

# Report

## Deputy Leader / Cabinet Member for City Services

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### Part 1

Date: 26 March 2021

**Subject** Newport City Council Residents Parking Policy

**Purpose** To seek Cabinet Member approval for changes to the current Carer Permit provision and the consolidation of a number of Council and policy documents to form a single policy document on the implementation and administration of resident parking within the city.

**Author** Head of City Services

**Ward** All wards

**Summary** The criteria and policies setting out how the Council implements and administers residents parking across the city are not currently available in one policy document. Therefore this report proposes the introduction of a single consolidated Resident Parking Policy document that will ensure information can be provided in a more efficient and coherent format to inform both residents and officers. The consolidation process also presented an opportunity to consult with residents and where appropriate, protected characteristic groups under the Equality Act 2010, to ensure that the policy continued to meet the needs of residents of a modern city. The report sets out the nature of the consultation, its outcome and a resultant proposed change to the way we administer Carer Permits within the schemes. With the exception of the proposed changes around Carer provision, there are no proposed changes to current Resident Parking criteria or policies.

**Proposal** That the Cabinet Member for City Services approves the consolidation of a number of Council and policy documents to form a single policy document on the implementation and administration of resident parking and an amendment to the carer permit so that if a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued.

**Action by** Head of City Services

**Timetable** Immediate

This report was prepared after consultation with:

- Head of City Services
- Residents currently eligible for a resident parking permit
- Road Safety and Customer Services Teams, City Services
- Cabinet Member for City Services
- Representatives from Newport Access Group, Guide Dogs UK, Disability Wales, Newport Over 50s Forum, and Aneurin Bevan Health Board.

**Signed**

## Background and Update

There are currently multiple documents that outline the decisions and actions regarding the evaluation, implementation and administration of resident parking schemes in Newport. These include:

- Criteria for Residents Only Permit Parking Schemes – 1996
- Resident Permit Parking Schemes Terms and Conditions – 1997
- Residents Visitor Parking Permits Terms and Conditions – 1998

The lack of a single policy document can create confusion in the use and implementation of these schemes, as residents cannot find the most up to date information and staff have to consult various documents to respond to queries.

Therefore, a single policy document is required, to clearly capture all relevant information for residents and Officers and to provide the opportunity for transparent decision making in the implementation of resident parking permits.

Before creating a single policy document, Officers consulted with the relevant teams in City Services to ensure all current processes for approving, implementing, and administering resident parking schemes were captured. This was also checked with historical documents where available to reflect previous Council decisions.

However, it was identified during this process that since implementing Civil Parking Enforcement in July 2019, increased queries had been received about the types of permits available for residents. Therefore, it was decided to undertake a consultation with all residents currently eligible for a residents parking permit to seek their views on the types available and offer alternative options for their consideration.

Therefore, a consultation document was posted to 3410 properties identified as being currently eligible for a resident parking permit. This included a freepost return envelope and also a link to complete the survey online as an alternative.

The consultation reminded residents of the 3 types of permits currently available:

1. Up to 2 residents' permits per property (limited to 1 in some areas).
2. Visitor permits – 30 day permits a year
3. A nominated carer permit. When someone can prove they receive care and nominates an individual as their carer – this permit is linked to the car registration plate of that carer.

The consultation then offered residents a choice of 3 options for residents to indicate their preferred choice of resident permits. These options were:

1. To keep the permit options the same.
2. To increase to 50 visitor day permits a year.
3. To replace the current visitor and carer permits with an open third visitor permit that can be used for anyone visiting a property, with an unlimited amount of uses per year.

Or residents could suggest their own option.

The consultation was posted out to all properties eligible for a residents parking permit and also made available online and promoted through the Council's social media platforms. Replies were received from 502 residents, 75% by post and 25% online (127)

The responses received were:

45% - option A – Stay the same

15% - option B – Increase visitor permits to 50

35% - option C – Replace visitor and nominated carer permit with 3rd permit

(5% of residents didn't choose an option or suggest a viable alternative)

When considering the comments received from people who had selected option C, it was clear that the main reason for selecting this option was to support those who receive care from more than one source.

Therefore the new policy includes an amendment to the carer permit, so that if a resident receives care from more than one source, a carer permit linked to the address rather than to a specific vehicle can be issued. This permit is only available where a nominated carer permit is not appropriate, for example if more than one person attends the property to support with care or medical needs. It is subject to criteria and required supporting information as outlined in the new policy document.

## **Options Available and considered**

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| Option 1 | That the Cabinet Member for City Services approves the consolidation of a number of Council and policy documents to form a single policy document on the implementation and administration of resident parking and an amendment to the carer permit. So that if a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued. |
| Option 2 | That the Cabinet Member for City Services withholds approval for the consolidation of a number of Council and policy documents to form a single policy document, but approves an amendment to the carer permit so that if a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued.                                       |

## **Preferred Option and Why**

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| Option 1 | That the Cabinet Member for City Services approves the consolidation of a number of Council and policy documents to form a single policy document on the implementation and administration of resident parking and an amendment to the carer permit. So that if a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued. |
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This recommendation is based on the results of the consultation with residents where residents have selected to retain their current permit types. This recommendation also recognises the need to amend the carer permit for those receiving care from more than one source.

## **Financial Summary**

No funding is required for this proposal. As there is no statutory duty on the Council to provide parking, the cost of administering residents parking schemes is covered by the administration fee residents pay annually for their permits. The new policy is not suggesting any change to the amount of this fee, as those costs are covered separately by the annual charges review.

Additionally, no new staff are required to implement the new policy. The relevant teams already undertake this work and the new policy document is capturing existing processes all in one place, rather than suggesting a restructure of the teams or any large changes to the process.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Residents are unaware of the new policy and the change to the carer permit criteria	L	M	<p>All householders eligible for a residents parking permit will be written to with the outcome of the consultation and confirming the permit types on offer, including the updated carer permit.</p> <p>The information will also be made available on the Council website and the customer services team will be briefed to be able to answer queries that may be received by the contact centre.</p>	Head of City Services
The customer services team are unable to administer the change in policy	M	L	The customer services and road safety teams have been engaged throughout the process and are aware of the detail in the proposed new policy. Furthermore the change to the criteria for a carer permit is the only new process to be administered by the teams.	Head of City Services

### Comments of Chief Financial Officer

There is no adverse financial impact as a result of this report, the proposal is to consolidate a number of individual documents to form one single policy. The only change proposed is to the charge for carers which when aligned with resident provision has no overall impact.

### Comments of Monitoring Officer

The proposed Residents Parking Policy is in accordance with the Council's statutory powers under the Road Traffic Regulation Act 1984 and provides a fair and consistent framework for making car parking orders and for issuing permits for residents, visitors and carers. The purpose of the car parking orders is to provide safe traffic management and suitable and adequate parking provision, which is reflected in the policy. There is a need to have regard to the views of the occupiers of properties in the areas affected by the car parking orders and the Council is also required to have regard to its public sector equality and socio-economic duties under the Equality Act, when considering car parking policies. The proposed Residents Parking Policy has been the subject of extensive public consultation and consultation with key stakeholders. For the most part, the composite policy is simply a combined version of the three existing policies and there are no substantive changes. The only proposed change is the extension of the carers' parking permits, so they are no longer restricted to particular vehicles. This change is consistent with both the public sector equality and socio-economic duties as it provides additional parking rights for people caring for the vulnerable.

## **Comments of Head of People and Business Change**

This report seeks approval for changes to the current Carer Permit provision and the consolidation of a number of Council and policy documents to form a single policy. As such, there from an HR perspective, there are no staffing implications to this report.

This proposal has fully considered the five ways of working of the Well-being of Future Generations (Wales) Act 2015 and has explored the implications from an equalities perspective by completing a *fairness and equalities impact assessment* attached as Appendix II.

## **Comments of Cabinet Member**

There are currently multiple documents relating to resident parking schemes in Newport. The lack of a single policy document can create confusion around these schemes, as residents cannot find the most up to date information. Therefore a single policy document is required, to clearly capture all relevant information for both residents and Officers, to provide the information and opportunity for transparent decision making associated with resident parking. Furthermore, a consultation document was sent and replies were received from 502 residents. The new policy includes an amendment to the carer permit, which was felt needed in overcoming extra home care and multiple health visits.

Cabinet Member has approved the report for consideration by cabinet.

## **Comments of Non Executive Members**

Councillor M Al-Nuaimi:

I enclose my comments on the Cabinet Member report in respect of the consolidation of policy documents, relating to the issue of Resident Parking Permits and the proposed change to career permits.

I'm pleased that the proposal to consolidate the policy documents and to introduce changes has been out to consultation to all residents affected by the Resident Parking Schemes in my ward of Stow Hill and other wards also in the Council area.

I believe the preferred option in the report, option 1 with the amendment to help residents who are in receipt of care from more than one source is the correct option.

I am pleased to support option 1 and welcome very much the proposed amendment.

## **Local issues**

Residents parking is currently available in 55% of the wards in Newport. There are resident only parking bays in the following areas:

Gaer Ward  
Rogerstone Ward  
Allt-yr-Yn Ward  
Stow Hill Ward  
Victoria Ward  
Pillgwenlly Ward  
Beechwood Ward  
St. Julians Ward  
Shaftesbury Ward  
Caerleon Ward  
Langstone Ward

## **Scrutiny Committees**

N/A

## Equalities Impact Assessment and the Equalities Act 2010

An Equalities Impact Assessment was undertaken on 4<sup>th</sup> January 2020.  
The full Fairness and Equalities Impact assessment is in appendix 2.

## Children and Families (Wales) Measure

N/A

## Wellbeing of Future Generations (Wales) Act 2015

The council is bound by the Future Generations (Wales) Act to ensure its activities and decisions are undertaken in a Sustainable way. It requires an LA to consider each of five pillars while making decisions.

**a) Long term:** The preferred option will be supporting the long-term social, economic and environmental well-being for future generations within the city as well as addressing a critical short term need. The proposal will secure the provision of a carer permit option for those receiving care from more than one source, as well as providing a transparent process for administering residents parking across Newport. It will help to create a city that residents are happy to reside in, now and in the future.

**b) Prevention:** The preferred option has the capacity to directly improve the social, economic and environmental wellbeing of the residents and visitors to the city. This will be delivered by addressing the concerns raised in the consultation from those receiving care. In addition providing residents parking provides improvements to parking, traffic management, and road safety across the City. The updated policy will ensure this service will remain fit for purpose in the future.

**c) Integration:** Resident parking schemes recognise the limited availability of on street parking and are therefore aiming to ensure this space is used efficiently and proportionately for residents and visitors to Newport. The adoption of the new policy will promote the expeditious movement of traffic and as such have a positive impact on traffic congestion reduction; promote active travel options into the city centre by limiting availability of on street parking for commuters; and reduce carbon emissions through reduction in congestion. The policy is also in line with Government policies for restraint over the Growth and impact of traffic in urban areas. Further information on meeting the wellbeing goals can be found in Appendix 2.

**d) Collaboration:** A decision to proceed with the updated resident parking policy will enable the authority to focus on stakeholder concerns around parking whilst supporting other council / multi-agency objectives in social, economic and environmental well-being. Collaborative working with teams in road safety and customer services, as well as other agencies such as Aneurin Bevan Health Board have also formed part of the decision making process.

**e) Involvement:** The preferred option has resulted from consultation with residents who are currently eligible for a residents parking permit.

In addition to consulting with the residents eligible for a permit – who are most directly impacted by this policy – we also discussed the policy and suggested changes with representatives from Newport Access Group, Guide Dogs UK, Disability Wales, and Newport Over 50s Forum. Furthermore we engaged with district nursing and community resource teams in Aneurin Bevan Health Board.

## Crime and Disorder Act 1998

No impact as parking enforcement is a civil offence

## Consultation

Full consultation with all residents currently eligible for a residents parking permit has been undertaken, with a consultation survey posted to 3410 properties identified as being currently eligible for a resident parking permit. The results are as per the Background and Update section above. Local members were advised of the consultation within their wards together with a request for support in reaching out to their communities.

## **Background Papers**

Appendix 1 - Newport City Council Resident Parking Policy

Appendix 2 - Fairness and Equalities Impact Assessment Residents Parking Policy:

## **APPENDIX 1**

### **Newport City Council Resident Parking Policy**

#### **1. Purpose**

- 1.1 The main purpose of the highway is for traffic movement and therefore no vehicle has an automatic right to park on a public highway. Parking is accepted where it does not impact upon the movement of traffic, create a safety hazard, obstruct emergency vehicle access, or access to properties. Although providing parking is not a statutory duty of the council, residents parking schemes have been implemented in areas where there is pressure on parking for residents due to parking from businesses or other non-residents and therefore offers the residents the best opportunity to park.
- 1.2 Resident only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when availability of on-street parking is limited by non-residents wishing to park in the street.

Resident only parking schemes are not effective and will not be introduced, where there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Residents parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.

- 1.3 Before making an application, residents are asked to consider whether parking issues are temporary and therefore do not require a new resident parking scheme, e.g. do parking problems occur only at school drop off / pick up times, when deliveries are made, or when popping to the shops. As there are both advantages and disadvantages to introducing new resident only parking schemes:

#### **Advantages**

- Discourage commuter/shopper parking in residential streets;
- Enhanced environment in residential areas;
- Residents find their on-street parking is easier and more convenient;
- May improve parking and traffic management;
- May improve the management of parking from new development;
- Can produce road safety benefits.

#### **Disadvantages**

- Possible knock-on effect of re-located commuter / shopper parking;
- Costs of introduction and management and payment for permits;
- Permits do not guarantee a parking space;
- Schemes may only manage an under-supply of spaces and not solve parking problems;
- There are risks that a scheme could reduce levels of on-street parking, with problems for visitors and businesses;
- Can reduce traffic flow/safety as vehicle drivers search for fewer permitted spaces;
- Can lead to inefficient use of on-street parking space.



## 2. Criteria

### 2.1 Criteria for initial assessment

Applications received for new resident only parking schemes will undergo a first stage assessment to determine if they meet the first 3 essential criteria for a new resident only parking scheme. Applications must demonstrate that:

- a) The area or street is predominantly residential in character (more than 50% of properties are residential).
- b) The properties in the street(s) being applied for should generally have no off-street parking facilities (must be 20% or less who have off street parking).
- c) More than 50% of residents must agree to the installation of the scheme.

If applications are received without sufficient information to determine the above 3 essential criteria are met, then they will not be considered. For example, evidence would be required with the application to demonstrate the agreement of more than 50% of residents, such as a signed resident's petition.

If applications are received and they do not meet the above 3 essential criteria, then they will not progress for further assessment. Applicants will be informed if their request is not progressing and this decision is final.

If an application does meet the essential criteria, then it will progress to the next stage if funding is available to implement measures if the street qualifies. Requests for resident only parking schemes will be held on file to be assessed and considered once funding has been identified.

### 2.2 Criteria for full resident parking scheme assessment

Applications for new resident only parking schemes that meet the above 3 essential criteria and have funding identified, will then be assessed with parking capacity surveys (at various times and on different days), based on the following criteria and terms:

- d) More than 80% of available parking space must be shown to be occupied by all vehicles during the proposed duration of the Order.
- e) The proportion of road space allocated to permit holders will be limited to a maximum of 50%, except within the City Centre where the parking strategy will require total parking control.
- f) The daily duration of the scheme will usually operate from 8am to 8pm Mon- Sat, however this may be varied in the Traffic Regulation Order to address specific parking demands in an area if required. The proposed operation times will be established by the council and communicated to residents during consultation.
- g) Such Orders should usually form part of an area parking strategy which takes account of displaced vehicles and therefore a scheme may cover one street or more than one street.
- h) Each scheme will be separately identified and permit holders will be exempt only in their own 'zone'.

- i) Permits will be issued upon application only to resident vehicle owners, will apply to individual vehicles, and be renewable annually.
- j) The issue of permits will be subject to clearly defined conditions as to qualification. In general an over provision of permits of approximately 20% can be sustained without parking difficulties arising.
- k) In areas where there is a mix of residential and small businesses the, provision of business parking permits may be considered.
- l) Residents availing themselves of the scheme shall make a contribution towards the cost of implementation and management of the scheme, if required to do so. The cost of resident parking permits is outlined in section 3 below.

All applicants will be contacted with the outcome of their application once it has been assessed and the decision is final.

For any applications that are approved, a new Traffic Regulation Order (TRO) will be required for a new residents only parking scheme, which legally changes the use of the highway to restrict parking to residents displaying a valid permit between certain hours.

The process to make a new TRO can take 6 to 12 months to complete and once confirmed, new signs and roadway markings will need to be installed before a scheme becomes live.

Once live, all residents parked in the resident only bays, will need to display a permit or be at risk of a Penalty Charge Notice as outlined in section 5 below.

Eligible properties can apply for a Resident Parking Permit to allow them to park in resident only bays, in their identified 'zone'. Which properties are eligible will be identified when the scheme is designed and only these properties are eligible to receive a permit, subject to the below conditions.

### 3. Resident Parking Permits

#### 3.1 Resident Permits

Residents of eligible properties may apply for a maximum of 2 Resident Parking Permits per property in their Residents Permit Parking zone. In zones where on-street parking capacity has been identified as a particular concern, this has been limited to a maximum of 1 Resident Parking Permit per property.

The following definitions and guidance should be considered as a part of a resident only parking scheme:

- A resident will be considered as any person who resides at a property within the defined scheme and should be registered in the Council Tax records.
- A property will be defined as a domestic property listed under the Council Tax definitions. Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single property. Where a single property has multiple occupancy (for example, a house share or individually rented

rooms) but only one Council Tax account, then the permits will be issued on a first-come, first-served basis.

The issue of a permit does not guarantee the availability of a parking space. Resident permits will be available for a charge and renewable annually. Permits will only be issued to a designated vehicle identified by a Vehicle Registration Mark (VRM).

Resident permits will only be issued to residents whose normal place of abode is within an existing resident only parking scheme area and the vehicle(s) owned or kept by them are registered at that address. Resident Permits may only be used in the zone indicated on the permit/permit confirmation.

Landlords and owners of the property are not permitted to apply for a permit unless they reside at the property for which the application is made.

Residents applying for a permit will be required to:-

- Provide proof of residency (accepted proof includes council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date)
- Provide proof of vehicle ownership (V5 log book or full insurance documentation showing registration of vehicle the address you are applying for a permit at)
- Pay the requisite fee.

Requests for a residents parking permit will be delayed if applications are submitted without the correct evidence.

Permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

If a vehicle has recently been purchased, full insurance documentation confirming registration of the vehicle at the address where you are applying for a permit will be accepted as evidence, instead of a V5 log book.

Residents are still eligible to apply for resident parking permits for a company vehicle. In addition to the evidence required for proof of address, a letter from the employer will also be required on headed paper confirming the resident has sole use of the vehicle in question and that it is stored overnight at the resident's home address. The letter must include the residents' full name, address, and registration number of the vehicle and be dated within 3 months of the application.

Where a hire or courtesy car replaces an existing vehicle, a temporary permit may be issued for a limited period up to a maximum of 1 month.

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

Residents must display a valid permit in their vehicle when parking in a residential parking zone. Until a permit has been received/virtual permit activated, residents will not be allowed to park in a resident only parking place.

A permit will not be required for vehicles carrying out essential duties and statutory powers, including emergency service vehicles whilst attending an emergency, statutory undertakers, postal collection/delivery, council/government business and formal wedding cars and hearses. In addition permits will not be required for vehicles engaged in the loading/unloading of goods or where passengers are boarding or alighting.

Permits will only be issued to cars, motorcycles and vans under 1524 kg (30 cwt) unladen weight. Residents will need to provide the Vehicle Registration Document (V5C) if applying for a van so that the unladen weight can be checked. It is the responsibility of the resident to ensure a valid permit is displayed at all times if parking a motorcycle in a residents' only parking zone or that a valid virtual permit has been activated.

Individual permits will not be issued for caravans or trailers, although these may be parked within a scheme on a short term basis whilst loading/unloading provided that they are hitched to a vehicle bearing a valid permit.

Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

All permits must be displayed on the inside surface of the windscreen, or alternative suitable location for a motorcycle, so that recorded particulars are clearly visible. The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

Replacement permits are available for a change of vehicle or a lost/damaged permit for a charge.

Permits shall be returned to the council/virtual permits cancelled when the holder ceases to be the owner of the relevant vehicle or no longer resides at the address the permit is linked to.

If a new resident applies for a permit at a property that already has the maximum amount of permits issued, the old permits will only be cancelled and new ones issued if evidence is provided confirming the change of resident on Council Tax records. For HMOs written evidence must be provided by the landlord to confirm the change of resident.

All permits are non-refundable and non-transferable (for example if you move address) Full terms and conditions for resident permits are available on the council website. These terms and conditions may be varied from time to time however any resident applying for a permit will be made fully aware of the current terms and conditions that apply to the permit at that time.

### 3.2 Visitor Permits

Residents living in a resident only parking scheme can buy visitor parking permits, enabling their visitors to park their vehicles in a marked residents' bay within their

scheme, on the date the visitor permit is valid for. Residents do not need to hold a valid resident permit or own a vehicle to apply for visitors' permits.

Residents applying for visitor parking permit(s) will be required to provide proof of residency by providing either a council tax or utility bill, or mortgage offer or tenancy agreement dated within 3 months of the application date.

Permits for visiting friends and relatives are available at a cost and a maximum of 30 day visitor parking permits per year per property may be purchased. Residents' purchase history will be checked before new permit requests are processed.

Residents are not able to purchase more visitors parking permits once the maximum 30 have been issued, regardless of the amount of permits issued to other properties in the zone.

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

All permits must be displayed on the inside surface of the windscreen, or alternative suitable location for a motorcycle, so that recorded particulars are clearly visible. The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

Requests for visitor parking permit(s) will be delayed if applications are submitted without the correct evidence.

Visitor parking permits are non-refundable and replacements are not available for lost permits. New visitor parking permits can only be issued up to the maximum allocation of 30 per property, chargeable at the same price.

Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

Full terms and conditions for visitor permits are available on the council website. These terms and conditions may be varied from time to time however any resident applying for a permit will be made fully aware of the current terms and conditions that apply to the permit at that time.

### 3.3 Carer Permits

Visitors delivering health and care needs to residents will be afforded access under the schemes. Those residents who live within a residents only parking zone may apply for a carers parking permit for family or professionals who visit the property to provide care.

Evidence of a care related benefit such as Carers Allowance or Attendance Allowance will be required. Where this is not possible, a doctor's note confirming the need for care can be submitted.

Carer's permits should only be issued to a designated vehicle identified by a Vehicle Registration Mark (VRM).

A permit shall be in writing or shall be a virtual parking permit and shall include the particulars required by the Council.

Carer's permits may only be used in the zone indicated on the permit/permit confirmation.

Residents applying for a carers permit will still be required to provide proof of residency at the address in the resident only parking zone by supplying a current years' council tax bill, utility bill dated within the last 3 months, tenancy agreement, mortgage statement, bank statement, insurance documents or driving licence.

Residents should confirm the name of their nominated carer and the Vehicle Registration Mark for the permit. Evidence will be required from the carer of vehicle ownership, by either a V5 log book, or insurance documentation showing the name of the nominated carer.

If a resident receives care from more than one source, then a carer permit linked to the address rather than to a specific vehicle can be issued as an exemption. This permit is only available where a nominated carer permit is not appropriate as more than one person attends the property to support with care or medical needs.

Permit applications in these cases are required to be supported by the resident's medical practitioners by submitting a letter from their Surgery/Health Board confirming that care is provided by multiple professionals such as Doctors, District Nurses, Community Health Nurses, Midwives, Home Care Assistants, and/or Health Visitors. If care is provided by a commercial or charitable organisation or has been arranged without assistance from the Surgery/Health Board, a letter from the care organisation on headed paper confirming the attendance of multiple staff to provide domiciliary care at the address will be required.

Carers' permits will be issued free of charge. A maximum of 1 carer permit per property can be issued.

Carers' permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

All permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.

Whilst a vehicle is parked in a resident's only parking place, it must not be used in conjunction with selling or offering for hire of any service.

The council reserves the right to terminate permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

It is an offence to forge or possess a forged permit or make a false statement for the issue of a permit.

All permits are non-transferable (for example if you move address)  
Permits shall be returned to the council/virtual permits cancelled when the holder ceases to be the owner of the relevant vehicle or no longer resides at the address the permit is linked to.

Requests for a carers parking permit will be delayed if applications are submitted without the correct evidence.

Full terms and conditions for carer permits are available on the council website.  
These terms and conditions may be varied from time to time however any resident applying for a permit will be made fully aware of the current terms and conditions that apply to the permit at that time.

- 3.4 Blue Badge holders are allowed to park within the residents only bays for up to three hours with a correctly displayed blue badge and their "clock" disc displayed.

#### 4. Removal of Residents Parking Schemes

- 4.1 Applications for the removal of residents parking schemes will be considered upon receipt of a request confirming more than 50% of residents living in eligible properties in that scheme area, agree with the removal of the scheme.

Applications must also identify the change in circumstances that means a resident only parking scheme is no longer appropriate i.e. the relocation of local businesses removing the need for residents only parking in the area.

The removal of a resident only parking scheme and the impact on surrounding parking schemes will be considered and only implemented where there is no negative impact and funding is available for the removal.

#### 5. Enforcement

- 5.1 The issue of a parking permit will at no time absolve the permit holder from parking legally, without due care, and without creating an obstruction. The council will not accept any responsibility for the damage, theft or loss of, or to, any vehicle or its contents whilst parked in a resident only parking zone. When operated under Civil Parking Enforcement procedures, vehicles parking in resident only parking zones without having a valid virtual permit or displaying a valid paper permit will be subject to a Penalty Charge Notice, enforced through the Civil Parking Enforcement processes and powers, and normal approved procedures will be followed.

## **APPENDIX 2**

### **Fairness and Equalities Impact Assessment (FEIA)**

The purpose of this assessment is to provide balanced information to support decision making and to promote better ways of working in line with equalities (Equalities Act 2010), Welsh language promotion (The Welsh Language (Wales) Measure 2011), sustainable development (Wellbeing of Future Generations (Wales) Act 2015), and the four parameters of debate about fairness identified by the Newport Fairness Commission (NFC Full Report to Council 2013).

**Completed by:** Steve Davies      **Role:** Service Manager

**Head of Service:** Paul Jones      **Date:** 04/01/2021

**I confirm that the above Head of Service has agreed the content of this assessment**

**1. Name and description of the policy / proposal being assessed. Outline the policy's purpose.**

Newport City Council Resident Parking Policy

The purpose of the policy is to outline the Council's approach to the implementation and administration of resident only parking schemes in Newport.

**2. Outline how you have/ will involve stakeholders who will be affected by the policy/proposal**

All residents eligible for a residents parking permit in Newport were sent a bilingual feedback form to gain their views about the types of residents parking permits currently available. This was posted to eligible residents with a freepost return address envelope provided. The survey was also available bilingually online.

In addition to consulting with the residents eligible for a permit – who are most directly impacted by this policy – we also discussed the policy and suggested changes with representatives from Newport Access Group, Guide Dogs UK, Disability Wales, and Newport Over 50s Forum. Furthermore, we engaged with district nursing and community resource teams in Aneurin Bevan Health Board.

**3. What information/evidence do you have on stakeholders? e.g. views, needs, service usage etc. Please include all the evidence you consider relevant.**

With 55% of the city's wards benefiting from resident parking to some degree, this policy has the capacity to impact on significant numbers of residents in Newport. It should be noted however, that a larger proportion of residents parking schemes are in the inner city and urban areas of Newport and so this will likely have a larger impact on those wards.







Local members were advised of the consultation within their wards together with a request for support in reaching out to their communities. Additionally all information about the consultation and permits was provided bilingually and available both online and in hard copy with an equalities monitoring form included. Furthermore, as the impact that availability of local parking can have on disabled and elderly residents, is recognised, we have made no changes in the new Policy that could be detrimental to these groups and have engaged with care providers and representatives from different sections of the community to gain feedback.


#### 4. Equalities and Welsh language impact


Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Positive Impact.</p> <p>Currently older people who receive support in their home from a friend or family member, can apply for a nominated carer permit. However this is restricted to one person and linked to their registration number of that person's vehicle.</p> <p>However the change to the carer permit will be a positive addition to the policy as it will allow for older people who receive support from more than one source, to be able to apply for a free annual permit for their carers to use, for an unlimited amount of times per year. Currently visitor passes need to be used for any vehicles not registered to one of the existing permit types.</p>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Positive Impact.</p> <p>Current parking concessions to Blue Badge holders will still apply - Blue Badge holders are allowed to park within the residents only bays for up to three hours with a correctly displayed blue badge and their "clock" disc displayed.</p> <p>Also the current carer permit will still be available, for a nominated carer who provides care to a disabled resident in their home. However the change to the carer permit will be a positive addition to the policy as it will allow for disabled people who receive care from more than one source, to be able to apply for a free annual permit for their carers to use, for an unlimited amount of times per year. Currently visitor passes</p>

Protected characteristic	Impact:			Provide further details about the nature of the impact in the section below. Does it: 1. Promote equal opportunity 2. Promote community cohesion 3. Help eliminate unlawful discrimination/ harassment/ victimisation?
	Positive	Negative	Neither	
				need to be used for any vehicles not registered to one of the existing permit types. Therefore this will allow more opportunities for varying types of carers to be able to park near to the homes of those they provide care for in resident only parking areas.
Gender reassignment/ transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Impact
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No impact
Pregnancy or maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Positive Impact.  Currently if a pregnant resident or a resident who has recently given birth is in need of care in their home from various medical staff, they will have to give one of their visitor passes to those undertaking care visits to be able to park in a resident only bay near their home. However in the new policy, a carer permit that is not linked to a nominated person can be issued, subject to the conditions and required evidence outlined in the policy.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Impact
Religion or Belief or non-belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Impact
Sex/ Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Impact
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Impact
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new resident parking policy will be provided bilingually. Any documentation relating to the enforcement of resident parking bays is provided bilingually, as are any new or replacement traffic signs relating to the provision of resident only parking bays.

## 5 How has your proposal embedded and prioritised the sustainable development principle in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p>Long Term</p> <p>Balancing short term need with long term needs</p>	<p>Should the Council decide to adopt the new resident parking policy, it will be supporting the long-term social, economic and environmental well-being for future generations within the city as well as addressing an emerging critical short term need in terms of those receiving care in their home.</p> <p>It will help to create a city that residents are happy to reside in, now and in the future.</p>
 <p>Collaboration</p> <p>Working together to deliver objectives</p>	<p>A decision to proceed with the updated resident parking policy will enable the authority to focus on stakeholder concerns around parking whilst supporting other council / multi-agency objectives in social, economic and environmental well-being.</p> <p>Collaborative working with teams in road safety and customer services, as well as other agencies such as Aneurin Bevan Health Board have also formed part of the decision making process.</p> <p>The policy is also in line with Government policies for restraint over the Growth and impact of traffic in urban areas.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>A consultation has been undertaken with residents who are currently eligible for a residents parking permit. They were posted a survey with a freepost return envelope, as well as offered the opportunity to complete the survey online.</p> <p>In addition to consulting with the residents eligible for a permit – who are most directly impacted by this policy – we also discussed the policy and suggested changes with representatives from Newport Access Group, Guide Dogs UK, Disability Wales, and Newport Over 50s Forum. Furthermore we engaged with district nursing and community resource teams in Aneurin Bevan Health Board.</p>
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This proposal has the capacity to directly improve the social, economic and environmental wellbeing of the residents and visitors to the city. Residents parking can discourage commuter/shopper parking in residential streets promoting active travel (walking and cycling) throughout the city. It can provide an enhanced environment in residential areas and support residents to find their on-street parking easier and more convenient. There are also improvements to parking, traffic management, and road safety across the City, as well as improving the management of parking from new development.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p><u>A prosperous Wales</u> Resident parking schemes recognise the limited availability of on street parking and are therefore aiming to ensure this space is used efficiently and proportionately for residents and visitors to Newport.</p> <p>The adoption of the new policy offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Promote the expeditious movement of traffic and as such have a positive impact on traffic congestion reduction</li> <li>• Promotion of active travel options into the city centre by limiting availability of on street parking for commuters</li> <li>• Reduced carbon emissions through reduction in congestion</li> </ul> <p><u>A resilient Wales</u> The adoption of the resident parking policy offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Will promote active travel</li> <li>• Will maximise available highway space for appropriate parking</li> <li>• Reduced carbon emissions promoting ecosystems that support social, economic and ecological resilience and the capacity to adapt to change</li> <li>• Ensure capacity to be able to deliver a parking enforcement service in residents parking areas that meets the needs of stakeholders both now and in the future.</li> </ul> <p><u>A healthier Wales</u> The adoption of the resident parking policy offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Reduced carbon emissions through reduction in congestion and expeditious movement of traffic through our Air Quality Management Areas</li> <li>• Promote active travel through limiting available parking for commuters or those visiting city centre areas with resident only parking bays</li> <li>• Providing more opportunities for those in inner city areas with limited/no off street parking to be able to park closer to their homes for better mental well-being</li> <li>• Supporting those who need care in their home from multiple sources to be able to have increased opportunities to park near to their homes</li> </ul> <p><u>A more equal Wales</u> The adoption of the resident parking policy offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Prioritisation of parking near to their home for residents living in areas with limited or no off street parking and in inner city areas</li> <li>• Prioritisation of parking near to their home for residents who receive care from more than one source, in addition to nominated carers</li> </ul>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? Describe how.
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p><u>A Wales of more cohesive communities</u> The adoption of the resident parking policy offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Promote highway safety in areas of resident only parking and providing enhanced environment in residential areas</li> <li>• Promote well connected communities through increased ability for residents and their visitors to park near their homes</li> <li>• Defuse community frustration in areas close to the city centre or with high levels of commuter parking where competition for on street parking exceeds capacity</li> </ul> <p><u>A Wales of vibrant culture and thriving Welsh Language</u> The adoption of the resident parking policy offers the opportunity for the promotion of the Welsh language through all documentation relating to the resident parking schemes being bilingual, including any new or replacement traffic signs relating to the provision of resident only parking bays on street.</p> <p><u>A globally responsible Wales</u> The adoption of the resident parking policy ensures available transport links that promote the economic, social, environmental and cultural well-being of the city, Wales and potentially globally.</p>

## 6 Will the proposal/policy have a disproportionate impact on a specific geographical area of Newport?

There are currently resident parking bays in more than half the wards of Newport, however it is acknowledged that these are more prevalent within the urbanised and inner city wards.

## 7 How does the proposal/policy relate to the parameters of debate about Fairness identified by the Newport Fairness Commission

Resident only parking allows the Council to support residents living in areas with limited or no off street parking, to be able to park close to their home, when availability of on-street parking is limited by non-residents wishing to park in the street. This ensures that those living in inner city areas, close to business areas, or near transport hubs are not prohibited from being able to park near their homes.

The enforcement of Resident Parking zones maximises the availability of parking in residential areas that are currently affected by commuter parking and can support full and appropriate use of the highway asset by all users.

## 8 Taking this assessment as a whole, what could be done to mitigate any negative impacts of your policy and better contribute to positive impacts?

There are no negative impacts of this proposal as residents parking schemes are already offered by the Council to support residents in inner-city and urban areas to park close to their homes. This policy is suggesting a change to the carer permit to better meet the needs of those receiving care from more than one source, whilst still achieving the overall aims of resident only parking schemes.

## 9 Monitoring, evaluating and reviewing

Once implemented the new policy and changes to the carer permit type will be monitored through resident and Member feedback. The types of permits on offer can be reviewed and amended again in the future, however to ensure time for the full benefits of any change to be realised, a further change won't be considered in the short term.

## 10 Involvement

All residents currently eligible for a resident parking permit will be written to with the results of the consultation and provided information on any changes that are approved. This information will also be made available via the Council's website and social media platforms and through cascading to relevant community groups and ward Members.

## 11 Summary of Impact (for inclusion in any report)

### **Equality Act 2010**

Positive impact as the only change being suggested will better meet the needs of residents who receive care from more than one source.

### **Welsh Language**

The Welsh language is promoted through all documentation relating to the resident parking schemes, including any new or replacement traffic signs relating to the provision of resident only parking bays on street.

### **Wellbeing of Future Generations (Wales) Act 2015**

This proposal has the capacity to deliver significant positive impacts to the wellbeing of current and future generations who live in Newport, particularly in inner-city and urban areas.

### **Parameters of Fairness**

The implementation and enforcement of Resident Parking zones maximises the availability of parking in residential areas that are currently affected by commuter parking and can support full and appropriate use of the highway asset by all users.