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1 INTRODUCTION

1.1 Purpose
The purpose of the Parking Permit Policy (2013) is to assist Council manage parking across the municipality in a strategic way for the benefit of the whole community. It states the tools, principles and procedures Council will follow in order to manage its Parking Permit system now and in the future.

1.2 Objectives
The objectives of this Parking Permit Policy (2013) are to:

- Encourage the community to utilise sustainable transport modes and reduce reliance on private vehicle use.
- Protect residential amenity while providing equitable access to on-street parking areas for other users in line with the Kerbside Road Space User Hierarchy and the Parking Demand Management Framework.
- Implement a rigorous permit parking system that precludes misuse of permits.
- Ensure the operation of the Parking Permit system is consistent with other Victorian metropolitan local governments (in terms of administrative best practice; maximum allowable permit numbers; cost etc).
- Ensure the amount of Parking Permits provided more closely corresponds to the number of available on-street spaces.
- Provide systems to tackle parking issues around the city in a planned, fair and consistent way.

1.3 Review of the Parking Permit Policy (2013)
This Policy replaces the Resident Permit Parking Policy (2008) and supports the Municipal Parking Strategy (adopted in December 2011) by providing concrete tools to implement the measures adopted as part of the Municipal Parking Strategy. It also aims to tackle parking issues around the city in a planned, fair and consistent way and encourage the community to be less car reliant and use sustainable forms of transport.

While the Policy addresses the current and future needs of the community, it may be necessary to make further amendments to the Policy in the future in order to reflect the changing expectations of our citizens.

If changes to the Policy are required in the future, a further report will be presented to Council seeking endorsement of these changes.

1.4 Commencement of the Parking Permit Policy (2013)
This Policy will commence from 1 November 2013.
2 BACKGROUND

2.1 Municipal Parking Strategy

Moonee Valley is a city in transition. As Melbourne’s population continues to increase, Moonee Valley will change and expand to accommodate a growing number of residents, in line with the State Government’s population projections. This means increased housing density in some areas which, if not managed properly, can lead to more cars and more traffic in the municipality.

In some areas in Moonee Valley, the demand for parking is already greater than the amount of public space available. This is not just about local population growth. As the outer northern and western areas of Melbourne keep expanding, Moonee Valley will experience more people driving into and through the local area, contributing to parking and traffic issues.

Research all around the world shows the negative impacts associated with trying to get around in a growing, car dependent city. These impacts include endless traffic and parking congestion, decrease in productivity and increase in air and noise pollution.

On-street parking in residential streets within the municipality has become a major issue, especially in areas of high demand. The demand for parking permits is already greater than the number of parking spaces available in some areas of the city.

After extensive community consultation Council adopted its first Municipal Parking Strategy (MPS) in December 2011. The MPS provides clear direction and a robust framework for how Council manages the supply of and demand for both public and private parking spaces. It also addresses how Council will manage the parking demands of today, whilst taking a long term perspective to transition Moonee Valley to a more sustainable city.

An identified action of the Municipal Parking Strategy is to review and update the Resident Permit Parking Policy (2008) so that it reflects the objectives, actions and key management tools of the Municipal Parking Strategy.

Given the above considerations, the Parking Permit Policy (2013) has been compiled and replaces the Resident Permit Parking Policy (2008). It now includes:

2. Non-Residential Parking Permit Provisions (which includes Community Service Organisation Permits).
3. Other temporary parking permit systems (Temporary Parking Vouchers).
4. An area based system for issuing parking permits which includes adjacent streets (rather than a specified street).
5. Appeals Process.
2.2 Change of Parking Permit Validity Period

To allow sufficient time for the transition period for this Policy, the 2013/14 Parking Permits will be issued/renewed on 1 November 2013, and will be valid until 31 October 2014. This means that Council will extend the validity of all 2012/13 Parking Permits to 31 October 2013.

2.3 Key Management Tools

The review of the Parking Permit Policy (2013) has carefully taken into consideration the objectives of the Municipal Parking Strategy. It is in line with other specific actions and the below key management tools of the Municipal Parking Strategy.

**Kerbside Road Space User Hierarchy**

On-street parking is a very important component of the overall parking supply within Moonee Valley. There are many users competing for limited kerbside space, for example, bus and tram stops, bicycle lanes, delivery access, emergency vehicle access, alfresco dining and car park spaces for residents and visitors.

The Kerbside Road Space User Hierarchy has been adopted as part of the Municipal Parking Strategy and is a system that prioritises the needs of the various users depending on the type of area considered, for example, residential, activity centres and community facilities/services.

Once the needs of the highest ranked users are satisfied, the space is allocated to the next highest user, continuing until all available space is used. This system ensures that kerbside space is allocated in an appropriate, fair consistent and transparent way across the municipality.

Table 2.1 sets out the priority to the various user groups as outlined in the Municipal Parking Strategy.
### Table 2.1: Kerbside Road Space User Hierarchy

<table>
<thead>
<tr>
<th>User Category</th>
<th>Priority</th>
<th>Residential</th>
<th>Activity Centre</th>
<th>Community facilities/ Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Zone</td>
<td>Safety is the highest priority in all situations.</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Public Transport Zone</td>
<td>Public transport is the second highest priority in all situations for efficiency, environmental and social equity reasons. Typically tram/bus stop. Also includes provision of cycle and bus lanes and bicycle parking on a location specific basis.</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Disabled Permit Zone</td>
<td>People with disabilities are the third highest priority across all situations for social equity reasons.</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Car Sharing Residents (including visitors)</td>
<td>On-street parking spaces for car sharing assist in reducing overall parking demand and therefore are encouraged. Residents are the next highest priority in residential areas. In Major Activity Centres residents should not expect priority access to on-street parking.</td>
<td>4</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Loading zone</td>
<td>Loading zones have a medium priority in all areas to support local economic activity. In residential areas loading operations should be conducted on-site wherever possible.</td>
<td>6</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Customers</td>
<td>Customers have medium priority in Major Activity centres and residential areas</td>
<td>7</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Local employees</td>
<td>Local employees are encouraged to use alternative modes or use the least convenient car parking- leaving more convenient spaces for customers</td>
<td>8</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Commuters</td>
<td>Commuters have medium-low priority in all areas. They require access to specific locations such as railway stations and tram stops. This also includes park and ride spaces.</td>
<td>9</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>School Zone</td>
<td>School students have low priority in residential and activity centre areas as most school students are under the legal driving limit and in an attempt to encourage more sustainable transport options to commute to school.</td>
<td>10</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Commercial Zone</td>
<td>Using the kerb side for commercial activity is a low priority except in specific circumstances where Council has slowed traffic speeds and is encouraging pedestrian activities.</td>
<td>11</td>
<td>11</td>
<td>4</td>
</tr>
</tbody>
</table>
Parking Demand Management Framework

The Parking Demand Management Framework has been adopted as part of the Municipal Parking Strategy, and establishes a clear rule to manage parking resources efficiently. Where the demand is high, there may be a need for parking restrictions to encourage a regular turnover of cars and to ensure that those who need a car space can find one.

There are four steps to the system, as shown in Figure 2.1. When car parking spaces are occupied more than 85 per cent of the time, Council will consult the community to establish the level of support for changes to the parking restrictions.

The 85 per cent occupancy rate provides a clear trigger for the implementation (or removal) of each tier in management process. Only spaces occupied more than 85 per cent of the time have the next tier of restrictions applied to them. If over time, occupancy decreases, then the lower tier restriction is applied.

These restrictions are designed to ensure a sufficient turnover of parking spaces so that people who cannot walk, cycle or take public transport to the area can still access it by car and find a parking space.

Figure 2.1: Parking Demand Management Framework Process
3 POLICY CONTEXT

Council Policies relevant to the Parking Permit Policy (2013) are outlined below.

3.1 Moonee Valley 2020 – Community Vision

MV2020 describes a long term vision which captures what the community would like Moonee Valley to be in the future:

In 2020, Moonee Valley will be an engaged and connected City where individuals and communities work together to support and improve the wellbeing and sustainability of its people, places and environments.

MV2020 identifies five key community priorities as:

- Creating and sustaining healthy, safe and active communities;
- Accessing quality infrastructure and services;
- Caring for our environments;
- Fostering local character; and
- Working together for prosperity.

The following MV2020 aims and objectives are relevant to the Parking Permit Policy (2013):

<table>
<thead>
<tr>
<th>Community Priorities</th>
<th>Relevant Aims and Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating and sustaining healthy, safe and active communities</td>
<td>Encourage and support initiatives that lead to a more socially inclusive and diverse community.</td>
</tr>
<tr>
<td>Accessing quality infrastructure and services</td>
<td>Manage, maintain and renew appropriate Council infrastructure and facilities for the benefit of the community and for future generations.</td>
</tr>
<tr>
<td>Caring for our environments</td>
<td>Create choices for the movement of goods and people through our City ensuring these choices are sustainable.</td>
</tr>
<tr>
<td></td>
<td>Ensure effective community transport within the Municipality.</td>
</tr>
<tr>
<td>Fostering local character</td>
<td>Lead and promote practices that support the sustainable use of energy.</td>
</tr>
<tr>
<td></td>
<td>Improve our understanding of climate change and lead community change to reduce the effects of climate change on the natural and built environment.</td>
</tr>
<tr>
<td></td>
<td>Reduce greenhouse gas emissions, reduce water use and enhance biodiversity.</td>
</tr>
<tr>
<td></td>
<td>Maintain and enhance residential streetscape quality and character.</td>
</tr>
<tr>
<td></td>
<td>Provide the infrastructure, facilities and design that meets the needs of the community.</td>
</tr>
</tbody>
</table>
Council is in the process of developing the new community vision: Moonee Valley Next Generation 2035. Early results of the consultation show that the community still values and aspires to a sustainable city.

3.2 Moonee Valley Council Plan (2009-2013)

The Council Plan 2009-2013 sets out Moonee Valley City Council’s four-year strategic direction in response to the community consultation undertaken as part of the Community Vision.

For this period, Council put priority on the following six strategic objectives to meet the community’s shared vision:

- A creative City with connected communities;
- A healthy environment and a sustainable City;
- A City providing smart and accessible transport that connects people;
- A City for investment and growth;
- A well-planned and managed City; and
- A dynamic, responsive organisation.

In addition, the Council Plan clearly highlights Moonee Valley’s commitment to sustainability. In order for Council to achieve this is it will be necessary to have a level of ‘parking control’ in order to manage demand.

3.3 Moonee Valley Integrated Transport Plan (2008)

The Integrated Transport Plan (ITP) serves as an overarching document which provides direction for Council’s transport planning and operations. The main objective of the plan is:

To create choices for movement of people and goods through our City while ensuring these choices provide valuable, sustainable outcomes that contribute to our citizens’ lifestyle.

The plan is guided by the following six objectives and outcomes for transport within the municipality:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Demand</td>
<td>Reduce the need to travel, trip numbers and lengths.</td>
</tr>
<tr>
<td>Congestion</td>
<td>Reduce congestion and manage movement of private and heavy vehicles.</td>
</tr>
<tr>
<td>Environmental Impact</td>
<td>Reduce environmental impact through use of more environmentally sustainable transport options.</td>
</tr>
<tr>
<td>Improve Amenity</td>
<td>Improve the look and feel of the City.</td>
</tr>
<tr>
<td>Safety</td>
<td>Improve transport safety.</td>
</tr>
<tr>
<td>Social Inclusion</td>
<td>Create a more inclusive society that can undertake its activities and continually improve with ease. The ITP can assist by creating an accessible and affordable transport system.</td>
</tr>
</tbody>
</table>
3.4 Moonee Valley Walking and Cycling Strategy

Moonee Valley City Council’s Walking and Cycling Strategy aims to:

- Increase the number of people who walk and cycle particularly for short trips.
- Prioritise walking and cycling in planning and decision making processes across Council.
- Promote walking as normal, easy, healthy and inexpensive and enjoyable ways to travel that promote social inclusion.

The Strategy consists of initiatives to make Moonee Valley more connected and liveable through infrastructure and travel behaviour change as well as advocating to State Government and major transport providers for improved infrastructure as well as public transport across the city.

It also builds on Moonee Valley’s first Cycling and Walking Strategy (2004-2009) and the Integrated Transport Plan (2008), which collectively set out to improve connectivity and linkages to activity centres, improve safety for pedestrians and cyclists, increase active trips to and from school, and increase cycle facilities.
4 TYPICAL PARKING RESTRICTIONS

A number of parking considerations underpin the measures proposed in the Parking Permit Policy (2013). On-street parking is a valuable resource, which should be shared by all members of the community. As most residents are at work during the day and sometimes have off-street parking, it is appropriate to allow customers, visitors, local employees and public transport users to park in residential streets.

Although residents generally prefer to park directly outside their homes, this is not always possible in the streets with high parking demand. Therefore, it is considered reasonable for residents to park within a short walking distance of the property, including on the opposite side of the street, to enable others to share the parking.

Different parking restrictions should be considered depending on the use and characteristics of each street and locality. Determining the most appropriate restrictions for a street is a key focus of the Municipal Parking Strategy.

The following sections outline typical parking restrictions that could be implemented in residential streets where high parking demands have been identified, in consultation with the local community.

4.1 Streets close to Commercial Areas

Council seeks to enhance the viability and vitality of the businesses in the municipality, through the provision of adequate and convenient parking for all visitors to the area. Time-limited restrictions, such as ‘1P’ or ‘2P’, could be installed on one or both sides of the street, in order to increase parking opportunities for residents, by providing a higher turnover of parking spaces, while providing parking for customers, visitors and local employees etc.

**Aim:** Provide equitable access to on-street parking for residents, customers, visitors and local employees, while recognising the importance of such parking to the economic viability of local businesses.

**Location:** Residential streets within 300m walking distance of a commercial area.

**Restriction:** 2P, 9am – 6pm, Mon–Sat, along residential frontages on one or both sides of the street.

4.2 Streets with Schools, Kindergartens or Child Care Centres

The issues to be considered when assessing restrictions in such streets include traffic management, pedestrian/cyclist safety and access, length of school frontage and equity. Restrictions should be implemented in consultation with the school, kindergarten or childcare centre and residents.

**Aim:** Provide equitable balance between the needs of residents and schools, kindergartens, childcare centres, in particular during peak drop-off and pick-up times.

**Location:** Residential streets with a school, kindergarten or childcare centre.
Restriction: P5 minute, P3 minute, P2 minute or No Parking, 8-9am, 3-4pm Mon-Fri school days, next to the frontage of school, kindergarten or childcare centre.

4.3 Streets close to Public Transport Facilities

Council aims to encourage the use of public transport, cycling and walking in the municipality. Greater use of public transport reduces private car usage, with significant benefits for the transport network, including a decrease in traffic and parking congestion, noise and pollution.

In order to encourage the use of public transport, it is important to provide parking for train/tram/bus commuters, while maintaining residential amenity. For example, a ‘1/2P’, ‘1P’, ‘2P’ or ‘4P’ restriction could be considered on one side of a street close to a train station, enabling commuters to park on the unrestricted side while maintaining the availability of parking for residents.

Aim: Provide equitable balance between the needs of residents and public transport commuters.

Location: Residential street within 400m walking distance of a train station.

Restriction: 1/2P, 1P, 2P or 4P, 9am – 6pm, Mon–Fri, along residential frontages on one side of the street.

4.4 Disabled Parking Bays

The installation of disabled parking bays in residential areas may be considered, where it is not possible to provide parking on-site, and on-street parking occupancy is regularly 85% or higher within 20 metres of the front gate.

In non-residential areas such as commercial areas, strip shopping centres and community facilities, Council at its discretion, will provide disabled parking bays in convenient locations. When considering whether time restrictions should be placed on a disabled parking bay Council will consider the objectives of the Parking Demand Management Framework, as outlined in the Municipal Parking Strategy. Likewise, disabled parking bays are removed when the relevant disabled parking permits lapses or an appropriate request is made to have the disabled parking bay removed.

To access these bays, the relevant disabled parking permit must be displayed at all times.

Aim: Provide convenient parking for people with disabilities.

Location: Outside the property of a resident with a disabled parking permit or in non-residential areas, commercial areas, strip shopping centres and community facilities.

Restriction: P, 1P or 2P (disabled symbol) only.
4.5 Permit Zones

Permit Zones next to residential properties provide exclusive parking for residents and their visitors, while prohibiting other members of the community from parking on that street. This results in parking spaces being largely unoccupied during the day, when residential demand is low.

A fundamental principle of the Municipal Parking Strategy and the Parking Permit Policy (2013) is that on-street parking should be efficiently utilised. The unwarranted use of streets as exclusive Permit Zones is therefore not recommended.

The Municipal Parking Strategy outlines strategic parking management tools, for example the Parking Demand Management Framework and the Kerbside Road Space User Hierarchy, that specify when to implement the most appropriate parking control measure.

For example, the Parking Demand Management Framework identifies a benchmark of 85 per cent occupancy that must be reached before more stringent restrictions should be implemented, thereby, promoting use of the finite parking supply in an equitable and efficient way. User-based restrictions such as exclusive Permit Zones will only be considered when the preceding measures have been undertaken. Likewise, if over time the occupancy levels decrease, then the existing exclusive Permit Zones may be changed to time based restrictions.
5 PARKING PERMITS AND TEMPORARY PARKING VOUCHERS

5.1 Maximum Allowable Temporary Parking Vouchers per Dwelling (from 1 November 2013)

Table 5.1 indicates the maximum number of Temporary Parking Vouchers allowable according to dwelling type.

Table 5.1: Maximum allowable Temporary Parking Vouchers per dwelling (from 1 November 2013)

<table>
<thead>
<tr>
<th>Dwelling Type</th>
<th>Temporary Parking Vouchers 1 per dwelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>House</td>
<td>1</td>
</tr>
<tr>
<td>Shop-top or Rear-of-shop residence</td>
<td>1</td>
</tr>
<tr>
<td>Townhouse</td>
<td>1</td>
</tr>
<tr>
<td>Multi-dwelling Development</td>
<td>0</td>
</tr>
<tr>
<td><strong>EVENTS AREA</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td>Department of Human Services - public housing accommodation</td>
<td><strong>1</strong></td>
</tr>
<tr>
<td>Multi-dwelling Development</td>
<td>1</td>
</tr>
<tr>
<td>Businesses and Organisations</td>
<td>0</td>
</tr>
<tr>
<td>Education Facilities</td>
<td>1</td>
</tr>
</tbody>
</table>

**Definitions:**

1. A Temporary Parking Voucher will consist of 10 x Daily Parking Permits. The allowable number of Temporary Parking Vouchers for all dwellings will be limited to one (1) per 3 months and will be valid for up to 12 months.

   Any requests for additional Temporary Parking Vouchers must be made in the form of a letter and approval will be at the discretion of the Coordinator Local Laws and Parking Control and the Coordinator Transport.

   Council will monitor the use of the Temporary Parking Voucher system, and if future changes are required to reflect the changing expectations of our citizens a further report will be presented to Council seeking endorsement of these changes.

   The Temporary Parking Voucher will not be issued automatically and will be issued upon application only.

2. "House" means a residential property with 1 dwelling on a lot that has exclusive access to at least 1 crossover; or, with no crossover. (A crossover provides access to the street frontage, not to laneways, ROW’s etc).

3. "Shop-top or Rear-of-shop-top" means a single dwelling above or at the rear of a shop or commercial premises. Properties within Major or Principal Activity Centres (as per Clause 21.06 of the Moonee Valley Planning Scheme) are not eligible for parking.
permits. A resident in this type of premise who holds a current parking permit as at 28 May 2013 shall be entitled to retain that permit until they vacate that premise.

4. “Townhouse” means 1 or more dwellings on a Lot with access to a shared crossover or 2 or more dwellings on a Lot. This does not include “Multi Dwelling Developments”. (See footnote 5)

5. “Multi Dwelling Development” means a dwelling in a building with 2 or more dwellings and 2 or more levels.

6. The “Events Area” is a defined area that is impacted by parking as a result of events held at the Flemington Racecourse and/or the Royal Melbourne Showgrounds, and is presented in Appendix A.

7. This category includes a residence of public housing accommodation provided by the Department of Human Services that fall within the “Events Area” only.

8. This category includes businesses and organisations that fall within the “Events Area” only.

9. This category includes primary schools, secondary schools, kindergartens and childcare centres that fall within the “Events Area” only.

5.2 Duration of Parking Permits

Resident Permits, Visitor Permits and Temporary Parking Vouchers are valid for up to 12 months and will expire annually on 31 October.

5.3 Applying for Parking Permits

Applicants for Resident Permits must complete an application form and submit it to Council, providing:

- One piece of vehicle related evidence\(^1\); and
- One piece of residence related evidence\(^2\).

Applicants for Visitor Permits and Temporary Parking Vouchers must complete an application form and submit it to Council, providing two pieces of residence related evidence\(^3\).

The Temporary Parking Voucher will not be issued automatically and will be issued upon application only.

5.4 Renewal of Parking Permits

All Resident and Visitor Parking Permits are renewable annually on 1 November, and are subject to confirmation of vehicle and residence related details.

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\(^1\) Such evidence could include a VicRoads registration notice, vehicle insurance certificate, lease agreement or proof that the person is in charge of the vehicle. For a company registered vehicle, a letter from the employer is required (on official letterhead and signed by a company director, manager or fleet supervisor) verifying that the car is housed at the Parking Permit required address.

\(^2\) Such evidence could include a rate notice, rental agreement, purchase documents, domestic water/gas/electricity bill, driver’s licence or passport.

\(^3\) Such evidence could include a rate notice, rental agreement, purchase documents, domestic water/gas/electricity bill, driver’s licence or passport.
Renewal of Resident and Visitor Permits will not require vehicle and residence related evidence; if above details have not changed.
6 BUSINESS PARKING PERMIT PROVISIONS

6.1 Trader Permits

Trader Permits may be provided for traders close to, but not within, strip shopping centre, Major or Principal Activity Centres. Trader Permits may be issued in streets located next to reserves, railway lines or other areas that do not impact on residential amenity and the objectives of the Parking Demand Management Framework and Kerbside Road Space User Hierarchy.

The issuing of Trader Permits will be at the discretion of the Coordinator Local Laws and Parking Control and the Coordinator Transport. A maximum of 2 Trader Permits may be issued to business properties with no off-street parking available.

The number of Trader Permits issued will also depend on the number of available trader parking spaces and on the number of applications for Trader Permits from a strip shopping centre, Major or Principal Activity Centre.

6.2 Wallis Street Car Park Permits (326 Keilor Road, Niddrie)

A maximum of 32 all day Wallis Street Car Park Permits will be issued to staff of 326 Keilor Road, Niddrie.

The owner of 326 Keilor Road, Niddrie shall continue to obtain and pay for the Parking Permits for as long as Planning Permit No: MV/16067/2003A continues in force.

In the event that car parking spaces in the Wallis Street Car Park referred to in sub-section 3(f) of Planning Permit No: MV/16067/2003A cease to be available, the owner must cease use of the land until:

i. Alternative off-street car parking is provided to the satisfaction of the Responsible Authority for the use of staff; and

ii. Evidence is provided to the satisfaction of the Responsible Authority of the legal right of the owner (through licence, lease or other agreement) to use those alterative spaces for off-street car parking associated with the land that is subject to Planning Permit No: MV/16067/2003A.

If a business parking permit for Wallis Street Car Park was issued on and continuously before 25 June 2013, the person who holds the parking permit is eligible to have their permit renewed each year while they remain at their current place of employment.

6.3 Car Share Permits

Council’s Integrated Transport Plan encourages the use of car share programs in Moonee Valley. The introduction of a car share program aims to reduce on-street car parking pressures by encouraging people to use shared vehicles to meet their car travel needs.

It enables residents, visitors, traders and businesses to book and pay to use fuel efficient vehicles when they need to make certain trips by car. The benefits of this
service enable people to remain car free or remain a single car family. It also benefits traders and businesses by providing them with another transport option during busy peak trading and business hours.
Eligibility Criteria
The following eligibility criteria apply to the introduction of a car share parking bay on Council managed roads and/or off-street car parks.

Car share operators:
- Must bear the costs associated with the installation of a car share parking bay which includes the supply and installation of information boards, parking signs and road line markings of the parking bay and bicycle parking facilities (if considered appropriate);
- Are responsible for all promotional and marketing activities associated with the car share parking bay; and
- Must provide Council with an annual report outlining car share usage patterns within Moonee Valley, the number of new members in Moonee Valley and information about the hire patterns of vehicles located in Moonee Valley.

Provision
- Car share parking bays are subject to approval by Council’s Technical Services Department, and are provided to the car share operator for a period of 2 years, with the option to renew.
- Council’s Technical Services Department will work with the car share operator to identify appropriate sites.
- Council’s Technical Services Department will consult with the local community prior to installing on-street and/or off-street car share parking bays, and will consider all community submissions and feedback received.
- Council’s Technical Services Department reserves the right to decline the application based on the outcome of the community consultation.

Operation
- Car share operators will handle all operational aspects of running the car share service in Moonee Valley.
- Car share vehicles will be provided with a Car Share Permit that allows members to park legally within the car share parking bay.
- Council will monitor and issue parking infringement notices to vehicles that illegally park in the car share parking bay.
- Consideration will be given to car share operators when members must park outside their designated car share parking bay when others have illegally parked in the designated car space, such as 1P, 2P, 4P and 1/2P.
- Council will issue parking infringement notices to car share operators if members park in illegal car spaces, such as Disabled Parking bays, Loading Zones, Clearways, Taxi Zones, Work Zones, Bus Zones, No Stopping and No Parking areas.
Application Process

The car share operator must ensure the eligibility requirements are satisfied and provide the following documents:

- Details on satisfying Council’s provision, operation, renewal, cancellation or relocation processes.
- Details of the proposed location(s) for the car share parking bay(s), and provide reasons for the choice of location(s).
- Registration details of all applicable vehicle(s). VicRoads registration notice(s) must also be submitted to Council.
- A Business Activity Statement or Business Name registration must be submitted to Council.
- Details of appropriate public liability insurance.
- Acknowledgement from the car share operator that no guarantee is given as to the availability of the allocated car share parking bay.
- Planning permit for signage (e.g. information board) if applicable.

Approval and Renewal

Council Technical Services Department will approve the car share parking bay for a maximum period of 2 years and the agreement for exclusive use of these parking bays will expire biannually on the 31 October.

Operators may seek consent from Council’s Technical Services Department to continue to use the car share parking bay after the 2 year period.

Cancellation or Relocation of the Car Share Parking Bay

Should Council decide to cancel or relocate a car share parking bay, Council’s Technical Services will work with the relevant car share operator to find a suitable or alternative location. The costs associated with the relocation of the car share parking bay will be covered by Council.

In the instance that an alternative site is unable to be located, the car share operator will not be entitled to any payment, compensation or damages of any kind from Council.

Should the car share operator determine that the car share parking bay is not viable then the operator shall notify Council prior to de-activating or cancelling the parking bay.

6.4 Duration of Parking Permits

All Trader Permits, Wallis Street Car Park Permits and Car Share Permits are valid for up to 12 months and will expire annually on 31 October.

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4 In the event of an on-street car share parking bay being approved by Council as justification for reduction of a development parking requirement, the developer shall commit to facilitating a car share service for an agreed length of time, and shall not de-activate or cancel the car share service during this time without approval from Council.
6.5 Applying for Parking Permits

Applicants for Trader Permits and Wallis Street Car Park Permits must complete an application form and submit it to Council, providing:

- One piece of vehicle related evidence\(^5\); and
- One piece of business related evidence\(^6\).

The application process for Car Share Permits must be in line with section 6.3 of this Policy.

6.6 Renewal of Parking Permits

All Trader Permits and Wallis Street Car Park Permits are renewable annually on 1 November, and are subject to confirmation of vehicle and business related details.

Renewal of Trader Permits and Wallis Street Car Park Permits will not require vehicle and business related evidence; if above details have not changed.

The approval and renewal process for Car Share Permits must be in line with section 6.3 of this Policy.

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\(^5\) Such evidence could include a VicRoads registration notice, vehicle insurance certificate, lease agreement or proof that the person is in charge of the vehicle.

For a company registered vehicle, a letter from the employer is required (on official letterhead and signed by a company director, manager or fleet supervisor) verifying that the car is housed at the Parking Permit required address.

\(^6\) Business Activity Statement or Business Name registration.
7 NON-RESIDENTIAL PARKING PERMIT PROVISIONS

7.1 Community Service Organisation Permits

Eligibility Criteria
The following eligibility criteria apply to the introduction of Community Service Organisation Permits:

- Employees of community service organisations and Moonee Valley City Council staff who need a vehicle to provide a specific community service or medical service to residents and the community are able to park their private or organisational vehicles in designated parking areas with the City of Moonee Valley.
- A condition of the Community Service Organisation Permit is that it is not used or issued for the purpose of employee all day parking in the vicinity of their place of employment.
- A Community Service Organisation Permit will typically apply between Monday-Friday, between 8am-6pm, unless otherwise specified and demonstrated.
- There is no maximum number of Community Service Organisation Permits.

Application Process
Applications for Community Service Organisation Permits (including Council staff) must:

- Be made in the form of a letter (on official letterhead of the company in question), and details must be provided about the type of community service and/or medical service provided to residents and the community.
- Include the names and registrations of all applicable vehicle(s) and VicRoads registration notice(s) must also be submitted to Council.
- Include information on typical days and times employees undertake their official duties.
- Include a clear statement explaining the nature of the request.
- Registration details of all applicable vehicle(s). A Business Activity Statement or Business Name registration must be submitted to Council.
- Include a clear statement that the Community Service Organisation Permits will not be used for the purpose of employee all day parking in the vicinity of their place of employment.
- The application is to be signed off by the CEO, Director or equivalent of the organisation.
- The application must be accompanied by a statutory declaration form. A statutory declaration form is a written statement that the CEO, Director or equivalent signs and declares to be true and correct before an authorised witness.
- The CEO, Director or equivalent must declare that the Community Service Organisation Permits will be used for the purpose of providing a specific community service or medical service to residents and the community and NOT for the purpose of employee all day parking in the vicinity of their place of employment.
• By signing the statutory declaration the CEO, Director or equivalent agrees that the information in it is true and they can be charged with perjury if the information is false.

• The issuing of Community Service Organisation Permits will be at the discretion of the Coordinator Local Laws and Parking Control, and the Coordinator Transport.

• The issuing of Community Service Organisation Permits for Moonee Valley City Council services will be at the discretion of the Parking Permit Management Committee.

Renewal

The Community Service Organisation Permit will be valid for a maximum period of up to 12 months and will expire annually on 31 October. The community service organisation must re-apply annually for their Parking Permits.
8 PARKING PERMIT AREA SYSTEM

8.1 Overview

The Municipal Parking Strategy recognised the need to change from a specific street based approach for issuing Parking Permits to an area based system which includes immediately adjacent and parallel streets.

Council’s previous Resident Permit Parking Policy (2008) recognised that in instances where the availability of parking is limited, Council would allow residents to park in nearby streets. The Policy formalises this approach and implements it across the municipality.

This approach increases parking options and spreads parking demands in a local area. It has been designed to discourage car journeys within a local area.

The parking permit areas have been based primarily on:

1. The location of major trip attractors for long-term parking

On-street parking is a very important component of the overall parking supply within Moonee Valley. There are many users competing for limited kerbside space, as such, Council is committed to encouraging the most efficient use of on-street parking, and carefully managing all day parking in streets where there are competing uses in a planned, fair and consistent way.

The issuing of Parking Permits allows for all day parking opportunities. Therefore, it is fundamental that each parking permit area, location and sizing does not promote relocating parking from one part of the parking permit area to another part.

The relevant major attractors that have been considered include train stations, major tram and bus stops, places of employment and shopping strips. The sizes of parking permit areas around these major attractors (including train and major tram stops) were based on a 400m-800m walking distance. Therefore, it is more likely that Parking Permit holders will walk to the local major attractor rather than drive the short distance. The sizes of parking permit areas around shopping strips are smaller, due to pedestrian hesitance to walk long distances with shopping bags.

2. Population data, geographical features and the existing arterial road network

Population information from the ABS 2006 Census, geographical features and the existing arterial road network have been considered. This includes locations away from Activity Centres and other major attractors, where parking permit areas have largely been informed by population density, arterial roads, train tracks, significant creeks and parklands.
8.2 Entitlements

A Parking Permit allows a vehicle to park for an unlimited duration in the parking permit area indicated on the Parking Permit, or in the parking permit area where the vehicle is registered.

Due to privacy considerations, the Parking Permit area where parking is permitted will not be shown on the Parking Permit, rather, a code will be displayed.

If a street is on the boundary of another parking permit area, permission is granted to park on both sides of that boundary street (but not in a neighbouring municipality).

The parking permit area system does not apply to Trader Permits, Wallis Street Car Park Permits and Car Share Permits.\(^7\)

Details on all the parking permit areas within Moonee Valley are presented in Appendix B.

8.3 Future changes to the Parking Permit Area System

The Parking Permit Management Committee will approve any required future changes to the parking permit areas.

\(^7\) Trader Permits, Wallis Street Car Park Permits and Car Share Permits are only valid for the specified street or location of issue. For more information refer to Section 6 of this Policy.
9 PARKING PERMIT CONDITIONS

9.1 Overview

I. Parking Permits are valid in the parking permit area indicated on the permit unless otherwise indicated by Council.

II. If a street is on the boundary of another parking permit area, permission is granted to park on the other side of the street opposite signs displaying the relevant permit area (but not in a neighbouring municipality).

III. A Parking Permit is not valid for clearways, no stopping or no parking areas, loading or work zones, disabled parking bays, taxi ranks, tram and bus stops, off-street car parks and strip shopping centres, or where it is noted on the sign that parking permits do not apply.

IV. The issue of a Parking Permit does not guarantee the availability of a parking space to the holder(s).

V. A Resident Permit, Trader Permit, Wallis Street Car Park Permit is only valid for the described vehicle, is not transferable and must be permanently affixed to the lower left hand side of the vehicle's windscreen in clear view.

VI. A Car Share Permit is transferable and must be permanently affixed to the lower left hand side of the vehicle's windscreen in clear view.

VII. A Visitor Permit must be clearly displayed on the rear vision mirror of the vehicle in clear view.

VIII. A Daily Parking Permit (10 of which are contained within a Temporary Parking Voucher) must be placed in clear view to the lower left hand side of the vehicle's dashboard with the date clearly indicated on the Parking Permit.

IX. A Parking Permit not displayed as described above is considered invalid and any parking infringement notices issued may not be withdrawn.

X. If a Parking Permit (excluding a resident parking permit) is misplaced, a Statutory Declaration and payment of any relevant fee is required before a replacement Parking Permit is issued.

XI. Any misplaced Parking Permits will be cancelled and invalidated. Should a vehicle be found displaying a cancelled Parking Permit, a parking infringement notice may be issued.

XII. When a vehicle is sold it is the responsibility of the owner to remove the Parking Permit from the windscreen and inform Council of any changes in writing so that the old Parking Permit can be cancelled and a new Parking Permit can be issued.

XIII. If a Parking Permit is found after it has been cancelled, it must be returned to Council.

XIV. A Parking Permit is not to be sold, laminated, reproduced or used for any other purposes. Failure to comply with this condition will
result in the matter being referred to the Parking Permit Management Committee and may result in the permanent cancellation of all Parking Permits to the relevant property address.

XV. Visitor Permits are for private visitations only and not for attending nearby functions or commuter purposes. This resident or visitor parking permit is granted on condition that:

a. the permit is not used by anyone other than a bona fide resident of or bona fide visitor to the property to which the permit has been granted whether for a fee or otherwise; and

b. the property to which the permit is granted is not used or allowed to be used, whether for a fee or otherwise, for the parking of motor vehicles by anyone other than a bona fide resident of or bona fide visitor to the property.

If an authorised officer of Council suspects that any conditions attached to this parking permit have or are being breached, the officer may serve a notice on the person to whom the parking permit has been granted requiring that person to show cause in writing why the parking permit should not be revoked. If the person to whom a notice is directed fails to:

a. respond to the notice within the time specified in the notice; or

b. show sufficient cause why the permit should not be revoked,

the authorised officer may revoke the permit, such revocation taking effect upon Council or the authorised officer notifying the holder of the permit in writing.

XVI. The use of parking spaces in streets for which Parking Permits apply may be suspended by members of the Victorian Police and/or by authorised Council Officers in cases of emergency or in other cases where the need warrants such suspension.

XVII. The driver of the vehicle must comply with the Road Safety Road Rules 2009 and any other regulations, at all times.

XVIII. The driver of the vehicle must notify Council in writing, of any changes to vehicle ownership.

XIX. All Parking Permits remain the property of Council.

XX. Council reserves the right to investigate any breaches of the above conditions.

9.2 Types of Vehicles Permitted

Resident/Visitor/Trader Permits are only available for passenger cars and exclude commercial vehicles greater than 1 tonne or 6 metres in length, trailers, boats, caravans and unregistered vehicles.
9.3 **Locations Excluded from the Parking Permit Policy (2013)**

A Parking Permit does not allow the holder an exemption to park in clearways, no stopping or no parking areas, loading or work zones, disabled parking bays, taxi ranks, tram and bus stops, off-street car parks, strip shopping centres, or where it is noted on the sign that parking permits do not apply.

9.4 **Appeals Process**

Any person may lodge an appeal against a decision made by an Authorised Officer in relation to the person’s entitlements, eligibility criteria and conditions under the Parking Permit Policy (2013). Appeals must be made in writing and forwarded to:

**Parking Permit Management Committee**
Moonee Valley City Council
PO Box 126
Moonee Ponds VIC 3039

The purpose of the Parking Permit Management Committee is to make decisions on behalf of Council pertaining to Parking Permits (both residential and non-residential), taking into account the objectives of the Municipal Parking Strategy (2011), Parking Permit Policy (2013), and other matters. The other matters shall include, but not be limited to, age and frailty, availability of on-street parking and potential to review said parking, availability of off-street parking and any waivers granted during the planning permit process, the number of permits held, and the duration those permits have been held.
APPENDIX A:

Defined area impacted by parking as a result of events held at the Flemington Racecourse and/or Royal Melbourne Showgrounds
APPENDIX B:
Moonee Valley Parking Permit Areas