



# Epping Forest District Council

## **Draft Policy for Allocating Surplus Car Parking Spaces Provided by the Council Housebuilding Programme.**

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## 1. Scope

- 1.1. The purpose of this policy is to allocate surplus car parking spaces as provided, to local residents near to such development(s) and provide advertising, selection/allocation, eligibility criteria, licencing/charging, parking permits and enforcement of the said surplus car parking spaces (CPS), if/as applicable.
- 1.2. As part of the Council House Building Programme a number of developments were identified, and planning consents obtained for the delivery of new affordable council housing and associated car parking.
- 1.3. The amount of car parking spaces varies on each of the individual development sites. There are in some cases surplus car parking spaces over and above the required number for the intended new residents of the new affordable homes.
- 1.4. Originally, it was intended that these surplus car park spaces were to be unallocated. However following further consideration and discussions, it is felt that as these developments were mainly (but not exclusively) internal private, unadopted court yards, this may lead to anti-social behaviour/community tensions, therefore, to adopt an allocation procedure would better provide long term control, a more secure and safer environment.
- 1.5. The number of surplus car parking spaces provided to these developments will be identified following the allocation of the required car parking spaces to the new residents of the intended Council Housebuilding developments, the development team.
- 1.6. Some council housing developments may have reduced CPS or may be car free zones because of their proximity to good public transport networks and the District Council may provide secure cycle parking areas which are easily accessible and work with car club operators to support residents to using this facility. In the future alternative responses may be required.
- 1.7. If schemes are designated a car free zones, those details may be included in the S106 agreements and included in the choice-based lettings advertisements with additional requirement that applicants were notified, aware and understood the implications.
- 1.8. The allocations of these surplus car parking spaces will be for the sole use of the specific households for which a weekly charge will be payable. Allocated permits will not be used for other parking spaces and will always be required to be visibly displayed in the cars.
- 1.9. This Policy explains how surplus car parking spaces will be allocated if provided, the eligibility criteria, the payment and enforcement of those parking spaces.

## **2. Policy Statement**

- 2.1. The Council House Building Programme has mostly been developed from former garage / surplus sites, therefore, with limited supply of land, sometimes physical, environmental constraints and requirements of the emerging Local Plan, these developments may provide limited or no parking spaces.
- 2.2. This parking policy will ensure that surplus car parking spaces within these developments are allocated in accordance with the criteria set out in this policy.

## **3. Advertising:**

- 3.1. The Land and Estates team will advertise the availability to the local residents on an expanding basis as required to identify the demand and establish and maintain a register of interested parties.
- 3.2. This advertisement should set out the number of spaces and terms for renting.

## **4. Selection and Allocation Criteria:**

- 4.1. Following the allocation of CPS to the new housing residents/visitor CPS, the selection and allocation of these surplus car parking spaces will be managed by Estates and Land Team and the parking spaces will be allocated and prioritised in the following order:
  - Local Blue badges holders / Disabled residents.
  - Local Estate tenants / leaseholders.
  - Others

## **5. Eligibility Criteria:**

- 5.1. To be residents of the Epping Forest District area; documentary evidence will be required to support this application.
- 5.2. The car registration documents including valid MOT and insurance certificates should be registered to the applicant and the address.
- 5.3. Applicant to be registered at the address for council tax purposes.
- 5.4. The applicants rent or service charge account must not be in arrears; application for a parking space will not be considered, otherwise.

## **6. Application Process:**

- 6.1. Requests for car parking space must be made on the application form
- 6.2. These spaces will be allocated to a designated car(s) and parking licence/permits will be issued by Land and Estates team on an annual basis and are not transferrable. The car parking space may be allocated to apply to multiply cars in the household and therefore all the appropriate registration numbers should be displayed on the parking permit.
- 6.3. New parking licence/permits should be requested once the car and details change, The District Council reserves the right to charge an administrative fee and will inform the applicant accordingly.
- 6.4. Automatic right of renewal will not apply; if on the expiry of the parking licence/permit and the applicant of the parking space does not re-apply to renew the parking licence/permit, the parking space will be offered to other applicants on the waiting list.
- 6.5. The provision of false information and failure to cooperate with valid checks during the application or review stages may lead to the termination of the application process or the parking permit if allocated and any refund returned less administration costs.

## **7. Licence/Permit Charges:**

- 7.1. The fees for the parking licence/permits will be per annum set by CHBCC on a scheme by scheme basis.

## **8. Arrears and Outstanding Debt:**

- 8.1. Once an allocation is made, subsequent arrears of more than 3 months will lead to the termination of the use of the parking space.

## **9. Parking Enforcement and the Removal of illegal Parked Cars:**

- 9.1. Illegally parked cars will be removed by Essex Parking Partnership or other designated contractor.
- 9.2. Applicants will be required to contact Essex Parking Partnership or other designated contractor to recover their vehicles.
- 9.3. Staff from the Council will not be involved in this process between the applicant and Essex Parking Partnership or other designated contractor.

## **10. Reviewing of the Policy:**

10.1. The District Council will monitor, review and update the Car Parking Policy annually.

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## 11. Version control log

Version no.	Date	Details of changes included in update	Author
1		Publication	

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(Insert date)