

READING BOROUGH COUNCIL

INTERIM PARKING POLICY

JANUARY 2011

LOCAL TRANSPORT PLAN 2011 -2026



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Executive Summary

Reading Borough's Parking Policy reflects how effective management can help us achieve our parking objectives as well as working towards meeting our overall transport strategies and objectives as set out in our Local Transport Plan 3, for the period 2011 to 2026.

If parking were left unmanaged it would soon become disruptive. People would park for their own convenience rather than considering other people's needs. This would lead to increased pressures on neighbourhoods given our tight road constraints, and traffic movements could be seriously impinged with inconsiderate parking. This would be at the detriment to road safety and have an impact on emergency services response times.

This plan details our approach to the ongoing development and delivery of parking management. Enabling residents, visitors and businesses to have a clearer understanding of our policies.

We view our parking policies as an important local transport policy tool; this means that we can use our policies to enable us to influence people's choices as to how they decide to travel in Reading, with the aim to encourage the use of more sustainable forms of travel for appropriate journeys.

This document starts with our policy and strategy considering key links with national and local objectives, and then details our policy aims, objectives.

Due to the progression of parking enforcement legislation over the past few years, we have included a section detailing possible future developments, and how we might tackle changes in legislation. We then go on to detail our parking policies that are contained within 5 themed areas; off-street parking, on-street parking, park & ride, access to parking for those with disabilities and enforcement.

We then consider the administration zones that we operate, how parking can contribute to a cleaner environment, and how the parking policy relates to Planning Policy. It is also important that we consider the functions of the media in reaching our target audiences when changes are being considered or implemented, and how this should be managed.

This Policy is supported by two further documents; the Parking Policy Working Document, which details on the ground information such as explaining restrictions, enforcement and explaining application, payment and complaint processes, and; the Parking Standards and Design Document which supports our Development Control function.

Background

About Reading

- 1.1 Reading is recognised as an urban area with great diversity in transport provision and need. As with the majority of core urban areas, the centre of Reading is well served by public transport, cycle and walking facilities and public car parking.
- 1.2 The main railway station provides direct links to over 350 destinations, including regional and national destinations throughout the UK.
- 1.3 Adjacent to the railway station and within the town centre there are public bus stops and interchange facilities, serving the wider Reading area and further a field within Berkshire and South Oxfordshire.
- 1.4 Bus priority schemes and Premier Bus Routes are in operation throughout Reading with distinct corridors. Buses are high frequency, branded low-floor buses and the provision of the Night Track bus scheme provides a continued alternative to car use late into the evening and at night.
- 1.5 We also provide park and ride schemes that offer a viable alternative to town centre parking for long and medium stay parking needs.
- 1.6 The urban nature of Reading, coupled with good alternatives to the private car provides an ideal base for a zonal system for parking standards.
- 1.7 This policy document consolidates Reading Borough Council's Parking Policies, providing a comprehensive document to assist with setting standards, enhancing the integration with associated strategies and their aims (such as the Local Transport Plan).

About this Parking Policy

- 1.8 Parking management is an important transport-planning tool, enabling us to influence how people may choose to travel, with the aim to encourage them, where appropriate, to use more sustainable forms of transport other than the car.
- 1.9 If left unmanaged, parking would soon become disruptive, as people would park for convenience rather than considering other peoples needs. This could lead to increased pressures on neighbourhoods given our tight road constraints, and traffic movements could be seriously impinged with inconsiderate parking, particularly to the

detriment of road safety and have an impact on emergency services response times.

1.10 This Parking Policy will ensure;

- Equality - This Policy will work to ensure that Government legislation is abided by and that our working practices reflect a equal system for all.
- Consistency - That our aims, objectives and working practices are consistent to all.
- Transparency - Issues around Parking can often be contentious, it is therefore important to ensure that our working practices and policies are open and as straightforward as possible.
- Advancement - That we are ready to initiate new legislation with efficiency and effectiveness to better our service function.
- Decisiveness - It is also important that problems are faced directly, no matter how difficult or how contentious the topic or issue.

What this Parking Policy will achieve

1.11 This document illustrates the various parking issues that we face in Reading and enables us to demonstrate why we have policies to tackle these issues, and what our policies are.

1.12 The policies generally fit into 5 main categories, which are off-street parking, on-street parking, park & ride, access to parking for those with disabilities and enforcement.

1.13 It is also important to understand the wider context of parking, as it has significant impacts on congestion, safety, air quality, quality of life and inclusion amongst other areas. This is covered in more detail later on in the document.

Links with key National and Local Policies and Strategies

- 2.1 The purpose of this section is to give the reader a brief introduction to the links between Parking Policy and national and local policies and strategies. Should specific details of policies and strategies be required this information can be found in the relevant document or in our latest Local Transport Plan.

Our Parking Policy: linking into national policies and strategies

- 2.2 The Department for Transport identifies parking as being a major contributor to rising levels of car usage, and in turn congestion and environmental damage. The switch of transport policy away from building roads and car parks to cope with demand has forced a review of the ways of reducing car usage and therefore congestion.
- 2.3 It has been identified (in PPG 13¹) that in some cases parking provision can be more influential in the choice of travel mode than the provision of high quality public transport. The Department for Transport has identified that parking restrictions at both ends of a journey can alter travel patterns and prompt people to seek alternative modes. This has to be implemented in conjunction with improvements in public transport provision, walking and cycling routes, and this is reflected within this policy document and our Local Transport Plan.

Our Parking Policy: linking into local policies and strategies

- 2.4 It is vital that this Parking Policy remains integrated with and reflects our local policies and strategies.
- 2.5 Our local policies and strategies give this policy document direction, and provides the basis to work towards our Parking Policy aims and objectives.
- 2.6 Detailed below are our main local strategies, detailed in a top-down approach.

Contributing to Reading's Sustainable Communities Strategy and our Local Development Framework Core Strategy

- 2.7 Our Parking Policy is an important element of our transport and planning strategies, which sequentially contributes to our Sustainable Communities Strategy and its themes.

¹ Planning Policy Guidance 13: Transport (2001) Department for Communities and Local Government

- 2.8 The Sustainable Communities Strategy sets out three themes of ‘People’, ‘Place’ and ‘Prosperity’. This imagines Reading in 2030 and sets out how Reading can maintain its current success as a world-class economy, a culturally rich family of communities and remain a desirable place to be. Part of the strategy is to maintain and enhance Reading as a regional centre with excellent transport connections and transport services delivery.
- 2.9 At a higher level, this Parking Policy will contribute to the aspirations of our Local Development Framework Core Strategy. The Core Strategy sets out the overall planning strategy and broad principles for development in Reading, our Parking Standards and Design Document fits directly below the core strategy. Whereas, this Policy feeds into the core strategy via the Local Transport Plan. The role of the LDF will be in implementing the transport strategy for Reading, by ensuring that development is accessible; reducing the need to travel especially by car; promoting travel plans and connections from a development via sustainable transport modes; and ensuring that development contributes towards infrastructure provision that helps to promote safe, sustainable transport choices, and enables the transport system to deal with the additional trips arising from that development.

Contributing to Reading’s Local Transport Plan

- 2.10 Reading’s overarching transport strategy is contained within the Local Transport Plan (LTP), which brings together and encompasses many sub-strategies and policy documents, such as this Parking Policy.
- 2.11 The LTP’s vision is based on the vision for Reading as a whole as set out in the Sustainable Community Strategy. The LTP states that ‘Transport in Reading will better connect people to the places that they want to go: easily, safely, sustainably and in comfort. We will meet the challenges of a low-carbon, mobile future to promote prosperity for Reading. Whichever way you choose to travel our transport system will help you get there.
- 2.12 The Local Transport Plan has traditionally been a five-year programme, which originally started in 2001, however, our third LTP due to commence in 2011, will be a longer term policy document taking us to 2026, and will be accompanied by a more detailed 3-year rolling implementation programme.
- 2.13 The aims of our LTP cover the key themes of ‘Inclusion’, ‘Intervention’, ‘Infrastructure’ and ‘Innovation’, all of which this Parking Policy will either directly or indirectly contribute towards, as detailed below;

Table 2A: Links between our Local Transport Plan and our Parking Policy

LTP Strategy Themes:	LSP Vision:	Emerging National Policy:	Parking Policy's Contribution to this areas:
Inclusion	People	<ul style="list-style-type: none"> • Safety, security and Health. • Mobility, Choice and Fairness. 	<ul style="list-style-type: none"> • Accessibility to priority parking spaces (disabled spaces, etc). • Residents Permits. • Long / short stay parking provision.
Intervention	People and Place	<ul style="list-style-type: none"> • Quality of Life and Environment. 	<ul style="list-style-type: none"> • Road Safety through better enforcement. • Road Safety Schemes - road space reallocation. • Residents Permits. • Long / short stay parking provision. • Enforcement.
Infrastructure	Place and Prosperity	<ul style="list-style-type: none"> • Quality of Life and Environment. • Economic Competitiveness and Growth. 	<ul style="list-style-type: none"> • New Park & Ride Sites. • New / re-developed car parks. • Development Control - Parking Standards. • Availability of Parking / collection of goods for shoppers.
Innovation	Prosperity	<ul style="list-style-type: none"> • Carbon Reduction. 	<ul style="list-style-type: none"> • Low Emissions Zone. • New and improved enforcement processes and systems. • Vehicle charging points at parking locations. • Variable parking rates for vehicle engine size, fuel consumption, favouring low emission vehicles.

Parking Policy Aims, Objectives and Targets

- 3.1 It is important that we have clear and concise Parking Policy aims, objectives and targets so that the way that we work and why we carry out programmes of work are transparent, completed with consistency and with equality in mind.

Our Parking Policy Aims

- 3.2 Reading Borough Council will manage parking provision effectively and sustainably to benefit road safety, the environment, traffic management and the economic vitality of the town and neighbourhood centres, effectively contributing to our Local Transport Plan's aspirations and deliverables.
- 3.3 As stated in the TMA Statutory Guidance² we will, in an ideal world, be aiming for 100% compliance of parking regulations, with no penalty charges.

Our Parking Policy Objectives

- 3.4 The Overall objectives of the parking policy are:
- To manage parking provision in line with national planning guidance, Spatial Strategy and Local Development Framework.
 - To reduce the growth of vehicular traffic and demand on parking facilities in Central Reading through the provision of a realistic alternative for travelling into Reading, and hence, improve air quality and noise.
 - To promote parking standards that can be implemented and managed.

Our Parking Policy Targets

- 3.5 As our targets are specific to our themed policy areas, therefore see following Policy Breakdown for targets.
- 3.6 However, on general note, Reading Borough Council does not set targets for revenue or the number of Penalty Charge Notices that we issue.

² Traffic Management Act 2004 The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions (14/12/07) Department for Transport.

Implementing changes in Legislation

Changes in legislation

- 4.1 Legislation changes with time and as society progresses. It is essential to ensure that we can move with efficiency and effectiveness when changes are made at a national level that effect our service delivery or business plan.

Expected changes in legislation

- 4.2 We continue to get involved in consultation processes so that we can ensure that we are aware and can expect the changes legislation, and that our thoughts on how the legislation could work on the ground are filtered into the process.
- 4.3 We have recently contributed to the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 consultation process, and foresee that this could increase work loads and have requested further information on funding.

Future unknown changes in legislation

- 4.2 As stated above, legislation progresses, therefore where Government has amended or brought in new legislation Reading Borough Council will adapt and implement the changes as appropriate.

Why change?

- 4.4 Change is important, in our modern world people, services and businesses can not afford to remain static, this statement has just as much validity for local authorities.
- 4.5 New technologies, different methodologies of working are being developed and should make the way in which we work more cost effective and efficient. For the services covered by this policy this means it should make it easier for those using the system to park, travel, pay for services, and for us to enforce parking restrictions, etc.

How will we change?

- 4.4 We will remain aware of legislation amendments.
- 4.5 We will endeavor to consult with interested parties where possible.
- 4.6 We will take the change through our council processes.

4.6.1 We will tackle change with; equality, consistency, transparency and with decisiveness.

Parking Policies Summary

5.1 This section details our specific 5 themed areas for the Parking Policy; and the actions that we intend to take.

Off-Street Parking

Public Car Parks

- Provision of Public Car Parking Spaces
- Access
- Availability
- Periods of High Demand
- Pricing
- Air Quality
- Enforcement / Security
- Network Management

Private Non-Residential Parking Spaces

- Planning
- Development Control
- Access
- Air Quality

Contract Parking

- Availability of contract parking in public car parks
- Pricing
- Enforcement

Car Parking Layout

Off-street policies and targets

On-Street Parking

Residents Permits

- Charges
- Availability
- Application and Renewal process
- Air Quality
- Enforcement

On-street Parking

- Availability
- Pricing
- Enforcement
- Road Safety

Parking on the pavement or alongside dropped kerbs

Taxis

- Shared use of Ranks
- Use of bus lay-bys out of busy operational periods

On-street policies and targets

Park and Ride

- Availability
- Publicity
- Access
- Pricing
- Facilities
- Enforcement / Security

Park and Ride policies and targets

Access to Parking for those with disabilities

- Blue Badge Scheme
- Provision of disabled parking spaces
- Enforcement

Access to Parking for those with disabilities policies and targets

Enforcement

- Penalty Charge Notices
- Civil Enforcement Officers
- Criminal Records Bureau Check
- Type of patrols
- Duties
- Permit Enforcement
- On-street parking
- Blue Badge Scheme
- Taxi

Enforcement policies and targets

Off-Street Parking

- 5.2 Off-street parking consists of public car parks, private non-residential parking spaces, contract parking and car park layout, and include both long and short stay.

Public Car Parks

- 5.3 Public car parking spaces are needed for both long and short stay, for employment, shopping and leisure. A balance approach must be taken between the needs that people have and the greater good; to improve congestion, air quality, health, and safety for the majority.

Provision of Public Car Parking Spaces

Type of public parking:	Location:	Provision:	Number of spaces:
Off-street parking spaces in Central Reading.	Reading Railway Station	Long-stay	1600
	Garrard Street	Short-stay	950
	Chatham Street	Short-stay	1100
	Queens Road	Short-stay	700
	Broad Street Mall	Short-stay	635
	Kings Meadow	Short-stay	350
	Cattle Market	Short-stay	200
	Civic B (pm only/all day: sat/sun)	Short-stay	170
	Cattle Market	Short-stay	65 (185 when there is no market)
	Oracle	Short-stay	2280
Park and Ride	Madejski	Long-stay	600
	Loddon bridge	Long-stay	450
Off-street parking in the sub-urban shopping areas of Reading	Chester Street	Short-stay	70
	Recreation Road	Short-stay	90
	Dunstall Close	Short-stay	45

Access

- 5.4 All parking will need access by road in and out of the facility. It is important that this access is considered, to ensure that the main road network is not blocked by vehicles queuing to access the site.
- 5.5 Obvious road safety issues, with vehicles going in and out of the site, crossing pedestrian footways and cycle paths. Need to consider speed control, line-of-sight from the entrance / exit.

Availability

- 5.6 Off-street parking should be available for use at least during shop opening times, and serve the evening economy.
- 5.7 To encourage more sustainable forms of transport central car parks integrated with shopping areas should be short-stay.

Periods of High Demand

- 5.8 The main period of high demand will be at Christmas and the sale shopping that ensues, and during special events such as sporting events and Reading Festival.
- 5.9 Our policy ensures that during these peak periods additional park and ride services are operating, where possible. And that these additional services are promoted.

Pricing

- 5.10 It is important to ensure that we continue to maintain a similar charge rate in all central area public car parks, although this may vary slightly due to their location. The pricing should also reflect the availability of alternatives, for example Park and Ride. This is to ensure that cars park operators do not undercut each other, and undermine the provision of public transport and Reading Borough Council's Transport Strategy.

Air Quality

- 5.11 Air Quality is a significant issue, and is an issue that parking can contribute successfully too. As stated earlier parking is a useful transport-planning tool and can be used to influence the way in which people travel.

Enforcement / Security

- 5.12 Public Parking Spaces are most commonly enforced by payment upon leaving, however some car parks use pay and display arrangements. Enforcement is carried out by the car park operators.

Network Management

- 5.13 Public parking spaces are a vital amenity, therefore we need to ensure that drivers are given information at key decision points, so they know which car parks are full and what action to take. For this purpose we use dynamic boards, that tell drivers the spaces available, and variable message signs to give further on-route information but at an earlier stage in the journey. Without this information demand on our road network would increase around

public car parks as people divert at the last minute to alternative sites, leading to congestion, delays on bus routes and road safety issues.

Facilities

- 5.14 It is important that car parks provide a certain level of facilities. Ranging from toilets, baby changing facilities, and in some instances might even provide additional services such as car cleaning facilities, however it is not always feasible economically or physically to provide these facilities.

Private Non-Residential Parking Spaces

What do we mean by 'Private Non-Residential Parking Spaces'

- 5.14 These are off-street spaces that have been granted for the use of businesses / offices for their parking use only.
- 5.15 PNR spaces are allocated during development stages or if the building changes its use via the Planning and Development Control Processes. These spaces require private enforcement to ensure the spaces are not being misused.

Planning and Development Control requirements

- 5.16 PNR spaces in the central area of Reading include retail, business and office parking such as Thames Water and retail parking such as Station Retail Park and Forbury Retail Park.
- 5.17 The Local Plan permits some private parking associated with business / retail development however there are policies that constrain new parking provision, especially in the town centre, and these have been upheld at public inquiry.
- 5.18 The development control process and Local Plan also allows operating conditions to be placed on customer car parks associated with retail developments such as time of opening or management of space.
- 5.19 The Parking Standards and Design document (2009) details our planning guidelines and policy for parking spaces.

Access

- 5.20 It is important that access to the parking facility is considered, to ensure that the main road network is not blocked by vehicles queuing to access the site.

- 5.21 There are obvious road safety issues, with vehicles going in and out of the site, crossing pedestrian footways and cycle paths. Need to consider speed control, line-of-sight from the entrance / exit.

Pricing

- 5.22 Many large PNR car-parking areas are free to use (for a limited period) whilst accessing the associated units to the car parks. These car-parking areas are often adjacent to streets where on-street parking is prevalent. To ensure that on-street parking is not used for this purpose, on-street pay-and-display areas close to PNR sites should be considered and implemented.

Air Quality

- 5.23 Air Quality is a significant issue, and is an issue that parking can contribute successfully too. As stated earlier parking is a useful transport-planning tool and can be used to influence the way in which people travel.

Enforcement

- 5.24 Where obvious abuse of PNR spaces is occurring owners should be encouraged to take action to control and manage the use of the car park, which should be a condition of the planning permission. Where the owners are taking no action, we should meet with the owners to agree a management policy.

Contract Parking

Availability of contract parking in public car parks

- 5.25 The council and car park operators should agree the balance between public and private parking spaces in the town centre and that private business and retail spaces do not count as public parking spaces.
- 5.26 Existing contract parking is set by current agreements, which is usually long stay and should not be available in short-stay car parks.
- 5.27 The maximum number of car park spaces for long-stay parking in the centre needs to be provided. The use of more than a third of a car park for contract spaces would constrain the number of spaces generally available.

Pricing

- 5.28 The price of contract parking should be set at a level that compliments our Transport Strategies aims of encouraging more sustainable travel where possible.

Enforcement

- 5.29 As stated earlier, short-stay car parks should provide a maximum turnover of spaces and not provide contract parking. It is important that this situation is managed, in the first instance through the planning and development control processes, and secondly through management meetings with the car park operators and the Council.

Car Parking Layout

- 5.30 New provision for on and off-street car parking must be designed to current design standards and guidance as set out in Reading Borough Council's Parking Standards and Design (2009) Supplementary Planning Document to enable vehicles to circulate efficiently and provide adequate space for maneuvering into and out of spaces.

Off-Street Parking Policy

Provision

Policy Issue / Recommendation: There need's to be an agreed maximum number of car parking spaces in the town centre.	
Policy: The maximum number of public parking spaces in the town centre should be 8500* these should include on-street parking and be at least 70% short stay/shoppers/leisure parking. (*figures excludes park and ride spaces)	Action: An annual review of numbers of parking spaces available will be carried out.

Access

Issue / Recommendation: Road access should be via a suitable route and where possible not pass through pedestrianised or public transport priority areas.	
Policy: Access to new car parking areas will be agreed with the relevant Planning Authority and conform to the Transport Strategy.	Action: Access routes to car parks will be clearly signed and marked.

Availability

Issue / Recommendation: Central car parks integrated with shopping areas should be short stay.	
Policy: Short-stay parking will be up to a maximum of 6 hours (tickets for a longer stay than 6 hours may be available after 12 noon)	Action: <ul style="list-style-type: none"> • Improve publicity, esp for P&R. • Ticket sales. • Cost.
Issue / Recommendation: Other car parks may accommodate long stay parking. If appropriate and acceptable alternatives are not available.	

<p>Policy: Long stay parking will be for any length of stay (over 6 hours) and may be provided on a daily, season or contract basis. But will be restricted by the requirement for effectively managed travel plans and numbers of spaces available.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Monitor availability of space. • Ensure that the amount of long-stay spaces available does not exceed a long-stay to short-stay ratio.
<p>Issue / Recommendation: Special use car parks such as the station primarily aimed at on-going journeys should not be used for general long stay town centre parking but prioritise rail users.</p>	
<p>Policy: We will undertake negotiations to reach agreement with the operators of the rail station car park to prioritise rail commuters wishing to use the car park. But make spaces available for local use if not required by rail users.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Ensure that the station car park management have policies to prioritise rail commuters.

Periods of high demand

<p>Issue / Recommendation: We need to accept that our own town centre car parks are well used throughout the year and that special policies and provisions need to be considered to cater for the increased pressure from all modes in the lead up to Christmas and its following seasonal reductions and make appropriate provision to accommodate this within the transport strategy.</p>	
<p>Policy: Encourage more sustainable travel options during this period and considering publicity / promotional incentives.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Better publicity of peak days. • Advertise P&R services. • Promote travel outside peak-times.

Pricing

<p>Issue / Recommendation: Continue to maintain a similar charge rate in all central public car parks, although may be slightly varied because of their location.</p>
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<p>Policy: Town centre public car parks will have a similar pricing structure not precluding special or promotional ticket offers.</p>	<p>Action: An agreed pricing structure should be shared with other car park operators.</p>
<p>Issue / Recommendation: The cost of the town centre parking should reflect the availability of alternatives especially long stay parking provided by Park and Ride sites and help meet the aims of the transport strategy</p>	
<p>Policy: The price of long stay parking (over 6 hours) should be at least three times the average return fare for a Park and Ride scheme.</p>	<p>Action: With the introduction of each Park and Ride site a review of long stay charges should be undertaken.</p>
<p>Issue / Recommendation: Town centre parking prices should reflect the cost of provision</p>	
<p>Policy: Car park prices should be reviewed on an annual basis. Short and long stay parking should be charged on an annual advertised scale and may be individual to each car park.</p>	<p>Action: An annual review of charges.</p>
<p>Issue / Recommendation: Central parking should provide the maximum benefit to town centre users including business, retail and the public</p>	
<p>Policy: Short-stay car parks prices should encourage maximum use of spaces with any stay exceeding 4 hours between 9am and 5pm being priced at least double the average Park and Ride daily charge.</p>	<p>Action: An annual review of charges.</p>

Facilities

<p>Issue / Recommendation: Consider the provision of valeting services within car parks.</p>	
<p>Policy: The Council recognises that valeting services are an optional extra that car park operators are considering offering. These services need to be adopted on a case-by-case basis, be small in scale so that not too many spaces are dedicated to the service. It is also important that the service is</p>	<p>Action: The council will advise on a case-by-case basis.</p>

environmentally friendly in the products used and the water consumed, and that drainage is correctly considered.	
Issue / Recommendation: Provision of rest rooms	
Policy: All indoor parking facilities should provide rest rooms suitable for all.	Action: If or when new car parks are designed rest room facilities should be considered.
Issue / Recommendation: Car Park should provide adequate security	
Policy: Security should be considered on a case-by-case basis.	Action: Carry out periodic reviews.

Private Non-Residential Parking Policy

Issue / Recommendation: Where obvious abuse of PNR spaces is occurring owners should be encouraged to take action to control and manage the use of the car park.	
Policy: The use of all existing PNR spaces will be reviewed.	Action: The Borough Council will act as a co-ordinator to facilitate a joint management and control scheme for existing PNR spaces. Planning enforcement action will be taken where appropriate.
Issue / Recommendation: Current management of some large PNR sites is inconsistent.	
Policy: Reading Borough Council officers will meet and agree management strategies for PNR car parks with the owners.	Action: Identify areas where large numbers of PNR spaces are uncontrolled and meet owners to agree a management policy.
Issue / Recommendation: Many large PNR car-parking areas are adjacent to streets where on-street parking is prevalent.	

<p>Policy: Identify those areas and ensure appropriate level of enforcement.</p>	<p>Action:</p> <ul style="list-style-type: none"> Identify and agree a programme of producing management strategies for all the areas covered, including PNR spaces, beginning with areas adjacent to the town centre. Consider Pay and Display.
<p>Issue / Recommendation: The control / management of new PNR spaces must continue to be a condition of the planning permission and enforceable.</p>	
<p>Policy: The use of any new PNR spaces must be clearly defined by a planning permission.</p>	<p>Action: Use and management of new PNR spaces will be monitored.</p>

Contract Parking

<p>Issue / Recommendation: The council and car park operators should agree the balance between public and private parking spaces in the town centre and that private business and retail spaces do not count as public parking spaces.</p>	
<p>Policy: That in the future parking in the town centre should be accommodated in public car parks and not in private business car parks.</p>	<p>Action:</p> <ul style="list-style-type: none"> Clearly define current levels of provision. Ensure Planning Conditions are imposed on new developments.
<p>Issue / Recommendation: Existing contract parking is set by current agreements. It is usually long stay and should not be available in short-stay car parks.</p>	
<p>Policy: Contract parking should only be located in long stay car parks.</p>	<p>Action: To be agreed as part of the operators' business strategy.</p>
<p>Issue / Recommendation: The maximum number of car park spaces for long-stay parking in the centre needs to be provided. The use of more than third of a car park for contract spaces would constrain the number of spaces generally available.</p>	
<p>Policy: Contract parking should occupy no more than a third of the total spaces available in long stay car parks.</p>	<p>Action: To be agreed as part of the operators' business strategy.</p>

<p>Issue / Recommendation: Short-stay car parks should provide a maximum turnover of spaces and not provide contract parking.</p>	
<p>Policy: There will be no contract parking in short-stay car parks.</p>	<p>Action: To be agreed with the operators/owners of the short-stay car parks.</p>

Car Park Layout

<p>Issue / Recommendation: New provision for on and off-street car parking must be designed to current design standards and guidance as set out in Reading Borough Council's Parking Standards and Design (2009) Supplementary Planning Document to enable vehicles to circulate efficiently and provide adequate space for maneuvering into and out of spaces.</p>	
<p>Policy: Reading Borough Council's Parking Standards and Design (2009) Supplementary Planning Document</p>	<p>Action: Ensure that Reading Borough Council's Parking Standards and Design (2009) Supplementary Planning Document is adhered to, and take enforcement action where necessary.</p>

On-Street Parking

What do we mean by 'On-Street Parking'

- 5.31 In Reading, on-street parking has been planned and continues to be regulated by Reading Borough Council through the use of Traffic Regulation Orders. On-street parking is not a given right and cannot be owned by an individual. In zonal areas, this type of parking has been allocated on the highway, where space permits and a safety impact assessment has been carried out.
- 5.32 In the outer Reading Area, where residents parking zones do not exist parking on-road will only be restricted by the use of lines and signs that state where not to park.
- 5.33 On-street parking is valuable for some activities but can create congestion if badly located or abused.

Residents Permits

- 5.34 All areas of Residents Parking in Reading have been reviewed. This review has identified on-street parking spaces available within these areas. There are currently 12,000 dwellings and 7,800 first permits in these areas with 4,200 dwelling not requiring a first permit as they either have other (off-street) parking available or do not own/drive a vehicle.

Charges

- 5.35 Currently each qualifying household is entitled to one free permit, with the second permits charged at £55 and the first two visitor books of 10 cards each zone year issued free of charge, thereafter, £12 per book of 10 cards. There are no third permits provided except in special circumstances.

Availability

- 5.36 Reading Borough Council issues, on average, a total of 7,800 first residents parking permits, 1,452 second residents parking permits, 1,048 business permits and 178 discretionary permits in Residents Parking areas throughout the borough.
- 5.37 It is anticipated that the availability of spaces will remain a constant.

Application and Renewal process

- 5.38 The application and renewal process should be easy, efficient, transparent and fair.

- 5.39 The process should be clearly defined and available in paper form and on the Internet.
- 5.40 It is the aim of Reading Borough Council that the application and renewal process should not generate any unnecessary queries.

Air Quality

- 5.41 Air Quality is a significant issue, and is an issue that parking can contribute successfully too. As stated earlier parking is a useful transport-planning tool and can be used to influence the way in which people travel.

Enforcement

- 5.42 Permit enforcement should aim to ensure that the flow of the road network is not affected by inconsiderate parking, that people do not park in locations and ways that effect road safety and that people compile to parking regulations.
- 5.43 On-street public parking spaces up until October 2010 were free, however since this period the council has started to phase in pay and display in areas where parking is limited or over subscribed, such as the town centre. On-street pay-and-display is enforced by our Civil Enforcement Officers.
- 5.44 Patrols will be on foot and by mobile enforcement, with future possibilities of using on vehicle ANPR systems.

Business / Trade Permits

Allowance and charges

- 5.45 Up to two permits allocated annually to specific vehicle; available on proof of business address and declaration of use of vehicle for and in the course of business. Copy of insurance document showing vehicle is insured for business use.
- 5.46 There is a £50 administration charge for the first permit, £100 for the second; further permits only by special application and agreement of RBC.
- 5.47 A Tradesperson can make a special application at a daily charge of £5 (subject to maximum of 30 per year, per vehicle) or an annual charge of £100.

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- 5.53 Patrols will be on foot and by mobile enforcement, with future possibilities of using on vehicle ANPR systems.

On-street Parking

Availability

- 5.54 On-street parking areas in and around the town centre should be assessed and acknowledged as part of the total agreed maximum number of parking spaces for the town centre. And should only be available for short-stay use.
- 5.55 If these spaces are to be used effectively they must be properly managed and subject to fines if they exceed the permitted length of stay. In October 2010 the first phase of pay-and-display was rolled out and charging commenced within the town centre area.

- 5.56 On-street parking should be available around residential areas; however, to ensure that commuters do not misuse the provision of on street parking it is recommended that time limits are imposed and that in areas within limited spaces pay-and-display should be considered.

Pricing

- 5.57 On-street parking should be short-stay and managed properly. In areas with pay-and-display management takes the form of parking charges with Penalty Charge Notices for those that abused the facility.
- 5.58 In areas with pay-and-display pricing is comparable to other town centre car parks so that the facility does not detract users from the main car parks.
- 5.59 Evening use of on-street parking should be viewed differently to daytime use, as in some areas residents use these spaces to park over night, which is reflected in the pricing policy.

Enforcement

- 5.60 On-street public parking spaces up until October 2010 were free, however since this period the council has started to phase in pay and display in areas where parking is limited or over subscribed, such as the town centre. On-street pay-and-display is enforced by our Civil Enforcement Officers.
- 5.61 In areas where pay-and-display does not exist enforcement of time restrictions and yellow lines are enforceable by our Civil Enforcement Officers.

Road Safety

- 5.61 Although on-street parking is essential for some people, it is not always possible to increase the levels of on-street parking due to road safety issues: cars parked close to junctions can reduce visibility at junctions and can obscure pedestrians trying to cross the road.

Parking on the pavement or alongside dropped kerbs

Parking on the pavement

- 5.62 Pavement parking can be inconvenient for pedestrians and especially hazardous for disabled and elderly people, those who are visually impaired and people with pushchairs and double buggies. It also reduces the street quality and appearance. Consequently rule 218 of

the Highway Code says: "Do not park partially or wholly on the pavement unless signs permit it".

- 5.63 In London, pavement parking is banned by the Greater London Council (General Powers) Act 1974, and a few Local Authorities have followed suit using Traffic Regulation Orders. However, legislation might change on this matter allowing Local Authorities the powers that London uses for enforcement.
- 5.64 It is our aim to introduce enforcement of pavement parking.

Parking alongside dropped kerbs

- 5.65 Part 6 of the Traffic Management Act 2004 gives all local authorities in England civil parking enforcement powers the ability to take action when a vehicle is parked alongside a dropped kerb in a Special Enforcement Area (that is, an area where parking is, in all other instances, permitted)³.

Taxis

Restricted use of bus lay-by / stops in the evenings on Station Road

- 5.67 It has been agreed that Taxis will be allowed restricted use of bus lay-by / stops in the evening period at specific locations where Reading Borough Council gives its consent. This has been set up as a trial, and no plans exist to extend the trial.

3

On-Street Parking Policy

Residents Permits

Issue / Recommendation: To use our resident parking review, to inform any changes, and to ensure that we have a residents permit scheme that suits today's and our future requirements.	
Policy: <ul style="list-style-type: none">• Each household within a zone will be eligible for 1 permit within that zone.• 2nd permits will only be issued if the permit zone is less than 80% subscribed.• 2nd permit will entail a charge.• Permits will only be issue to domestic vehicles, not commercial vehicles.	Action: <ul style="list-style-type: none">• Implement new application software, to reduce paper.

Business Permits

Issue / Recommendation: To use our parking review, to inform any changes, and to ensure that we have a business permit scheme that suits current and future requirements.	
Policy: Every business within a permit zone will be eligible for 1 business permit, which will entail one annual charge.	Action: <ul style="list-style-type: none">• One permit allocated on application and payment.

On-Street Parking

Issue / Recommendation: On-street parking areas in and around the town centre should be assessed and acknowledged as town centre spaces to be available within the agreed maximum number of parking spaces.

<p>Policy: That the number of on-street parking places should be identified and considered as a town centre parking resource. They will be included in the overall total.</p>	<p>Action: All on-street parking within the town centre to be enforced.</p>
<p>Issue / Recommendation: On-street parking areas in the sub-urban areas (outside the IDR) should be assessed and acknowledged as vital resources that should be managed effectively, to ensure the best use of those spaces.</p>	
<p>Policy: That the number of sub-urban on-street parking places should be identified and to consider how the spaces could be managed effectively.</p>	<p>Action: Consider use of spaces, question how spaces are currently managed and whether they could be administered better; consider pay-and-display. Focus on priority areas with parking issues; constraints first.</p>
<p>Issue / Recommendation: If these spaces are to be used effectively they must be properly managed and if the length of stay is exceeded enforcement action should be taken.</p>	
<p>Policy: To ensure that people do not park there vehicles on-street longer than the permitted length of stay, and do not return within 2 hours.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Parking review of on-street provision, consider further roll out of pay-and-display. • Enforcement.
<p>Issue / Recommendation: On-street parking should be short-stay and managed properly.</p>	
<p>Policy: Town centre short-stay on-street parking is a valuable resource, which the Council will continue to manage.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Continue to support pay-and-display. • Enforcement.
<p>Issue / Recommendation: Evening use of on-street parking should be viewed differently to daytime use.</p>	
<p>Policy: On-street evening parking should be permitted more extensively that daytime use and for longer periods.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Ensure traffic orders in the town centre allow evening parking wherever possible. • Ensure pay-and-display charges reflect the situation. • Enforcement.

Parking on the pavement or alongside dropped kerbs

Issue / Recommendation: Reduced access for people with mobility problems or pushchairs.	
Policy: To issue PCN's to vehicles blocking pavements and dropped kerbs.	Action: <ul style="list-style-type: none">• Increase driver awareness of inconsiderate parking.• More enforcement.

Taxis

Issue / Recommendation: Restricted use of bus lay-by / stops in the evenings on Station Road.	
Policy: To allow Taxis evening use of the bus lay-by / stop in Station Road to cope with high demand; as part of a trial.	Action: <ul style="list-style-type: none">• To monitor trial.• To take action if trial failing.

Park and Ride

What is Park and Ride?

- 5.65 Park and Ride is a transport planning tool which can be used to encourage car users to switch to public transport to alleviate city centre congestion and deliver environmental benefits.
- 5.66 Our forecasts show that, as Reading grows to meet its Reading 2020 vision and further develops its role as a regional transport hub, the demand for travel will increase by at least 25% over the next ten years as committed and planned developments come on-stream. We will therefore investigate the role of radical demand management measures on the strategic corridors, coupled with better traveller information and high-quality public transport services, to address this growth in demand.
- 5.67 Best practice highlights that Park and Ride can only be successful in achieving integrated transport objectives if it is part of an overall strategy. Reading's Park and Ride forms an important part of Local Transport Plan.
- 5.68 Reading Borough Council's LTP outlines how P&R can be used to encourage car users making longer journeys into Reading to switch to public transport to alleviate congestion, promote journey time reliability and deliver environmental benefits.
- 5.69 Specific objectives have been developed for the P&R element of the longer-term transport strategy:
- Identify and implement P&R schemes on the strategic regional corridors;
 - Provide transfer services that have priority over the private car;
 - Support the planned bus-based rapid transit network, providing interchange locations and benefiting from the high quality services.
- 5.70 Reading currently operates two park and ride scheme into central Reading, one at Loddon Bridge and the other at Madejski Stadium.

Aims and Objectives

- 5.71 Our overall aims, objectives and targets for park and ride are intrinsically linked to our Local Transport Plan.
- 5.72 Our overall aims and objectives for park and ride are:

- Identify and implement park and ride schemes on Reading’s periphery to ensure drivers avoid the congestion in the central area.
- To provide park and ride transfer services that have priority over the private car.
- To provide facilities for coach operators.
- To promote new and existing facilities.
- Support the planned mass rapid transit system.
- To benefit from high quality services.

Provision of Park and Ride Spaces

Type of public parking:	Location:	Provision:	Number of spaces:
Park and Ride	Madejski	Long-stay	600
	Loddon bridge	Long-stay	450

Site location, Access and signing

- 5.73 The provision of park and ride relies heavily on there being enough space in the outer Reading area, Reading is constrained by its borough boundary, therefore it is essential that we continue our partnership working with neighbouring authorities to establish potential sites.
- 5.74 Additional high standard park and ride sites should be provided on the edge of town to relieve pressure on the access roads to the town centre. If potential passengers have to travel too far into Reading to access the site, it will appear less beneficial.
- 5.75 Signing for parking and ride sites must be clear, and comply with our Signing Strategy.

Journey time advantages over the car.

- 5.76 To entice potential passengers effective park and ride schemes need a high level of bus priority on the transfer route. Potential passengers must be able to see clear benefits over the private car.

The quality, frequency and reliability of the transit system.

- 5.77 The transit system needs to be simple and stress-free; providing a good quality, frequent, reliable service so that potential passengers can clearly see the benefits over the private car.

Comparative bus-based park and ride and central area parking tariffs.

- 5.78 The cost of town centre parking should reflect the availability of alternatives, especially long stay parking.

Site facilities

- 5.79 Such as shelter, passenger information and security measures.
- 5.80 The site should feel more like a station than a simple bus stop. To compete over the private car, the facilities should be perceived to be taking the stress out of the journey, better value for money and with the added benefit of having quicker journey times through bus priority measures.

Enforcement / Security

- 5.81 All Park and Ride sites to be used to access Reading will have security.
- 5.82 If people misuse the park and ride site, by parking and not using the bus service enforcement action will be taken.

Essential elements of providing the Park and Ride:

- Clear and conspicuous sign-posting;
- Ease of access to the site;
- Real Time Passenger Information and limited stopping;
- Comparative bus based P&R and central area parking tariffs;
- Journey time advantages over the car;
- Site facilities such as bus shelters and cycle parking;
- Provision of kassel kerb/ flush boarding platforms to match the bus floor height, improve accessibility for pushchairs, wheelchair users and those with mobility disabilities

Other important factors include:

- Provision of adequate bus priority between the P&R site and Reading Town Centre;
- The quality and availability of parking spaces at the P&R site;
- Workplace parking availability and on-street enforcement in Reading Borough;
- Reading Town Centre parking charges;
- The use of personalised travel planning and good marketing to promote demand for the facility.

- Opportunity to work with existing Business Parks to promote alternative shuttle facilities.
- Links to future strategic policy objectives, including delivery of a mass rapid transit system.

Links to other strategies

- LDF Core Strategy
- Bus Strategy
- Parking Strategy
- Reading Borough Council Bus Information Strategy
- Accessibility Strategy

Potential consequences of not implementing Park and Ride

- 5.82 Motorists are likely to continue travelling by car, embedding habits for private car use. Consequently, queuing and delays will persist and air quality in the local area could also worsen.

Park and Ride Policy

Site Location, Access and Signing

<p>Issue / Recommendation: Additional high standard Park and Ride sites should be provided on the edge of town to relieve pressure on the access roads to the town centre and provide viable alternatives to long stay town centre parking.</p>	
<p>Policy: Location of an access to any new parking areas will be from existing roads where capacity exists to carry new car trips to the car park.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Developed through Transport Strategy. • Controlled through planning process.
<p>Issue / Recommendation: To enable people to easily locate the park and ride.</p>	
<p>Policy: To ensure that correct signage to the park and ride exists, and clear promotional material is produced.</p>	<p>Action: Review signage and promotional material, where issues arise make recommendations and where possible implement.</p>

Quality, Frequency and Reliability

<p>Issue / Recommendation: To entice users, park and ride services need to demonstrate quality. Quality identified as: Clean, Safe, Frequent and reliable.</p>	
<p>Policy: To ensure (where possible) that park and ride sites are clean, safe, frequent and reliable.</p>	<p>Action: Assess park and ride site frequently, where issues arise make recommendations and where possible implement.</p>
<p>Issue / Recommendation: Possible issues with frequency or reliability</p>	
<p>Policy: To ensure that where issues effecting frequency or reliability of the service become regular, that those issues are investigated and resolved where</p>	<p>Action: Investigated sources / issues effecting frequency or reliability and where possible make recommendations</p>

feasible.	and where possible implement.
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Park and Ride charges versus Central Area Parking Tariffs

Issue / Recommendation: The cost of the town centre parking should reflect the availability of alternatives especially long stay parking provided by Park and Ride sites and help meet the aims of the transport strategy	
Policy: The price of long stay parking (over 6 hours) should be at least three times the average return fare for a Park and Ride scheme.	Action: With the introduction of each Park and Ride site a review of long stay charges should be undertaken.

Site Facilities

Issue / Recommendation: It is recommended that sites have toilets where possible, and baby changing facilities.	
Policy: Where possible ensure that there is access to toilet and baby changing facilities.	Action: Take on board recommendation when proposing new park and ride sites.

Enforcement

Issue / Recommendation: Possible misuse of site and facilities.	
Policy: To deter misuse of site and facilities.	Action: Investigate enforcement and security options.

Park and Ride Plans and timescales

Madejski Stadium Park and Ride

- 5.83 To integrate the existing 600 space shared use facility into the first phase of the mass rapid transit network.

Mereoak Park and Ride

- 5.84 Mere oak Park and Ride is located south of the M4, junction 11, accessed via Mere oak Lane, just off the A33. This location is ideal for Park and Ride use due to its close proximity to the motorway junction, and supports the regional growth agenda. Wokingham Boroughs LDF describes the area as a strategic development location and suggests options for housing provision near to the Park and Ride site. Both Wokinghams and Readings Local Transport Plans highlight investment in Park and Ride sites as important, with significant improvements required to meet existing proposed levels of development, and to tackle congestion and safety.
- 5.85 This facility has the potential to provide 950 spaces, which would be delivered within a phased programme of works.
- 5.86 The recent junction upgrade of Junction 11 on the M4 has seen essential elements such as new bus priority lanes delivered that this Park and Ride would make use of. Should the Park and Ride not be delivered, the M4 junction improvements will not be as effective as they could be. Greater numbers of motorists are likely to travel through the improved junction and therefore embed habits for private car use. Consequently, queuing and delays at the Mere oak junction will not be mitigated to the same extent as with the Park and Ride and air quality in the local area could also worsen.
- 5.87 Times scales: Mere oak Park and Ride to be operational within the first implementation plan period of LTP3.

Loddon Bridge Park and Ride

- 5.88 Loddon Bridge Park and Ride is a well-used facility. However, due to its location by River Loddon and because the river has not been dredged, the site often suffers from flooding. The contract for this site expires in 2012. There is still a demand for the facility; however, there is a need to establish continued use of 600 spaces at this or a similar location that is flood-proofed.
- 5.89 Times scales: The decision on the future existence or replacement of Loddon Bridge Park and Ride to be in effect by February 2012.

Broken Brow Park and Ride

- 5.90 Wokingham Borough Council are currently promoting this park and ride scheme to the west of Thames Valley Park, this provides improved reliability of the services operating between Reading Station and Thames Valley Park, and will offer an alternative means of transport from the east to Central Reading.
- 5.91 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

West Reading Park and Ride

- 5.92 We will continue to consider potential park and ride sites at this location, as this would provide an alternative means of transport to central Reading from Pangbourne and South Oxfordshire.
- 5.93 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

North Caversham Park and Ride

- 5.94 The North Area Access Study identified potential park and ride sites adjacent to A4074.
- 5.95 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

East Caversham Park and Ride

- 5.96 The North Area Access Study identified potential park and ride sites adjacent to A4155.
- 5.97 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

East Caversham Park and Sail

- 5.98 Opportunities for a park and sail have been identified within the North Area Access Study. The service could potentially operate from Caversham to Thames Valley Park, north of Reading centre and/or the Oracle shopping centre.
- 5.99 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

South West Park and Ride

- 5.100 A park and ride facility within this location would provide an alternative transport option to central Reading from West Berkshire, further investigations need to be completed.
- 5.101 Times scales: Operational value and possible implementation of site to be considered within the LTP3 period.

Access to Parking for those with disabilities

Blue Badge Scheme

- 5.102 The Blue Badge Scheme in England gives a concession to disabled people to park where particular restrictions may otherwise apply. The Scheme plays an important role in helping severely disabled people to access jobs, shops and other services.
- 5.103 The Scheme was set up in the 1970s and there have been few changes since. In 2007, the Department for Transport (DfT) carried out a review of the Blue Badge Scheme. It highlighted several areas where improvements needed to be made. In particular to:
- The administration of the Scheme;
 - The eligibility criteria;
 - How abuse of the Scheme is prevented.
- 5.104 After further consultation, the Government published its strategy for reforming the Scheme in October 2008⁴. The aims of the reform are to:
- Ensure that those who are most in need of a Blue Badge are able to have one.
 - Maximise the benefits for Badge holders by reducing abuse and preventing fraud.
 - Raise the reputation and value of the Scheme.
 - Raise standards and improve consistency.
- 5.105 As a result of this review, it could be that Reading Borough Council inherits additional duties, entailing administration and enforcement costs. However, until the changes have been formerly made we are limited to what we can accomplish and achieve under this area.

Provision of disabled parking spaces

- 5.106 A large number of disabled people have their own private transport which may, or may not, have been specially adapted to meet the needs of their disability. The requirement is for parking bays with space for access and to be situated close to amenities, both at home and at their chosen destination. The Disabled Parking scheme enables Disabled Badge holders to park their vehicles at locations where waiting restrictions are in force and to use parking spaces designated for disabled people.
- 5.107 Disabled Badge holders may park on single or double yellow lines for up to three hours, and in limited waiting bays for an unrestricted

⁴ Comprehensive Blue Badge (Disabled Parking) Reform Strategy (England), October 2008

period, provided that the Special Parking Disc (issued with the Disabled Badge) is displayed showing the time of arrival. Badge holders must not park in a bus lane or when a ban on loading or unloading is in force. In addition badge holders must not park on double white lines in the centre of the carriageway or at junctions or bus stops, in narrow roads, or where the vehicle may cause danger or an obstruction.

- 5.108 Highway Authority practice in town centres wherever possible is to incorporate disabled parking spaces at appropriate locations. A regulatory traffic sign and carriageway marking is used to indicate the designated position.
- 5.109 Advisory disabled box carriageway markings can be provided in residential streets subject to the following criteria;
- The applicant must hold a current Disabled Badge.
 - The applicant must live at the address to which the disabled box carriageway marking relates.
 - The applicant must have no convenient off-street parking facility. This will be at the discretion of the Highway Authority.
- 5.110 The disabled box carriageway marking is advisory only and therefore cannot be enforced by the Highway Authority.
- 5.111 The disabled box carriageway marking cannot be provided where existing "No Waiting" parking restrictions are in effect. These may take the form of single or double yellow lines. Exceptions to this rule apply in the cases of residents parking bays (providing the owner and the vehicle are in possession of a valid residents parking permit), and limited waiting restrictions within which orange badge holders can park un-restricted.

Disabled Car Parking Design and Location

- 5.112 'Buildings for all to use 2 - improving the accessibility of public buildings and environments' 2004 was produced by CIRIA in line with the Disabled Discrimination Act. The guidance includes dimensions, location, and associated requirements for disabled parking to ensure that the facilities are convenient and usable.
- 5.113 The document summarises that disabled car parking should:
- Be easily identifiable with clear and consistent directional signage;
 - Should, if appropriate, be available both for employees and visitors;
 - Have designated accessible parking bays as close to the entrance as possible;
 - Meet the dimensions as recommended in BS 8300: 2001;

- Be level and next to firm, even and slip-resistant pedestrian surfaces;
- Have dropped kerbs to give access to adjacent pavements and be well lit;
- Have entry controls that are easy to use by everyone.

5.114 It is recommended that parking for disabled people should not be more than 50m from the entrance to the building (100m if the route is covered). Disabled car parking spaces should be 2.4m x 4.8m plus 1.2m clearance or a footway to the side and to the rear of the space. This is in accordance with 'The Building Regulations 2000: Approved Document M - Access to and Use of Buildings' (2006)

5.115 Also refer to Reading Borough Council's Park Standards and Design Supplementary Planning Document (2009).

Enforcement

5.116 Reading Borough Council abides by the Disabled Parking Scheme regulations, which are detailed above; therefore enforcement will only be taken if the regulations are broken.

5.117 The council will wait until the Blue Badge Reform has been agreed before detailing further on enforcement within this area.

Access to Parking for those with disabilities Policy

Provision

<p>Issue / Recommendation: Ratio of disabled spaces provided within car parks</p>	
<p>Policy: It is suggested that a staggered level of provision be made, and that these bays be additional to the standard bays required. The suggested levels for all zones are as follows:</p> <p>Up to 200 spaces -</p> <ul style="list-style-type: none"> • All developments: 3 disabled spaces or 5% of total capacity, whichever is greater. <p>Over 200 spaces -</p> <ul style="list-style-type: none"> • Retail: 3 disabled spaces plus 4% of total capacity • Commercial: 6 disabled spaces plus 2% of total capacity • Residential/Hotel: 4 disabled spaces plus 4% of total capacity • Residential/Hospitals: To be determined through Transport Assessment • Places of public assembly and leisure facilities: 4 disabled spaces plus 5% of total capacity • Residential: Where centrally located flats/ apartments do not contain parking for able bodied residents, disabled spaces must be provided based on level of units proposed for disabled persons. 	<p>Action: When determining the level of provision, guidelines should be taken from Advisory Leaflet 5/95 Parking for Disabled People (Department for Transport, 1995) and Reading Borough Council's Parking Standards and Design Supplementary Planning Document (Sept 2009).</p>

Safety

<p>Issue / Recommendation: To avoid cars being parked (by blue badge holders) without consideration of safety, i.e. being parked on double yellow lines near bus stops, on or near junctions reducing visibility.</p>
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<p>Policy: As the maintenance budget allows and area enhancements are implemented we should consider marking waiting restrictions to reduce inconsiderate parking.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Install and enforcement of waiting restrictions. • Increase public awareness of considerate parking.
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Enforcement

<p>Issue / Recommendation: Enforcement of Blue Badge Scheme</p>	
<p>Policy: As set out in the Blue Badge Scheme for England, enforcement will be carried out appropriately in accordance with the local signs, lines and Traffic Regulation Orders.</p>	<p>Action:</p> <ul style="list-style-type: none"> • Consider on an operational basis where on-street parking is available (charged or free) whether disabled badge holders are exempt.

Enforcement

What do we mean by 'Enforcement?'

- 5.118 There are two types of enforcement, these are currently for: parking and bus lanes.
- 5.119 Enforcement is a tool used to ensure that parking is not abused, that illegally parked cars do not congest the road network and that buses are not delayed through people misusing bus lanes.
- 5.120 The power of enforcement was granted in 2004 under the Traffic Management Act. Further enforcement is anticipated within this Act, including yellow box junctions.
- 5.121 Traditionally CEOs were required to attach the PCN to the vehicle committing the offence, however, we are now able to issue these via post. This ables CEO to avoid threatening situations and stops offenders from driving off before the ticket can be issued.

Civil Enforcement Officers

- 5.122 CEO should carry a photo-identity card.
- 5.123 CEO should wear a uniform, clearly showing that the wearer is engaged in parking enforcement, the RBC logo and name and a personal identity number.

Criminal Records Bureau Check

- 5.124 As Civil Enforcement Officers will enforce parking restrictions around school entrances it is part of their conditions of employment to have passed a Criminal Records Bureau Check, and that should circumstances change during employment the Officer must inform their employer immediately, whether that be RBC or contractor.

Type of patrols

- 5.125 Reading Borough Council currently has a contractor providing on-foot patrols.
- 5.126 There are possible opportunities to provide vehicles that have ANPR cameras on board and can log illegally parked vehicles, and will save the data so that tickets can be issued.
- 5.127 This type of technology is governed by the same legislation as fixed cameras (Traffic Management Act). Although we current do not use mobile cameras, this is future possibility.

Duties (as mentioned in the TMA):

5.128 Principal duties:

- Inspecting parking equipment.
- Checking and reporting defective traffic signs and road markings.
- Issuing information leaflets or warning notices.
- Providing witness statements.
- Where appropriate, appearing before a parking adjudicator.

5.127 List of supplementary duties that we should consider CEO performing:

- Informing the police of criminal parking activity.
- Reporting suspected abandoned vehicles.
- Reporting vehicles with no valid tax disc to the DVLA.
- Putting in place and removing notices about the suspension of parking places.
- Reporting changes in parking patterns.
- Assisting with on-street enforcement surveys.

5.128 It is important that the above supplementary duties do not stop the CEO carrying out their principal duties.

Issuing Penalty Charge Notices

5.129 CEOs have the ability to issue Penalty Charge Notices to vehicles in contravention of parking regulations. The notice can be issued directly to the vehicle or posted.

5.130 There are strict procedures and rules that CEO's must conform to when issuing PCNs.

The Traffic Management Act and Enforcement

5.130 The Traffic Management Act made provision for and connections with the designation of traffic officers and their duties; to make provision in relation to the management of road networks; and to make new provision for regulating the carrying out of works and other activities in the street.

5.131 As a result of the Traffic Management Act 2004, statutory guidance on Civil Enforcement of Parking Contraventions was published in December 2007.

5.132 The guidance attempts to strike the balance between; as much national consistency as possible, while allowing parking policies to

suit local circumstances; and a system that is fair to the motorist, but also effective in enforcing parking regulations.

Enforcement Policy

Issue / Recommendation: To resolve the issue of vehicles blocking dropped kerbs and parking on pavements, blocking access for those with physical difficulties or with strollers, buggies.	
Policy: To reduce the amount of cars parked inconsiderately, by blocking access by parking by or on dropped kerbs and pavements by implementing new enforcement powers and through promotional material.	Action: Bring into effect new enforcement powers to issue PCNs to cars in contravention of parking legislation.

Working towards a cleaner environment

Supporting a Low Emissions Zone

- 6.1 The Low Emissions Zone is intended to deter a proportion of less-essential traffic from entering a particular zone. In this way the remaining traffic benefits from faster and more reliable journeys. It is part of a wider strategy to encourage public transport, walking and cycling. In Reading, our proposed Low Emissions Zone could be the town centre using the Inner Distribution Ring-road as the boundary marker.
- 6.2 Charges to enter the Low Emissions Zone could be set using vehicle tax discs categories to charge for parking permits on a sliding scale basis with the most polluting vehicle paying more for their permit. Although this system must address both the service provision cost and hit sustainability targets to be accepted.

Electric Vehicle and Charging Points

- 6.3 It is recognised that to improve our local environment the use of cleaner vehicles should be encouraged, such as electric vehicles. To encourage their use this Parking Policy confirms special permit charge reductions, further information can be found in the permit section of this document.
- 6.4 The Reading Boroughs third Local Transport Plan (April 2011) and Local Development Framework (Supplementary Planning Document) Parking Standards and Design (Sept 2009) also refers to the fact that the Council will encourage the installation of electric vehicle charging points in new developments.

Car Share Clubs

- 6.5 Car Clubs are car-sharing schemes that allow members access to cars without having to incur the costs of running, owning and maintaining a car themselves. Cars are parked in designated locations around the town, within the town centre, at shopping destinations, office areas and also within residential areas. Members of car clubs can book cars through the internet or phone and use the cars for determined periods of time.
- 6.6 Each car from a Car Club is estimated to remove 6 cars from the road, as members often resist buying a second car or even sell their first car when they start using the Car Club services. Car Clubs are suitable for Reading as there is a high level of public transport and many of the central area facilities are within walking distance of each

other. Car Clubs will also help to achieve the aims of the Local Transport Strategy and the Core Strategy.

New Developments

- 6.7 Further information on the requirements for new developments (residential, office or shopping) to support or provide car clubs can be viewed in Reading Borough Council's Local Development Framework Supplementary Planning Document titled 'Parking Standards and Design' (Adopted September 2009).

Using technology to manage supply and demand in Central Reading

- 6.8 Variable Message Signs (VMS) can be used to display general network conditions, event information or road safety messages. Our signs allow drivers to be pre-warned of events therefore, giving them the options to travel by train or consider re-routing or using the Park and Ride facilities. The signs are often used to inform drivers when a car park is full, and directs them to the most appropriate car park for their location. This system works dynamically, and is all automated to occur when the car park reaches a certain level of occupancy.
- 6.9 Traffic Information Signs (prism signs) these signs are automated boards near strategic junctions near to the car park that allow drivers to see whether the car park has spaces, is almost full or full and to re-route as appropriate.
- 6.10 Reading Borough Council also provides a telephone and web-services that enable drivers to check parking availability in all car parks within the central area. This can be viewed at www.reading-travelinfo.co.uk or by calling 0118 951 1412, the details provided are refreshed every five minutes. Further information on car park locations, opening times and costs can also be viewed on the website.

Administration: Parking Zones

How were the zones agreed?

- 7.1 The zones were agreed through the political processes of the council. After taking into consideration reports and studies that had been written.

Parking Zones

- 7.2 Residents parking schemes operate in many streets within the Borough. The parking permit zones are classified as either shared use zones or non-shared use zones.

Zone 1, Central Core Area

- 7.3 This area lies at the very heart of Reading Borough, consisting primarily of retail and commercial office developments, with limited residential. The area is defined as having the best transport hubs, with both the main railway station and also bus interchanges at the station and within Friar Street and other streets surrounding the town centre. This area also contains the largest proportion of public car parking spaces. Further development in this area is anticipated to be of a similar nature to the existing provision, but will include some high-density residential. Typically retail units generate shorter-term parking and in core areas commercial office facilities can be served well by rail and bus links.

Zone 2, Primary Core Area

- 7.4 This zone directly surrounds the Central Core Area and extends to a walking distances of 2 kilometres from the centre of Reading. Typically this zone is well served by public transport, with buses continuing either into or out of the Central Core Area via this zone. Much of this area is within acceptable walking distance (400m) of either the main railway station, or Reading West railway station. Walking and cycling in this area tends to be encouraged through the provision of wide and safe footways, with some dedicated or shared cycle ways. The areas within Zone 2 also typically have smaller local centres, providing day-to-day access to retail and some commercial facilities. Future growth in these areas is likely to be more mixed than in the core area, with larger amounts of residential than commercial space.

Zone 3 Secondary Core Area

- 7.5 Areas within this zone feature a variety of land uses and densities and include some local centres for day-to-day needs. Typically these areas are within 400m of a Reading Buses high frequency 'Premier

Route', which provides high quality bus routes. These buses link not only to the Central Core Area, but also zone 2 areas and beyond to major supermarket and local centre facilities. Walking and cycling can play an important role in these areas.

Zone 4, Wider Urban Area

- 7.6 As Reading is well served by public transport and has tightly constrained settlement boundaries, only a small portion of the Borough is zone 4. This is mostly residential and protected open space areas that are located within the functional flood plain. Most of the residential units are outside a comfortable walking distance from a train station. Any future development must be carefully considered for the individual characteristics surrounding the site as there will be more variation in sustainability than in each of the other zones.

Parking Policy and Planning Conditions

- 8.1 Car parking has always been a major element of land use planning and development. In the last 10 years, there has been a change in Government Policy and development is no longer assessed on a 'predict and provide basis' for the private car. PPS3: Housing requires Local Authorities to develop parking plans for residential areas, promoting good design and efficient use of land. PPG13: Transport expects that Local Authorities will set maximum parking standards for all developments. These parking and design standards are reflected in some of the Council's Core Strategy Policies:
- 8.2 CS4: Accessibility and the Intensity of Development - requires development within the Borough to be close to services and facilities by walking, cycling and public transport.
- 8.3 CS7: Design and the Public Realm - encourages design that provides safe and accessible environments.
- 8.4 CS20: Implementation of the Reading Transport Strategy (Local Transport Plan 2006 - 2011) - including provisions of measures that will make alternatives to private cars (such as walking, cycling and public transport) more attractive.
- 8.5 CS23: Sustainable Travel and Travel Plans - major development proposals will not be granted permission unless there is a commitment towards sustainable transport facilities and travel plans.
- 8.6 CS24: Car and Cycle Parking - maximum car parking standards and cycle parking requirements will be applied in relation to the accessibility of locations within the Borough to sustainable transport facilities, particularly public transport.
- 8.7 As there are different land uses and densities in Reading, a zonal approach has been adopted. This considers accessibility to sustainable forms of transportation and in the case of residential parking, the distance to local facilities and services.
- 8.8 Further information on the parking requirements for new developments (residential, office or shopping) can be viewed in Reading Borough Council's Local Development Framework Supplementary Planning Document titled 'Parking Standards and Design' (Adopted September 2009).
- 8.9 Please refer to section 5 within this document or [click here](#) for parking planning conditions in the wider-urban area.

8.10 Please refer to section 6 within this document or [click here](#) for parking planning conditions in the central area.

The Function of the Media

- 9.1 Transport, in particular parking is a universal service of which everyone has a direct experience. This results in everyone having clear opinions on current and proposed transport provision. But each individual will experience the transport system differently and have different needs and views.
- 9.2 Despite its importance, it is not a topic that easily grabs the attention of stakeholders. This is why a high level core message supported by a set of themed messages is important to engage people in an interesting and relevant way.
- 9.3 It is important that we consider the full range of media available to them when communicating with the public. The public must understand why and what changes have been made.
- 9.4 It is important that we know; what we want to communicate, the audience that we need to communicate with and which tools will be required to successfully relay the message.
- 9.5 It should be assumed that people are likely to form hasty negative opinions on this topic area, therefore information, such as press releases should be written with this in mind. Need to push the wider benefits of changes, as these are often the first issues to be overlooked.
- 9.6 The provision of information will also become important when dealing with changes near to the borough boundaries, where appropriate we will aim to have complimentary parking and enforcement schemes with neighbouring authorities, however, in certain instances this will not always be possible.
- 9.7 There are four different communication tools to consider; these are; community engagement and consultation, press and PR, advertising, and new media

Legislation Summary

- 3.1 So that we can manage our parking policies, and take enforcement action where required, we ensure that we follow legislation and guidance.
- 3.2 Detailed below are brief descriptions of the main Acts that we adhere to.

Road Traffic Regulation Act 1984

- 3.3 The main aim of this act is to restrict and regulate traffic, in the interest of road safety. Part 4 of the Act is specific to parking detailing parking provision, control and payment.
- 3.4 This Act was replaced by the Road Traffic Act 1991.

Road Traffic Regulation (Parking) Act 1986

- 3.5 This Act amended the Road Traffic Regulation Act 1984 in relation to parking.

Road Traffic Offenders Act 1988

- 3.6 The Road Traffic Offenders Act regulates the penalties for many motoring offences.

The Road Traffic Act 1991

- 3.7 This Act dealt with a host of traffic issues, ranging from driving offences, licensing, trials and penalties, traffic in London and so forth.
- 3.8 This Act replaced the Road Traffic Regulation Act 1984 and brought about a number of key changes to the Road Traffic Regulation Act 1984. Parking violations enforced by councils were decriminalised and brought within the civil enforcement system. At the same time a number of additional enforcement responsibilities, such as restricted (yellow line) parking, were removed from the police and also given to councils this remains the case in Reading, this enforcement powers once taken on by the council can not be transferred back to the police.
- 3.9 Currently replaced by the Traffic Management Act but some older Penalty Charge Notices are still progressing via this Act.

Transport Act 2000

- 3.10 This Act introduced many measures for transport, the Act introduced some public-private partnerships and brought the British Railway Board and the Director of Passenger Rail Franchising together to form the Strategic Rail Authority.
- 3.11 One of the aims of this Act is to improve local passenger transport services, and reduce road congestion and pollution. The Act imposes a duty on transport authorities to prepare and publish a local transport plan setting out their policies for the promotion of safe, integrated, efficient and economic transport facilities in their area.
- 3.12 The Act also enables local traffic authorities outside London, should they want to do so, to introduce local road pricing schemes and workplace parking levies to help tackle congestion as part of a local transport plan and requires spending of any such revenues on measures for improving local transport.
- 3.13 Further amendments were introduced in the Local Transport Act 2008, which provided regulation on ring-fencing the revenue raised from such schemes.

Traffic Signs and General Directions Regulations 2002

- 3.14 This Statutory document governs all signs and lines on the public highway in order that any parking restrictions comply with the relevant TRO.
- 3.15 This amendment also improves the signing of safety cameras and enable highway authorities to adopt a consistent approach across all speed limits ensure that drivers are fully aware of the speed limit.

Traffic Management Act 2004⁵

- 3.16 The overall aim of this Act to tackle congestion and disruption on the road network, and places a duty for traffic authorities to keep traffic moving, by managing parking policies, the use of moving traffic enforcement and the coordination of street works.
- 3.17 This Act built on the Road Traffic Act 1991, the Transport Act 2000 and strengthened the civil enforcement regime, allowing enforcement of moving traffic contraventions, such as yellow box junctions and one way streets, as well as bus lanes.
- 3.18 As a result of the Traffic Management Act 2004, statutory guidance on Civil Enforcement of Parking Contraventions was published in December 2007.

⁵ www.dft.gov.uk/pgr/roads/tpm/tmaportal/tmafeatures/tmapart6/

3.19 The guidance attempts to strike the balance between; as much national consistency as possible, while allowing parking policies to suit local circumstances; and a system that is fair to the motorist, but also effective in enforcing parking regulations.

The Tribunals and Inquiries (Bus Lane Adjudicators)(England) Order 2005 - Statutory Instrument 2005 No 2758

3.20 This Order amends Schedule 1 to the Tribunals and Inquiries Act 1992 so as to add bus lane adjudicators appointed in relation to England by virtue of regulations made under section 144 of the Transport Act 2000 (civil penalties for bus lane contraventions) to the list of tribunals under the direct supervision of the Council on Tribunals.⁶

Other Enforcement Orders, regulations and Statutory Instruments:

- The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges)(England) Order 2007 - Statutory Instrument 2007 No 3487
- The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 - Statutory Instrument 2007 No 3482
- The Civil Enforcement of Parking Contraventions (England)General Regulations 2007 - Statutory Instrument 2007 No 3483
- The Civil Enforcement Officers (Wearing of Uniforms)(England) Regulations 2007 - Statutory Instrument 2007 No 3485
- The Civil Enforcement of Parking Contraventions (Approved Devices)(England) Order 2007
- The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 - Statutory Instrument 2005 No 2757
- The Bus Lanes (Approved Devices)(England) Order 2005 - Statutory Instrument 2005 No 2756

3.21 All these Acts relate to the civil enforcement of parking and bus lanes, and must be adhered too inorder to take enforcement action on illegal parking and use of bus lanes.

The Local Transport Act 2008⁷

⁶ www.opsi.gov.uk/si/si2005/20052758.htm

⁷ www.dft.gov.uk/pgr/regional/localtransportbill/

- 3.22 The Local Transport Act was used to help make sure that local government is equipped to meet not today's transport challenges, but also future challenges.
- 3.23 This Act, amongst other proposals, updates existing legal powers so that, where local areas wish to develop proposals for local road pricing schemes, they have the freedom and flexibility to do so in a way that best meets local needs - whilst ensuring schemes are consistent and interoperable.

Legislation for the disabled persons' parking badge scheme

- 3.24 Legislation for the disabled persons' parking badge scheme known as the Blue Badge Scheme (formerly the Orange Badge Scheme) came into operation on 1 December 1971 by means of Regulations made under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (Badges for display on motor vehicles used by disabled persons).
- 3.25 The Scheme as it currently stands is governed by the following Regulations⁸, due to the quantity of the regulations these have been listed without any summary:
- The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (SI 2000/682);
 - The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2000 (SI 2000/1507);
 - The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 (SI 2000/683);
 - The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2007 (SI 2007/2531);
 - The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No. 2) Regulations 2007 (SI 2007/2600).
- 3.26 Other relevant legislation:
- Section 21A (Recognition of badges issued outside Great Britain) of the
 - Chronically Sick and Disabled Persons Act 1970
 - Section 117 (Wrongful use of disabled person's badge) and 142(1)(General interpretation of Act) of the Road Traffic Regulation Act 1984 (provides powers to tackle parking related abuse of the Scheme).

⁸ The Blue Badge Scheme Local Authority Guidance (England) 2008

Definitions⁹

Long Stay Car Park

Long stay car parks are aimed at commuters, and those wishing to access Reading for longer than 6 hours. Long stay car parks are not actively encouraged, as people should seek sustainable travel options.

Short Stay Car Park

Short-stay car parks should not permit a stay of over 6 hours between 9am and 5pm, unless after 12pm.

On-street parking

In Reading, on-street parking has been planned and continues to be regulated by Reading Borough Council. On-street parking is not a given right and cannot be owned by an individual. In zonal areas, this type of parking has been allocated on the highway, where space permits and a safety impact assessment has been carried out. In the outer Reading Area, where residents parking zones do not exist parking on-road will not be indicated by the use of bays, lines will simply indicate where not to park.

In permit zones, spaces are marked out on the road, with an upright sign detailing the parking enforcement times. If the driver of the parked car does not follow the on-street signage and road markings enforcement action commences, in the form of issuing a parking ticket and in severe cases the vehicle will be towed away if found to be obstructing traffic flow.

Off-street parking

Off-street parking consists of private garages, parking spaces on private land or public car parks.

Resident Parking Zone

This is an identified zone, usually, within a built up area, which has a history of parking problems or has limited space to accommodation parking therefore parking needs to be controlled and monitored.

A shared use zone

A shared use zone enables people who do not have a permit for that zone to park at certain times of the day, as indicated on the signposts within the zone.

A non-shared use zone

⁹ Much of the text used in this section has been taken from The Official Highway Code (2010)

A non-shared use zone is reserved exclusively for vehicles displaying a valid parking permit (including visitor permits) for the specific zone.

Private Non-Residential Parking Spaces (PNR)

Off-street parking spaces that have been granted for the use of businesses / offices / retail units for their parking use only.

Permit

This is a displayable 'badge' issued by Reading Borough Council, upon receipt of a successful application. The badge allows residents or businesses to park within an allocated area of Reading, so long as there is sufficient space and that they are parked within the guidelines and restrictions.

Waiting restrictions

Waiting restrictions indicated by on-road yellow lines apply to the carriageway, pavement and verge. You may stop to load or unload (unless there are also loading restrictions as described below) or while passengers board or alight. Double yellow lines mean no waiting at any time, unless there are signs that specifically indicate seasonal restrictions. The times at which the restrictions apply for other road markings are shown on nearby plates or on entry signs to controlled parking zones. If no days are shown on the signs, the restrictions are in force every day including Sundays and Bank Holidays. White bay markings and upright signs indicate where parking is allowed.

Red Route stopping controls

Red lines are used on some roads instead of yellow lines. In London the double and single red lines used on Red Routes indicate that stopping to park, load/unload or to board and alight from a vehicle (except for a licensed taxi or if you hold a Blue Badge) is prohibited. The red lines apply to the carriageway, pavement and verge. The times that the red line prohibitions apply are shown on nearby signs, but the double red line ALWAYS means no stopping at any time. On Red Routes you may stop to park, load/unload in specially marked boxes and adjacent signs specify the times and purposes and duration allowed. A box MARKED IN RED indicates that it may only be available for the purpose specified for part of the day (eg between busy peak periods). A box MARKED IN WHITE means that it is available throughout the day.

Red and single yellow lines can only give a guide to the restrictions and controls in force and signs, nearby or at a zone entry, must be consulted.

On the kerb or at the edge of the carriageway:

Loading restrictions on roads other than Red Routes

Yellow marks on the kerb or at the edge of the carriageway indicate that loading or unloading is prohibited at the times shown on the nearby black and white plates. You may stop while passengers board or alight. If no days are indicated on the signs the restrictions are in force every day including Sundays and Bank Holidays.

Lengths of road reserved for vehicles loading and unloading are indicated by a white 'bay' marking with the words 'Loading Only' and a sign with the white on blue 'trolley' symbol. This sign also shows whether loading and unloading is restricted to goods vehicles and the times at which the bay can be used. If no times or days are shown it may be used at any time. Vehicles may not park here if they are not loading or unloading.

Other road markings

Keep entrance clear of stationary vehicles, even if picking up or setting down children

Parking space reserved - You must not park in parking spaces reserved for specific users, such as Blue Badge holders, residents or motorcycles, unless entitled to do so.

Box junction - These have criss-cross yellow lines painted on the road (see 'Road markings'). You must not enter the box until your exit road or lane is clear. However, you may enter the box and wait when you want to turn right, and are only stopped from doing so by oncoming traffic, or by other vehicles waiting to turn right. At signalled roundabouts you must not enter the box unless you can cross over it completely without stopping.

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Strategies and Plans:

South East Plan (2009) South East England Regional Assembly.

Websites:

www.statutelaw.gov.uk

www.dft.gov.uk

www.patrol-uk.info

Guidance:

Planning Policy Guidance 13: Transport (2001) Department for Communities and Local Government

The Blue Badge Scheme Local Authority Guidance (England) (2008)
Department for Transport

Traffic Management Act 2004 The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions (2007)
Department for Transport.

The Official Highway Code (2010)

Statutory Guidance to Local Authorities on Bus Lane (including tramways) enforcement in England outside London

Legislation and regulations:

The Data Protection Act 1998;

The Human Rights Act 1998;

The Regulation of Investigatory Powers Act 2000;

The Freedom of Information Act 2000;

The Bus Lane Contraventions (Approved Local Authorities) (England) Order 2005, SI 2005 No. 2755;

The Bus Lanes (Approved Devices) (England) Order 2005, SI No. 2756;

The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005, SI No. 2757;

The Tribunals and Inquiries (Bus Lane Adjudicators) (England) Order 2005, SI No. 2758;

The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (SI 2000/682);

The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2000 (SI 2000/1507);

The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 (SI 2000/683);

The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2007 (SI 2007/2531);

The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No. 2) Regulations 2007 (SI 2007/2600).

Chronically Sick and Disabled Persons Act 1970

The Road Traffic Regulation Act 1984