

Residential Permit and Visitor Permit Operating Guidelines

March 2004

council

PURPOSE

These guidelines set out the eligibility criteria of parking permits for Residents and Visitors to Residents, the process of applying for a permit and the Conditions of Use for the Permits within City of Adelaide (CoA) and North Adelaide.

OPERATION

Introduction

On-Street Parking is a shared community asset for which demand regularly exceeds supply. Council recognises that balancing the requirements of this valuable asset requires careful management to ensure parking is available to all stakeholders.

The primary objectives of the Residential & Visitor Parking Permits are to:

- provide On-Street parking for eligible residents
- provide On-Street parking for visitors to residents
- maintain adequate On-Street parking for businesses and other users

Designated Areas

The Residential Parking and the Visitor Parking Permits only operate in areas as indicated on the Current Residential Parking Permit Map (Appendix I)

Eligible residents may be issued with a Residential Parking Permit or a Visitors Permit booklet for a "Designated Area". When the Residential Parking Permit or Visitor Permit is attached to the vehicle in the proper manner the vehicle may park subject to the parking provisions and conditions detailed in this guideline.

Fees

Annual Fees may be charged for each Residential and Visitor Parking Permits. The fee will be reviewed annually and included in Council's Schedule of Fees and Charges.

RESIDENTIAL PARKING PERMITS

Eligibility Criteria for Residential Parking Permits

To be eligible for a Residential Parking Permit, the Resident will:

- Be a Resident of the City of Adelaide/North Adelaide for a minimum of 6 months.
- Have a vehicle that is currently registered and meets the vehicle eligibility criteria set out under Vehicle Requirements
- Comply with the criteria set out in Categories 1 – 6.
- Reside in a property that has no off-street parking or is a pre-1976 property with one off-street park.

Vehicle Requirements

A vehicle may be a passenger vehicle, or a vehicle designed with the main purpose of carrying passengers (including vehicles commonly known as sedans, station wagons and 4WD vehicles). Motorcycles may be considered if there is no suitable parking space available at or in the vicinity of the property

Council recognises some Residents operate a business from home and therefore will consider permits for dual purpose commercial vehicles (Utes and small Vans)

Vehicles must be currently registered to utilise a Residential Parking Permit.

The following vehicles do not meet the vehicle requirements and will not be issued with a Residential Parking Permit. Mini-bus, bus, caravan, campervan, trailer, truck or heavy vehicle.

Property and Permit Type Categories

Assessment of all applications is based solely on the eligibility of the property itself as set out below; irrespective of whether the applicant is a ratepayer or tenant.

Category 1 – Residential Parking Permit for Properties Built Prior to or in 1976

This category applies to a dwelling, multiple dwellings* or group of dwellings* within a single building with development approval **before or in 1976**.

**Residents in multiple dwellings or within a group of dwellings such as units, apartments and strata groups are typically not eligible for parking permits as the whole complex is assessed as one property and does not take into account an individual's dwelling or the allocation of the on-site parking to individuals within the multiple dwelling. A property is typically classed as a multi dwelling if it has a shared title.*

- Where there are **no off-street parking spaces** designated to, or available on the property, then a Residential Parking Permit may be issued for up to two vehicles.
- Where there is **one off-street parking space** designated to, or available on the property, then a Residential Parking Permit may be issued for one vehicle.
- Where there are **two or more off-street parking spaces** designated to or available on the property, then no Residential Parking Permit will be issued.

Further information on how to make an application can be made online via Council's website: <https://www.cityofadelaide.com.au/transport-parking/parking/residential-parking/>

Category 2 – Residential Parking Permit for Properties Built After 1976

This category applies to a property with development approval **after 1976***.

- Where there are **no off-street parking spaces** designated to or available on the property then a Residential Parking Permit may be issued for one vehicle.
- Where there are **one or more off-street parking spaces** designated to or available on the property then no Residential Parking Permit will be issued.

**These conditions apply unless the terms of any planning approval indicate an intention to the contrary.*

Further information on how to make an application can be found online via Council's website: <https://www.cityofadelaide.com.au/transport-parking/parking/residential-parking/>

Category 3 – Daily Care Parking Permit

This category applies to a dwelling, multiple dwelling or group of dwellings within a single building meeting the requirements of Category 1 or Category 2 and where a **resident requires daily medical treatment**. A Daily Care Parking Permit may be issued for the sole use of an approved person providing daily care (e.g. Medical Practitioners, Physiotherapists, Registered and Enrolled Nurses and Accredited Careers), provided the total number of permits issued does not exceed the maximum stated for Category 1 or Category 2, as applicable.

Please contact the Customer Centre on (08) 8203 7203 before applying.

Category 4 – Applicable Discounts for Pensioner Health Benefit and Full Time Student Card Holders.

This category applies to Residential Permits where the resident is the holder of a current Pensioner Health Benefit card or full time Student card. Presentation of either of these cards entitles the holder to a discount of the Annual Permit Fee as detailed in the fees and schedule charges.

Further information on how to make an application can be found online via Council's website: <https://www.cityofadelaide.com.au/transport-parking/parking/residential-parking/>

Category 5 – Short-term Tenancy Permit

This category applies to single properties (excludes hotels, hostels and boarding houses, etc.), where the property is designated for short-term tenancy e.g. a few days/weeks. Due to the nature of these permits it is necessary to issue them to the dwelling instead of the vehicle. The maximum number of Permits issued to any dwelling for this use will be one.

Please contact the Customer Centre on (08) 8203 7203 before applying.

Category 6 - Residential College Permits

This category applies to Residential Colleges that have been providing student accommodation prior to 1976. The college needs to have an enrolment of over 150 students with less than 50 car parking spaces available on-site. These Permits are strictly limited to 20 per college with the waitlist and application process to be managed by the college. The resident must be a student who can demonstrate the intention to reside at the college for the academic year. The parking location will be designated and outlined in the permit conditions.

Conditions of use for a Residential Parking Permit

If eligible for a Residential Parking Permit, this is to be clearly displayed on the bottom left passenger side windscreen. and is only valid within the Parking Permit Area that is

RESIDENTIAL PERMIT AND VISITOR PERMIT OPERATING GUIDELINES

relevant to the property address as detailed in the Parking Permit Area Map (Appendix I).

A vehicle displaying a valid Residential Parking Permit (within the designated area), may park in a Residential Parking Permit Zone or a Parking Zone (ticket or non-ticket), where the time limit is 1 hour or longer. A ticket is not required to be purchased when using a ticketed zone.

A Residential Parking Permit is not valid in other Permit Zones such a Media Permit Zone or for non-permissive areas such as Loading Zones, No Parking Zones, Bus Zones etc.

A vehicle is to be moved every twenty-four hours. The Permit Holder is to notify the City of Adelaide if they no longer reside at the subject property or the vehicle is sold transferred.

VISITOR PARKING PERMITS

Eligibility Criteria for Visitor Parking Permits

To be eligible for a Visitor Parking Permit the:

- Applicant must be a resident of the City of Adelaide/North Adelaide.
- Resident is obtaining a Visitor Parking Permit for themselves, on behalf of a Visitor or Service Maintenance persons attending their property. For service maintenance purposes, the use of the Visitor Parking Permit is limited to a maximum of two days. If the service or maintenance is likely to take longer, then Council will need to be contacted to arrange additional permission or Temporary Parking Controls.
- Vehicle for which the Visitor Parking Permit is to be used for is currently registered and meets the vehicle eligibility criteria set out under Vehicle Requirements.

Vehicle Requirements

A vehicle must be a passenger vehicle, or a vehicle designed with the main purpose of carrying passengers (including vehicles commonly called sedans, station wagons or 4WD vehicles); OR

A light commercial vehicle (such as Utes and small vans) when the driver is undertaking a service or maintenance activity for the resident.

Vehicles must be currently registered and in regular use to utilise a Visitor Parking Permit.

The following vehicles do not meet the vehicle requirements and will not be eligible to use a Visitor Parking Permit. Mini-bus, bus caravan, campervan, trailer, truck or heavy vehicle.

Conditions of use for Visitor Parking Permits

If eligible for a Visitor Parking Permit, this is to be clearly displayed on the passenger side dashboard, and is only valid within the Parking Permit Area that is relevant to the resident's property address as detailed in the Parking Permit Area Map (Appendix I)

The Visitor Parking Permit must have the vehicle registration, along with the date and time the vehicle arrived in the parking zone clearly written in ink on the Permit.

A vehicle displaying a valid Visitor Parking Permit (within the designated Parking Permit Area) may use a Visitor Permit Zone for the time indicated on the signage or is entitled to an additional 2 hours when using a Parking Zone (ticket or non-ticket), where the time limit is 1 hour or longer. A ticket is not required to be purchased when using a ticketed zone.

Once the time limit has been reached, no further time extensions or additional Visitor Parking Permits can be used. The vehicle will need to leave this length of road.

A Visitor Parking Permit is not valid in other Permit Zones such as Residential Parking Zones or for non-permissive areas such as Loading Zones, No Parking Zones, Bus Zones etc.

No refund of the fee will be made if the Visitor Parking Permit Booklet is lost or stolen. In the event this should happen please contact the Customer Centre on (08) 8203 7203 as soon as practicable so cancellation of the Permits can be made.

Further eligibility criteria and conditions for Visitor Parking Permits can be found on the City of Adelaide website: <https://www.cityofadelaide.com.au/transport-parking/parking/residential-parking/visitor-parking-permits/>

OTHER USEFUL DOCUMENTS

related documents

- **On-Street Parking Policy**

relevant legislation

- Road Traffic (Australian Road Rules) Regulations 1999 Rule 185 'Stopping in permit zones'.
- Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999, clause 14 'Permits for permit zones'
- Road Traffic (Miscellaneous) Regulations 1999, clause 46 'Power of exemption'

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Parking Space: As referenced in Standard AS/NZS 2890.1:2004 for User Class 1A.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed for currency at least annually as part of the review of delegations. Those requiring detailed consideration are flagged in the current forward Council Policy Program.

review history:

8 October 2020: Associate Director (Vanessa Godden) Amended to reflect criteria for Residential College Permits

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ACC2016/175045: Associate Director (Vanessa Godden) Amended to reflect the intention of the On-Street Parking Policy

18 August 2004 GM City Services (Justin Lynch) Updated to reflect changes approved in On-Street Parking Policy

12 March 2004 Team Leader On-Street Services (Gemma Russell) Updated to reflect a change within the approved On-Street Parking Policy

Documents has been reviewed annually and relevant minor administrative amendments (e.g. title or procedural changes) have been made as necessary.

contact:

For further information contact the Customer Experience Program

City of Adelaide

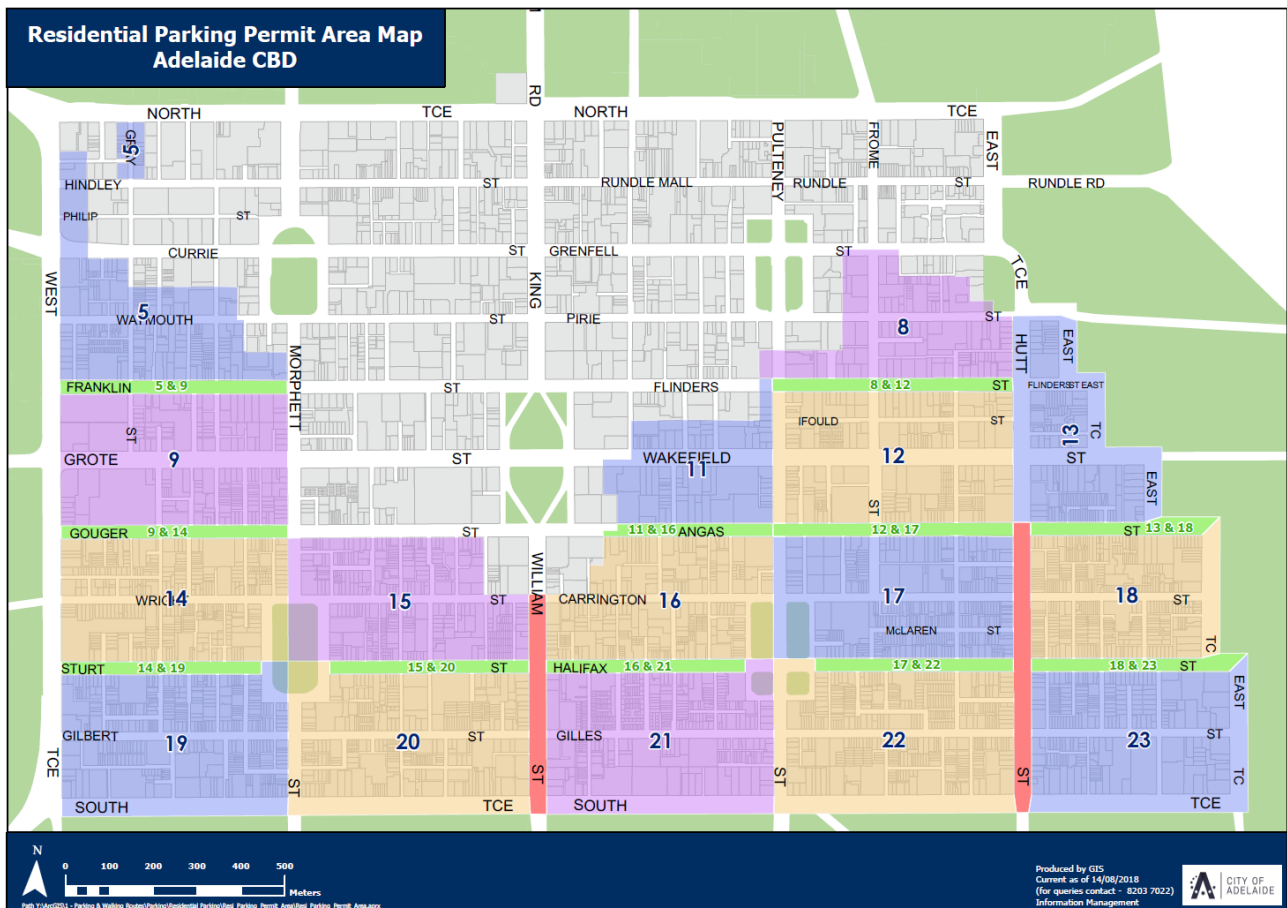
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Appendix I



RESIDENTIAL PERMIT AND VISITOR PERMIT OPERATING GUIDELINES

