

# Review of Resident Permit Parking Only Schemes

## Policy Document

Residents are able to instigate a review of an existing resident permit parking scheme at any time.

The review will result in one of the following three outcomes;

### **1. Removal of the permit scheme.**

This would result in the legal removal of the permit scheme, is subject to statutory consultation and would take approximately four months, although the formal process may result in retention of the scheme.

### **2. Amendments to the scheme operation**

For example, a change to the times the scheme applies. This would take approximately four months and is subject to statutory consultation, although where legally possible enforcement could be adapted in the meantime to suit the new operational hours.

### **3. No change to the permit scheme**

The permit scheme would stay as is. There is no time implication to this option.

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## **How can I instigate a review of the permit scheme in my street?**

The lead resident who contacts the council to request a review of the scheme will be asked to mobilise their neighbours and demonstrate that they have gathered support from other local residents, and that it is not an isolated request.

This can be in the form of all residents individually writing to the council, or usually more conveniently, the lead resident organising a 'petition' requesting the review of the scheme and indicating their desired outcome, e.g. removal or a change to the operational details (such as times the scheme applies).

This document needs to be signed by at least 50% of residents and show the names and addresses of all supporting residents, and their signature.

On receipt of this, assuming there is sufficient support relative to the size of the street, the council will contact the local ward members and town, community or parish councils to advise them of the review and seek their opinion. They then have two weeks to respond.

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## Informal Consultation

MK Council will undertake an informal consultation with residents of the affected street. This involves sending a standard document package (letter and sometimes plans) to the residents explaining the proposal to either remove or change the scheme, and the advantages and disadvantages.

Responses are via a short on line survey although postal responses can be issued. Usually, four weeks are allowed for responses although this period can be extended if there is a valid reason for doing so e.g. if consultation takes place over a holiday period.

MK Council will then analyse the results and let residents know the outcome by posting information on the website, although the lead resident and ward members will be contacted directly.

The time-frame for the informal process is two months.

Residents applying for a parking permit during the review period will need to pay for their permit. If the outcome of the informal review indicates that the scheme is likely to be removed (subject to the statutory consultation) the council may, at its discretion, suspend permit charges (and enforcement of the scheme).

If the scheme is removed, the council will refund 50% of the cost of the annual parking permit if there is more than six months life remaining on it at the time the scheme is legally voided.

### **Formal/Statutory Consultation**

The council will only proceed to formal statutory consultation on scheme changes if 70% of those that have responded are in support of the removal of or changes to a resident permit parking only scheme.

The threshold is set at this level as any less (e.g. 60/40%) would risk displeasing as many residents as it pleased. This is the same threshold used for implementing a scheme. We require a minimum response rate of 50% of properties consulted, i.e. if letters are sent to 100 properties, we need 50 letters returned and at least 35 of these must be in favour of the removal or change to the scheme.

Formal/statutory consultation is a legal requirement and is run in line with statutory guidelines but usually involves laminate notices in the affected area and an advertisement in the local newspaper, as well as writing to the standard list of statutory consultees (police, fire, councillors etc.).

Objections can be received during the formal consultation period which may affect whether the proposed changes go ahead, depending on the nature of the objection.

# Resident Permit Scheme

Subject to the outcome of the formal consultation process, a resident permit parking only scheme can be legally changed in approximately four months, although if residents have voted to change the operational hours of the scheme, where legally possible, we may be able to adapt enforcement in the meantime. The time-frame for the formal process is approximately four months.

If a consultation achieves a negative response, legally we are only required to review a scheme once every five years, although in some circumstances we will consider reviewing a scheme after two years.

## Considerations

Some resident permit parking only schemes have been implemented for traffic management and/or road safety reasons, and their removal could have a negative impact on surrounding areas or on safety, e.g. in the case of permit schemes near to schools.