



Solihull
METROPOLITAN
BOROUGH COUNCIL

Residents' Parking Permit Schemes



Residents' Parking Permit Scheme

– Guidance Notes

The Lead Applicant should read this document before completing the *Residents' Parking Permit Scheme – Application Form*.

All residents should read this document when deciding whether or not they are in support of a Residents' Parking Permit Scheme application.

What is a Residents' Parking Permit Scheme?

A Residents' Parking Permit Scheme is typically introduced on a road or in an area where residents have difficulty parking within the vicinity of their home for the majority of the day. This is usually due to parking generated by facilities, such as in areas close to town centres or places that attract a high number of visitors.

Generally, schemes protect on-street parking spaces for residents of a road/area by preventing parking at defined locations at certain times by anyone who does not have a valid permit.

On-street signs indicate for which days and at what times a permit is required to park on the Highway or in marked bays.

Residents who park on their driveway (private property) are not affected by a Residents' Parking Permit Scheme.

What criteria must a road/area meet for a Residents' Parking Permit Scheme to be considered by the Council?

Before the introduction of a Residents' Parking Permit Scheme is considered by Council Officers, a number of criteria must be met by the proposed scheme.

One (or more) of the following must be met:

- The amount of on-street parking used by non-residents is 60% (or greater) **and** the amount of households without access to off-street parking is 40% (or greater);
- There is a Prohibition of Driving Except for Access in existence; or
- There is the presence of historical single yellow line waiting restrictions with restrictions applying for 3hrs per day (or greater).

Additionally, **both** of the following criteria must also be met:

- The level of householder support is 70% (or greater); and
- The level of Ward Member support is 100%.

Furthermore, 10% of householders must join the Residents' Parking Permit Scheme, paying for a first year in advance.

Compliance with all of the above criteria will need to be proved when submitting the Application Form for consideration by Council Officers. Proof of the level of householder and Ward Member support must be given by way of individual Householder / Ward Member forms, using the templates provided.

Information on your Ward Members (Councillors) can be found at www.solihull.gov.uk

Please note that all of the above information, provided to the Council in the *Residents' Parking Permit Scheme – Application Form*, is subject to verification.

What is the charge for a Residents' Parking Permit Scheme?

Each household wishing to join a Residents' Parking Permit Scheme must pay a joining fee of **£235**. In the joining year and annually thereafter, an annual permit charge of **£135.00** is also applicable.

The above charges are to cover implementation, maintenance and administration fees.

What area does a Residents' Parking Permit Scheme cover?

Residents' Parking Permit Schemes can cover either an individual road or an area encompassing a number of roads.

A choice must be made prior to submitting an application to ensure an appropriate area is applied for, and consequently considered by Council Officers.

What times are Residents' Parking Permit Schemes in operation?

Residents' Parking Permit Schemes can restrict parking on different days/at different times; different roads require different restrictions to improve parking conditions for residents and their visitors.

A choice must be made prior to submitting an application to ensure an appropriate level of restriction is applied for, and consequently considered by Council Officers.

For example, a restriction of 'between 9am-11am and 2pm-3pm' will remove all day parking, while a restriction of 'between midnight-2am' will remove overnight parking.

Please note that an area cannot contain a mix of different restrictions; if a number of roads are involved in one scheme, the 'Resident Permit Holders Only' restriction applies at the same times on each road.

Outside of Residents' Parking Permit Scheme operating hours, non-permit holders will be able to park on the roads/in the area covered by the scheme without a permit.

With a Residents' Parking Permit Scheme in operation, will I always be able to park outside my home?

A permit does not guarantee you will be able to park outside your home, as a Residents' Parking Permit Scheme does not allocate specific parking bays to specific residential/commercial properties; parking space is available on a first come first served basis.

What will happen if a permit is not displayed in a vehicle parked within a Residents' Parking Permit Scheme area during the schemes hours of operation?

Vehicles not displaying a valid Residents' Parking Permit in the correct manner are liable to a Penalty Charge Notice. Notably, disabled badge holders are not exempt from displaying a valid Residents' Parking Permit where appropriate.

Other permit types are also available, including Visitor Permits.

What is the Delivery Process for a Residents' Parking Permit Scheme?

Following the submission of the *Application Form*, and assuming the necessary criteria are met, Council Officers and Ward Members will undertake a joint site visit to determine the viability of the scheme, and a decision in principle will be issued to the Lead Contact.

Should the initial decision be to progress a Residents' Parking Permit Scheme, a detailed design would be undertaken by Council Officers taking the information provided in the Application Form into consideration.

A statutory consultation would then be carried out in accordance with *The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996*, providing road users and local residents with an opportunity to make a representation regarding the scheme. Any representations that are received will then be considered before a final decision is made.

Should a decision be made to take forward a scheme, Council Officers would arrange for the implementation of a necessary legal Order, and lining and signing works would be arranged to reflect the introduction of the scheme.

Householders affected by the scheme would then be invited to apply for permits before the restriction comes into effect.

If an application is refused at any stage, charges paid will be refunded minus reasonable administrative costs incurred by the application.

An appeal may be made against the refusal of a scheme; details of how to do this will be provided in the 'decision letter'. In the event of an appeal, the views of the Council Officers and Ward Members will be sent to the Cabinet Member for a final decision.

When may a Residents' Parking Permit Scheme be revoked?

The presence of Residents' Parking Permit Scheme, their extents and their hours of operation may be reviewed at any time.

In particular, if the influences leading to the introduction of the original scheme are no longer relevant or it is considered that the criteria are no longer met, the scheme may be removed.

Residents' Parking Permit Scheme

– Application Form

If you would like to apply for the introduction of a Residents' Parking Permit Scheme on your road / in a specified area in which you live, please complete this Application Form and return, alongside all necessary supporting information, to:

**Residents' Parking Permit Schemes,
Highway Services,
Solihull Council,
The Council House,
Manor Square,
Solihull,
B91 3QB**

For your application to be considered, please ensure alongside this Application Form you have enclosed:

- A plan illustrating the location(s) included in the proposals, which also shows all properties affected by the proposals;
- All Individual Householder Forms;
- All Individual Ward Member Forms;
- Cheques, as detailed in the corresponding form, from (at least) 10% of householders who are willing to pay for the first year of the scheme in advance; and
- Any additional supporting information to be considered (e.g. photographs)

Application form for the introduction of a new Residents' Parking Permit Scheme

Please complete all sections.

LEAD APPLICANT DETAILS

Title	Forename		
Surname			
Address			
			Post Code
Telephone number(s)			
Email address			
			Number of Vehicles at Household

SCHEME DETAILS

Please discuss the proposed scheme with other residents before completing this form and, in particular, distributing the Individual Householder / Ward Member Forms.

1 Criteria which application meets: **Please tick all boxes that apply to this application*

- ☐ The amount of on-street parking used by non-residents is 60% (or greater) and the amount of households without access to off-street parking is 40% (or greater)
- ☐ There is a Prohibition of Driving Except for Access in existence
- ☐ There is the presence of historical single yellow line waiting restrictions with restrictions applying for 3hrs per day (or greater)

2 Schemes can include one road or a series of roads in close proximity. Please list the road(s) to be included in the proposed Residents' Parking Permit Scheme, and enclose a plan illustrating the location(s) included in the proposals.

Road Name	Entire Road? Yes/No	Between 'Road X' and Road 'Y' (where applicable)	
		Road X	Road Y

*If required, please continue on an additional sheet.

- ☐ A plan illustrating the location(s) included in the proposals is enclosed

- 3** Please list the properties that would be affected by the proposed scheme, including all proposed locations, including any local businesses/places of worship etc. within the road(s) to be affected that require customers or deliveries to park. Please also ensure that the properties listed below are shown on the above plan.

Road Name	Property no's within scheme	Property Type (e.g. Residential, Place of W'ship, Business – including type)

*If required, please continue on an additional sheet. Affected properties must be shown on the plan of the proposals.

☐ The plan illustrating the location(s) included in the proposals shows all properties listed above.

☐ If a number of roads are involved in one scheme, the 'Resident Permit Holders Only' restriction applies at the same times on each road. Examples of times to be include are 'between 9am-6pm' or 'between 8am-9am and 4pm-5pm'. Please indicate below days/times to be included in the proposed Residents' Parking Permit Scheme:

*Please tick all boxes that apply to this application, and populate the appropriate boxes:

<input type="checkbox"/>	Monday between
<input type="checkbox"/>	Tuesday between
<input type="checkbox"/>	Wednesday between
<input type="checkbox"/>	Thursday between
<input type="checkbox"/>	Friday between
<input type="checkbox"/>	Saturday between
<input type="checkbox"/>	Sunday between

HOUSEHOLDER AND WARD MEMBER SUPPORT

As the Lead Applicant for this application, please distribute and collate the Individual Householder / Ward Member Forms to all properties affected by the proposed scheme appropriately and responsibly.

5 Criteria which application meets:

*Please tick all boxes that apply to this application

- ☐ The level of householder support is 70% (or greater)*
- ☐ The level of Ward Member support is 100%*
- ☐ (At least) 10% of householders have indicated that they are willing to pay for the first year of the scheme in advance, and cheques are enclosed as detailed in the corresponding form*

*Proof of the level of householder and Ward Member support must be given by way of individual Householder / Ward Member forms, using the templates provided

*If an application is refused at any stage, charges paid will be refunded minus reasonable administrative costs incurred by the application.

Applications are not to be made and will not be considered without Individual Householder / Ward Member Forms being enclosed, as well cheques from (at least) 10% of householders who are willing to pay for the first year of the scheme in advance.

OTHER SUPPORTING INFORMATION

Any further evidence providing support of the proposed scheme should also be included at the time of application, if appropriate.

An example of supporting information which may be submitted is photographs with a brief narrative including days/times photographs were taken.

6 List of other supporting information enclosed with this application:

Supporting Item(s)	Comments / Details

*If required, please continue on an additional sheet. Detailed information on individual items of supporting information should be attached to the respective item, and summarised above.

Individual Householder Form

Dear Resident,

You have received this form because you live on a road that a resident wishes to include in a Residents' Parking Permit Scheme.

What is a Residents' Parking Permit Scheme?

Residents' Parking Permit Schemes are intended to protect on-street parking spaces for residents of a road/area, preventing the parking in defined locations at certain times by anyone who does **not** have a valid permit.

What is the charge for a Residents' Parking Scheme?

Each household wishing to join a Residents' Parking Permit Scheme must pay a one-off joining fee of **£235** in the joining year and annually thereafter, an annual permit charge of **£135.00** is also applicable. 10% of householders must commit to joining the Residents' Parking Permit Scheme, paying the **£235** joining fee in advance before a scheme is implemented.

How will this scheme be taken forward?

For this application to be progressed further, the Lead Applicant needs to prove by way of this form that the level of householder support for the implementation of the scheme detailed is 70% (or greater).

Please pay careful attention to all of the information provided by the Lead Applicant as this is what will be formally considered by Council Officers.

If you have any questions regarding the proposed scheme please contact the Lead Applicant. Council Officers will be unaware of a scheme being proposed before an application is made.

Further information on Residents' Parking Permit Schemes, are available at www.solihull.gov.uk/transport/permits.htm or on request from the Lead Applicant.

Yours faithfully,

Highway Services, Solihull Council

TO BE COMPLETED BY THE LEAD APPLICANT

Lead Applicant Details

Title	Forename		
Surname			
Address			
			Post Code
Telephone number(s)			
Email address			

Collection of this form

*Please tick one box below, and populate the boxes where appropriate:

☐ This form will be collected between and on

☐ Please return this form to the address above.

Individual Householder Form

Proposed Scheme Details

- 1 List of road(s) to be included in the proposed Residents' Parking Permit Scheme, as illustrated on the attached plan:**

Road Name:	Entire Road? (Yes / No)	Between 'Road X' and 'Road Y' (where applicable)	
		Road X	Road Y

If required, please continue on an additional sheet and attach to this form.

* Please tick all boxes that apply to this application

- ☐ An additional sheet is attached to this form continuing the list of roads to be included in the scheme
- ☐ A plan of the proposed scheme is attached to this form

- 2 Details of times/days to be included in the proposed Residents' Parking Permit Scheme:**

<input type="checkbox"/> Monday	between
<input type="checkbox"/> Tuesday	between
<input type="checkbox"/> Wednesday	between
<input type="checkbox"/> Thursday	between
<input type="checkbox"/> Friday	between
<input type="checkbox"/> Saturday	between
<input type="checkbox"/> Sunday	between

TO BE COMPLETED BY THE SUPPORTING HOUSEHOLDER

Supporting Householder Details

Title	Forename		
Surname			
Address			
			Post Code
Telephone number(s)			
Email address			

Declaration of Support

Number of Vehicles at Household

*Please tick all boxes that apply

- ☐ By completing this form, I declare that I have read, understood and agree with all of the information provided by the Lead Applicant on this form and the *Residents' Parking Permit Scheme – Guidance Notes*
- ☐ I am willing to pay the joining fee in advance, and as such attach a cheque for **£235** payable to Solihull MBC*
- * Please note that if an application is refused at any stage, charges paid will be refunded minus reasonable administrative costs incurred by the application.

Signed

Date

Individual Ward Member Form

Dear Councillor,

You have received this form because a resident of your ward wishes to implement a Residents' Parking Permit Scheme on the road / in the area in which they live.

What is a Residents' Parking Permit Scheme?

Residents' Parking Permit Schemes are intended to protect on-street parking spaces for residents of a road/area, preventing the parking in defined locations at certain times by anyone who does **not** have a valid permit.

What is the charge for a Residents' Parking Permit Scheme?

Each household wishing to join a Residents' Parking Permit Scheme must pay a one-off joining fee of **£235** in the joining year and annually thereafter, an annual permit charge of **£135.00** is also applicable. 10% of householders must join the Residents' Parking Permit Scheme, paying the **£235** joining fee in advance, before a scheme is implemented.

How will this scheme be taken forward?

For this application to be progressed further, the Lead Applicant needs to prove by way of this form that the level of Ward Member support for the implementation of the scheme detailed is 100%. Furthermore, the level of householder support must be 70% (or greater).

Please pay careful attention to the all information provided by the Lead Applicant as this is what will be considered by Council Officers.

Further information on Residents' Parking Permit Schemes, are available at **www.solihull.gov.uk/transport/permits.htm** or on request from the Lead Applicant.

If you have any questions regarding the proposed scheme please contact the Lead Applicant, as Council Officers will be unaware of a scheme being proposed before an application is made. However, please contact a member of Highway Services if you have any questions about the criteria that must be met or the process by which a proposed Residents' Parking Permit Scheme is carried forward following application.

Yours faithfully,

Highway Services, Solihull Council

TO BE COMPLETED BY THE LEAD APPLICANT

Lead Applicant Details

Title	Forename		
Surname			
Address			
			Post Code
Telephone number(s)			
Email address			

Individual Ward Member Form

Proposed Scheme Details

- 1 List of road(s) to be included in the proposed Residents' Parking Permit Scheme, as illustrated on the attached plan:**

Road Name:	Entire Road? (Yes / No)	Between 'Road X' and 'Road Y' (where applicable)	
		Road X	Road Y

If required, please continue on an additional sheet and attach to this form.

* Please tick all boxes that apply to this application

- ☐ An additional sheet is attached to this form continuing the list of roads to be included in the scheme
- ☐ A plan of the proposed scheme is attached to this form

- 2 Details of times/days to be included in the proposed Residents' Parking Permit Scheme:**

<input type="checkbox"/> Monday	between
<input type="checkbox"/> Tuesday	between
<input type="checkbox"/> Wednesday	between
<input type="checkbox"/> Thursday	between
<input type="checkbox"/> Friday	between
<input type="checkbox"/> Saturday	between
<input type="checkbox"/> Sunday	between

Individual Ward Member Form continued

TO BE COMPLETED BY THE WARD MEMBER

Supporting Ward Member Details

Name
Ward
Email address

Declaration of Support

*Please tick one box

- ☐ I support the introduction of the scheme as detailed, and have read, understood and agree with all of the information provided by the Lead Applicant on this form and the *Residents' Parking Permit Scheme – Guidance Notes*
- ☐ I do not support the introduction of the scheme as detailed

Comments:

Signed	Date
--------	------

Record of Cheques Form

At least 10% of householders must join the Residents' Parking Permit Scheme, paying the joining fee of **£235** in advance, before a scheme is implemented.

Cheques for **£235** are to be made payable to **Solihull MBC**. If an application is refused at any stage, charges paid will be refunded minus reasonable administrative costs incurred by the application.

Please document all cheques enclosed with the application below.

[illegible]

