The parking policy set out in this document is the Council’s approach to managing on-street and off-street parking, provision, control and enforcement.

This policy will provide the framework for effective parking management within the district, in harmony with the Council’s strategic priorities: caring for places; caring for people; ambitions for young people; and modern public services. Parking policy has an important role in supporting these strategic priorities.

Parking policy is also an important element of a successful integrated transport policy. National and regional guidance documents such as the National Planning Policy Framework 2012 and the West Yorkshire Local Transport Plan seek to encourage sustainable and integrated transport planning.

At a local level, our Local Development Framework sets out the spatial development strategy for the district as well as policies for guiding and managing development, including parking standards which are set out in the Street Design Guide. The Central Wakefield Area Action Plan outlines the parking strategy within central Wakefield and takes into account the Council’s 2006 parking strategy document.

Our parking policy aims are:

- To support economic growth, including the vitality and viability of the city centre and local centres.
- To ensure the needs of all modes of travel are taken into account including cycles, motorcycles, buses, coaches, and freight.
- To support the Council’s Environmental strategies.
- To provide a clear policy for enforcement enabling the Council to deal with parking issues fairly and consistently.
- To embrace technology, which helps the customer and aids efficiency of operation.
- To ensure that the Council meets its statutory obligations.
Many disabled people rely on the private car as their principal mode of transport. The ease of their journey is determined by the availability of parking spaces close to their destination. Well located, designated disabled parking bays are needed to achieve this aim.

Disabled Permits (Blue Badge Scheme)
The Blue Badge (Disabled Persons Parking) Scheme was introduced in 1971 under Section 21 of the Chronically Sick and Disabled Persons Act 1970. The aim of the scheme is to help disabled people with severe mobility problems to access goods and services, by allowing them to park close to their destination. The scheme is open to eligible disabled people irrespective of whether they are travelling as a driver or passenger.

The Council’s Customer Service team administer the Blue Badge Scheme in line with the Department of Transports guidelines.

There are currently approximately 20,000 Blue badges issued in Wakefield district. Our Blue Badge Disabled Parking Scheme policy was approved by the Council in 2014.

There are currently two different types of eligibility criteria:

- Eligible without further assessment: a customer is automatically eligible for a Blue Badge without the need for a further assessment if it is proved that they are in receipt of certain qualifying benefits or meet certain statutory criteria.

- Eligible subject to further assessment: a customer with a disability may be eligible for a Blue Badge subject to the discretion of Wakefield Council.

A Blue Badge may also be issued to an organisation when the vehicle or vehicles are to be used to carry disabled people who would themselves be eligible for a Blue Badge as specified in Section 4(2) of the Regulations.

In addition, children who are under the age of three may be eligible for a Blue Badge if they fall within certain qualifying criteria.

All Blue Badges will be valid for 3 years with the exception of cases where: the Higher Rate Mobility component of Disability Living Allowance or the War Pensioner’s Mobility Supplement is for a shorter period, or a child under 3 years where it will be issued for a period ending on the day immediately following the child's third birthday.
Use

Holders can park free of charge without time limit in on street and pay and display bays, time limited parking places and most disabled parking places.

Badge holders are also allowed to park for a maximum of 3 hours on single and double yellow lines, except where there is a loading ban or where a bus or cycle lane is in operation. Badge holders should not cause an obstruction to the highway.

Current provision

The Council provides around 300 designated on street and off street parking bays throughout the district as follows:

<table>
<thead>
<tr>
<th></th>
<th>On Street Disabled Bays</th>
<th>Off Street Disabled Bays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wakefield City</td>
<td>14</td>
<td>123</td>
</tr>
<tr>
<td>Castleford</td>
<td>4</td>
<td>29</td>
</tr>
<tr>
<td>Pontefract</td>
<td>10</td>
<td>54</td>
</tr>
<tr>
<td>Normanton</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Ossett/Horbury</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>South Elmsall</td>
<td>2</td>
<td>25</td>
</tr>
</tbody>
</table>

The Council also provides informal disabled parking bays outside properties. The general criteria are as follows:

- Full Mobility allowance.
- Road wide enough for on street parking (road at least 16ft wide).
- No suitable off street parking available within the property boundary.

Fraud

Extensive fraudulent use of Blue badges can result in the scheme being undermined.

Enforcement action may be applied against the Blue Badge holder (or person abusing the conditions of issue), including fines of up to £1000, seizure of the Blue Badge, issuing of Fixed Penalty Notices (from Police) or Penalty Charge Notice, for improper use.

Disabled parking standards at new commercial developments

Our planning policy sets out minimum standards. This is currently calculated at 5% in addition to the number of car parking spaces provided.

For example, a 40 space car park will require a minimum of 2 disabled parking bays.
Parking for non-private car modes is an important element of encouraging sustainable transport use in the district. This section examines the issues around parking for pedal cycles, powered 2-wheel vehicles, public transport (including coaches), freight vehicles and taxis.

### Parking for Pedal Cycles

The parking policy supports the Council’s Cycle Strategy by promoting cycle stands in new developments, town centres, and public spaces. We maintain up to date information about levels of cycle stand usage and liaise with the Wakefield Cycle Forum in proposing and installing new stands throughout the district.

### Powered two-wheel Vehicle Parking

Parking for motor-cycles is provided in some off street car parks, where practical.

### Buses

The provision of appropriately located and enforced bus stops and layover points are part of the efficient operation of bus services throughout the district.

The Council discusses new bus stop locations and amendments with operators and Metro prior to installation. Access by disabled people is an integral part of the consideration.

### Coach Parking

Currently coaches use Union Street to load / unload passengers and on some other city centre streets, dependent upon suitability.

### Freight Parking

The strategy for freight parking is contained within the West Yorkshire Local Transport Plan (My Journey) document.

The district has a number of large purpose-built commercial/industrial sites, mainly located close to the motorway network. Europort, at junction 32 of the M62, is one of the region’s major distribution areas.

In addition to these sites over-night freight parking is available at:- Wooley Edge (M1); Redbeck; Barnsdale Bar; Whitwood truck stop; Ferrybridge services (M62/A1).

### Taxis

Wakefield district currently has more than 100 licenced taxis (hackney carriages) and more than 1000 private hire vehicles (PHVs). There are 12 city centre taxi ranks, and 14 spaces are available at the mainline rail station at Wakefield Westgate.
Effective but fair management of on-street parking is one of the biggest challenges facing the Council. Demand for on-street parking is rising and availability is diminishing as significant areas of the district are developed.

In particular, on-street parking spaces for residents, commuters, shoppers and visitors tend to be most acute in areas such as:

- Older inner city areas.
- Conservation areas built without the provision for the car.
- Around local retail centres, rail stations, hospitals and major employers.

Managing On-Street Parking

Traffic Regulation Orders (TROs) are used to control parking in terms of time (eg no waiting at any time) or by use (eg residents only, bus stops). These can be as simple as double yellow lines through to residents permit zones. The Council implements TROs in line with standard procedures involving consultation, advertising on-street and consideration of objections by the Council's Planning and Highways Committee.

Residents Parking Permit (RPP) zones are carefully considered by the Council where there is an intensive or undesirable parking activity within residential areas (eg parking on streets directly associated with hospitals, schools or commuters) and where the introduction of parking controls across a wide area is more appropriate.

Within the city centre, limited availability of road-space means it is impossible to meet all of the demands for parking on-street. It is considered reasonable therefore that parking durations are set at short stay in order to provide parking opportunities for the greatest number of people, by promoting a high parking turnover.

Maximum on-street parking times vary according the proximity to the city centre. Within the central area of the city (eg Wood Street) parking is limited to a maximum duration of 60 minutes, and the outer areas of the city centre (eg Laburnum Road) have a maximum stay of 120 minutes.

There are a small number of off-street spaces in the outer area of the city which permits parking for more than 4 hours (eg St. Johns North).

It is considered to be sensible that the pricing of on-street parking is related to the proximity to the city centre but not necessarily equivalent to off-street parking charges in the same location.
Outside of the city centre and in the medium sized towns of Castleford and Pontefract and other smaller local centres, the hourly fees charged for on-street parking are at a lesser rate than in Wakefield city to reflect the economic differentials between the population centres.

**Footway and verge parking**

The Highway Code states that motorists should not park partially or wholly on the pavement unless signs permit. Unlike in London there is no local law that bans parking cars or small vehicles on the footway.

Where practical the Council can introduce TROs to enforce this. However these can prove costly to implement and enforce. Where TROs do not apply provisions within the Highways Act 1980 and the Road Traffic Act 1988 makes it an offence to cause an obstruction. Enforcement is dependent upon proving whether the obstruction was wilful or that use of the road was unreasonable. The Police currently enforce such violations.

Under the Traffic Management Act 2004 the Council has powers (within the Civil Parking Enforcement regime to be introduced) to take action against parking across dropped kerbs including where vehicles are parked on the footway across a driveway.

**Residents Parking Zones**

Residents’ parking zones are introduced in areas suffering from parking stress. Parking permits are used to provide prioritised parking to users within a zone or scheme to enable effective enforcement.

The benefits are to:
- Effectively manage on-street parking.
- Improve road safety.
- Enhance the environment.
- Assist emergency vehicle and service vehicle access.

The Council will undertake the appropriate measures to deal with parking stress based upon clear criteria.
- Extensive use of on-street parking in a residential area by non-residents.
- Surveys undertaken to provide quantitative evidence.
- Consultation with local community groups and stakeholders, to discuss options and implications.
- The zone must provide overall benefits to the area in terms of environmental, social and traffic management issues.

Although the duration of parking controls vary from scheme to scheme, most operate Monday to Friday with some addressing weekend issues as well.
Good accessibility to the city and town centres by all modes of transport is considered to be vital to supporting the business economy of the district. Whilst travel by sustainable transport modes is actively encouraged, off-street parking provision is an important factor which supports car-borne accessibility to these areas.

Supply and demand

The Council operates a large number of car parks throughout the district. The number of spaces and the distribution of short-stay and long-stay within each township are as follows:

<table>
<thead>
<tr>
<th>Council operated public off-street Car Parks</th>
<th>Long stay (4hours+)</th>
<th>Short stay (up to 2 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wakefield</td>
<td>1684</td>
<td>72</td>
</tr>
<tr>
<td>Pontefract</td>
<td>549</td>
<td>393</td>
</tr>
<tr>
<td>Castleford</td>
<td>194</td>
<td>339</td>
</tr>
<tr>
<td>Normanton</td>
<td>54</td>
<td>179</td>
</tr>
<tr>
<td>South Elmsall</td>
<td>315</td>
<td>-</td>
</tr>
<tr>
<td>Ossett</td>
<td>75</td>
<td>94</td>
</tr>
<tr>
<td>Horbury</td>
<td>81</td>
<td>16</td>
</tr>
<tr>
<td>Total spaces</td>
<td>2952</td>
<td>1093</td>
</tr>
</tbody>
</table>

The supply of Council controlled publicly available off-street surface car parking in Wakefield city generally exceeds demand. Beat surveys indicate that our car parks are, on average, two-thirds full at peak times. However two car parks are operating “over-capacity”, being located close to the city centre. The Council also manages 2 multi-storey car parks in Wakefield at Rishworth Street and Merchant Gate.

In Pontefract, beat surveys indicate that our car parks are, on average, three-quarters full at peak times.

In Castleford, beat surveys indicate that the car parks are, on average, half full at peak times.

In Normanton, beat surveys indicate that our car parks are, on average, half full at peak times.

In Ossett, beat surveys indicate that our car parks are, on average, two-thirds full at peak times.

In Horbury, beat surveys indicate that our car parks are, on average, around two-thirds full at peak times.

Our Country Park car-parks are well used and cater for seasonal peaks. Car parks within leisure and recreational developments are also provided.
Privately Operated Public car parks

There are a number of privately operated public car parks within Wakefield city centre. The total number of public spaces which are privately operated within the district is as follows:

<table>
<thead>
<tr>
<th>Privately operated public off-street Car Parks</th>
<th>Long stay (4hours +)</th>
<th>Short stay (up to 2 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wakefield</td>
<td>2268</td>
<td>178</td>
</tr>
</tbody>
</table>

There are also a number of private car parks, associated with business use and not available to the public, within the city centre.

Retail Off-Street Parking provision

It is expected that any car parking provision provided in connection with large retail or leisure developments will follow the Council’s general parking policy.

Temporary Car Parks

Temporary car parks within Wakefield district are on land awaiting development and are covered by planning conditions. The number of temporary spaces is relatively small compared with the availability of permanent spaces. Applications for temporary parking sites will be considered where there is evidence of a deficit in publicly available off-street parking or where they would help to relieve on street parking problems. The need for future temporary car parks is likely to be very limited and short term for specific circumstances.

Off Street Car parking charges

A conservative approach has been taken over the past few years for setting the rate of the car parking charges and the time-periods that charging applies:

- Charging applies from to Monday to Saturday between 8am and 6pm.
- Our charging policy reflects the length of stay, and location, although there are some inconsistencies with this general pricing system.
- The parking income contributes to the operation, enforcement, maintenance and development of the Council owned car parks.

- Parking income is used for parking purposes and transport improvements only and is not viewed as an independent revenue source.
- Car park charges have been fixed since 2011 reflecting the current economic situation.
- Car park charges in the district centres are charged at a lower rate, or are free, to reflect the local economy, and type of facilities on offer.

Off-street payment facilities

The majority of the Council’s charged off-street car parks are “Pay and Display”. Currently, parking charges are collected by cash only. It is proposed that an alternative payment method will be introduced from 2015 which allows payment by debit/credit card at the point of service via a mobile phone and internet.

Off-street Car Park Residents and Business season tickets

The Council offers long stay permits (season tickets) for parking in specified long stay car parks.

Security of car parks

The Council aims to achieve the “Park Mark” standard for its car parks where possible. The Park Mark standard is an initiative of the Association of Chief Police Officers, aimed at reducing crime and the fear of crime in parking areas.

Acquisition and disposal of Parking Facilities

We will acquire and dispose of car parks in line with the Council’s aspirations for the district, considering local circumstances, and ensuring the best economic viability of the centres.
Bus Park and Ride feasibility studies have been undertaken by the Council in association with Metro. Possible locations and routes were identified and rigorous demand modelling and commercial analysis applied.

The conclusion from these studies, considering a range of service options, including extending the current free city bus service, dedicated P&R services and adapted services was that P&R solutions were not economically viable in Wakefield in the short/medium term at the time the assessment was made (2013).

There are car parks at many of our local rail stations. All operate free of charge through Metro/Network Rail/ Northern Rail agreements.
The enforcement of on and off street parking is a key element of parking management. Illegal parking is inconsiderate at best- and dangerous at worst. It can cause a number of problems ranging from congestion to compromised pedestrian and traffic safety. The Council is directly responsible for on-street enforcement and council off-street owned or operated car parks.

Enforcement is intended to:

- Maximise compliance with regulations to make the streets safer for all road users, in particular vulnerable road users such as school children and disabled people.
- Prevent obstructions and the resulting congestion which results in delays (especially for emergency service vehicles, buses and waste collection vehicles.
- Ensure that parking bays are kept available for their intended use and maintaining the quality of the urban realm.

It is recognised that parking enforcement is often emotive and controversial. There is a high level of public and media interest around parking issues. However it is also recognised that without enforcement of restrictions, parking can be abused. Consequences of abuse can create congestion, danger to road users and pedestrians and there is also the potential for increased environmental damage.

Prior to June 2016, West Yorkshire Police enforced all on street parking regulations. At this time Wakefield Council, using powers under the Road Traffic Regulations Act 1984 (as amended), only had authority to enforce restrictions on Council operated off street car parks and on street pay and display areas. Enforcement under Road Traffic Act 1984 was a criminal matter and could result in a driver receiving a criminal conviction.

Civil Parking Enforcement (CPE) and TROs

In June 2016 Wakefield Council took over the enforcement responsibility for on-street parking restrictions from the Police.

This responsibility is in line with the Traffic Management Act 2004 Part 6, which enables councils to enforce parking restrictions as a civil matter.

The Traffic Regulation Order process is to be simplified in accordance with Section 6 of the Traffic Management Act 2004.
Civil Enforcement Officers and Patrols

Civil Parking Enforcement will be provided by uniformed Wakefield Council Civil Enforcement Officers (CEO).

Wakefield City Centre and Pontefract and Castleford Town Centres will receive the highest level of enforcement. Outside these areas, CEOs will concentrate patrolling in Residential Parking Zones, schools and areas where there are known parking issues or issues reported by the public or agencies such as West Yorkshire Police.

We are committed to dealing with all challenges and representations arising from parking contraventions with objectivity and impartiality. Only fully trained parking professionals will make decisions on the outcomes of challenges and representations. Representations or challenges must be made in writing.

Penalty Charges

Under the regulations set out in the Traffic Management Act 2004, we are required to set penalty charges for different types of parking contravention.

Higher levels for contraventions will be applied for ‘prohibited parking’ such as parking on double yellow lines; lower levels will apply to contraventions of ‘permitted parking’ such as overstaying a time limit in a paid car parking space.

IT Systems

Enforcement will be supported by a specialised parking ICT system. The Civil Enforcement Officers will use handheld computers (HHC) to issue Penalty Charge Notice (PCN) to vehicles that are parked illegally. They will also take photographic evidence of the contravention. This data will transfer seamlessly to the core system in real time which will maximise efficiencies in PCN processing within Wakefield Council Parking Services.
Wakefield Council takes account of the following guidance and legislation in providing quality car parking:

- National Planning Policy Framework (NPPF) provides national guidance.
- New planning and highways development control guidance for parking.
- The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions.
- British Parking Association (BPA): Best Practice and Guidance.
- Park Mark standards.
Monitoring
Monitoring and associated information management are an essential element for effective policy and use of resources. Key activities include:

- Data collection and parking surveys.
- Inspection of lines and signs.
- Ticket sales.
- Customer feedback.

We will:

- Regularly monitor car park data, and carry out car park surveys at least every 2 years to assess the impact of our parking policies.
- Publish an annual Parking Report.
- Prepare procedural guidance.

Review
Similarly it is important to keep parking policy under review.

The current policy provides an appropriate framework for the introduction of Civil Parking Enforcement (CPE). Following the implementation of CPE and in the light of annual Parking Reports we will assess the effectiveness of parking policy, including parking provision, enforcement and control, bringing forward recommendations for changes when and where appropriate.