

Parking Management Policy



VERSION NO.	V3
APPROVAL	Council Adopted by Council 24 June 2024
TRIM REFERENCE	24/138591
REVIEW	24 June 2028
RESPONSIBLE EXECUTIVE	General Manager Infrastructure and Open Space
POLICY TYPE	Operational
POLICY OWNER	Manager Infrastructure

REVISION RECORD	Version	Revision Description
26 April 2016	1	New
10 December 2018	1.1	This Policy replaced version 1
25 May 2020	2	This Policy replaced version 1.2
24 June 2024	3	Updates to sections of the policy about industrial areas, communications, residential parking permit areas, legacy clauses, loading facilities, electric vehicle charging bays, and delegations relating to carer permits and permit exemptions to 1-hour parking signs.

1. Purpose

Growth in land use development and the City's population means more people in the municipality are experiencing parking issues. The purpose of this Policy is to provide the City of Kingston with a consistent, equitable and transparent framework for managing parking across the municipality for the benefit of the whole community, and for all road users. The Policy sets out the main principles Council uses to manage parking restrictions, parking permits, and other parking issues.

2. Scope

This Policy applies to all Council roads, Council public car parks, and private parking areas where agreements exist between Kingston City Council and the property owner.

The Policy refers to the specific parking needs in the following areas where the parking requirements are similar e.g. on

- narrow roads and laneways;
- Council local, collector or major roads, and DTP arterial roads or freeways;
- residential areas;
- street near railway stations;
- activity centres and commercial areas;
- foreshore areas;
- streets with schools, kindergartens, hospitals, and childcare centres; and
- industrial areas.

The Policy outlines the types of parking restrictions the Council uses, and the types of parking permits the Council issues to manage parking. The Policy also refers to other parking issues such as parking on the nature strip, indented parking, abandoned and unauthorised vehicles, loading facilities, boats, trailer, caravans, and streets designated as cycle routes, and electric vehicle charging bays.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

The Policy seeks to provide a framework to manage parking for the benefit of the whole community. Consultation will ensure the community is engaged in decision making. Internal and external reviews of the Policy ensure the management of parking is continuously improved to meet the needs of the Community. Council reports ensure transparency in decision making.

3.2 Council Plan Alignment

Strategic Direction: Liveable - Our city will be a vibrant, enjoyable, and easy place to live.

Strategy: Manage movement around the city, including traffic and parking, to make community activities accessible

Growth in land use development and the City's population means more people in the municipality are experiencing parking issues. The Parking Management Policy provides the City of Kingston with a consistent, equitable and transparent framework to manage parking across the municipality for the benefit of the whole community, and for all road users. The Policy sets out the main principles the Council uses to manage parking restrictions, parking

permits, and other parking issues. This will help Council to balance competing demands for residential amenity, road safety, road usage and economic prosperity.

4. Background and Objectives

The aim of this Parking Management Policy is to provide a framework to manage parking to best satisfy the needs of the whole community. The objective is to protect residential amenity, whilst managing competing demands for parking by:

- providing equitable access to on-street parking;
- providing access for vehicles (including emergency services) cyclists and pedestrians;
- supporting access and turnover to car parking in activity centres to improve economic activity; and
- promoting safe, accessible and sustainable environment for all road users.

Everyone can play a positive role to parking in the City of Kingston by:

- parking within their own property to minimise the demand for on-street parking;
- walking children to and from school;
- walking, cycling, or using public transport for short neighbourhood trips;
- avoiding parking boats, caravans, and trailers on public streets; and
- accessing public transport by modes other than private vehicles.

5. Managing Parking Restrictions

This section of the Policy describes the main principles used to manage parking restrictions across the City of Kingston for the benefit of the whole community and all road users. The principles provide guidance about why and when new parking restrictions are introduced, or changes made to existing parking restrictions:

- for road safety reasons - e.g. where there is a record of casualty crashes or speeding;
- where demand for parking spaces is high (or too low) – e.g. where the demand for parking spaces exceeds the number of spaces;
- where traffic congestion has increased – e.g. near activity centres, or beaches where the seasonal demand for parking is high, or where the roads are narrow.

5.1 Parking Investigation Methodology

Parking restrictions seek to make the best use of the parking resources across the municipality. When Council receives (or identifies) an issue with current parking arrangements, the following methodology is used to investigate the issue.

- a) Determine whether a change is warranted:
 - Identify who is having the parking issue (e.g. residents, business, visitors).
 - Seek evidence of general community support for a change (e.g. through a community survey).
 - Consider the width of the road to determine if the road (or laneway) is narrow (see 5.2 below).
 - Consider the function of the road within the 'road hierarchy' e.g. is the road a Council local, collector or major road, or part of the Department of Transport and Planning's (DTP) arterial or freeway road network (see 5.3 below).
 - Identify the current parking arrangements and use (e.g. through a parking survey).

- If the current parking restrictions are not being complied with, then enforcement action will be undertaken before any changes to restrictions are considered.
 - Determine if any ‘triggers’ have been met to warrant a change (see 5.4 below)
- b) Determine the most appropriate change to parking to solve the parking issue:
- Identify the purpose of the change.
 - Determine the relative user priorities (see 5.5 below).
 - Consider extending or installing new parking restrictions.
 - Consider different types of restrictions and times.
- c) If changes are warranted, consult the community on whether proposed changes are supported (see 5.6 below).
- d) Advise the consulted community of the outcome.
- e) Implement the change - if the change is supported.

Once a street or area has been investigated and a decision made to implement change (or retain the existing parking) no additional review of the area will be undertaken for at least twelve months, unless some significant and sustained change in circumstances has been identified.

5.2 Road widths – Narrow Roads and Laneways

Kingston’s road network is made up of local, collector and major Council roads. The network contains a number of narrow roads and laneways that are used to access properties or that collect traffic from local roads and distributes it to DTP arterial roads. Access for emergency vehicles and public transport services must be provided on these roads to ensure safety. Therefore, on some narrow roads parking can only be permitted on one side of the road, while on very narrow roads no parking can be permitted. The Table below describes how the width of the road helps determine where parking restrictions can apply.

Council Local Roads	
Trafficable width	Signage Treatment
Less than 5.0m	Drivers are not permitted park on either side of the road. ‘No stopping’ signs are generally not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
Between 5.0 and 7.0m	Drivers may park on one side only. No stopping signs may be required on one side of the road (where compliance is proven to be an issue). Parking can also be provided in a staggered formation to discourage speeding. Parking will not be allowed in the areas required for emergency vehicles to turn safely.
7.0m or wider	Parallel parking is generally allowed on both sides of the road (including opposite driveways) subject to safety considerations. Depending on the width of the road, angled

	parking may also be provided on one side of a road, with or without parking on the other side.
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Council Collector and Major Roads (and roads with public transport services)	
Trafficable width	Signage Treatment
Less than 5.5m	Drivers are not permitted park on either side of the road. Generally, 'no stopping' signs are not needed to enforce this requirement as parking is already prohibited under Victorian Road Rules. Signs may be installed where compliance issues are significant.
Between 5.5 and 7.3m	Drivers may park on one side only. No stopping signs may be required on one side of the road (where compliance is proven to be an issue). Parking can be provided in a staggered formation, to discourage speeding. Parking will not be allowed in the areas required for emergency vehicles to turn safely.
7.3m or wider	Parallel parking is generally allowed on both sides of the road, including opposite driveways. However, other factors such the width of the road, the two-way traffic volumes, the demand for car parking, topography (such as bends in the road), safety, bus services, and cycle and pedestrian activity, and abutting land uses will also be taken into consideration. Depending on the width of the road, angled parking may also be provided on one side of a road, with or without parking on the other side.

5.3 Road Hierarchy

The road network within Kingston is divided into a hierarchy of roads based on use, geometry, and construction standards. Parking measures must be compatible with the road's primary function. The following main principles are used for each type of road, though (during detailed analysis of the issues) other options may also be considered.

5.3.1 Council Local and Collector Roads

Parking restrictions are not usually required unless warranted by triggers identified in 5.4 below.

5.3.2 Council Major Roads and Arterial Roads

Parking bans may be necessary on main roads, to ensure safety and suitable capacity of the road. This may take the form of:

- Clearway restrictions, which are determined by the DTP.
- Signed 'no stopping' restrictions on the approach and departure to a major intersection, or other locations required by Victoria Road Rules (such as pedestrian crossings and bus stops).
- No stopping restrictions to ensure traffic is not impeded by parked vehicles.

Outside of capacity and safety needs, all the available on-street parking may be treated in the same way as for a Council collector/major road (see 5.2 above).

5.3.3 Freeways

All freeways are under the full control of the DTP. There is a statutory ban on parking on any freeway - except in an emergency.

5.4 Triggers for Parking Changes

Many streets in the City of Kingston are affected by differing demands for parking. The Table below sets out the trigger points the Council uses to determine if current parking conditions need to be investigated for changes to parking restrictions. These triggers help to ensure the Council's limited resources are used to resolve long-term parking issues. The Table shows that, where the demand for parking is high, Council generally uses an incremental approach to changes to parking restrictions. So, for example, in streets with no restrictions, Council will initially install 4-hour parking restrictions, before considering shorter timed parking restrictions (such as 2-hour parking). Council will only then consider user-based restrictions (such as resident permit zones), or finally paid restrictions. Where the demand for parking is low (below 40% occupancy) Council may also consider reducing the restrictions so that parking use better reflects the demand for parking in a street - for example by changing 2-hour restrictions to 4-hour restrictions.

Current Condition	Change Triggers
No restrictions	<ol style="list-style-type: none"> 1. Evidence of road safety issues related to parking (including for pedestrians and cyclists) based on DTP casualty crash statistics, road safety audits, other risk assessment tools, or Victoria Police data. 2. Access and delay issues, particularly requested by operators of public transport services, emergency vehicles, or waste vehicles. 3. For streets shown within the green areas in Figure 1 (which are the activity centres, comprehensive development zones, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones mentioned in the Council Resolution of 27 July 2015 – see 6.1 below) or within 400m of a train station, or 200m of larger commercial area there needs to be evidence of a history of high demand for parking or customer service requests about parking. 4. Outside these areas there would need to be evidence of regular, very high car demand for parking (over 80% occupancy) unless the area of interest has a specific localised parking issue such as parking around a school. 5. When a significant number of properties in the street do not have vehicle crossovers or on-site parking.

Current Condition	Change Triggers
	<ol style="list-style-type: none"> 6. The road configuration requires the installation of signage for safety reasons such as at a bend in the road, or traffic calming measures that restrict parking or at intersections. 7. Following a Safe Routes to School Program undertaken by the City of Kingston.
<p>Time-based restrictions e.g. 4-hour parking.</p>	<ol style="list-style-type: none"> 1. The demand for parking spaces is greater than 85% occupancy for the survey period. 2. Seasonal usage requires protection of resident amenity (for example near foreshore or near sporting facilities). 3. Where hourly parking turnover in an activity centre or shopping strip are too high (1.2) or too low (0.8) for the land uses close to the restriction.
<p>User restrictions e.g. Resident Permit Zones</p>	<ol style="list-style-type: none"> 1. Specific user restrictions (such as accessible parking spaces, electric vehicles charging bays, taxis zones, mail zones, loading zones) are assessed on merit (or practicalities) as set out by Australian Standards for their design. They usually apply to certain times of day or days of the week. 2. Resident permit zones are assessed as for time-based restrictions. Resident permit zones relate to restrictions where only residents can park on the restriction. These restrictions are applied rarely as it prohibits all other users, including visitors (that have not been provided by a resident with temporary use of a transferable resident permit). They are only used when other parking restrictions have not been effective in controlling parking – for example close to schools during a school drop-off or pick-up times or where on-street parking is adjacent to a public car park.
<p>Paid time-based restrictions</p>	<ol style="list-style-type: none"> 1. As for time-based restrictions above and 5.4 above.

It is important to note that not all triggers need to be met to instigate a change to parking.

Figure 1 – the streets within the green areas are the activity centres, comprehensive development zones, commercial, mixed-use zones, residential 1 and 2 zones or residential growth zones mentioned in the Council Resolution of 27 July 2015.



There may also be reasons why restrictions are not installed, for example:

- in streets where the demand for residential parking is significantly greater than the number of spaces available. This can occur in residential streets largely made up of multi-dwelling properties. In such streets parking restrictions may not be effective in controlling parking if the number residential permits issued for residents in the street is greater than the number of spaces available.
- where safety of the road is adversely changed.

5.5 Relative User Priority

This Policy seeks to provide an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff, and visitors. Each parking area has a unique set of users with competing interests. To make best use of limited parking supply, Council prioritises different users such as residents, commuters, and commercial - as set out in the Tables below. These user priorities help inform the parking investigations to determine the most appropriate parking restrictions for the area. To balance the needs of different users (in the first instance) parking restrictions will only be considered on one side of the road where the width of the road allows parking on both sides of the road. Additional restrictions may be considered where high demand for car parking persists.

5.5.1 Residential Areas

Parking restrictions in residential areas will be mostly time-based parking restrictions in which residents are provided with a permit that allows them to park all day on the restriction. The times and duration of the restrictions will reflect the demand for parking in the area.

In residential areas with high demand for parking, parking restrictions will focus on:

- the needs of the residents as the higher priority;
- improving road safety around these locations, as pedestrian activity is likely to be higher;
- reducing traffic congestion at peak usage periods.

Higher Priority	Medium Priority	Lower Priority
Residents	Trader parking	Loading zones
Bus stops	Commuters	Short-term parking
	Foreshore	Schools
	Accessible Parking	
	Taxi stops	

5.5.2 Streets near Railway Stations

Council encourages commuters to walk, cycle or use public transport as part of their public transport journey to reduce parking stress around railway stations. Nevertheless, parking for commuters can often be accommodated whilst maintaining residential amenity.

In areas near stations:

- Residential streets within 400m distance of a railway station will be considered for parking restrictions.
- In residential streets, 2- or 4-hour parking restrictions will be considered, normally operating between 9am and 5pm Monday to Friday, on one side of the street only, with unrestricted parking retained on the other side of the street.
- Where the railway line is the abutting property, parking restrictions will seek to encourage public transport usage (or commuter parking) along the railway line. Car parking may be

banned where it conflicts with a cycle lane, would significantly delay traffic in an otherwise uncongested environment, or there is another safety issue.

- On the opposite side of the road to a railway line, parking should be primarily for the use of the abutting properties. Any under-used parking should be made available for commuters.

Higher Priority	Medium Priority	Lower Priority
Accessible parking	Short-term parking	Abutting properties on railway line side
Bus and taxi stops	Loading zones on the other side of the railway line	Commuters other side of railway line
Commuters on railway line side	Commuters in residential streets	Foreshore
Station drop-off and pick-up zones (kiss and ride) on railway line side		Schools
Abutting properties other side of the railway line		Traders
Residents in other residential streets		

5.5.3 Activity Centres and Commercial Areas

Kingston City Council is committed to supporting our many local businesses. The efficient and effective application of parking management supports the prosperity of our activity centres, commercial areas, and small shopping strips. In these areas, parking management will focus on:

- Short and medium time-based restrictions (such as half, one, or two-hour parking) within an activity centre, or within 200m of a commercial area (or shopping strip) during business operating hours.
- To maximise parking opportunities for customers and visitors, the balance between short and medium-term parking restrictions will be reviewed when the use of these parking spaces exceeds 85%.
- To provide parking for local employees, some unrestricted spaces may be retained within a reasonable walking distance (400m). However, only if the parking is surplus to the needs of the abutting properties.

Higher Priority	Medium Priority	Lower Priority
Accessible parking	Trader parking	Residents
Short and medium term parking	Commuters	Schools
Bus and Taxi stops	Foreshore	
	Loading zones	

5.5.4 Foreshore Areas

Parking restrictions may be implemented in off-street carparks and streets near the foreshore. In these cases:

- The parking restrictions will seek to balance the needs of residents, local businesses, and foreshore visitor parking.
- In residential streets, 2- or 4-hour parking restrictions will be considered (normally operating between 9am and 6pm) on one side of the street only, with unrestricted parking retained on the other side of the street.
- Council reserves the right to install paid parking in foreshore areas.

Higher Priority	Medium Priority	Lower Priority
Foreshore visitors	Accessible parking	Commuter parking
Local business customers	Pick-up and drop-off zones	Loading zones
Residents	Trader parking	Schools
Bus and taxi stops		

5.5.5 Streets with Schools, Kindergartens, Hospitals and Childcare Centres

When investigating parking restrictions near schools, the main concern is with the safety of pedestrians and cyclists. The whole school community needs to be involved in road safety improvements, including changes to parking arrangements. Council will engage the school community in a holistic review of the transport needs around schools, which includes:

- encouraging more walking and cycling to reduce traffic congestion and the demand for parking;
- providing safe drop-off and pick-up zones;
- changing parking restrictions to reduce congestion; and
- ensuring neighbouring properties have adequate on-street parking opportunities.

School staff parking should be provided off-street or in appropriately restricted streets. The priority for streets adjacent to the school is for pick-up and drop-off (kiss and go parking).

A similar holistic review will be taken at kindergartens, hospitals, and childcare centres.

Higher Priority	Medium Priority	Lower Priority
School – reduce traffic congestion and improve pedestrian and cycle safety.	Residents	Commuter parking
Bus and taxi stops	Teachers	Foreshore
Kiss and Go parking zone	Accessible parking	Traders

5.5.6 Industrial Areas

Parking restrictions may be necessary in industrial areas. In these areas parking restrictions will focus on:

- a balance of high-turnover, short-term restrictions (limited to normal business times) and longer-term parking;

- reducing road congestion;
- ensuring safe access to businesses - including access by heavy vehicles;
- supporting local business prosperity;
- provision of on-street accessible parking in existing areas only where this has not been previously provided on-site.

Higher Priority	Medium Priority	Lower Priority
Accessible parking (where not previously provided on-site).	Trader	Residents
Short and longer-term parking	Commuters	Schools
Bus and taxi stops		Loading zones

5.6 Community Consultation

Kingston Council is committed to engaging communities in a meaningful way. Indeed, it aims to exceed expectations outlined in the Local Government Act 2020 by practicing principles developed by the Victorian Auditor General (VAGO) of openness, accountability, transparency, integrity, responsive, inclusiveness, and awareness.

Council will usually inform directly affected stakeholders and members of the community about proposed changes to parking. In most cases, community feedback will be sought. When the consultation ends, Council will assess the feedback and provide information on how this public input influenced the final decision.

In some cases car parking changes may be required for strategic reasons e.g. for safety or requirements under the Victorian Road Safety Road Rules (2017). In these cases, Council may be exempt from the engagement process, or will advise affected community members of the proposed change to restrictions (and the reason for it) but the scope to provide feedback will be limited.

Generally, Council undertakes the following steps when consulting on parking restriction changes:

- Determine who to consult by understanding the groups the restrictions seek to help, and other groups directly affected by the change. So, for example, if the parking changes are in a residential street which is located close to a commercial area, any parking changes proposed for residents will also affect access to businesses in the area. Therefore, in this case, both residents and commercial uses will be consulted about the proposed parking changes.
- The consulted area generally includes every property with a frontage (opposite or adjacent) to the area where the parking changes are proposed (i.e. properties on both sides of the road and corner properties that have a side fence to the street or area affected). Properties with a back fence to the area where changes are proposed will not generally be consulted. If the road is a divided road or has service roads, then only the abutting properties abutting the area will be consulted.
- Both property occupiers and owners (who may live elsewhere) will be consulted about parking changes as parking directly affects both groups.

The following points will be considered when undertaking consultation:

- Generally, Council will not proceed with the proposed changes if most of the respondents are opposed to the changes. However, if there are strong reasons (set out in the objectives of this Policy such as equity, access, safety, and accessibility) Council reserves the right to proceed with the changes.
- Where a community is relatively evenly divided on the need for a change, other factors may be considered in determining whether to proceed. These factors include the amount of feedback received, detailed comments provided in the community feedback, the impact on neighbouring area, and consistency with other similar situations in Kingston.

6. Parking Permits

The City of Kingston uses a range of permits to meet and balance the different needs of residents, visitors, and businesses in Kingston. These parking permit include:

- Residential Parking Permit;
- Accessible Parking Permit (Blue and Green types);
- Trader Parking Permit;
- Foreshore Parking Permit;
- Car Share Permit;
- Work Zone Permit.

Typically, a permit allows the permit holder's vehicle to remain parked for longer than the displayed time restrictions or to park in designated parking spaces. The application and the design requirements for each permit type are described below. The rules under which each permit type is issued, and the conditions associated with the continued use of the permit, are also described.

6.1 Residential Parking Permits

Residential permits exempt the permit holder from time-based parking restrictions or allow residents to park in a 'resident permit zone'. Permits allow residents greater opportunity to park near their property, but do not guarantee a parking space nearby. The permits are transferable between vehicles and not issued to a specific vehicle. This means that a resident can place a permit (in one vehicle at a time and manner that is clearly visible) in any vehicle in a household. It can also be used temporarily by visitors to a resident's property to park legally.

Residential parking permit areas are generally established in areas near rail stations, activity centres or other key activities. These areas may cover a street, part of a street or several streets. The permit issued is valid for all streets or locations in the specified area.

6.1.1 Eligibility

Residential parking permits are usually made available under the following conditions:

- The applicant applies for a permit and is a resident of the City of Kingston.
- The resident lives within a residential parking permit area (i.e. within 30m of an applicable parking restriction).
- Residential parking permits are only issued to occupiers. Owners of a property who permanently live elsewhere are not eligible for a permit for that property.

- Time restrictions (greater than 1-hour) or resident permit zones have been implemented in the street or area.

Residential parking permits do not apply to some time-based restricted spaces, for example:

- Parking restrictions sign-posted 1P (or less) as these restrictions are usually provided inactivity and commercial areas for the benefit of these land uses. Very occasionally, an exemption may be permitted by the Manager Infrastructure (for example – for a carer’s permit or where the 1-hour restriction is predominantly for residents’ benefit only).
- Parking restrictions in off-street public car parks.

Under a Council resolution of 27 July 2015, residents living in subdivisions (granted planning advertisement after 28 July 2015) that create a net increase in total dwellings will not be eligible for a permit in the following zones.

- Activity Centre Zone;
- Comprehensive Development Zone;
- Commercial 1 Zone;
- Commercial 2 Zone;
- Mixed Use Zone;
- Residential Growth Zone;
- General Residential Zone.

The green areas in Figure 1 identifies the location of these zones within the municipality. Figure 1 shows the geographical extent of the 2015 Council Resolution, should planning zones change over time through State Government Planning Scheme Amendments.

Residents of new subdivisions in these areas are not eligible for a permit because the on-site parking requirements for the development have been assessed through the Kingston Planning Scheme and, therefore, adequate parking is expected to be provided on-site for these developments.

Shop-top apartments within residential areas will be subject to the same eligibility requirements as other residential dwellings. Shop-top apartments in commercial or activities centre zones are eligible for parking permits that allow them to park on parking restrictions covered by a nearby residential parking permit area, however, the permit will not exempt them from parking on restrictions intended for commercial uses.

6.1.2 Number of Permits Available

The Table below sets out the number of permits per dwelling.

Housing Type (Dwellings per lot)	Permits		
	Free	Fee applies	Total
Dwelling granted planning advertising approval prior to 28 July 2015	1	1	2
Dwelling granted planning advertising approval after 28 July 2015	0	0	0

The limit of two permits per dwelling is intended to encourage drivers to park their vehicles within their own property boundary. This reduces demand for on-street parking and traffic congestion. It also helps to manage demand for parking permits in an area to provide equitable access to parking for all residents.

A small number of existing resident permit holders have (historically) been allocated more permits than shown in the Table above. Council acknowledges that these residents may wish to maintain the existing allocation until they vacate the property. These permit holders will be allowed to maintain the number of permits until the resident vacates the property (known as a legacy clause) or the property lot is developed with a net increase in the number of dwellings. However, permit holders (under the legacy clause) who do not continuously reapply for the higher number of permit (i.e. there is a break in holding the higher allocation of permits) and reapply (after the break) will only be eligible for the number of permits set out in the Table above.

6.1.3 Fees

The first permit is provided free (as a concessionary permit) to all eligible residents, some of whom may also be pensioners or a person with a disability. A fee applies to residents seeking a second residential parking permit. This fee covers the administration cost of issuing the permit, managing the resident parking permit scheme, the value of the public land occupied by the parking space, and seeks to encourage drivers to park their vehicles within their own property boundary. The fee will be set in the User Fees and Charges schedule adopted in Council's Annual Budget.

6.1.4 Duration of Residential Parking Permits

Residential parking permits are valid for 12 months from date of application. Lost or stolen permits will be cancelled, and a new permit issued for the duration left on the old permit.

6.2 Accessible Parking Permits

People with a significant disability or injury may be eligible for an accessible parking permit. There are two categories of permit based on the applicant's need for assistance.

- Australian Disabled Parking Permits (Blue) allow holders to park a vehicle in an accessible parking bay (for the time displayed on the sign) or park in a standard parking bay for double the time displayed on the parking sign. It can be used Australia wide.
- Double Time permits (Green) allow holders to park a vehicle in any standard parking bay (in Victoria) for double the time shown on the parking sign.

Residents can apply for Accessible Parking Permits online through the VicRoads website or can call Council for assistance.

6.3 Foreshore Parking Permit

Foreshore parking permits are issued to all ratepayers in Kingston enabling them to park free of charge in designated foreshore areas – though time restrictions still apply if specified. Foreshore parking permits are renewed every three years from 1 August. Replacement

permits (or residents who are not yet rate payers) can obtain a permit by providing proof-of-residency.

6.4 Share Car Permit

A car share scheme is designed to reduce on-street car parking pressures by encouraging people to use shared vehicles to meet their car travel needs rather than owning their own vehicle.

6.4.1 Eligibility

Share car permits apply to car share bays located on Council car parks or and Council-managed roads.

6.4.2 Application

Car share bays are subject to approval by Council. Council will work with the operator to identify appropriate sites and consult with nearby landowners and occupants before installing on-street car share bays. Council will consider submissions received and reserve the right to decline the application.

Applications must be made in writing and will be considered in line with Council's Commercial Use of Council Land Policy. The application must include the following:

- completed Commercial Event Notification Form;
- a detailed site-specific plan;
- public liability insurance with cover of no less than \$20 million, indemnifying Council;
- detailed operational overview of Car Share scheme and operator.

Car share operators must bear the costs associated with the installation of a car share facility which must include the supply and installation of two generic car share parking signs and line marking of the bay (as a minimum). Operators are responsible for submitting planning permit applications for all promotional and information signs associated with the car share bay (if required). Operators will be required to provide Council with an annual report outlining car share use patterns within the municipality.

If (due to unforeseen circumstances) Council needs to relocate or suspend a car share bay, Council will work with the relevant car share operator to find a suitable, alternative location. The costs of new signage and line marking will be covered by Council in such circumstances.

6.4.3 Fees

Car share operators will be charged a fee for exclusive access to a car share bay for a 12-month period as per the Commercial Use of Council Land Policy.

6.4.4 Duration of Share Car Permit

Car share bays are provided to the operator for a period of two years, with the option to renew.

6.5 Trader Parking Permits

Trader parking permits normally are implemented in Council off-street car parks located within commercial areas, activity centres or industrial areas. In these areas the parking restrictions will seek to:

- Balance high-turnover, short-term time restrictions for customers (usually limited to normal business hours) with longer-term parking for staff.
- Supporting local business prosperity.
- The permit scheme will be assessed, designed, and implemented using the Parking Investigation Methodology and Community Consultation process detailed in this Policy.

Trader parking permits may be made available under the following conditions:

- there is a demand from local businesses as determined by parking studies;
- existing on-site provisions have been considered;
- suitable parking sites are available within the commercial zone.

6.6 Work Zone Permit

A work zone permit allows the permit holder to, where appropriate, occupy and exclusively use on-street car parking spaces while undertaking construction or works adjacent to a site.

6.6.1 Eligibility

Work zone permits are assessed on a case-by-case basis considering existing on-street parking restrictions and operational need as detailed in the Road Occupation and Works Permit on-line application forms.

6.6.2 Fees

An occupation fee will be charged according to User Fees and Charges schedule adopted in Council's Annual Budget.

6.6.3 Application

A Road Occupation and Work Permit application (together with a traffic management plan for construction purposes) will be submitted to (and assessed by) the Council's Transport and Traffic Department.

6.6.4 Duration

This is assessed on a case-by-case basis, as required in the application.

7. Other Parking Issues

7.1 Parking on the Nature Strip

Parking on the nature strip in Victoria is prohibited by the Victorian Road Safety Road Rules 2017. Signage, therefore, is not needed to prohibit parking on the nature strip, except where compliance is proven to be a major safety issue. However, enforcement officers will only

undertake enforcement action against vehicles parked on nature strips when a specific complaint has been received and the offending vehicle meets one or more of the following criteria (in which case a warning or infringement notice may be issued).

- The vehicle is presenting an immediate danger by causing hazard to sight lines.
- The vehicle is parked too close to an intersection (within 10m).
- The vehicle is parking in a dangerous manner.
- The nature strip, kerb and channel or vegetation is being significantly damaged by the vehicle when parking or driving on or off the nature strip.
- The vehicle is parked not facing the direction of travel.
- The vehicle does not belong to the property outside where it is parked (the complaint must be raised by the property owner).

If the vehicle does not meet any of the criteria set out above, no action is taken.

7.2 Indented Parking

Kingston will consider indented parking bays or approved hard standing verge parking bays if:

- the width of the nature strip is sufficient to accommodate parking and does not compromise footpath safety and access;
- sight lines are not compromised;
- existing infrastructure and landscaping (including trees) are not impacted;
- it fits into the existing streetscape design;
- the indented parking space is for the use of the wider community, not for the sole use of any individual property;
- a fair proportion of the cost of installation is apportioned to the benefiting properties, in accordance with the Section 163 (1) of the Local Government Act 1989.

The asset will remain under the care and maintenance of Council. Parking restrictions may apply to these indented parking spaces.

7.3 Accessible Car Parking Spaces for People with an Accessible Parking Permit

When providing accessible car parking spaces for people with disabilities, several issues must be considered, including:

- Australian Standard design requirements;
- ramp/footpath access to the parking space; and
- that the driver may be the person with the disability (rather than the passenger).

It is generally easier to meet all the requirements for accessible parking spaces in off-street car parks. Where on-street 'angle' parking is available, providing safe parking spaces for people with disabilities is usually possible. Where on-street 'parallel' parking is the only parking available, it is generally not safe to provide an accessible parking space, as the driver (who may have a disability) will be getting out of the vehicle into the path of approaching traffic. Therefore, accessible on-street parking spaces will only be provided on roads wide enough to accommodate a full width (wide) parking space, clear of high traffic flow (or cycling) lanes, where ramps can be provided, and where the land use is likely to attract high numbers of people with a disability – such as senior citizen's clubs.

7.4 Abandoned Vehicles

Any vehicle found on Council land or a road and considered by an authorised delegated officer to be abandoned or unregistered may be dealt with under the provisions of Schedule 11 (3) of the Local Government Act 1989.

7.5 Loading Zones and Facilities

The City of Kingston's Planning Scheme (65.01) requires Council to consider as part of a planning application (or approval of a plan) the adequacy of on-site loading and unloading facilities (and any associated amenity, traffic flow and road safety impacts). Most new developments that have loading and unloading requirements must take place on-site (rather than a vehicle stopped on-street in a public road). Council, therefore, does not need to provide (or retain existing) on-street loading zones outside such new developments.

There are, however, many existing properties that were built before these Planning Scheme requirements. Where existing properties have issues with deliveries (or collection of goods) on-street loading zones may be installed (or retained) following consultation with relevant affected properties.

Generally, there are limited requirements for loading facilities in residential areas. So finding on-road space to safely park a truck in a residential area can be very difficult. On-street loading and unloading in these areas can also create conflict with pedestrian and cyclist' safety. When a new residential property is part of a large multi-unit complex, loading and unloading by trucks can occur regularly. It is therefore incumbent on new residential developments to adequately provide for loading and unloading on-site and not to rely on valuable on-street parking.

7.6 Private Parking Areas

Council has several agreements with the landowner of private parking parks to enforce parking restrictions. It is expected that, generally, the parking provisions in these private parking areas will be consistent with this Policy.

7.7 Boats, Trailers, and Caravans

Under the Victorian Road Safety Rules 2017, boats, caravans, and trailers are permitted to park on local roads within the City of Kingston if they:

- are less than 7.5m in length;
- have a gross vehicle mass (GVM) of 4.5t or less.

Beyond these requirements, they are also subject to the following conditions:

- Council does not consider the boat, trailer, or caravan to be abandoned (see Section 7.4);
- A resident permit cannot be used on the boat, trailer, or caravan to exempt these vehicles from an area subject to a resident parking scheme (except Inner Harbour Drive, which contains purpose-built trailer parking).

7.8 Heavy and Long Vehicles

The stopping of heavy and long vehicles for more than one hour is prohibited in built-up areas under the Victorian Road Safety Road Rules 2017.

7.9 Waste Collection

Requests for the installation of restrictions - such as no stopping signs in narrow streets during waste collection times - are assessed on advice from the waste collection contractor and an assessment of the frequency of missed collections.

7.10 Streets Designated as Cycle Routes

Kingston has a cycling network which consists of a mix of shared-use paths and on-road lanes.

- Parking should be removed near intersections to reduce conflict points between cyclists and other vehicles.
- Clearway/no stopping or timed parking restrictions could be considered if a road is designated as a high-usage cycling route.
- Parking may be removed where the road is too narrow to accommodate parking while ensuring the safety of travel for cyclists.
- Parking conditions will be reviewed as the bicycle network expands.

7.11 Hockey Sticks and Other Markings

Victorian Road Rules prohibits drivers from stopping or parking across (and obstructing access to) a driveway.

Hockey stick markings are advisory road markings that identify parking areas between driveways. The markings are usually located 1.5m from the straight edge of a driveway (though this can vary depending on the design of the driveway). Generally, Council does not mark out hockey stick marking if the length between the start and the end of the hockey stick markings is less than 5.4m (with an absolute minimum of 4.9m - as 4.9m is the space needed to accommodate 85% of vehicles). Hockey stick markings encourage motorists to park inside a marked parking area and help to ensure there is enough space between parked cars, driveways, and intersections. Generally, these are only installed in areas where the demand for parking is high such as in (or close to) activity centres, around stations or sports reserves. Outside areas of high demand for parking, hockey stick markings are not generally used due to the low demand for parking and because they can reduce visual amenity of a street. Under Victorian Road Rules, the marking out of individual bays requires a driver to position their vehicle completely within a single parking bay (unless the vehicle is too wide or long to fit completely within the bay). However, individually marked bays must be designed to Australian Standards in terms of vehicle length to accommodate 85% of cars and gaps required between parked vehicles. Because of this marking individual bays can lead to considerable loss of parking available in a street. Consequently, marking individual bays is limited to areas such as activity centres (where there is very high demand for parking and high turnover of vehicles) or for safety reasons - rather than applied generally to residential streets.

Continuous parking lanes are installed to aid traffic flow. These are length of continuous line markings that identify parking areas and are often protected at the start and end of the parking lane with painted or physical island.

7.12 Electric Vehicle Charging Bays

Council will work with electric vehicle (EV) charging companies to identify appropriate EV charging bay locations (on Council managed land) and will consult with nearby landowners, business owners and occupants before approving the installation of EV charging bays. In granting approval, Council will consider issues such as the availability of space, accessibility, amenity, availability of power and proximity to other charging bays. Council will refine these criteria as it develops an EV charging policy.

The cost of installing EV charging infrastructure can be significant. Until Council's EV charging policy is approved, lease arrangements, fees and any financial or other support from Council will be determined on a case-by-case basis. As a minimum, EV charging companies will be responsible for the cost associated with the installation and supply of EV charging signs and line markings. EV charging companies will also be responsible for submitting planning permit applications for all promotional and information signs associated with EV charging (if required). It is likely EV charging companies will also be responsible for costs associated with electricity, maintenance, and customer service.

EV charging companies will provide Council with usage data and report to Council any outages.

Electric vehicles are permitted to park in EV charging bays for the duration of charging, but no longer than the time permitted on the sign. Non-electric vehicles are not permitted to park on EV charging bays.

8. Key Stakeholders

Internal consultation has been undertaken with the following teams: Infrastructure (Traffic and Transport), Property Services, Parking Services, Kingston Business, Procurement and Contracts, Environmental Planning, Communications and Engagement, Bushland and Foreshore, Local Laws. The community consultation was undertaken through Your Kingston Your Say Council web page.

9. Internal and External Assessments

9.1 Risk Assessment

This policy has been assessed by the relevant department.

9.2 Delegation and Authorisation (Compliance Framework)

Delegations under the following Acts and Regulations that apply to this Policy:

- Local Government Act 1989
- City of Kingston Community Local Laws 2015
- Victorian Infringements Act 2006 version 062

The Manager Infrastructure has delegation to make exemptions to this Policy under the following circumstances:

- Where a resident receives in-home care services, one transferable 'care permit' may be issued to the resident's property for the carer(s) use only. It will be provided only for the period the person in need of care lives in the property. The need for the permit will

be reviewed annually from the date the permit is granted. The carer permit applies only to residents without access to a resident permit.

- Where there are other medical reasons justifying an exemption;
- Where a parent has a very young child;
- There are genuine concerns for personal safety of residents if they are required to park in a remote location.

Evidence will need to be provided in support of any application for an exemption.

9.3 Gender Impact Assessment

A Gender Impact Assessment was not undertaken for this Policy update. A GIA will be undertaken in the early stages of next update to the Policy. This will be done before a draft Policy is taken to community consultation.

9.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

9.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

10. Roles and Responsibilities

Role	Responsibility
Council Officers	<ul style="list-style-type: none">• Issue parking permit• Investigate and implementing changes to parking restrictions.
Applicant	Provide accurate information when applying for a parking permit.

11. Related documents

11.1 Legislation

This policy refers to the following State legislation and local laws:

- (a) Local Government Act 1989.
- (b) Local Government Act 2020.
- (c) Road Safety (Traffic Management) Regulations 2019.
- (d) Road Safety Road Rules 2017.
- (e) Road Safety Act 1986.
- (f) City of Kingston - Community Local Laws 2015.

11.2 Documents and resources

This policy refers to the following internal plans and strategies:

- a) Our Roadmap Council Plan 2021 – 2025.
- b) Living Kingston 2035.
- c) Commercial Use of Council Land Policy 2018.
- d) Community Engagement Policy February 2021.

All parking-related infrastructure will comply with the Road Safety (Traffic Management) Regulations 2019 and conform to the designs specified in the AUSTRROAD standards.

12. Definitions

Term	Definition
Abutting property	A property on the same side of the road as the parking spaces of interest. This does not include properties on the opposite side of the road.
Area of interest	Section of road or collection of roads with the same parking issue.
Heavy Vehicle	A vehicle is a heavy vehicle if it has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5t as defined by Victorian Safety Road Rules 2017. Road Rule 200 has the same meaning as Road Safety Act 1986, and the Heavy Vehicle National Law (Victoria) Application Act 2013. Part 2 Section 4 of this Act refers to the Heavy Vehicle National Law Act 2012 of Queensland applying to Victoria.
Loading Facilities	The area set aside for loading and unloading of commercial vehicles within a development (e.g. loading docks or service area).
Loading Zone	Loading zones provide short-term on-street stopping for purposes of loading and unloading goods vehicles.
Long Vehicle	A vehicle that, together with any load or projections is 7.5m long or longer as defined by under Road Rule 200 of Victorian Safety Road Rules 2017.
Mixed-use	A property that has more than one use, such as retail on the ground floor and residential on the upper floors, including 'shop-top' living.
Multi-dwelling property	A property with two or more dwellings on a lot and includes subdivided sites and shop-top apartments.
Occupancy rate	This is the percentage of theoretical parking spaces that are occupied in the area of interest, at any one time.
On-street Parking Demand	People who owns a vehicle needs a space to park that vehicle. As the number of vehicles grows, the need for parking increases. This need (demand) for parking is often sought on-street. The demand for on-street parking is usually measured as an occupancy rate. However, a wider definition (where the demand for on-street parking exceeds the number of spaces available) may include the total demand for parking spaces in an area e.g. in residential streets largely made up of multi-dwelling properties, the number of properties in the street (and car owners wanting to park on-street) may exceeds the number of on-street spaces available.
Parking permit	A parking permit issued by the City of Kingston.
Resident permit zones	Areas where only residents can park on the restriction.
Residential property	A dwelling that solely used for residential purposes.
Response rate	The number of properties who responded, as a percentage of the total number of properties consulted.
Road Hierarchy	The road network in Victoria is divided into a hierarchy of roads based on function, speeds, volumes, geometry, and construction standards. Local

Term	Definition
	roads (at the bottom of the hierarchy) are local streets usually with properties beside it (such as residential dwellings) with low speeds and traffic volumes and many accesses to property (such as driveways). Council collector and major roads collect traffic from local roads and distributes it to DTP arterial roads. Traffic using these roads are usually going to or coming from somewhere nearby. DTP arterial roads carry large volumes of traffic and have higher speeds, and more through traffic. Freeways (at the top of the hierarchy) have the highest speeds and flows and access is usually limited. Melways identifies DTP's arterial roads in black or red. Orange roads are major Council roads. Grey roads are Council collector roads. All other roads local council roads.
Section of road	A section of road 150m (or greater) in length or with the same existing parking restrictions.
Survey period	This involves measuring the parking occupancy rate (and turnover) for a period of at least five hours on both sides of the road in the area of interest.
Theoretical parking spaces	The estimated number of parking spaces in an area of interest based on Australian Standards for the length of an 85th percentile vehicle, Road Rules or signs and line markings.
Time based restrictions	For example, 3-hour restrictions.
Time of operation	The time of day or days of the week that parking restrictions apply.
Turnover rate	The actual rate of use of (theoretical) parking spaces in an area of interest. It is calculated as the number of vehicles parked in the spaces (per hour) during the survey period.
User limitations	The restriction applies to a type of vehicle or user.