

Parking Permit Policy

Classification	Council Policy		
Responsible Officer	Chief Executive Officer		
Relevant Legislation	Australian Road Rules; Expiation of Offences Act 1996; Local Government Act 1999; Private Parking Areas Act 1986; Road Traffic Act 1961		
Related Policies	Request for Service and General Complaint Handling Policy; Internal Review of Council Decisions Policy		
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1. Introduction

- 1.1. The Town of Walkerville recognises the need for some residents to have access to on-street parking, in some instances dedicated for resident use only. The need for this varies across the Town depending on location and land use factors. The provision of access to on-street parking must be balanced with the safety and convenience for all road users.
- 1.2. This policy will be implemented and enforced consistently and fairly across the Town to achieve the fair use of available on-street parking.
- 1.3. Large sections of the Township are currently restricted to timed and parking permit zones to ease congestion, reduce all day parking by commuters into the city and ensure improved availability of on-street parking for residents and visitors. To counteract this pressure on the available number of on-street carparks, permit and timed zones have been systematically rolled out.
- 1.4. As a shared community asset that is in demand, on-street parking is a resource that requires careful management to ensure a wide range of users have fair and reasonable access.

2. Scope

- 2.1. This Policy applies to all parking permits issued by the Town of Walkerville.
- 2.2. This Policy applies to streets in the Town of Walkerville where timed parking restrictions apply.
- 2.3. This Policy does not extend to other parking zones including all Bus Zones, No Parking Areas, No Stopping Zones and any areas indicated by yellow lines or restricted signs.

3. Policy Statement

3.1. Background

- 3.1.1. On-street parking will be controlled through the implementation of parking controls including, but not limited to, time limited parking and permit zones (Resident Only), for which a need must be established. The 'need' for a permit zone will be determined by Council.
- 3.1.2. A Permit Zone (Resident Only) is very exclusive and significantly limits parking availability for non-resident road users.

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- 3.1.3. The award of Permit Zones (Resident Only) will only be considered in extenuating circumstances and at the absolute discretion of the Council.
- 3.1.4. A Permit Zone (Resident Only) may be considered due to the following circumstances:
 - 3.1.4.1. Upon request from a resident where there is a conflict between the on-street parking supply and demand on the street in which the resident lives at a particular time, or during a particular period.
 - 3.1.4.2. A Permit Zone (Resident Only) may be warranted following an 'On-street Parking Occupancy Survey' to determine if any parking conflicts will result in the need for parking changes.
 - 3.1.4.3. Streets known to have a high number of residences with no off-street parking.

3.2. Types of Parking Permits

3.2.1. Residential Parking Permit

- 3.2.1.1. A "Resident Only Parking Exemption" is provided to residents of the Town, to allow them to park their vehicles for longer than the permitted time, in areas which time limit parking controls apply with 'permit exempt or permit zone' displayed on the relevant parking control sign adjacent to their property, or where a permit zone for residents only exists adjacent to their property.
- 3.2.1.2. Permits will be issued to a specific street(s). Permits are not transferable from one residential parking permit exempt zone or time limited area to another.
- 3.2.1.3. On-street parking will not be provided through means of exclusive use of a single space or spaces for an individual or group of users.
- 3.2.1.4. Any tampering, alteration or misuse of the permit will render the permit invalid.

3.2.2. Temporary Parking Vouchers

- 3.2.2.1. A temporary parking voucher may be issued to provide kerbside parking for:
 - visitors or work contractors of residents, or
 - Resident vehicles when your usual off-street parking space is temporarily unavailable due to building renovations, etc.

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- 3.2.2.1. Temporary Parking Vouchers are issued for individual vehicles and can be purchased on a weekly, monthly, or yearly basis.
- 3.2.2.2. In instances where more vouchers are required (e.g. construction of a new dwelling), an applicant may apply for multiple vouchers.
- 3.2.2.3. The administration reserves the right to decline an application if it impacts other residents, including but not limited to situations where the requested vouchers may strain available resources, cause disruptions, or create an unfair burden on the community.
- 3.2.2.4. The decision will be made at the discretion of the administration, ensuring that the needs of all residents are balanced and fairly addressed.
- 3.2.2.5. The holder of a permit or voucher is not guaranteed a parking space in the street for which the permit is issued.

3.3. Number of Permits

- 3.3.1. Subject to meeting the eligibility criteria, a maximum number of permits will generally be issued as shown in table 1 below:

Number of off-street car parks on the property	Maximum number of and type of permits per property
0	Up to three (3) residential permits
1	Up to three (3) residential permits
2	Up to two (2) residential permits
3 or more	One (1) residential permit

- 3.3.2. A space available for a car in a garage, under a carport or in a driveway will be counted as an off-street car park, regardless of whether the space is free of storage or other items.
- 3.3.3. Additional parking permits may be issued at the discretion of Council Administration for properties where permanent residents exceed the number of off-street parks identified. Evidence will be required for proof of residency.

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3.4. Permit Eligibility

3.4.1. Resident Parking Permit

- 3.4.1.1. An applicant must be a permanent resident at the address located within the Town boundaries.
- 3.4.1.2. An applicant must submit photo ID with evidence of residency at the time of application.
- 3.4.1.3. An applicant must have an applicable registered vehicle(s) which is not a truck, trailer, caravan, boat or bus with proof of ownership.
- 3.4.1.4. An applicant must reside in a property alongside which time-limit parking controls apply or permit zone for residential use only applies.
- 3.4.1.5. If there are no restrictions on parking within a prescribed area, then a residential parking permit will not be issued.
- 3.4.1.6. Occupiers of commercial premises who do not reside on the premises will be considered non-residents for the purposes of this policy. As such, they are not eligible for a permit unless special approval is granted by the Chief Executive Officer or an authorised delegate.

3.4.2. Temporary Parking Vouchers

- 3.4.2.1. If a resident eligible for a Residential Parking Permit has a tradesperson or service provider needing access to their property but is unable to find on-street parking, they may apply for a Temporary Parking Voucher or use a Transferable Residential Parking Permit.
- 3.4.2.2. The resident must apply for these vouchers, specifying the tradesperson and vehicle.
- 3.4.2.3. Provide details of the vehicle registration, which is not a truck, trailer, caravan, boat or bus with proof of ownership.
- 3.4.2.4. For Temporary Parking Vouchers to be awarded, Council Administration requires evidence supporting the grounds for the vouchers (i.e. construction scope of work, contract of works, quotes etc).

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3.4.2.5. Temporary Parking Vouchers are provided for a maximum of twelve (12) months, extensions may be sought at the discretion of Council Administration.

3.4.3. High Density Developments

3.4.3.1. Residential parking permits or temporary parking vouchers will not be issued to high density residential developments occupied after April 21, 2026 [day after adoption of policy], as their dwelling intensity places excessive demand on limited on-street parking and reduces availability for existing residents.

3.4.3.2. For the purpose of this Policy, residents of high density development is defined as any residential or mixed-use development that contains more than 10 dwellings per 1,000 square metres of site area. This ratio provides a consistent measure of development intensity, regardless of total land size or configuration.

3.5. Additional Residential Parking Permits

3.5.1. Council acknowledges that from time to time, there may be exceptional circumstances that warrant the Administration to issue additional residential parking permits (no more than two (2)) over and above those afforded by the policy.

3.5.2. Where exceptional circumstances can be demonstrated, Council Administration may exercise discretion to issue additional residential parking permits to a person/persons who meet the relevant eligibility criteria and to limit the duration of these permits.

3.5.3. An application under this section must be made to Council Administration in writing by the permanent resident who meets the eligibility criteria of this policy.

3.5.4. Applications must outline:

- the nature of the exceptional circumstances supporting the application
- the number of additional permits being sought
- who will be given the permits
- the timeframe the permit is required for

3.5.5. Exceptional circumstances may include, but are not limited to, the following:

- Medical treatment i.e. nurses, doctors, carers and other health practitioners; or
- Special events; or

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- A household where a larger than average number of residents reside permanently; or
- Any other exceptional circumstances deemed at the discretion of Council Administration.

3.5.6. Any permit issued under this section will be subject to the Fees and Charges schedule.

3.6. Duration of Permits

3.6.1. Residential Parking Permits will automatically renew annually on June 30. Any additional permits issued as per section 3.5 above, will be required to reapply annually.

3.6.2. Eligibility for the renewal of a parking permit is to be reviewed at the end of the agreed permit period.

3.6.3. When issuing additional parking permits in exceptional circumstances, Council Administration reserves the right to limit the timeframe afforded by the permit.

3.7. Fees

3.7.1. Fees for permits are charged in accordance with Councils fees and charges schedule.

3.7.2. Renewal costs will be documented in the Fees and Charges Schedule which is updated annually.

3.7.3. If a permit is damaged, unusable, stolen or lost, the permit holder may request a replacement permit in writing outlining the reasons for replacement or upon return of the old permit. Existing permit(s) will be cancelled, and a replacement(s) will be issued. Displaying a cancelled permit will put the owner at risk of being expiated for non-compliance with the Parking Permit Policy, as per section 3.9 of this policy and will not be eligible to have the expiation waived. Any replacements will be cancelled.

3.8. Conditions for issue of Permits

3.8.1. Residential Parking Permits

3.8.1.1. Residential Parking Permits will be considered and issued by council administration based on the details contained within this policy.

3.8.1.2. Every permit must contain details describing:

- The type of permit.
- The street to which the permit applies.
- Permit expiry.

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3.8.1.1. Permits will be issued to a specific street, in the event the residence is located on a corner block the permit can be issued to both specified streets.

3.8.1.2. Permits are not transferable from one residential parking permit zone to another.

3.8.1.3. Permits must be displayed so that they are clearly visible from the exterior of the vehicle.

3.8.1.4. Every holder of a permit who changes their place of residence shall remove such permit from the motor vehicle to which it is linked.

3.8.1.5. Council administration may, by notice in writing, revoke any residential parking permit(s) where:

- The holder of a permit changes their place of residence for which the permit was issued, or
- In the opinion of the Council, it is no longer appropriate that the resident(s) of particular street(s) are issued with permits.

3.8.2. Temporary Parking Vouchers

3.8.2.1. Temporary Parking Vouchers will be considered and issued by council administration based on the details contained within this policy.

3.8.2.2. Every permit must contain details describing:

- Date must be written on the permit in either ink or permanent marker (pencil is not accepted)
- Permit is only valid for date/month stipulated on permit
- Permit must be displayed so that they are clearly visible from the exterior of the vehicle
- Permit cannot override other laws under the Australian Road Rules (ie. no parking / no stopping / driveways)
- The granting of a permit does not guarantee a specified parking space.
- A permit will be revoked if misused or copied and offending vehicle may be expiated.

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3.9. Non-Compliance with the Permit Policy

- 3.9.1. If an infringement notice for parking in accordance with the permit is received, the holder of the permit is required to make a written submission to Council for consideration to be given to waive the expiation.
- 3.9.2. Failure to display a valid permit is not a reason for Council to waive an expiation.
- 3.9.3. Permits cannot override other laws under Australian Road Rules, therefore parking in zones such as No Standing, No Parking, Bus Stops or adjacent to traffic lights, intersections, junctions or pedestrian crossings or any other parking restriction would remain prohibited.
- 3.9.4. The permit will not allow the vehicle displaying the permit to remain stationary in the same position for a period in excess of 24 consecutive hours.
- 3.9.5. Non-compliance with the conditions of permit issue and use may result in the cancellation of the permit. The Chief Executive Officer may refuse to authorise any future Parking Permits to the resident for a period of up to 12 months.
- 3.9.6. Council administration reserves the right to change the Parking Permit conditions of issue and use.

4. Availability of Policy

- 4.1. This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website www.walkerville.sa.gov.au
- 4.2. Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

5. Review

- 5.1. This Policy will be reviewed annually or otherwise as required.