

# Policy

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**Title:** Closure and Reserving of Parking Spaces

**Category:** Parking Control

**Date Last Adopted** 23 September 2019

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## 1. Objectives

To provide guidelines in respect to the management of requests for parking spaces to be closed and/or reserved.

## 2. Background

To allow the closure/reservation of parking spaces to allow tradespersons and other nominated essential users to secure parking close to the proximity of a nominated site.

## 3. Policy

That:

1. Parking spaces may be closed and/or reserved for the exclusive use of vehicles of an authorised person for such things as:
  - (i) Loading and unloading of material at a construction site.
  - (ii) Parking of service and trades vehicles adjacent to work site where it is evident that because of the requirements of tools, materials and equipment it is essential that the vehicle remain in close proximity to the site.
  - (iii) Removal vans delivering or removing furniture and equipment etc.
  - (iv) Construction, maintenance and survey work by public authorities.
  - (v) Vans and Trucks used for Television, Film and Media outside broadcast and production.
  - (vi) Wedding Cars.

- (vii) Funeral Cars.
  - (viii) Civic and State ceremonial occasions.
  - (ix) Any other purpose which in the opinion of the Group Manager Parking Operations is sufficient to justify such closure and/or reserving.
2. The Manager City Parking may authorise the affixing or placing and removal of Notices pursuant to Section 99(1) of the *Local Government (Highways) Act 1982*, by Council employees where it appears to them to be reasonable to do so. In all other cases the responsibility for affixing or placing and removal of Notices shall rest with the person to whom the permit is issued. For example, hoods/bags over meters, witches hats and signage to indicate 'No Parking without a Municipal Permit'.
  3. Such Notices shall not be issued unless the applicant has first paid such fees as prescribed by the Council for the period of the closure together with a deposit as determined for each Notice issued. The Group Manager Parking Operations, at their discretion, may issue Notices at such reasonable time prior to the commencement of the permit as deemed advisable if they are reasonably satisfied that the Notice will not be affixed prior to the commencement of the permit. If it is subsequently established that the Notice was affixed prior to the commencement of the permit, the extra fee for such period shall be deducted from the deposit held.
  4. The deposit collected shall be refunded in full to the authorised person provided that the Notice is returned to the Customer Services Centre no later than one hour after the expiry of the permit, except that where the permit is issued for a whole day or a whole afternoon the Notice must be returned by 9.30 am on the next working day following the expiry of the permit.
  5. Where Notices are not returned within the time specified in Clause 4, the Manager City Parking shall deduct from the deposit the fees which would have applied had the permit not expired.
  6. Parking spaces adjacent to building sites shall be closed and/or reserved only on the recommendation of the Director City Planning.
  7. Parking spaces shall be closed and/or reserved free of charge for:
    - (i) Funeral cars;
    - (ii) State and Civic ceremonial occasions; and
    - (iii) Any other purpose where the General Manager is of the opinion that the waiving of charges is proper.

8. Where a builder of a major construction requests the removal of parking meters adjacent to the site as an alternative to closure and/or reserving, or the closure and/or reserving of a parking space controlled by a voucher machine or where the appropriate Divisional Director is of the opinion that the meters ought to be reserved for the duration of all or part of the construction, the approval for the removal of the meters, sensors or any other parking infrastructure or the closure and reserving or the parking space shall be conditional upon the builder agreeing to pay the Council, in advance, the appropriate sum required to cover the cost of any parking infrastructure removal and replacement plus such daily amount as determined by the Council for each meter or reserved parking space for the estimated duration of their removal.
9. If at the expiration of the estimated construction period, the building has not reached a stage where the meters can be replaced or reserved space reinstated, a further daily payment for each meter or reserved space shall be required from the builder in respect of the additional estimated construction period.
10. If in the opinion of the Manager City Parking the meters can be replaced or reserved spaces reinstated earlier than at the expiration of the prepaid period, any excess payment is to be refunded to the builder.
11. In cases where a loading zone, bus stop, taxi rank etc. has to be relocated to a new position clear of a building or demolition site and where this entails removal of meters or occupies a space normally controlled by a voucher machine, the builder or contractor shall pay the same amounts as set out in Clause 8 above.

## 4. Legislation, Terminology and References

Section 99(1) of the *Local Government (Highways) Act 1982*

<b>Responsible Officer:</b>	Director City Innovation
<b>Policy first adopted by the Council:</b>	25/3/1985
<b>History</b>	
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Amended by Council	23/9/2019
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