

Residents Parking Scheme (RPS) Process

This note sets out the process for considering new RPS areas in the city.

As administrators of these schemes through our Parking Services team the City of Lincoln Council is responsible for considering requests for any amendments or extensions to it. Lincolnshire County Council is responsible for making the necessary traffic regulation orders for these schemes, and for their enforcement.

There are set criteria that The County Council work to before agreeing to implement a new RPS. Firstly, there needs to be evidenced support of at least 50% of the residents in the proposed zone and secondly there needs to be evidence of a measurable problem of non-resident parking on the effected streets. They also screen out streets which have at least 50% provision of off-street parking within the curtilage of a property or within 30m already in place.

There needs to be a daytime impact demonstrated that shows more than 60% of available kerbside space taken up by non-residents parking for over 6 hours with more than 80% of available kerbside space taken up with all vehicles for the same 6-hour period. At night-time it needs to show more than 40% of available kerbside space taken by non-residents for a 4-hour period, and 80% of available space taken by all vehicles for the same 4-hour period.

In addition to this there will also be an assessment of resource allocation by the County Council to establish whether such a proposal can be accommodated given the officer work required. Likewise, the process requires significant resource allocating within our own Parking Services team and so the Assistant Director – Planning and City Services will also need to review available resource at the time of any request. As a result, a clear process is necessary so that the County Council receive what they need and to avoid abortive efforts from local residents and councillors alike.

The City of Lincoln Council's Executive have determined that clear criteria are needed so that residents and local councillors are informed before making any such request. The criteria are as follows:

- 1) A request can be made by a member of the public or by a local city or county councillor and can be done by contacting either the Assistant Director-Planning and City Services, or by contacting Parking Services via the website, by email or in writing provided the following criteria are met;
- 2) The proposal must have the support of the majority of City Council ward members in the proposed area. The proposer (whether a local Councillor or member of the public) must also submit evidence of significant support from the residents in the proposed area (ideally over 50% of residents in support). This would typically be in the form of a petition.
- 3) Once the above criteria are met the Assistant Director – Planning and City Services will present to the relevant Portfolio Holder for sign off to proceed to the next stage.
- 4) If sign-off is given by the relevant Portfolio Holder, the Assistant Director – Planning and City Services will submit a request to the County Council for initial feedback and

if this is positive Parking Services will initiate a detailed on-street survey of the proposed area to establish the level of non-resident parking.

- 5) If the survey confirms there is an issue with non-resident on-street parking the Assistant Director-Planning and City Services will then seek formal consent to proceed from The Council's Executive to make the formal request to The County Council.
- 6) If the survey identifies that there is not a significant issue, then the proposal will not proceed and once this decision has been made it cannot be reviewed within 3 years unless there have been significant changes close by – such as a large new development that increases pressure on parking.

