

## Charges for Permits FAQs

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## Rationale for introduction of charges

The Council agreed their latest budget decisions in March 2024. Councils throughout the country have been taking tough decisions, having to balance rising costs with increased demand for services and Bradford is not an exception to this. The cost of managing and maintaining parking permit schemes in the district is constantly on the rise and as such, it was decided to introduce a charge for permits. Before this decision was made, permits in Bradford were free for residents/visitors living within schemes. This was not in line with neighbouring authorities and has become unsustainable. Therefore, Council agreed to introduce new and amended charges.

These charges are set based on the Local Government Act 2003, ensuring that the scheme operates on a cost-recovery basis. Additionally, under the Road Traffic Regulation Act 1984, surplus revenue from parking charges can be reinvested into broader traffic management and road safety initiatives for the benefit of all residents.

Prior to making the changes, all legal processes were followed, and this is explained below under point **3 Consultation**.

## New Pricing Structure

The Council undertook a review of the costs charged for permits. This included analysis of other local authorities to ensure Bradford is in line with other neighbouring local authorities. The income generated from the charges helps to preserve existing on street parking and traffic schemes. The Council has introduced the following Pricing structure:

<b>Permit type</b>	<b>Annual charge</b>
Resident	£35
Visitor	£35
Special ( <i>see page 7</i> )	£35
Health and Social Care Visitor	£35
Additional Visitors Permit *	£40
Business permits within residential schemes	£80

*\* this is a new permit type which may only be accessible for certain schemes*

## Scheme Consultation

In line with the Council's constitutional obligations, in August 2024 Highways undertook a formal consultation on the proposed changes. This consultation ran until 16 September 2024.

The exact name of the consultation was '**(Tariffs And Charges) (No. 1) Order 2024 Revision of Pay and Display Charges and Permit Charges**' and it required the council

to publish notice of intention to make changes through 'Traffic Regulation Orders' (TROs).

## How we engaged during consultation

TROs are governed by the *Road Traffic Regulation Act 1984* and the *Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996* which stipulate the primary statutory obligations for TROs includes publishing a notification of intention in the following places:

- a) in a local newspaper
- b) posting details on the council's website
- c) ensuring that relevant documents are made available for public inspection at designated offices.

These steps were taken to ensure that all road users, including residents and non-residents, were made aware of the proposed changes impacting the use of roads in the affected area(s).

## Why didn't we alert residents via posters in the community?

As we have parking schemes throughout the district, the decision was made to use the above communication channels (a-c) rather than using onsite notices (which would usually appear in the community, for example on lampposts). That type of communication is appropriate for changes to small, localised schemes. However, attaching notices to individual lamp columns or other street furniture across over 350 areas in the district would have been impractical and financially prohibitive.

## Consultation outcome

- a) 527 objections were received as follows: Residents (375) Visitors (15) Businesses (8) Worker (10) Cllrs (2) MP (0) Not specified (117) Total number of objectors (527)
- b) One of the objectors included a petition from residents in the Popular House scheme at Bingley. 148 names were collected as part of this, and the objection response was sent to the lead petitioner.
- c) 502 objections were received about people having to pay to park outside their house (please see point 3 '**Scheme Consultation**' above)
- d) Parking Services and Highways then produced an objection report which contained all objector comments and an officer response.
- e) Parking Services and Highways appraised the objections to see if there was scope to amend the proposal.
- f) Officers recommended an action for consideration that the scheme is implemented as advertised to the Portfolio Holder who made the final decision to implement the proposal.

- g) Once the formal consultation was completed and the decision to implement was reached, it was then the responsibility of our parking services team to communicate the fee changes to affected residents.

## Scheme Implementation

Mail shots were sent to permit holders through the Permit-Smarti system advising of the changes to charges which would apply from 3 October 2024. The Notice of Making was advertised from the 3 October with the order coming into place on 10 October 2024.

All current permits will run until they expire. At the point of expiration, when a new permit is requested, the new charges will apply.

## What data is held about me and is my data safe?

Yes. The Council only retain the minimum of information required to administer the scheme. The data collected for residential permit applications is:

- Applicant name
- Applicant address
- Applicant vehicle registration
- Applicant email address (unless the applicant is a digitally restricted applicant).

For a visitor permit, the resident householder becomes the applicant, and the above information is required along with just the registration numbers of any visitors they wish to add to the account.

The registration numbers are required so that Council Wardens can scan these details to see if the vehicle is eligible to park. With only this information Parking Services are not able to identify the visitor and would not need to do so as the registration number will show as being live and in the scheme.

Only cars that are not registered with the scheme would receive a fine and for those in violation, their personal information (beyond the registration number sighted) is not known to our Wardens.

Our permit application process has been online since 2017 and in order to apply for a particular scheme, Parking Services need proof of address and vehicle details to enable them to issue the permit and check whether or not the address given falls under the residents' scheme that the particular resident is applying for. Parking Services has always had to collect this information even prior to the application process being online. For a visitors permit the only information we need is the registration numbers of the visiting vehicles.

To clarify, Parking Services store visitor registration numbers only and do not store personal information relating to vehicle owners. It is only when a parking violation occurs that Parking Services office staff have the legal right to contact the DVLA to obtain information relating to the vehicle for the purposes of processing the legally issued fine.

## How many visitor passes can be activated at any one time?

The majority of residents schemes are entitled to 1 visitor permit per household. The visitor permit can have up to 10 regular visitor vehicle registrations stored on it at any one time but only one of these registrations can be active, therefore only 1 visitor can use the visitor parking permit at any one time.

The Council is unable to allow multiple cars to park for an individual resident at any one time because this would cause severe obstructions, issues with road access and there would inevitably be parking breaches as the roads are not designed to have multiple cars parked outside each household.

If a resident has a visitor, the resident will need to activate the vehicle registration plate on their visitor permit. This should be done at the point of arrival. The cost for a visitors' permit is now £35 per annum.

## Which schemes are eligible for additional visitors permits?

If you send through an enquiry request which will be reviewed by the relevant Highways Officer to see if there is capacity to offer additional visitors permits. You can only send through an enquiry if you already hold a live visitors permit at a particular address. These permits are charged at £40 per annum.

## How can I change the active vehicle on my visitor pass without accessing the internet?

If a customer needs to add or change the car registration numbers on their visitor permit, then they can either do this via their Permit Account on Permit Smarti or they can contact Parking Services direct on 01274 434300 and ask to speak to an advisor.

## What happens if I have visitors out of office hours or an unexpected visitor?

Where customers have out of office hours' visitors, the customer can either:

- a) Amend the activated vehicle via their Permit- Smarti account.
- or
- b) Call Parking Services on 01274 434300 and ask to speak to an advisor and leave a message on the out of hours answer machine detailing the car registration plate of the visiting vehicle, the time of arrival and the home address it relates to. The message will be picked up by the Parking Services team.

Where a customer has actioned point b), if a Penalty Charge Notice (PCN) is received, this will be an appeal consideration.

## None of the residents in my area require a parking scheme, can the scheme be reviewed?

The Council is currently in the process of finalising a policy for the review and potential revocation of Residents Parking Permit Schemes, which will be published shortly. In the meantime, if you or other residents wish for the scheme in your area to be reviewed, you may submit a request via email to [RPPS\\_review@bradford.gov.uk](mailto:RPPS_review@bradford.gov.uk) or use the Council's ePetition Portal: <https://www.bradford.gov.uk/your-council/epetitions/epetitions/>

### **Petition Requirements**

To formally request a review or potential removal of an RPPS, it is expected that the Council's new policy will require a petition supported by a majority of properties within the designated RPPS zone (i.e., 51% or more). This threshold ensures broad community support for any proposed changes to the scheme.

### **Petition Content**

The petition should clearly outline the reasons for the review request, such as reduced parking pressures or financial impacts related to permit charges. It may also include specific proposals, such as expanding, reducing, or revoking the scheme, or suggesting amendments to the fee structure.

### **Full Review by Traffic Team**

Please be advised that, irrespective of the level of community support, any request for the review or removal of an RPPS will require a comprehensive review by the traffic team. This process is mandated by legal obligations under the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004, which require local authorities to manage highways safely and efficiently. The traffic team will evaluate each request carefully, considering road safety, traffic flow, and parking management to ensure that any adjustments align with statutory duties and do not compromise public safety or traffic management objectives.

### **Considerations**

Residents are encouraged to consider the implications of removing a scheme carefully. If an RPPS is revoked, the Council will no longer oversee parking arrangements in the area, except for enforcing general parking violations under the Traffic Regulation Orders (TROs).

### **Access to TROs**














For information on current and historical Traffic Regulation Orders in the Bradford District, including RPPS areas, please visit the Council's public-facing website. The site provides an interactive map where you can navigate to your street and view designated RPPS areas, marked by a grey patch with a blue border.

Below is the link to the public-facing website which shows current and historic Traffic Regulation Orders. If you wish to look at schemes in the Bradford District, click on the link and navigate to the street you are interested in. The RPPS area is identified by a grey patch with blue border.

[Traffic Regulation Orders \(TRO\) \(arccgis.com\)](https://www.bradford.gov.uk/your-council/epetitions/epetitions/)

## Traffic Regulation Orders

### Current TRO

-  Clearway
-  Pay and display parking
-  Limited waiting parking
-  Permit parking; Residents parking; Doctors parking
-  Loading bay; Taxi ranks; Police vehicle parking
-  Ambulance parking; Bus parking; Motorcycle parking
-  Disabled parking
-  No waiting - at any time
-  No waiting
-  No loading
-  No loading - at any time
-  No stopping on school entrance markings
-  24 hour clearway

## We want a parking scheme implementing for our area what is the process?

The implementation of permit parking schemes involves a lengthy and costly legal process (Traffic Regulation Order). At present the only available source of funding is the 'Safe Roads' budget, which also covers a wide range of other traffic management measures such as traffic calming, pedestrian crossings, and minor junction improvements.

Our current and planned future focus is on casualty reduction, so funding is prioritised to tackle existing safety issues. As such stand-alone permit parking schemes are becoming rarer. In order to filter such requests, the Council has adopted a strict policy with criteria that only recommends the provision of permit parking in areas where there are long-term parking issues.

Any requests that we receive would be assessed in accordance with the Policy. If a location is considered appropriate for a new scheme, the request would be held until such time as funding becomes available.

## The street I live on is unadopted, why do I have to have a permit?

Please note that **unadopted** roads and **private** roads have different statuses.

An unadopted road can still be a public highway if it has highway rights, meaning that the public can legally pass through it even if the Council does not maintain it. In these cases, the Council has the authority to implement a permit scheme through a Traffic Regulation Order (TRO).

On the other hand, if the road is a true private road, which is a road exclusively owned and not dedicated as a highway, the Council would need explicit permission from all owners before considering any permit charges.

So, while the distinction between unadopted and private roads is subtle, it is crucial in determining the legality of any such scheme. Bradford Council does not currently run any permit schemes on private roads.

## What provision is in place for health care workers, carers and family who work in capacity as carers visiting my home?

Provision is made for additional visitor permits in instances where a resident requires regular health worker/family attendance (subject to provision of appropriate evidence from that healthcare professional/family member).

In addition, health visitors who work as part of a care organisation can apply for Health and Social Care Visitors Permits which allows them to park in residential zones across the district on a time limited basis so that they are able to deliver their services. Usually, the care provider/company the carer works for makes the application to cover all their workers. We ask that carers requiring permits consult with their employers on this matter in the first instance. These permits are charged at £35 per annum.

In terms of additional visitors permits for multiple carers, the resident can apply for a 'Special Permit' stating the reason for application. Applications are reviewed and approved by the Highways Department. Each case is reviewed on an individual basis. Special Permits are charged at £35.

Sometimes Special Permits are also requested by individuals who live very close to a scheme and don't have off street or unrestricted parking next to their property again these cases are considered by Highways and each case considered on its own merit.

Sometimes, a mutual conclusion may be reached between Highways and the resident that the resident having a permit themselves is not the most suitable option for their individual circumstance. In some cases, it is more prudent for the care agency to apply for carer permits. These permits allow carers to park in all scheme areas within the Bradford District, are annual permits, and allow the carer up to 2 hours parking outside any one residence. This scenario supersedes the need for householders to have permits for their carers themselves and means that the resident does not need to navigate the online/phone system in respect of their carers. However, householders would still need an active visitor permit for any visitor not falling into the carer category.

Emergency vehicles are not subject to adherence with the parking scheme and do not require a visitor permit to attend households that are within the parking scheme.

No further exclusions or additions apply.

## We have a parking scheme, but it rarely gets enforced, and non-residents use the spaces what can we do?

Please email details of the issue location to [ParkingIssues@bradford.gov.uk](mailto:ParkingIssues@bradford.gov.uk) and we will endeavour to send a warden to review the issues.

## What happens when I employ a tradesperson to work on my home?



A worker such as a gas engineer/plumber/decorator/handyman who has been specifically employed to work on a property of a resident within the scheme can be added to and activated on the resident visitor permit. Tradespeople can also apply for a trade permit themselves and this can be used in instances, for example, where a resident already has a visitor to their household and a trades person is required to undertake work at the same time.

Where a trades person has not been employed by a particular resident and a company is undertaking work (for example infrastructure work) on the street, that company is responsible for following the correct procedure and will not be attached to a particular resident visitor permit.

With regards to a working person employed by a resident, between Monday – Friday 8am to 6pm, there is no designated timeframe within which a trade person can safely park their vehicle within the active parking zone without receiving a parking fine. Trades people must either have a trade (contractor) permit or be attached to the visitor permit belonging to the household they are visiting. This can be activated by the resident at the point of arrival.

Permit parking zones are in place at a number of locations across the Bradford District. Trades people can obtain their permits from our website at the following link:  
<https://www.bradford.gov.uk/transport-and-travel/parking/parking-permits/>

These permits can also be used when undertaking essential work at a property within a permit scheme and are called Landlord/Contractor permits. There is a charge of £10 per week for this type of permit.

### What happens if I need to park my vehicle on a restriction for operational reasons?

Where a resident needs to suspend a space on the Highway for example to place a skip, then they need to apply for a waiver permit which is chargeable at a daily rate. A waiver permit is a permit which authorises a vehicle to park in or on a restriction for operational reasons.

Waivers / suspensions for parking spaces in council car parks are £15 per space per day plus VAT. There is a charge of £15 per space up to 5 metres in length, per day, for advanced bookings or £20 per space up to 5 metres in length, per day, if you give less than 24 hours' notice. Specific work areas where a dispensation may be allowed are:

- building works
- window cleaners
- scaffolding
- special events
- shop fitting
- glazing
- filming.

## Do I need an active permit for someone collecting, dropping off or delivering goods at my home?

It is not necessary to enter visitor details into the system when someone arrives for a very short drop or collection of someone/something at a residents' home.

Please note that our Wardens will observe the area and if it is clear that a visitor is parked as opposed to swiftly dropping off/picking up, a fine would be issued. A 5-minute observation period is applied prior to issuing penalty notices.

### Events and parties

If there is a special event taking place where multiple vehicles will be in attendance, the resident homeowner where the event is taking place should contact [Parking.Services@bradford.gov.uk](mailto:Parking.Services@bradford.gov.uk) who can review a request for additional parking.

Parking Services ask that, wherever possible 5 working days' advance notice is given to allow the team to process the necessary approvals. Where this is not possible, please contact Parking Services on 01274 434300.

### Support for Digitally Restricted Residents

If a resident is struggling to get online or they are digitally restricted due to not having access to a computer or a smart phone, they can submit a postal application which requires the following documents and information:

- A copy of documents showing proof of address, for both visitor and resident permits
- A copy of their vehicle documentation proving ownership
- A telephone number in case Parking Services need to contact them to ask for any further information
- For visitor permits only: the registration numbers of up to 10 regular visitors.

This information should be sent to Parking Services with and a covering letter to the following address:

Parking Permits Team,  
PO Box 848,  
Bradford,  
BD1 5UH

The covering letter should explain that the customer has no access to the internet or smart phone and no friends, family or neighbours who can set up the permit application for them.

Up to 10 vehicle registration numbers can be listed on the visitor permit. If a postal application through the back office is made, then all the supplied registration numbers will be active but only one vehicle can use the visitor permit at any one time. Wardens can check on their hand-held devices.

Parking Services will confirm the permit details in writing once it has been set up. If a customer does not have access to email, then Parking Services can confirm the permit via post.

If a customer needs to add or change the visitor permit car registration numbers, then they can contact Parking Services direct on 01274 434300 and ask to speak to an advisor.

As detailed above, it may be that a digitally restricted resident would benefit from having their carers apply for the relevant permit. In this case, the carer agency should be advised by the person employing those carers at the earliest opportunity.

### I have a scheme parking permit, where can I park?

Permit holders can park anywhere within the advertised scheme that is connected to the household they live in. Therefore, it is not necessary for a resident with an existing permit to register onto a friend, neighbour, or family members account whilst they are parking within the same designated scheme area. Permits for one scheme are not to be used within another scheme zone as this would result in a parking fine being issued to the permit holder (with the exception of Health and Social Care Visitors Permits).

### Who can park outside my home?

The Council does not have any veto over the lives of individuals when it comes to who will be allowed to be added to a visitor permit. This choice lies with the householder. The definition of householder in this case is the individual who pays the Council Tax bill for that household. Where a car is parked within the scheme and is not registered on our system, that car will receive a PCN.

### Can I request a physical (paper) permit?

Bradford Council no longer issues paper parking permits in the District. The reason for this is that paper permit schemes are less effective and efficient than the online virtual system. The Council is committed to driving efficiencies for the benefit of all residents in the District:

- Paper permits do not allow our Wardens to use technology to effectively access the required data in order to check a vehicles eligibility to park.
- It is not environmentally beneficial for the Council to create paper permits
- It is administratively cumbersome to have a paper-based system, and residents do not have the option to manage their own details and vehicles
- Paper permits were frequently misplaced or permanently lost. A virtual permit cannot be lost as it is constantly attached to your home address. These were chargeable previously to the resident to replace lost, damaged, or stolen permits.
- Bradford Council now has a smooth process that is effectively implemented whilst managing parking issues and helping to maintain road and resident safety.
- PCNs were previously issued for failure to display and overturned permits.

All Bradford District permit schemes are virtual and has been in operation for over 4 years. The Council has no intention of returning to a paper-based system.

The majority of local authorities in the country have moved to virtual permit systems and no longer use paper permits.

## Managing Change

The Council recognises that change can be difficult to process and manage. In some cases, change can present residents with challenges that require support to overcome. Our Parking Services and Highway teams are here to assist all residents with any queries they may have about our parking schemes.

If you are experiencing an issue relating to one of our permit schemes that has not been addressed in the information above, please contact the Parking Services/relevant Highways team directly. We will assist you and will add the query along with advised solution into this information sheet for the benefit of other residents.

Thank you for taking the time to read this communication.