

1. PURPOSE

This policy is designed to guide and control the issuing of parking permits to businesses and community organisations and the broader community.

2. INTRODUCTION

Council has endorsed an overarching Parking Strategy and through consultation with a community reference group developed an operational parking management plan. The collective aims and objectives of the Horsham Parking Strategy and Parking Management Plan are to:

- support retail trade,
- provide ease of access to all types of users,
- recognise the role of Horsham as a regional centre for business, commerce and recreation
- optimise available street space in an equitable, fair and transparent manner
- maintain access to local businesses, services and amenities
- balance the needs of residents, local workers, businesses, shoppers and commuters
- support business activity by encouraging the turn-over (churn) of on street parking spaces
- provide a simplified zone arrangement that enables shoppers time to walk the street rather than move their cars.

Overall, the aim is to provide a better customer experience with parking in Horsham.

In the past, more than 20 organisations have enjoyed special on-street parking arrangements in Horsham. These organisations were exempt from most of the sign-posted parking regulations applicable to other stakeholders and there is little documentation or consistency in the various permit arrangements which appear to have accumulated in an ad hoc fashion over a long period of time outside any policy or guidelines. As such they contradict the core objectives of the Horsham Car Parking strategy. This policy is designed to ensure that car parking rules and regulations are fair, equitable and consistent with the Horsham Car Parking Strategy.

3. SCOPE

This policy applies to the urban areas of Horsham and in particular to the commercial areas of the Central Business District.

4. PRINCIPLES

As an overarching guiding principle, on street parking will not (generally) be allocated through the means of the exclusive use of a single space or spaces by any individual or group. Some exceptions to this rule are obviously the allocation of spaces for disability access or loading and taxi zones. However, the specific allocation of on-street spaces to specific user groups or community organisations will not generally be facilitated.

Three potential classes of permit are outlined below, noting that some permits (eg residential) are more applicable to a Council-wide policy rather than the CAD/CBD area.

Business parking permits (including Community Service Organisations)

Council will not allocate on street parking for specific business groups including community service organisations. Dedicated employee and fleet vehicle parking will be managed in off-street parking facilities.

Businesses should not rely on on-street parking to support a shortfall in parking supply for employee or fleet vehicle arrangements. Future land use developments must demonstrate how parking demands will be managed as part of the development application processes.

All historic permits issued previously by HRCC will cease within six months of Council's adoption of the Horsham Parking Management Plan and this Policy.

Resident parking permits

Residential Parking Permits will only be considered for residential properties that do not have off street (onproperty) car parking and in precincts where the following conditions apply:

- there is very limited available on-street parking due to high competing demands from other land uses; or
- there are time limited parking controls applied to the street.

When providing residential parking permits, Council may apply specific conditions to the permit including (for example):

- Limited number of permits per residential property
- Permits will only be issued to residents and not business owners, operators, management employees, landlords or property maintenance personnel
- Permits will be allocated to specific vehicle and are non-transferable
- Permits may only be used in the street/s where it is allocated.

Special event parking permits

These may be issued on an as-needs basis to residents or businesses that are affected by special event traffic management. They can be issued for individual events and the permit must include the date/s and location of the special event. Alternately, they may be issued as an annual permit for areas where there are a large number of special events, such as near the racecourse or sports precinct.

5. COMMUNICATION

This policy will be exhibited to the community as a draft and all impacted organisations will receive individual advice about the policy and how they can make submissions as part of that exhibition. The exhibition of the draft policy will be communicated via press release and social media.

6. RESPONSIBILITY

Policy Owner: Co-Ordinator Community Safety

This Policy will be reviewed annually or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

7. DEFINITIONS

Not applicable

8. SUPPORTING DOCUMENTS

Document	Location
Horsham Car Parking Strategy	Website
Council Report – Parking Management Plan (Council Meeting 28 June 2021)	Website
Parking Management Plan	Website
Austrroads – Guide to Traffic Management Part 11: Parking Management Techniques	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	28 June 2021	Council	<ul style="list-style-type: none">New Policy (Appendix B Parking Management Plan)	28 June 2022
1.1	July 2025	n/a	<ul style="list-style-type: none">Administrative update: Policy extracted from the Parking Management Plan and aligned with the current Policy Template.	28 June 2022

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter a Policy, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.