



Homes for Haringey

ESTATE CAR PARKS AND ROADS PARKING MANAGEMENT SCHEME

DRAFT

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1.0 INTRODUCTION

- 1.1 This scheme sets out the policy for how Haringey Council and Homes for Haringey manage parking in estate roads and car parks.
- 1.2 This scheme sets how both organisations will control the usage of estate parking to ensure residents get full benefit of available parking whilst access is maintained for emergency services and essential service delivery.
- 1.3 In addition, this scheme sets out the commitment to supporting the transport objectives in Haringey's Climate Change Action Plan and Borough Plan.

2.0 RESIDENTS' RESPONSIBILITIES

- 2.1 Residents must accept responsibility for their actions and those of their household members/visitors in accordance with their Tenancy Agreement, Lease or Licence Agreement.
- 2.2 Relevant clauses from both the standard tenancy agreement and lease are included at Appendix C.

3.0 HARINGEY COUNCIL AND HOMES FOR HARINGEY RESPONSIBILITIES

- 3.1 Haringey Council, as the landlord, and Homes for Haringey, as the managing agent, have a duty to ensure access routes are kept clear.

4.0 BACKGROUND LEGISLATION AND GUIDANCE

- 4.1 Haringey Council and Homes for Haringey are aware of their legal obligations and will seek to deliver services in accordance with these at all times. The relevant legislation includes the following:
 - Local Government Act 1972
 - Refuse Disposal (Amenity) Act 1978
 - Road Traffic Regulation Act 1984
 - Housing Act 1985
 - The Local Authorities Traffic Orders Regulations 1996
 - Traffic Management Act 2004
 - Housing Act 2004

5.0 CONTRIBUTING TO GREENEST BOROUGH OBJECTIVES

- 5.1 Homes for Haringey and Haringey Council have established the following shared environmental aims for estate parking management to contribute towards the Haringey Climate Change Action Plan:
 - Reduce carbon emitting vehicle ownership by estate residents.
 - Reduce the number of estate households owning multiple vehicles.
 - Generate income to invest in sustainable travel options for estate residents.
 - Reduce carbon emitting vehicle journeys to our estates by staff/contractors.
- 5.2 In addition, this scheme has been written in support of Haringey Council's Priorities set out in the Borough Plan 2019-23, as follows.
 - **Priority 1:** We will work together to drive up the quality of housing for everyone
 - **Priority 3:** A healthier, active, and greener place. A cleaner, accessible, and attractive place.

- **Priority 5:** A council that engages effectively with its residents and businesses. We will be a council that uses its resources in a sustainable way to prioritise the needs of the most vulnerable residents.

6.0 RIGHT TO CONSULTATION AND NOTIFICATION OF THE INTRODUCTION OR AMENDMENT OF LOCAL ESTATE PARKING RULES

- 6.1 Affected residents will have the right to consultation before local estate parking rules are introduced.
- 6.2 Haringey Council and Homes for Haringey will have due regard to the outcome of any consultation when introducing or amending local estate parking rules.
- 6.3 Affected residents will have the right to notification before local estate parking rules are introduced or amended.
- 6.4 Where a statutory or legislative right to consultation exists Haringey Council and Homes for Haringey will ensure that consultation or notification is compliant.

7.0 SITE MAINTENANCE AND MANAGEMENT

- 7.1 Haringey Council and Homes for Haringey shall ensure that estate car parks and roads are maintained in accordance with all relevant legislation and guidance to provide a safe and suitable .
- 7.2 Haringey Council and Homes for Haringey shall ensure that sufficient resource is in place to maintain, survey, clean and manage the estate car parks and roads.

8.0 PARKING RULES

- 8.1 The rules for each estate parking scheme will consider a range of factors including resident views, local amenities, and the parking provision on the estate.
- 8.2 The standard parking rules for estate parking schemes shall include the following:
 - Requirement to ensure any vehicle parking on an estate has a valid permit or permission to park including, where required, the bay (i.e. a Disabled bay).
 - Where a physical permit or permission to park is provided, to ensure it is displayed prominently in the front wind screen in such a way that it is completely legible.
 - Controls to ensure vehicles are only parked in designated parking areas (i.e. Vehicles are not parked on yellow lines or cross hatch boxes).
 - Controls to ensure emergency access/service delivery routes and ingress/egress routes are not blocked.
 - Controls to ensure that abandoned or unsafe vehicles can be removed or relocated as appropriate.

9.0 PARKING ENFORCEMENT OPERATING TIMES

- 9.1 The operating times for each estate parking scheme will consider a range of factors including resident views, local amenities, and the parking provision on the estate.
- 9.2 The standard operating hours will be Monday to Saturday 07:00am to 20:00pm and Sunday 07:00am to 13:00pm.

10.0 EVENT DAY ENFORCEMENT OPERATING TIMES AND RULES

- 10.1 Some estates are within close vicinity of venues which hold large scale public events such as Tottenham Hotspur Stadium, Alexandra Palace, and Finsbury Park.
- 10.2 Estates in the vicinity of venues can be impacted on event days by the public seeking to drive to the event and park in the local area.
- 10.3 Extended operating hours can be offered to these estates on event days up to a maximum of Monday to Sunday 07:00am to 22:00pm.
- 10.4 Additional parking rules can be offered to these estates on event days and can be agreed with the estates. An example would be additional rules to require a vehicle to display an estate disabled parking permit when using a disabled bay, rather than the normal rule which includes blue and companion badge holders.

11.0 ENFORCEMENT (PARKING CONTRAVENTIONS)

- 11.1 The primary means of enforcement of parking will be via issuance of Penalty Charge Notices (P.C.N. or Parking ticket) by Haringey Council's Civil Enforcement Officers (C.E.O. or Parking warden).
- 11.2 Haringey Council and Homes for Haringey reserve the right to utilise additional enforcement means including clamping, towing, and impounding of vehicles where required
- 11.3 All enforcement action will be taken in accordance with and in compliance of relevant legislation, industry best practice and statutory requirements.

12.0 GRACE PERIODS (PARKING CONTRAVENTIONS)

- 12.1 Haringey Council and Homes for Haringey shall observe a minimum grace period before commencing enforcement action, unless there is a clear health & safety risk caused by the parking contravention.

13.0 PERMITS OR PERMISSION TO PARKS

- 13.1 Haringey Council will offer a range of permits or permissions to park to accommodate the needs of residents, their visitors and essential service delivery.
- 13.2 The available permits, permissions to park and permissions to utilise roads/car parks will be set out in accompanying document.

14.0 CHARGES FOR PERMITS OR PERMISSION TO PARKS

- 14.1 In all instances, Haringey Council will strive to ensure charges to residents for permits are avoided where possible and set at the lowest rates otherwise.
- 14.2 Where charges apply reductions and discounts will be offered in the following instances:
 - Low/zero emission vehicles
 - Vehicles kept by Old Aged pensioners, Disabled individuals and/or those with long term limiting illnesses/conditions.
 - Vehicles kept by Discretionary Carers
 - Fleet vehicles of Haringey Council and Homes for Haringey

14.3 Any charges will be set annually to achieve the objectives of this scheme and will be subject to consultation with affected residents and approval via Haringey Council's Fees and Charges setting policy and procedure.

15.0 RESIDENT PERMITS

15.1 Each resident household shall be eligible to apply for at least one resident parking permit for a vehicle that is registered to that address and in the name of a household member.

15.2 Where the household has a leased vehicle, they may apply for their resident parking permit for that vehicle on presentation of a lease to that address and in the name of a household member.

15.3 Where the household is provided with a vehicle by an employer, they may apply for their resident parking permit for that vehicle on presentation of a letter detailing the vehicle provision on the employer's official headed paper.

16.0 VISITOR PARKING

16.1 Homes for Haringey and Haringey Council shall offer a range of options for visitor parking including short stay, weekend and long stay permits.

16.2 **Short stay** – Households will be able to source hourly and daily permits so their visitors can use any available parking.

16.3 **Weekend** – Each household will be eligible for three weekend visitor permits in any rolling 12 month period.

16.4 **Long Stay** – Each household will be eligible for one 2week long stay visitor permit in any rolling 12 month period.

16.5 **Additional allocation** - Where the household includes an individual who has a disability, long term limiting illness/condition or an OAP they will be eligible for six weekend and two week-long stay visitor permits in any rolling 12 month period.

16.6 **Discretionary allocation** – On application, Homes for Haringey and Haringey Council may agree to offer additional visitor permits on a discretionary basis where a household demonstrates an exceptional need.

16.7 **Event day** – A range of event visitor permits with rules and fees applied to discourage reselling and cover the costs of additional enforcement.

17.0 REGISTERED CARERS PERMITS

17.1 Registered carers will be eligible to apply for permits on submission of proof they are delivering services to individuals residing on Haringey Council owned Housing estates.

18.0 DISCRETIONARY CARERS PERMITS

18.1 A discretionary permit can be issued to non-registered carers on application. Each application will be considered on a case by case basis in which the individual will be expected to demonstrate the requirement to park to deliver the care they are providing.

18.2 Haringey Council reserves the right to offer applicants an alternative to a discretionary permit (i.e. visitor permits).

19.0 TRADE AND CONTRACTOR PERMITS (HARINGEY COUNCIL/HOMES FOR HARINGEY)

- 19.1 Contractor permits are issued for the purpose of facilitating the delivery of essential services to residents, they are not issued to facilitate commuting.
- 19.2 Contractor permits will usually be issued to any term or programme contractor appointed to deliver services to our estates.
- 19.3 Haringey Council reserves the right to restrict the use of contractors permits on any given estate or to request a permit be returned where it is felt the contractor no longer has a need or is using the permit to park inappropriately.
- 19.4 Each business unit will be charged for the permits they issue to their contractors.
- 19.5 The purpose of charging for trade and contractor parking permits is as follows:-
- To encourage services to ensure permits are only issued to contractors where absolutely required to deliver essential services for the benefit of residents.
 - To encourage contractors to ensure they use vehicles with the lowest environmental impact possible and reduce unnecessary carbon emitting vehicle journeys to housing estates.

20.0 TRADE AND CONTRACTOR PERMITS (PRIVATE)

- 20.1 Individual residents may require a Contractor to deliver a service to them in their home and may apply to Haringey Council for a permit to allow their contractor to park for the duration of the works.
- 20.2 Haringey Council reserves the right to restrict the use of contractors' permits on any given estate or to request a permit be returned where it is felt the contractor no longer has a need or is using the permit to park inappropriately.
- 20.3 Residents will be charged for the permits they issue to their contractors but may use their annual long stay visitor permit allocation for this purpose as well (see section 17.0).
- 20.4 The purpose of charging for trade and contractor parking permits is as follows:-
- To encourage private residents to ensure permits are only issued to contractors where absolutely required.
 - To encourage contractors to ensure they use vehicles with the lowest environmental impact possible and reduce unnecessary vehicle journeys to housing estates.

21.0 HARINGEY COUNCIL AND HOMES FOR HARINGEY STAFF PERMITS

- 21.1 Staff permits are issued for the purpose of facilitating the delivery of essential services to residents, they are not issued to facilitate commuting.
- 21.2 Staff permits will usually only be issued to essential car users and/or branded vehicles. Permits for any other vehicles/staff will be considered on a case by case basis in which the relevant business unit will be expected to demonstrate a service delivery requirement.
- 21.3 Haringey Council reserves the right to restrict the use of staff permits on any given estate or to request a permit be returned where it is felt the staff member no longer has a need or is using the permit to park inappropriately.
- 21.4 Each business unit will be charged for the permits they issue to their staff/vehicles.

- 21.5 The purpose of charging for staff parking permits is as follows:-
- To encourage Services to ensure permits are only issued to staff where absolutely required to deliver essential services for the benefit of residents.
 - To encourage Services to ensure they use vehicles with the lowest environmental impact possible and reduce unnecessary carbon emitting vehicle journeys to housing estates.

22.0 DISABLED PERMITS, BAYS AND PARKING RULES

- 22.1 **Disabled permits** – Homes for Haringey and Haringey Council will offer a disabled estate parking permit.
- 22.2 **Designated Disabled parking bays** – Subject to availability of parking bays, Homes for Haringey and Haringey Council will provide on application a designated disabled parking bay for the use of a specific resident. The criteria for a successful application shall match the criteria on the public highway.
- 22.3 **Disabled parking bay allocation** – In all estate car parks with 10 or more parking bays, Homes for Haringey and Haringey Council shall seek to provide at least 10% of bays for disabled use, inclusive of any designated bays.
- 22.4 **Disabled parking rules** – Designated disabled parking bays are for the exclusive use of the specified resident who will be provided with a specific badge which must be displayed at all times in the vehicle whilst it is parked in the bay. Other disabled bays may be occupied by any vehicle displaying a valid permit in accordance with the local parking rules.

23.0 MOTORBIKE PARKING

- 23.1 Motorbikes and mopeds are required to have a valid permit to park on any estate with a controlled parking scheme.
- 23.2 Keepers of motorbikes and mopeds will be able to access permits on the same basis as keepers of cars and other vehicles (see section 16.0).
- 23.3 Where possible, Homes for Haringey and Haringey Council will seek to provide specific motorbike/moped parking with secure locking posts/anchors.

24.0 HOUSEHOLDS WITH MULTIPLE VEHICLES

- 24.1 It is recognised that some households are larger than others and can compromise more vehicle owners and/or drivers. It is also essential that every household has the opportunity to use the limited parking available.
- 24.2 Each individual registered as a household member will normally be given the opportunity to apply for a permit for one vehicle unless the ratio of parking spaces to properties is such that additional restrictions are deemed necessary.
- 24.3 The application of rules to limit the number of vehicles per household will be considered on an estate by estate basis and will consider the ratio of parking spaces to properties.
- 24.4 On application, Homes for Haringey and Haringey Council may agree to waive the charge for second or subsequent vehicles on a discretionary basis where a household demonstrates an exceptional need. Each case will be assessed on its merits.

25.0 OVERSIZED OR COMMERCIAL VEHICLES PARKING

- 25.1 It is recognised that some household members require larger vehicles for their work or to accommodate their physical/mobility requirements. However, some car parks and estate roads cannot safely accommodate commercial and oversized vehicles.
- 25.2 The application of rules to limit parking for commercial/oversized vehicles will be considered on an estate by estate basis and will consider the ratio of parking spaces to properties and the layout of the car parks and estate roads.
- 25.3 In accordance with the terms of the standard secure tenancy agreement, anyone wishing to park an oversized, heavy goods or commercial vehicle, including a caravan or trailer, will be required to seek and receive permission from Haringey Council first.

26.0 ALLOWING FREEHOLDERS/HOUSING ASSOCIATIONS TO USE ESTATE PARKING

- 26.1 Some estates include Freehold and/or Housing Association properties which can only be accessed via the estate roads and car parks.
- 26.2 In some instances, these properties do not have their own parking provision or have a very limited provision .
- 26.3 Where these properties form part of an estate, Haringey Council tenants and leaseholders will be consulted on the possibility of sharing parking. If our residents are in agreement, Homes for Haringey and Haringey Council will seek to establish a sharing agreement to include a reasonable contribution towards the upkeep and management of the parking.

27.0 ABANDONED VEHICLES

- 27.1 Haringey Council will consider a vehicle abandoned if it does not have valid road tax, and where required, a current MOT certificate. Haringey Council will seek to remove abandoned vehicles.
- 27.2 Failure to ensure a vehicle has valid road tax, and where required, a current MOT certificate will render any permit invalid.
- 27.3 A vehicle deemed abandoned will be served an appropriate warning notice giving the keeper a fixed period to rectify the situation. If the vehicle remains on site without valid road tax or an MOT after the notice has expired, the vehicle will be removed and retained for 28 days, after such time it will be disposed of.
- 27.4 The keeper of the vehicle may apply to have an abandoned vehicle returned after it has been removed provided, they do so within 28 days of its removal and pay the reasonable costs the Council has incurred for the removal and storage.

28.0 VEHICLES WITH STATUTORY OFF-ROAD NOTICES (SORN)

- 28.1 Any SORN vehicle will be deemed abandoned if found parked on an estate without Haringey Council having first granted permission for it to park there.
- 28.2 Please note Haringey Council will only grant permission to store a SORN vehicle on an estate in exceptional circumstances. If permission is granted to keep a SORN vehicle on the estate all other parking rules will apply, including the requirement for a valid permit.

29.0 FOREIGN REGISTERED VEHICLES

- 29.1 The keeper of a vehicle registered outside of the United Kingdom will be required to present documents proving ownership, insurance, registration at an address on the estate and, where applicable, proof of the equivalent MOT & Road tax for the country of registration.
- 29.2 The DVLA usually requires vehicles registered outside of the United Kingdom (UK) to be re-registered in the UK if they remain for longer than 6 months. Haringey Council will usually only offer one 6 month permit to a foreign registered, provided it meets the criteria outlined at 30.1, with the expectation that the owner will register the vehicle in the UK within that period if they wish to keep it on the estate.

30.0 UNSAFE VEHICLES

- 30.1 A vehicle can be deemed unsafe for a variety of reasons including, but not limited to, overloading, leaking fuel/oil, and parking in such a way as it represents a danger or blocks emergency access routes.
- 30.2 Failure to ensure a vehicle is safe to drive and/or parked safely will render any permit invalid.
- 30.3 Haringey Council reserves the right to relocate or remove vehicles deemed unsafe and to recharge the keeper of the vehicle for any undue costs incurred as a result.

31.0 PARKING SUSPENSIONS, SKIP LICENSES AND ROAD CLOSURES

- 31.1 Contractors, utilities, and service providers will be able to apply for a range of suspensions, skip/material licenses and road closures as required.
- 31.2 Approved applications will be subject to an administration and license fee to cover the costs of processing and providing the service.
- 31.3 On application, a "lift and shift" service will be provided on the first day of the suspension/closure/license to ensure any vehicles not removed by their keepers can be safely relocated. This service will be subject to an additional charge.

32.0 BICYCLE STORAGE/PARKING

- 32.1 Bicycles will not be required to have a valid permit to park on any estate with a controlled parking scheme
- 32.2 Where possible, Homes for Haringey and Haringey Council will seek to provide specific bicycle parking with weatherproof secure locking posts/anchors.

33.0 ELECTRIC VEHICLE CHARGING POINTS

- 33.1 Where possible, Homes for Haringey and Haringey Council will seek to provide Electric Vehicle Charging points, including designating parking bays for Electric Vehicle parking only.

34.0 APPEALS

- 34.1 Haringey Council and Homes for Haringey shall operate an appeals process in compliance with all relevant statutory and legislative requirements and best practice guidelines.

34.2 Any appeals process shall be separate from feedback and complaint processes.

35.0 COMPLAINTS RELATING TO THIS SCHEME

35.1 A specific complaint process does not exist in relation to this scheme and these will be addressed in accordance with either Haringey Council's and/or Homes for Haringey's Feedback and complaint policies.

36.0 AMENDING THE POLICY

36.1 The policy may be amended with the approval of the Executive team of Homes for Haringey.

36.2 Where relevant proposed changes will be subject to Equalities Impact Assessment.