking allocation aligns with the needs of various user groups while maintaining safety and efficiency.

This policy outlines various permit types including;

- Resident
- Visitor
- Business
- Service
- Car share
- Home visit
- User pays

Each permit type has its own purpose, eligibility criteria, and application requirements. Additionally, it details the process for implementing various parking restrictions, such as;

- Timed restrictions
- Resident permit zones
- Business permit zones
- Accessible parking
- Fee parking

- Loading zones
- Dedicated car share bays
- Work zones

The policy also covers other aspects such as;

- Road safety measures
- Public transport stops
- Mixed-use developments
- Narrow streets
- Hockey stick line marking
- Waste collection
- Parking agreements
- Fee structures

An appeals process is also available, allowing individuals to appeal decisions made under the policy within 30 days, with appeals reviewed by delegated officers based on set criteria and guidelines.

If you need more information about the Parking Management Policy, please contact us via email at communications@merri-bek.gov.vic.au or call 9240 1111.

We're here to help you with any inquiries you may have.

Accessibility Statement for the Parking Management Policy:

Merri-bek City Council is committed to ensuring that all individuals, regardless of their abilities or disabilities, can access the information contained within this document.

This document outlines the procedures and regulations regarding parking management in Merri-bek. It includes details on parking rules, eligibility criteria for parking permits, application processes, and other important information.

If you need this document in a different format to better suit your accessibility needs, please contact us via email at communications@merri-bek.gov.vic.au or call 9240 1111 and specify your preferred format.

Italian/ Italiano

Questo documento è relativo al modo in cui il consiglio comunale di Merri-bek gestisce i parcheggi a Merri-bek.

Spiega le regole per il parcheggio, chi ha diritto ad ottenere i permessi per il parcheggio, come si richiedono e altre informazioni importanti.

Se hai bisogno di leggere questo documento in un formato diverso da questo, inviaci una email in italiano all'indirizzo communications@merri-bek.vic.gov.au oppure chiama la nostra linea telefonica in italiano al numero 9280 1911.

Greek/ ελληνικά

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Εξηγεί τους κανόνες στάθμευσης, ποιοί μπορούν να λάβουν άδειες στάθμευσης, πώς να υπαίτηση για αυτούς και άλλες σημαντικές πληροφορίες.

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العربية/Arabic

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Nepali/ नेपाली

यो जानकारीपत्र Merri-bek सिटी काउन्सिलले Merri-bek मा पार्किङको व्यवस्थापन कसरी गर्छ भन्ने बारेमा हो।

यसमा पार्किङका नियमहरू, कसले पार्किङ अनुमतिहरू पाउन सक्छ, यसका लागि कसरी आवेदन दिने लगायत अन्य महत्वपूर्ण जानकारीहरू व्याख्या गर्दछ।

यदि तपाईंलाई यो जानकारीपत्र अर्को ढाँचामा पढ्न आवश्यक छ भने कृपया हामीलाई तपाईंको भाषामा communications@merri-bek.vic.gov.au मा इमेल गर्नुहोस् वा 9280 1910 मा हाम्रो नेपाली सूचना लाइनमा फोन गर्नुहोस्।

Urdu/اردو

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Mandarin/中文

本文介绍 Merri-bek 市议会如何管理 Merri-bek 的停车场。

它解释了停车规则、谁可以获得停车许可证、如何申请以及其他的重要信息。

如需以其他格式阅读本文，请发电邮至：communications@merri-bek.vic.gov.au，或拨

打我们的普通话咨询热线 9280 0750。

Hindi/ हिंदी

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इसमें पार्किंग के नियम, पार्किंग परमिटें किसे मिल सकती हैं, उनके लिए आवेदन कैसे करें - इस बारे में और अन्य महत्वपूर्ण जानकारी बताई गई है।

अगर आप इस दस्तावेज़ को किसी अन्य प्रारूप में पढ़ने के इच्छुक हैं, तो कृपया हमें अपनी भाषा में communications@merri-bek.vic.gov.au पर ईमेल भेजें या हमारी हिंदी सूचना लाइन को 9280 1918 पर कॉल करें।

Spanish/ Español

Este documento trata sobre cómo el Ayuntamiento de Merri-bek gestiona el aparcamiento en Merri-bek.

Explica las normas de aparcamiento, quién puede obtener permisos de aparcamiento, cómo solicitarlos y otra información importante.

Si necesita leer este documento en otro formato, envíenos un correo electrónico a communications@merri-bek.vic.gov.au en su idioma o llame a nuestra línea de información en español al 9280 1916.

Vietnamese/ Tiếng Việt

Tài liệu này nói về cách Hội đồng Thành phố Merri-bek quản lý bãi đậu xe ở Merri-bek.

Tài liệu giải thích các quy tắc đỗ xe, ai có thể nhận được giấy phép đậu xe, cách đăng ký và các thông tin quan trọng khác.

Nếu quý vị cần đọc tài liệu này ở định dạng khác, vui lòng gửi email cho chúng tôi qua địa chỉ communications@merri-bek.vic.gov.au bằng ngôn ngữ của quý vị hoặc gọi đến đường dây thông tin tiếng Việt của chúng tôi qua số 9280 1915.

Contents

1. Introduction	11
1.1 Purpose	11
1.2 Background	11
1.3 Objectives	11
2. Delegations	12
3. User priority guidelines	12
4. Permit Types	14
4.1 Resident	14
4.1.1 Purpose	14
4.1.2 Eligibility and application requirements	14
4.1.3 Where these permits apply	15
4.2 Visitor	16
4.2.1 Purpose	16
4.2.2 Eligibility	16
4.2.3 Where these permits apply	16
4.3 Business	17
4.3.1 Purpose	17
4.3.2 Eligibility	17
4.3.3 Where these permits apply	17
4.4 Service	17
4.4.1 Purpose	17
4.4.2 Eligibility	18
4.4.3 Where these permits apply	18
4.5 Car Share	20
4.5.1 Purpose	20
4.5.2 Eligibility	20
4.5.3 Where these permits apply	21
4.6 Home Visit	21
4.6.1 Purpose	21
4.6.2 Eligibility	21
4.6.3 Where these permits apply	22
4.7 User Pays	22

4.7.1	Purpose	22
4.7.2	Eligibility	22
4.7.3	Where these permits apply	22
5.	Types of Parking Restrictions	23
5.1	Timed Restrictions	23
5.2	Resident Permit Zone	24
5.3	Business Permit Zone	24
5.4	Accessible Parking	25
5.4.1	Resident request for accessible parking bay.....	25
5.4.2	High occupancy of existing accessible parking bays	26
5.4.3	Non-residential areas	26
5.5	Fee Parking	26
5.6	Loading Zones	27
5.7	Dedicated Car Share Bays	28
5.7.1	Cancellation	29
5.8	Work Zones	30
5.9	Other	30
5.9.1	Road safety and operations	30
5.9.2	Public transport stops	30
5.9.3	Mixed use developments.....	31
5.9.4	Narrow streets	31
5.9.5	Hockey stick line marking	31
5.9.6	Parking near schools	31
5.9.7	Yellow line marking.....	31
5.9.8	Waste collection	31
5.9.9	In-ground sensors	32
5.9.10	Parking agreements	32
6.	Fees	32
6.1	Car Share.....	32
6.2	Lost Permit.....	32
7.	Appeals	33
7.1	Appeal process	33
8.	Appendices	35

8.1	Parking permit conditions	35
8.1.1	Resident, visitor, service and user pays permits.....	35
8.1.2	Business permits.....	35
8.2	Guidelines for reviewing parking restrictions	37

1. Introduction

1.1 Purpose

The purpose of this document is to:

- Outline tools that Council can use to manage parking in Merri-bek, including restrictions, permits and fees
- Provide guidelines on the conditions under which Council will apply parking restrictions
- Provide information on eligibility, application requirements and other conditions relating to parking permits

1.2 Background

The following table summarises the history of changes to the Parking Management Policy since it was initially adopted by Council in 2011:

Date approved by Council	Date of commencement	Main focus of changes from prior version
13 July 2011	13 July 2011	N/A (original policy)
9 December 2015	9 December 2015	Car share arrangements added
9 May 2018	9 May 2018	Minor changes formalising current practices for greater transparency
13 March 2019	1 July 2019	Introducing changes (e.g. new permit types) developed in response to consultation feedback on the Draft Moreland Integrated Transport Strategy (MITS).
6 December 2023	1 April 2024	Updated policy position on changes from MITS, implementation of additional changes following community consultation

1.3 Objectives

The objectives of the Parking Management Policy are to:

- Provide a transparent mechanism for apportioning limited on-street parking space, balancing efficiency and equity, as well as the needs of multiple users
- Provide equitable access to on-street or public car parking areas for users, consistent with the user priority guidelines in this policy
- Encourage residents and business operators to utilise sustainable transport modes
- Improve safety
- Manage traffic flow within the municipality
- Support Council's strategic transport objectives and actions relating to parking

2. Delegations

Council's power to manage parking restrictions and permits is set out in Schedule 11 (clause 1(a)) of the Local Government Act 1989. Schedule 11 is one of the saved provisions from the 1989 Act in the new Local Government Act 2020.

This power is currently delegated to the Chief Executive Officer, and sub-delegated to certain officers through the Instrument of Sub-Delegation by the Chief Executive Officer to Council Staff. Any reference in the policy to authority being delegated to officers refers to the officers specified in the Instrument of Sub-Delegation, which may change from time to time.

This Instrument states that delegates must not exercise powers in a manner inconsistent with a policy or strategy adopted by Council. As such, this policy sets out conditions under which delegated officers modify parking restrictions (including accessible parking bays, loading zones, etc.) and issue permits.

3. User priority guidelines

The following tables set out the priority, from highest to lowest, given to various user groups when introducing or modifying parking restrictions:

Table 1: User Priority Guidelines for shopping strips

User Group	Purpose
Safety and other conditions	To improve safety for all road users and to provide access for emergency vehicles, waste collection and street cleansing
Public transport	Typically tram or bus stop, or taxi rank
Accessible parking	On-street medium term parking bays in locations suitable for people with a disability (e.g. 2 to 4 hours)
Loading zone	Where private off-street loading bays are not available
Bike parking	Where space for footpath bicycle parking is not available
Drop-off/pick-up	Where required, short-term parking for drop-off/pick-up e.g. 5 minute parking
Customers	Short stay parking for business and retail needs
Car sharing	Where high scheme membership and demand in particular locations justify the allocation of bays
Traders and local employees	Only where required and when its provision does not affected other users
Residents, their visitors and commuters	In order to support businesses by promoting turnover, users that require medium to long stay (more than 2 hours) should have a low priority in shopping strips.
Motorcyclists	Where there is demand and can be accommodated, noting motorcyclists may park on the footpath where this does not cause an obstruction and there is no parking sign prohibiting footpath parking

Table 2: User Priority Guidelines for industrial areas

User Group	Purpose
Safety and other conditions	To improve safety for all road users and to provide access for emergency vehicles, waste collection and street cleansing
Public transport	Typically tram or bus stop, or taxi rank
Accessible parking	On-street medium term parking bays in locations suitable for people with a disability (e.g. 2 to 4 hours)
Loading zone	Where private off-street loading bays are not available
Truck access	Where required, restrictions to create adequate clearances for truck access to businesses
Drop-off/pick-up	Where required, short-term parking for drop-off/pick-up e.g. 5 minute parking
Customers	Short stay parking for business and retail needs
Car sharing	Where high scheme membership and demand in particular locations justify the allocation of bays
Local employees	Only where required and when its provision does not affected other users
Residents, their visitors and commuters	In order to support businesses by promoting turnover, users that require medium to long stay (more than 2 hours) should have a low priority in industrial areas
Bike parking	Where space for footpath bicycle parking is not available
Motorcyclists	Where there is demand and can be accommodated, noting motorcyclists may park on the footpath where this does not cause an obstruction and there is no parking sign prohibiting footpath parking

Table 3: User Priority Guidelines for residential and other streets

User Group	Purpose
Safety and other conditions	To improve safety for all road users and to provide access for emergency vehicles, waste collection and street cleansing
Public transport	Typically tram or bus stop, or taxi rank
Accessible parking	On-street medium term parking bays in locations suitable for people with a disability (e.g. 2 to 4 hours)
Car sharing	Where high scheme membership and demand in particular locations justify the allocation of bays
Drop-off/pick-up	Where required, short-term parking for drop-off/pick-up e.g. 5 minute parking
Residents and their visitors	If required, use of 2P restrictions, 1P restrictions and parking permit zone – resident permit zones should be used as the

	last resort and after other measures (such as short term restrictions) have proven to be inadequate
Customers	Short stay private vehicle parking if required by business as retail activities in the area
Local employees	Local employees should have a low priority as this undermines parking turnover
Commuter parking	Commuter parking should have a low priority as this undermines resident parking and parking turnover

4. Permit Types

4.1 Resident

4.1.1 Purpose

The purpose of resident permits is to give eligible residents greater opportunity to park near their property, however they do not guarantee that a space is available. Residential parking permits are valid until the end of August each year (up to 12 months) 30 November each year. Pro rata (up to 6 month) permits are available from March and August each year. Fees apply based on the actual duration of the permit.

4.1.2 Eligibility and application requirements

Residents are eligible for a resident parking permit unless they live at a property where the number of separate occupancies increased after 31 August 2011, such as through a planning permit of subdivision or certificate of occupancy.

Exceptions to this rule are if the resident has an accessible parking permit (Category 1 or 2), or lives at a property that meets all the following conditions:

- A small subdivision of three dwellings or fewer on a lot, and
- Is within 200 metres as the crow flies from an Activity Centre, and
- Was subdivided prior to 31 December 2021.

Residents and visitors of new developments subdivided after August 2011 (other than where the above exceptions apply) must rely on the amount of off-street car parking provided at their properties or other modes of transport. This eligibility criterion provides a level of protection for existing residents in pre-August 2011 housing relying on on-street parking from parking impacts associated with population growth.

The applicant must also:

- Reside in a property with no more than one vehicle crossover (driveway)
- Reside in a property on a street where time restricted parking or resident permit zone restrictions apply on one or both sides of the street

- Produce evidence of residency in Merri-bek – current driver's licence, utility bill (not mobile phone), residential lease agreement or rates notice indicating the applicant's name and residential address in Merri-bek

An eligible residence may receive a maximum of one resident permit, or two permits if there is no vehicle crossover at the property. Residents may choose to remove the crossover and reinstate the kerb at their own expense to be eligible for a second resident permit.

A fee is charged for resident parking permits, although 50 per cent concession discounts apply to Centrelink and Department of Veterans Affairs cardholders. Fees are reviewed annually through Council's Fees and Charges process.

Where a parking permit is not approved, a resident may appeal the decision. See Section 7 - Appeals for more information on the appeals process.

4.1.3 Where these permits apply

In the street or area for which the permit is issued, resident permits allow:

- Parking in resident permit zones
- Exemption from timed parking restrictions – except timed restrictions of 1/2P or shorter, or where supplementary signage states permits are not valid (e.g. in front of commercial properties)

Permits can be used for cars, vans and utes, but cannot be used for boats, buses, trailers, trucks, caravans, and motorcycles.

Permits are generally issued for the street on which the residence is located, or the parking permit area (if one exists) in which the residence is located.

Residents living on the corner of two or more streets may apply for a permit or permits to be valid for any of the streets to which the property has a boundary. Permits will only apply for the street specified in the application (i.e. will not apply to both streets for a corner property).

Residents who live in a dwelling above or behind a shop (part of the same property) in shopping precincts may apply for a permit in the nearest side street to the residence provided there is available parking space in that street. A second permit will not be issued to residents of a shop top dwelling regardless of whether there is a crossover at the property.

Permits will not be issued for a section of road to which a clearway restriction applies.

In some circumstances and at the discretion of delegated officers, a resident parking permit may be issued to an eligible resident for a street other than the street of residence. This may include cases such as where an eligible resident lives on a street with a clearway restriction, or where they live on a short street with limited parking availability. In such circumstances, permits may be issued for an appropriate nearby street in discussion with the applicant.

4.2 Visitor

4.2.1 Purpose

The purpose of visitor permits is to give visitors to eligible properties greater opportunity to park near the residence on a shorter term basis. They are issued in books as a set of ten daily permits, or weekly permits.

4.2.2 Eligibility

Visitor permits may only be purchased by residents eligible for a resident parking permit (i.e. not by residents of a property subdivided after August 2011).

Residents who live in properties subdivided after August 2011 but have special needs for visitor parking (e.g. on the basis of age, disability, health, social isolation or specific threat to personal safety) may apply for an exemption to access these permits. An application must be accompanied by a letter from a relevant professional (e.g. general practitioner, social worker) detailing the relevant circumstances and requirement for visitor parking.

Eligible residents do not need to hold a current residential parking permit to purchase visitor permits.

A fee is charged for visitor parking permits, although 50 per cent concession discounts may apply to Centrelink and Department of Veterans Affairs cardholders. Fees are reviewed annually through Council's Fees and Charges process.

Where a decision is made not to issue a visitor permit, a resident may appeal the decision. See Section 7 - Appeals for more information on the appeals process.

4.2.3 Where these permits apply

In the street or area for which the permit is issued, visitor permits allow:

- Parking in resident permit zones
- Exemption from timed parking restrictions – except timed restrictions of 1/2P or shorter, or where supplementary signage states permits are not valid (e.g. in front of commercial properties)

Permits can be used for cars, vans and utes, but cannot be used for boats, buses, trailers, trucks, caravans, and motorcycles.

Visitor permits are issued for the suburb in which the residence is located and are valid in any street in that suburb unless stated on the parking restriction sign. Residents living on the corner of two or more streets may apply for a visitor permits to be valid for any of the streets to which the property has a boundary.

In some circumstances and at the discretion of delegated officers, visitor parking permits may be issued to an eligible resident for a street other than the street of residence. This may include cases such as where an eligible resident lives on a street with a clearway restriction,

or where they live on a short street with limited parking availability. In such circumstances, permits may be issued for an appropriate nearby street in discussion with the applicant.

4.3 Business

4.3.1 Purpose

The purpose of business parking permits is to give people who work or volunteer in Merri-bek greater opportunity to park near their premises, however they do not guarantee that a space is available. All business permits are valid for the financial year in which they are issued, expiring on 30 June. Pro-rata (6-month) permit options are available.

4.3.2 Eligibility

To be eligible for a business permit, an applicant must:

- Provide evidence the business is located permanently in the City of Merri-bek e.g. through rates notice or lease agreement
- Have no more than two off-street parking spaces at the place of business

Applicants do not need to be for-profit businesses and can include other types of organisations that employ workers or volunteers in Merri-bek.

An eligible business may receive a maximum of one permit, or two permits if there is no off-street parking bay at the place of business. Additional permits may be granted for large businesses (more than 100 employees at the single location) at the discretion of delegated officers.

A fee is charged for business parking permits. Registered charities and not-for-profits, schools and early years services are eligible for a 50 per cent concession discount. Fees are reviewed annually through Council's Fees and Charges process.

Where a decision is made not to issue a permit, a business may appeal the decision. See Section 7 - Appeals for more information on the appeals process.

4.3.3 Where these permits apply

Business permits are valid for business parking zones in the area stated on the permit, which is either an off-street car park or an area in which on-street business parking zones exist. They do not permit over-staying in parking with timed restrictions.

Permits can be used for cars, vans and utes, but cannot be used for boats, buses, trailers, trucks, caravans, and motorcycles.

4.4 Service

4.4.1 Purpose

The purpose of service permits is to provide short term exemption (up to a month) from timed restrictions for tradespeople, removalists, etc. servicing Merri-bek residents who are not

eligible for visitor parking permits (i.e. residents of properties subdivided after August 2011), as well as businesses.

Residents eligible for visitor permits are recommended to purchase these instead.

4.4.2 Eligibility

To be eligible for a service permit, an applicant must:

- Reside in a property in, or be a business permanently located in, Merri-bek on a street where time restricted parking or residential permit zone restrictions apply on one or both sides of the street
- Produce evidence of residency or business location in Merri-bek – current driver's licence, utility bill (not mobile phone), lease agreement or rates notice indicating the applicant's name and address in Merri-bek
- Produce evidence of tradespeople, removalists, etc. servicing the property (e.g. quote or receipt) specifying the dates when the work will take place

The tradesperson, removalist or other person providing the service may also apply for the permit on behalf of the resident or business. The application must include a letter or email from the resident or business providing consent for the permit application on their behalf, including the evidence of residency or business location as detailed previously.

Households and businesses are eligible to purchase three service permits within a twelve-month period (beginning from the commencement of the first permit). Permits are valid for the dates on which the work is expected only, up to a maximum of one month. If more permits or a longer time period is required (e.g. extensive works at the property), the applicant should contact Council to request a work zone.

A fee is charged for service permits, with no concession discounts. Fees are reviewed annually through Council's Fees and Charges process. See Section 6 for more information on fees.

Where a decision is made not to issue a permit, the applicant may appeal the decision. See Section 7 - Appeals for more information on the appeals process.

4.4.3 Where these permits apply

Permits are generally issued for the street on which the property is located, or the parking permit area (if one exists) in which the property is located.

Depending on the location of the property, Council may issue the permit for another location (e.g. adjoining street) at its discretion and in discussion with the applicant. For example, permits will not be issued for streets with clearway restrictions (except on days where these restrictions do not apply), and may be issued in an appropriate nearby side street.

In the street or area for which the permit is issued, service permits allow:

- Parking in resident permit zones

- Exemption from timed parking restrictions – except timed restrictions of 1/2P or shorter, or where supplementary signage states permits are not valid (e.g. in front of commercial properties)

4.5 Car Share

4.5.1 Purpose

The purpose of car share permits is to allow car share vehicles to be located in dedicated bays within areas of high parking demand in Merri-bek. Car share can reduce the need for car ownership by enabling access to car use as needed, complementing sustainable transport modes.

4.5.2 Eligibility

To be eligible for a car share permit or request car share bays, an applicant must be a car share provider complying with the following conditions:

- Membership
 - Any licensed driver aged 18 or over must be allowed to join, subject to reasonable creditworthiness and driving history checks
 - Car share vehicles must be for the exclusive use of members of a car share scheme
- Level of service
 - The minimum booking duration of a car share vehicle must be no more than one hour – operators may offer shorter minimum booking durations (e.g. 30 minutes) if they wish
 - No dedicated on-street bay may remain vacant for a period of consecutive two weeks or more (i.e. a replacement vehicle must be provided if this is the case)
- Vehicle requirements
 - All on-street passenger vehicles in a dedicated bay must meet at least a 4-star rating in the Australian Green Vehicle Guide
 - In the case of other on-street vehicles in dedicated bays (e.g. vans), the operator must demonstrate this vehicle is a high environmental performer in its class
 - All passenger vehicles in a dedicated bay must meet at least a 4-star ANCAP safety rating
- Financial and reporting requirements
 - Operators must hold public liability insurance to a minimum value of \$20 million
 - Operators must provide Council with an annual report outlining:
 - Car share patterns within Merri-bek indicating number of bookings per month, average trip distance and length of bookings, itemised by location
 - Membership levels by postcode, including composition of membership between individuals and organisations
 - The average utilisation rate of each bay

Car share permits are valid for up to one year and expire on 30 September each year. Car share permits can be renewed, but every second year of operation the operator must

demonstrate that the car share vehicle using the bay has been in use by a customer at least 10 per cent of the time, that a vehicle has been allocated to the dedicated bay (i.e. either in the bay or in use by a customer) at least 95 per cent of the time, and that the operator continues to satisfy the operator eligibility described in this section of this policy.

If the operator fails to meet the renewal requirements or does not wish to renew the permit, delegated officers have discretion to either remove the bay or invite other car share operators to provide expressions of interest in the bay. If multiple expressions of interest are received, the successful applicant will be determined by delegated officers based on the information provided by each operator in their expression of interest.

If there are no expressions of interest from eligible operators, the dedicated bay will be removed and an appropriate parking restriction will be applied, based on this policy.

Guidelines on the provision of car share bays can be found in Section 5.7 - Types of Parking Restrictions - Dedicated Car **Share**.

4.5.3 Where these permits apply

Car share permits allow vehicles owned by a car share operator and displaying the operator's logo to park in a dedicated bay indicated with the operator's name.

They do not allow parking in any other area, other than in accordance with any parking restrictions. For example, they do not allow over-staying in time-restricted parking spaces on the same street as the dedicated car share bay.

4.6 **Home Visit**

4.6.1 Purpose

The purpose of the home visit permit is to provide access to longer-term parking for organisations that deliver health care, support services, Council home maintenance services, etc. at clients' homes in areas where access to unrestricted parking is limited.

This permit is intended to facilitate parking for organisations which provide services for vulnerable or disadvantaged people, and is not intended to include services such as general home cleaning and maintenance. Visitor or service permits may be appropriate for these purposes.

4.6.2 Eligibility

An organisation or sole trader may apply to be eligible to purchase home visit permits. Applications must be in accordance with the application requirements approved by the Manager responsible for issuing of parking permits, which may be amended from time to time. Organisations remain eligible for these permits for a period of twelve months after being approved, and will need to submit another application to renew their eligibility after this point. Delegated officers may require review of eligibility before this time if misuse of permits is suspected.

Once approved, an organisation can purchase home visit permits for its staff to use as required.

A permit issued to an eligible sole trader will be eligible for twelve months after which time another application will need to be submitted to renew eligibility.

4.6.3 Where these permits apply

Home visit permits provide exemption from timed parking restrictions except timed restrictions of 1/2P or shorter or where supplementary signage states permits are not valid (e.g. in front of commercial properties). They are valid in any part of Merri-bek.

4.7 User Pays

4.7.1 Purpose

The purpose of the user pays permit is to allow user-pays longer-term access to on-street parking in areas where timed restrictions apply. This permit is priced at a high rate to reflect that Council is not subsidising access to the user, as with other permits.

This higher price also manages demand, helping prioritise access to on-street parking for eligible residents and other priority users, while allowing some flexibility when access to on-street parking is required.

4.7.2 Eligibility

Any person may apply for this permit.

No concession discounts apply for this permit. Fees are reviewed annually through Council's Fees and Charges process. See Section 6 for more information on fees.

4.7.3 Where these permits apply

The permit exempts the vehicle from from timed parking restrictions in the street or area for which it was issued – except timed restrictions of 1/2P or shorter, or where supplementary signage states permits are not valid (e.g. in front of commercial properties).

Permits are generally issued for the street requested by the applicant, or parking permit area (if one applies). Council may issue the permit for an alternative street or area at its discretion and in discussion with the applicant (e.g. in the case of a residential street with high occupancy).

Where a decision is made not to issue a permit for the street or area requested, the applicant may appeal the decision. See Section 7 - Appeals for more information on the appeals process.

5. Types of Parking Restrictions

5.1 Timed Restrictions

Timed restrictions generally seek to achieve 85 per cent occupancy (i.e. on average 85 per cent of spaces are in use) which means parking is well utilised but there are a few spaces available within a street or block.

Where a resident or other community member (e.g. business owner) wishes to request new or modified parking restrictions, they must complete a form proposing the specific restriction requested (e.g. 2P 8am-6pm Monday-Friday) with at least three supporting signatures from neighbouring properties that would be affected by the restriction.

Delegated officers will consider requested changes to on-street parking restrictions, with advice from the Transport Unit. Transport engineers or officers will assess the location at different time intervals and days of the week as appropriate

To account for local needs and usage, factors that may be considered include:

- Records of previous complaints to determine whether the problem is ongoing, has been previously dealt with, or is in conflict with other requests
- Current restrictions in the immediate vicinity
- Land uses adjacent to and along the street
- Parking enforcement observations and trends in infringement notices in the street
- Specific uses that include vulnerable road users e.g. schools, childcare centres, hospitals, aged care centres
- Current levels of utilisation
- Neighbouring car parking including capacity and utilisation
- Nearby public transport stops and facilities
- Major parking generators in the area e.g. restaurants, sports facilities, reception centres
- Planning permit conditions relating to new development in the area
- Existing loading and unloading facilities
- Parking sign locations and street lighting

Where delegated officers determine that the restriction requested by the community member is not the most appropriate course of action to address the identified issue, a Transport Engineer will contact the community member provide an alternative solution where one is viable and to explain why the alternative solution is instead proposed. For example, the request may be to install resident permit zone restrictions, whereas a more suitable first step would be to apply 2P restrictions on one side of the street.

Residents and other owners/occupiers of properties affected by the proposed restrictions will be consulted on the restrictions via letter. This includes residents who are not eligible for resident parking permits.

The requested parking restriction will be assessed and installed if 25 per cent or more of affected properties respond to consultation, with 60 per cent or more of responses in support.

Alternatively, where parking occupancy of the area affected by proposed restrictions is 80 per cent or higher over a period of four hours, authority is delegated to make the change. In this case, affected properties will be notified rather than consulted.

If a request for parking restrictions is unsuccessful, another consultation on the same restriction will not occur for three years, unless deemed appropriate by the delegated officers, such as due to significant change to land use or scale of development.

5.2 Resident Permit Zone

Resident permit parking zones will only be considered in residential areas with high parking occupancy due to competing demands from other users (e.g. businesses or commuters). It should be recognised that residents do not have exclusive rights to park directly in front of their property but they should have opportunity to park within a reasonable distance of their residence.

Resident permit zones:

- Will be considered where there is 85 per cent occupancy or greater over a 250 metre section on both sides of a street for continuous period of five hours or more
- Will only be considered after 1P timed restrictions have been introduced and after in-ground parking sensors (see Section 5.9.9 for more information) have been installed
- Will be introduced on one side of the street only initially to help provide a broad range of parking opportunities
- Will be minimised to ensure all available parking is well utilised
- May be appropriate near fee parking areas to protect residential amenity

Authority is delegated to officers to introduce or modify resident permit zone restrictions based on the guidelines in this section of this policy.

5.3 Business Permit Zone

The purpose of business parking zones is to give people who work in Merri-bek greater opportunity to park near their premises, as described in Section 4.3. Business permit zones may be appropriate where high levels of commuter parking are evident in off-street car parks.

Authority is delegated to officers to introduce or modify business permit zone restrictions when deemed appropriate, taking into account:

- Availability of unrestricted parking in the area that could be used by workers instead
- Demand for business parking, such as through requests by local businesses and organisations
- Capacity to provide business parking bays relative to the need for customer and resident parking

5.4 Accessible Parking

Accessible parking bays are for the exclusive use of holders of an Australian Disability Parking (ADP) permit, which must be displayed at all times.

Accessible parking bays may be considered on the basis of a request from a resident for a new bay, high occupancy of existing accessible bays, or at the discretion of delegated officers in non-residential areas.

These bays will include signage in accordance with Disability Discrimination Act guidelines and Australian Standards. Providing accessible parking signage ensures the space can only be used by accessible parking permit holders,

Subject to need and funding availability, other appropriate infrastructure (such as pram/kerb ramps) may also be installed, particularly in non-residential areas. New bays should be 6.7 metres in length (or 6 metres for end bays), preferably with a flat gradient and wider than a standard bay where practicable. These types of bays may be required where the likely users require the use of wheelchairs or other complex mobility aids. When assessing whether any timed restrictions should be placed on an accessible parking bay the following should be considered:

- Occupancy data at various points in time throughout the day including on weekends
- Whether there is a need for turnover in areas of high demand
- If there are conflicting pressures at the location

Authority is delegated to officers to introduce or modify accessible parking bay restrictions based on the guidelines in the following sections.

5.4.1 Resident request for accessible parking bay

A resident request for an accessible parking bay will be considered where the resident holds an Australian disability parking permit, there is no vehicle crossover at the property, and there is no accessible parking bay within close proximity on the same side of the street as the residence.

Holders of an Australian disability parking permit at a residence with a crossover may choose to reinstate the kerb at their own expense to be eligible for an accessible parking bay.

The location of the bay will be determined by the most appropriate position, taking into consideration obstructions such as trees, and the presence of existing infrastructure (e.g. pram ramps). Preference may be given to end bays for greater accessibility to the vehicle and safety.

As such, new bays may not be placed directly abutting the premises of the resident making the request, although they will generally be located within close proximity of the premises and on the same side of the street. It should be noted that accessible parking bays are not provided for the exclusive use of a resident, as they are available to any vehicle displaying the

appropriate permit. Timed restrictions may be considered to give greater priority to the resident.

If a bay is no longer required (e.g. the resident no longer resides at the premises), it may be removed as deemed appropriate by delegated officers.

5.4.2 High occupancy of existing accessible parking bays

Where occupancy data shows the occupancy of existing accessible parking bays is 85 per cent or greater, a new bay can be considered within the vicinity.

Accessible parking bays operate on a first-come first-served basis and a permit does not guarantee the availability of a space.

5.4.3 Non-residential areas

At its discretion, Council will provide accessible bays in convenient locations in commercial areas and near community facilities, preferably within close proximity to the destination or entrance of the facility. Preference will be given to off-street bays where possible.

5.5 Fee Parking

Fee parking may be considered where there is high occupancy (85 per cent or greater) and the reduction of time-restricted parking is not appropriate (e.g. insufficient turnover despite existing 1P restrictions however 1/2P or shorter restrictions not suitable for adjoining land uses).

Fee parking will be designed to be economically and socially sustainable for the shopping strip or community facility, including customers, traders, workers and other visitors. The appropriate fee will be determined for each location, including potential time of day variations, with an aim to achieve 85 per cent occupancy.

It should be noted that introducing fee parking may result in spillover to surrounding areas, and may require new or modified restrictions in those areas to protect the amenity of nearby residents. Council will review the success of fee parking six months after its introduction.

Authority is delegated to officers to introduce fee parking in both on-street and off-street areas where:

- Occupancy is at 85 per cent or greater for five or more hours per day for an area of 100 spaces or greater
- In-ground sensors have been installed in the area to better gauge occupancy and turnover
- Other parking restrictions have not addressed the issue

Locations with ticket machines installed prior to the adoption of this policy are to remain in place.

5.6 Loading Zones

The Victorian road rules state that loading zones can be used by people dropping off or picking up goods or passengers under certain conditions.

People carrying goods must drive a goods-carrying vehicle (e.g. ute), courier or signed delivery vehicle or truck. People carrying passengers must drive a:

- bus or vehicle which has seating positions for 10, 11 or 12 adults (including the driver) that is being used to carry passengers for hire or reward,
- public bus, or
- commercial passenger vehicle such as a taxi or Uber.

Other drivers, such as those driving private cars, cannot stop in a loading zone even if loading or unloading. A loading zone may be used by the driver of any eligible vehicle and is not for the exclusive use of the person or organisation who requested it.

Parking in a loading zone is permitted while loading or unloading, for up to 30 minutes (or as otherwise signed). The default 30 minute restriction generally applies, but in some circumstances a 15 minute restrictions may be more appropriate.

Requests for new loading zones will be assessed based on the User Priority Guidelines in Section 3, and, where possible, will have in-ground sensors installed to monitor usage where occupancy is high. They may be refused due to effect on traffic flow, not meeting state government regulatory guidelines, objections or concerns from affected properties, or availability of space that could be used for parking at the premises requesting the loading zone.

On-street loading zones should be spread out rather than centralised to ensure appropriate usage and convenience. Locations may be influenced by the demand of various businesses in the area. The number and location of loading zones should be assessed in association with local businesses and courier/delivery businesses to understand the specific needs of each area.

An assessment of available off-street loading opportunities, the ability of these facilities to be shared and the convenience of these facilities is important to determine what on-street provisions are necessary to supplement specific off-street allocations.

Subject to the operation of clearways, loading of goods is encouraged before 9am (Monday to Friday). This will reduce the number of loading zones required therefore allowing more general parking for customers. Unless specifically requested and deemed appropriate, loading zones will not be established on weekends.

Authority is delegated to officers to introduce or modify loading zones based on the guidelines in this section of this policy.

5.7 Dedicated Car Share Bays

To support car share, Council provides dedicated bays for car share vehicles in on-street bays and Council owned off-street car parks.

Bays are delineated by “Permit Zone: Authorised Car Share Vehicle Only” signage with a supplementary plate displaying the operator’s logo. Line marking may also be installed at the cost and discretion of the operator, including green line marking to delineate the bay and “Car Share Parking Only” line marked on the road within the bay. Line marking is not a formal parking control and only serves to highlight the purpose of the bay.

The location of the bays should:

- Located either
 - Near arterial and other major roads, preferably within 50 metres of intersections and in the nearest available bay to the shopping strip or activity centre, or
 - In residential areas between arterial and other major roads, where demand for car share services is likely to be high (to increase the walkable catchment of car share services)
- In any case, avoid locations that are more appropriate for loading zones and accessible parking bays

To request that a dedicated car share bay be provided, an applicant must:

- Demonstrate the operator eligibility criteria specified in Section 4.5.2 -

- **Car Share** - Eligibility are met
- Detail the proposed location of the bay(s)
- Demonstrate the need for the bays(s) through supplying documentation such as:
 - The number of existing car share members or potential new members living or working nearby
 - Utilisation rates of existing car share vehicles located nearby
 - Potential demand based on assessment of relevant demographics e.g. household size, age distribution
 - Number of requests from existing car share members or registration of interest from potential new members
- Acknowledge that while Council will enforce the relevant parking restrictions, no guarantee is given as to the availability of the bay
- Provide evidence of planning permission for any promotional or information signs associated with the car share bay, if applicable

Council officers will assess each application in accordance with this policy to determine whether the proposed car share bay is appropriate.

Once a new car share bay is confirmed to meet the eligibility criteria, Council will notify the property owners immediately adjacent to the proposed bay location, and one property owner either side of the bay (if applicable). The purpose of this process is to inform the adjacent property owners of the change being made to a parking bay and to understand any specific issues or matters that may not have been considered by officers.

Following this consultation, Council officers may undertake parking occupancy surveys and/or road safety audits at their discretion to investigate issues raised by the consulted property owners. Delegated officers may install on-street car share bays when applications meet with the criteria outlined in this policy.

5.7.1 Cancellation

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 borne by Council in this circumstance.

In the event that an alternative site is unable to be located, permit fees will be refunded on a pro-rata basis however no compensation will be payable for estimated loss of revenue.

Council may also require that a bay be temporarily vacated e.g. for street events or works.

For the purposes of assessing renewal eligibility where a dedicated bay has been permanently relocated, Council will only assess occupancy and vehicle availability rates at the new location. Where a bay was temporarily vacated, this period will not be counted towards occupancy figures.

A car share operator may request that a bay or permit be relocated. This would be considered to be a new application and would be subject to the standard application fees. Permit fees for

the old bay will be refunded on a pro-rata basis however there will be no refund on other costs, such as for line marking.

Where car share operators do not comply with the requirements of this policy, Council officers will work with the operator to provide them with an opportunity to ensure compliance.

If non-compliance continues, delegated officers have discretion to:

- Suspend the operator's right to use one or more dedicated car share bays
- Suspend processing of requests for new bays or permits
- As a last resort, terminate the operator's agreement with Council and remove all ability to use dedicated car share bays.

5.8 Work Zones

A work zone is a temporary zone outside a building site, commonly used when works are occurring in a congested parking area. They are generally placed outside the property being constructed where possible, otherwise within close proximity.

A work zone may be granted for up to twelve months, after which applicants must reapply if an extension is required. For shorter term parking options (e.g. a tradesperson conducting works for a few days or weeks), a service permit may be a more appropriate option. See Section 4.4 for more information.

Authority is delegated to officers to install Work Zone restrictions for parking abutting or near the property where the works are occurring.

Permits will be issued to the applicant and must be displayed while parking in the work zone.

5.9 Other

5.9.1 Road safety and operations

Authority is delegated to install parking restrictions or ban parking for up to two spaces in order to address a road safety issue (e.g. around school entrances or crossings) or operational issue (e.g. improved bus access to a stop) consistent with the User Priority Guidelines in section 3 of this Policy. This authority may include an extension of the No Stopping restriction for up to two spaces at intersections or public transport stops beyond the length specified in Road Rules to address a road safety or operational issue.

Where more than two spaces are affected (e.g. extended No Stopping restrictions to address limited sightlines), authority is delegated to make the change only if this is recommended by a road safety audit.

5.9.2 Public transport stops

Authority is delegated to alter parking restrictions in response to public transport initiatives with consideration of the User Priority Guidelines. This includes No Stopping restrictions to facilitate bus or tram stops, as well as subsequent changes to parking restrictions (e.g.

introduction or changes to time restricted parking) that may be required as a result of changed conditions.

Residents and other owners/occupiers of properties affected by the proposed restrictions will be notified or consulted on the restrictions via letter, depending on the extent of changes and likely impact to residents and others in the area. A delegated officer at Manager or higher level will determine the appropriate approach for notification or consultation.

5.9.3 Mixed use developments

Authority is delegated to install timed parking restrictions for up to two spaces adjacent to a mixed use development to increase parking turnover and ensure parking availability for shoppers visiting the retail/commercial tenancy of the development.

5.9.4 Narrow streets

No Stopping restrictions are to be installed on streets narrower than 7 metres if other measures haven't worked to prevent illegal parking (i.e. leaving less than three metres for a vehicle to pass).

Authority is delegated to install restrictions on the side of the street which maximises parking opportunities, with restrictions alternating sides of the street every now and then (approximately every 100 metres) to discourage higher speeds associated with streamlined traffic flow.

5.9.5 Hockey stick line marking

Locations are to be assessed on a case by case basis with three inspections – one on site and two via aerial imagery. Hockey stick marking will only be installed if there is an evident ongoing problem and the road is at least 7.2 metres wide.

5.9.6 Parking near schools

Authority is delegated to officers to install parking restrictions adjacent to a school where these are for drop off/pick up times and supported by the school (i.e. the principal or other authorised representative). This relates only to parking restrictions directly abutting the school and not the other side of the road. The usual consultation process (as specified in Section 5.1) would apply to any proposed changes abutting other properties.

5.9.7 Yellow line marking

Yellow line marking may be used to indicate No Stopping restrictions where it is difficult or impractical to install signage. It will not be installed across driveways.

5.9.8 Waste collection

Authority is delegated to install parking restrictions to support waste collection following consultation with waste services and affected residents. Consultation feedback is to be considered, including any suggestions for alternative solutions, however no particular level of support is required to be met.

Restrictions should minimise impact on the street, maximise residential parking opportunities, and be clustered so they are not always on the same side of the road. Restrictions are typically No Stopping 5am – 12pm on the applicable bin collection day for the street.

5.9.9 In-ground sensors

Introduction of in-ground parking sensors may be considered when surveys show occupancy is high, where Council wishes to capture data on occupancy and duration of stay, or where sensors assist in enforcement of parking restrictions.

5.9.10 Parking agreements

Applications for parking restrictions in privately owned car parks must be received from the owner (or owners corporation if applicable) and require a parking agreement to be formed. The owner or owners corporation pays for the set up costs (signage installation and permits) and Council parking officers enforce the restrictions.

Parking agreements will only be formed when there is public parking accessible on the premises (i.e. no fob entry or barrier gates restricting entry or exit) and not in an underground car park. Agreements may be considered in above-ground multi-storey car parks.

6. Fees

Parking permit fees and fee parking rates are determined annually through Council's budget process and outlined in the Fees and Charges Schedule. Concession discounts apply to certain permits as detailed earlier in this policy.

6.1 Car Share

Fees will be charged and indexed at a rate of a business car permit per bay per year. All car share operators will be notified in writing of any change to the fee schedule, a minimum of 30 days before the updated fees take effect.

New sites will not be charged the car share parking permit fee for a period of 2 years to allow the site to become commercially viable. Car share operators must bear the costs associated with the installation of a dedicated car share bay which must include the supply and installation of two generic car share parking signs and line marking of the bay (as a minimum). Bicycle racks and information boards are optional.

Operators will receive a 50% discount on bays installed north of Bell Street.

6.2 Lost Permit

A permit replacement fee applies for lost, stolen or damaged physical permits. This is not applicable to e-permits.

This fee is waived if a resident's vehicle has been stolen and a copy of the police report is provided to Council.

7. Appeals

Any decision made under this policy may be appealed by any person by writing to Council within 30 days of the decision being made. Appeals must be emailed to transport@merri-bek.vic.gov.au or sent via mail to:

Transport Unit
Merri-bek City Council
Locked Bag 10
Brunswick VIC 3056

The application should set out the reasons for the appeal and any special circumstances that apply, and supply any supporting evidence (e.g. letter from doctor or other relevant professional).

If a person cannot make a written submission or requires assistance to do so, they should contact Council on 9240 1111 for assistance.

All appeals will be decided by a delegated officer at Manager level or higher. The delegated officer deciding the appeal is required to consult with any relevant subject matter experts within Council in relation to the special circumstances being claimed, prior to making a decision on the appeal.

This appeal represents a Tier 2 Compliant in Council's Complaints Handling Policy.

7.1 Appeal process

The appeal process will firstly determine whether the decision being appealed is consistent with the guidelines and criteria set out in this Policy.

Where a clear error was made in the original decision (e.g. a resident parking permit was refused due to incorrect records showing a permit was already issued for that property), the original decision will be reviewed with respect to the correct information.

Where the guidelines in the Policy allowed Council discretion in making its decision, the appeal will be decided based on the most reasonable outcome within the scope of discretion set out in this Policy.

Where a decision has been made clearly in line with this Policy, (e.g. a residential parking permit was refused as the resident lives in a property subdivided after August 2011 and is not an accessible parking permit holder), the decision may be reviewed considering any relevant special circumstances.

The applicant will need to demonstrate the decision being appealed is reasonably likely to cause undue disadvantage due to the special circumstances that apply, and that it is reasonable to make an exemption considering together:

- The aims of this policy
- The likely impact of the decision on the applicant

- The likely impact of the decision on others
- The rights of all parties involved
- Council's power and resources

8. Appendices

8.1 **Parking permit conditions**

8.1.1 Resident, visitor, service and user pays permits

- Paper based residential, service and user pays parking permits must be displayed on the inside, lower left hand corner of the front windscreen in clear view. ePermits must have the relevant vehicle registration number applied.
- Paper based visitor parking permits must be displayed on the car dashboard, with the date/month/year panels visible and appropriate dates scratched off. ePermits must have the relevant vehicle registration number applied.
- A parking permit not displayed as described above, including expired or incorrect ePermit registration, is invalid and any Parking Infringement Notices issued will not be withdrawn.
- The parking permit will exempt a car from timed parking restrictions only (except those 1/2P or shorter) or resident permit zones in the nominated street or area (as applicable).
- The parking permit is not valid in any red-signed areas or other restricted areas described in Road Rules Victoria 1999 (e.g. No Standing, No Stopping, Loading Zone, and No Parking.)
- The safe custody of the parking permit is the sole responsibility of the applicant.
- Parking permits will not be issued and are not valid for any main arterial road (e.g. Sydney Road, Lygon Street, Bell Street, Nicholson Street, Holmes Street, Pascoe Vale Road) or shopping strip areas (eg. Devon Road, West Street, Bonwick Street, Anderson Road, Derby Street) in the municipality.
- Residential and visitor parking permits are not valid in Council operated off-street car parks or metered areas.
- The parking permit does not guarantee parking will be available.
- An Authorised Officer may refuse the application if the application does not meet the conditions specified or the information is found to be fraudulent, misleading or any details supplied are found to be incorrect.
- The use of parking spaces in streets for which parking permits apply may be suspended by members of the Police Force or by Authorised Council Officers.
- Council must be notified if the owner moves from the municipality, and any paper based permit must be removed from the vehicle. The previous permit will be cancelled and no refund will be issued.

8.1.2 Business permits

- Paper based parking permits must be displayed on the inside, lower left hand corner of the front windscreen in clear view. ePermits must have the relevant vehicle registration number applied. A parking permit not displayed as described above, including expired or incorrect ePermit registration, is invalid and any Parking Infringement Notices issued will not be withdrawn.

- The parking permit is only valid while the applicant operates a business at the address shown on the approved application form.
- The parking permit is only valid in specified business parking permit zones or where otherwise advised.
- The safe custody of the parking permit is the sole responsibility of the applicant.
- Parking permits will not be issued and are not valid for any main arterial road (Sydney Road, Lygon Street, Bell Street, Nicholson Street, Holmes Street, Pascoe Vale Road) or shopping strip area (Devon Road, West Street, Bonwick Street, Anderson Road, Derby Street) in the municipality.
- The parking permit does not guarantee parking will be available.
- An Authorised Officer may refuse the application if the application does not meet the conditions specified or the information is found to be fraudulent, misleading or any details supplied are found to be incorrect.
- The use of parking spaces in streets for which parking permits apply may be suspended by members of the Police Force or by Authorised Council Officers.
- Council must be notified if the vehicle is sold or otherwise disposed of or if the business moves from the municipality, and in both cases the permit must be removed from the vehicle. The previous permit will be cancelled and no refund will be given.

8.2 Guidelines for reviewing parking restrictions

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Period Parking (residential) <ul style="list-style-type: none"> Short Term e.g. 2P, 1P, 1/2P 	Improve resident access to parking by encouraging turnover of non-resident vehicles.	Initially place on one side of street, so only half the non-resident vehicles transfer to the surrounding area. If restrictions are already on one side, a request can be considered to apply them on the other side as well.	One of two conditions to be met: <ol style="list-style-type: none"> Obtain written response from at least a quarter of the affected properties, with 60% in support, or Parking occupancy of the area affected by proposed restrictions is 80 per cent or higher over a period of four hours 	Obtain written response from at least a quarter of the affected properties, with 60% in support.
Period Parking (non-residential) <ul style="list-style-type: none"> Short Term e.g. 2P, 1P, 1/2P 	Improves customer access by encouraging parking turnover.	Place longer restrictions in off-street car parks and shorter restrictions on main roads or in smaller commercial areas.		
Period Parking (Very Short Term) <ul style="list-style-type: none"> Very short term e.g. 1/4P 	One or two spaces for one-stop shopping.	Place at one end of a length of consecutive parking spaces particularly near uses that require very short term parking e.g. café or newsagent.		

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Period parking (in response to public transport changes) <ul style="list-style-type: none"> • Short Term e.g. 2P, 1P, 1/2P • Very short term e.g. 1/4P 	If required following changes to public transport stops (e.g. new, relocated or lengthened stops) that result in reduction in total parking spaces.	Adjacent to or near new or changed public transport stop.	At discretion of delegated officers, considering the User Priority Guidelines in this policy.	Obtain written response from at least a quarter of the affected properties, with 60% support.
Period parking (adjacent to mixed use development) <ul style="list-style-type: none"> • Short Term e.g. 2P, 1P, 1/2P • Very short term e.g. 1/4P 	To support retail or commercial element of mixed use development through increased parking turnover.	Adjacent to mixed use development with ground floor retail or commercial land use.	At discretion of delegated officers, considering the User Priority Guidelines in this policy.	Obtain written response from at least a quarter of the affected properties, with 60% support.

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Accessible zone (residential)	To improve access for accessible parking permit holders 1. When off-street parking is not available; and 2. When on-street parking in front of, or near premises is often not available	Place outside property where possible, otherwise within close proximity and on the same side of the street.	Request received from accessible parking permit holder living at property with no vehicle crossover at the property and no existing accessible parking bay within close proximity on the same side of the street. Additional bays may be provided where existing bays are occupied 85 per cent of the time or more.	Advised that originator or property no longer requires zone.
Accessible zone (non-residential)	To improve access for accessible parking permit holders.	Place at one end of a length of consecutive parking spaces. Preferably with a pram crossing.	At discretion of delegated officers.	Advise affected properties and no written objection received.
Loading Zone (normally 30 minutes limit applied)	For commercial vehicles, company vehicles, courier vehicles.	Normally placed at one end of a length of parking.	At discretion of delegated officers, considering the User Priority Guidelines in this policy and any other considerations e.g. impact on traffic flow or objections from nearby properties.	Advise affected properties and no written objection received.

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Truck Zone	For trucks.	Normally placed at one end of a length of parking.	At discretion of delegated officers, with consideration of the User Priority Guidelines and any feedback/objections.	Advise affected properties and no written objection received.
Works Zone (temporary zone outside building site)	When building works occur in congested parking area.	Place outside property being constructed where possible otherwise within close proximity.	At discretion of delegated officers, subject to payment of the relevant fee by applicant.	Advised that originator no longer requires zone.
Mail Zone	Improves access by postal service to post box.	Place beside post box.	At discretion of delegated officers, with consideration of the User Priority Guidelines.	Advised that originator no longer requires zone.
Taxi Zone	Provides specific customer access point to taxis.	Place where acceptable to all affected groups.	At discretion of delegated officers, with consideration of the User Priority Guidelines.	Advised that originator no longer requires zone.
Bus Zone	Provides specific customer access point to buses.	Place where acceptable to all affected groups.	At discretion of delegated officers, with consideration of the User Priority Guidelines.	Advised that originator no longer requires zone.
No Parking Zone	To provide for loading / unloading vehicles.	As required.	Obtain written response from at least a quarter of the affected properties, with 60% support.	Obtain written response from at least a quarter of the affected properties, with 60% support.

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
No Stopping Zone (where not reinforcing road rules)	To ban parking over particular locations, including at intersections.	As required.	To address a safety or operational issue: <ul style="list-style-type: none"> • For up to two spaces – at discretion of delegated officers • For more than two spaces – as recommended by a road safety audit 	Obtain written response from at least a quarter of the affected properties, with 60% support.
Residential Permit Zone	Residential areas with high parking occupancy due to competing demands.	Initially on one side of the street only to help provide a broader range of parking opportunities.	Where all of the following conditions are met: <ul style="list-style-type: none"> • 85 per cent occupancy or greater over a 250 metre section (both sides of the street) for five hours or more • After 1P restrictions have been introduced and in-ground sensors installed 	Obtain written response from at least a quarter of the affected properties, with 60% support.

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Car Share Zone	To provide parking for car share vehicles.	Generally, within 50 metres of intersections with priority given to intersections near arterial roads, and generally in the nearest available bay to the shopping strip or activity centre while avoiding locations that are more appropriate for loading zones or accessible parking bays.	As requested by an eligible car share operator and subject to the payment of applicable fees. The property owner immediately adjacent to the proposed bay location and one property owner either side of the bay (if applicable) must be notified.	If no longer required by car share operator.
Fee Parking Zone	Where there is high occupancy of parking in time restricted areas and shorter time restrictions are not appropriate.	As appropriate considering economic and social factors of the shopping strip or community facility.	Where all of the following conditions are met: <ul style="list-style-type: none"> • Where occupancy is 85 per cent or more for five or more hours over an area of at least 100 parking spaces • In-ground sensors have been installed in the area • Other parking restrictions have not addressed the issue of very high occupancy 	At discretion of delegated officers, with consideration of the reason fee parking was introduced and any change that has reduced the need for fee parking.

Parking restriction	When commonly used	Where commonly placed	Conditions for delegation to install on individual streets	Conditions for delegation to remove on individual streets
Business Permit Zone	To give people who work in Merri-bek greater opportunity to park near their premises.	Where there is limited unrestricted parking available near shopping strips and other places of employment.	At discretion of delegated officers, with consideration of: <ul style="list-style-type: none"> • Availability of unrestricted parking in the area that could be used instead • Demand for business parking, such as through requested by local workers • Capacity to provide business parking bays relative to the need for customer and resident parking 	At discretion of delegated officers, with consideration of the reason business permit zones were introduced and any change that has reduced the need for business permit zones.
Bicycle Parking	To improve parking facilities for cyclists.	Where there is limited opportunity to provide more bicycle parking on the footpath, and there is demand for more bicycle parking.	Advise affected properties and no more than 2 written objections received.	Advise affected properties and no written objection received.