

# Transport and Environment Committee

10.00am, Tuesday, 19 March 2013

## Review of Experimental Traffic Regulation Order – Business Parking Permits

Item number	7.11
Report number	
Wards	All

### Links

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Coalition pledges	<a href="#">P30</a>
Council outcomes	<a href="#">CO25</a>
Single Outcome Agreement	<a href="#">SO1</a>

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# Executive summary

## Review of Experimental Traffic Regulation Order – Business Parking Permits

### Summary

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This report considers whether the measures introduced under an Experimental Traffic Regulation Order (ETRO) on 2 April 2012 should be made permanent, which would require a formal change to the Traffic Regulation Order (TRO).

The measures allowed the introduction of a business parking permit and proposed changes to the current retailers' parking permit scheme in the Extended Controlled Parking Zones – S1 to S4 and N1 to N5 Appendix 1 (map).

### Recommendations

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It is recommended that the Transport and Environment Committee:

- 1 agrees to the commencement of the statutory procedure to formally vary the TRO;
- 2 agrees to the introduction of a business parking permit for class two retail outlets. The permit will initially cost £300.00 per annum, with a maximum of two permits allowed per business;
- 3 agrees that there is no requirement for retailers' vehicles to be liveried;  
and
- 4 agrees to two permits per business, with a maximum of two vehicles allocated to each permit.

## Measures of success

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The Transport, Infrastructure and Environment Committee, on 29 November 2011, approved the proposals for the Experimental Traffic Regulation Order Parking Permits for Businesses. This involved the introduction of an ETRO to trial a business parking permit scheme. The report stated that the scheme would be considered a success if the new permit holders' vehicles could be accommodated within the existing permit parking places, without displacing residents or other permit holders.

The uptake of business permits for class two retail outlets has been relatively low. Extending the parking permit scheme has had negligible impact on permit parking throughout the Extended Controlled Parking Zones (S1 to S4 and N1 to N5).

## Financial impact

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It is anticipated that the permanent implementation of business permits for class two retail units will generate an income stream of £10k per annum.

## Equalities impact

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Consideration has been given to the relevance of the Equalities Act 2010 and further consultation is not required, as there will be no impact on those covered by the Protected Characteristics.

## Sustainability impact

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Business permit uptake has been low and vehicles are being accommodated within the parking permit provision. There is no adverse environmental impact because the introduction of this scheme has shifted class two businesses from pay and display to permit parking.

## Consultation and engagement

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The ETRO was advertised to the public from 15 July to 23 August 2011. Ten letters of objection were received. The November 2011 report, recommended that the Committee repel the objections and the ETRO was introduced on 2 April 2012.

If the Committee approves the recommendations in this report, a Variation Order to the TRO governing the Controlled Parking Scheme will require to be progressed. If approval is granted, the changes will be advertised to the public. This will give the public, a further opportunity to comment on the proposals to introduce the measures on a permanent basis.

Since the introduction of the scheme, two emails supporting the proposal have been received.

## Background reading/external references

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- Review of Parking Permits for Business report to Transport, Infrastructure & Environment Committee on 23 November 2010
- Experimental Traffic Regulation Order Parking Permits for Businesses report to Transport, Infrastructure & Environment Committee on 29 November 2011

## Review of Experimental Traffic Regulation Order – Business Parking Permits

### 1. Background

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- 1.1 To qualify for a retailers' parking permit, the vehicle must be essential for business use and permanently liveried, with the company's details.
- 1.2 Retailers' permits are only available to retailers carrying out a class one retail activity. This means the business must undertake the retail sale of goods or provide a service principally to visiting members of the public, for example, post offices, travel agents, hairdressers, launderettes or dry cleaners. A list of qualifying retailers is detailed in Appendix 2.
- 1.3 The class one requirement was initially introduced, as it was believed that the uptake of retailers' permits would be fairly high. However, uptake of permits has not reached the anticipated levels and it is clear that other types of users could be accommodated within the scheme.
- 1.4 The ETRO allowed the introduction of a business parking permit to accommodate class two businesses. This means the business must undertake a financial, professional or any other relevant activity where the services are provided principally to visiting members of the public, for instance, lawyers, accountants or estate agents. A list of qualifying businesses is detailed in Appendix 3.
- 1.5 Before the introduction of the ETRO, retailers' were required to have their vehicles liveried with their business name which was then printed on the permit. This provided a means of identification for the Parking Attendant. There was no limit on the number of vehicles which could be registered to a single permit as long as all registered vehicles were liveried.
- 1.6 The ETRO changed the terms and conditions and allowed an increase in the number of permits to two per retailer; however, only two vehicle registration numbers could be allocated to a permit. The requirement for vehicles to be liveried was also removed.
- 1.7 The ETRO only affected businesses and retailers located in the Extended Controlled Parking Zones (Zones N1–N5 and S1–S4).

- 1.8 The changes brought about by the introduction of the ETRO have had little or no impact on other parking permit types currently offered by the council.
- 1.9 One of the other parking permits available for use in the extended zones and throughout the Controlled Parking Zone is the Trades' parking permit. These are available to Tradespeople who can confirm they undertake a qualifying trade and have a vehicle insured for company use which is essential for the company's daily operation. To qualify for a Trades' permit vehicles must be fully liveried with the company's name and contact details. A list of qualifying Trades' is detailed in Appendix 4.
- 1.10 Trades' permits are available annually at a cost of £1000.00 or on a monthly basis at a cost of £100.00 per month.
- 1.11 The Trades' parking permit allows a registered vehicle to park in pay and display parking places at all times and in permit holders and shared use parking places between 9.00am and 4.30pm, Monday to Friday or Monday to Saturday depending on the zone.
- 1.12 Under the relevant Traffic Regulation Orders, Public Utility vehicles are exempt from certain restrictions when they are being actively used for work carried out on the road for laying, erection, alteration or repair of any sewer or any other mains, pipe, or apparatus for the supply of gas, water or electricity or any electronic communications apparatus
- 1.13 The parking exemptions do not apply to Public Utility vehicles associated with work being carried out in properties. When working in properties Public Utility vehicles must park according to the regulations and make appropriate parking arrangements. These arrangements could include the display of a valid Trades' permit, for which eligible Public Utility companies can apply.
- 1.14 Parking Attendants are fully aware of the restrictions and exemptions that apply to all vehicles and will carry out appropriate enforcement action when appropriate.

## **2. Main report**

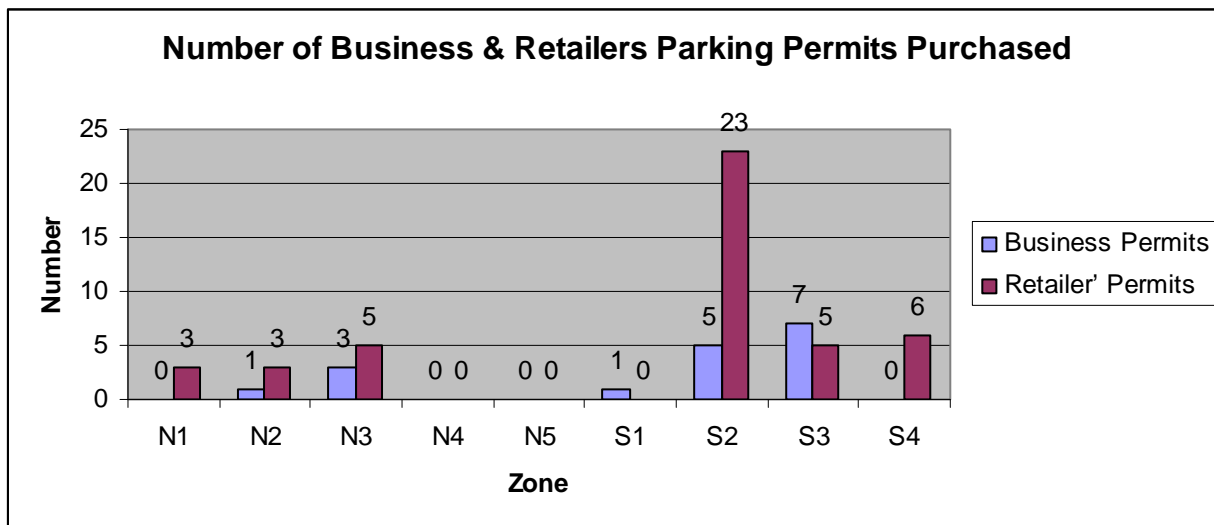
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- 2.1 The ETRO was introduced on 2 April 2012 to:
  - provide a new Business Parking Permit for class two retail outlets at a cost of £300.00 per annual permit, with a maximum of two permits allowed per business.

2.2 Amendments were also made to the retailers' parking permit scheme which were to:

- remove the requirement for retailers' vehicles to be liveried; and
- restrict the number of permits per business to two, with a maximum of two vehicles allocated to each permit

2.3 The graph below shows the total number of business and retailers' parking permits purchased during the first six months of the scheme (2 April – 30 September 2012). These have been broken down by zone.

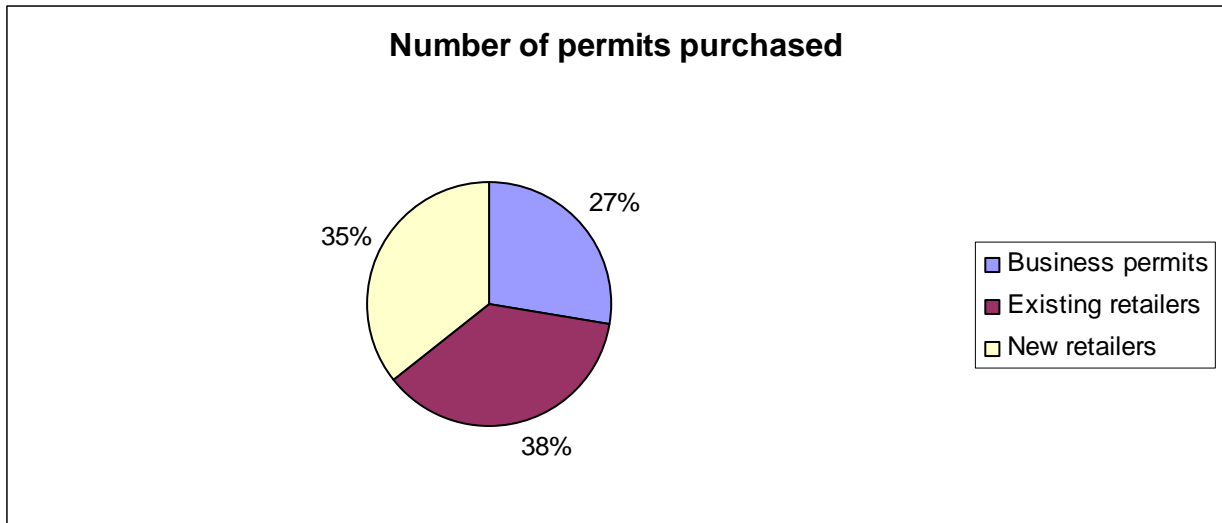


2.4 A total of 14 businesses purchased a business parking permit. Three of these businesses opted to purchase a second permit, resulting in a total of 17 business permits being sold in the first six months of the introduction of the scheme

2.5 A total of 23 retailers' parking permits were sold to existing customers in the first six months of the introduction of the scheme. Three of these retailers opted to make use of the amendment to the scheme and purchased a second permit.

2.6 A total of 20 new retailers purchased a parking permit due to the relaxation of the livery requirement. Two of these retailers opted to purchase a second permit, resulting in a total of 22 retailers parking permits being sold to new customers in the first six months of the introduction of the scheme.

2.7 The graph below shows the type of permit purchased within the first six months of the introduction of the scheme.



2.8 In conclusion, demand for business parking permits and first time retailers' parking permits has been low and these vehicles have been accommodated within the existing allocation of parking places.

### 3. Recommendations

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3.1 It is recommended that the Transport and Environment Committee:

- 3.1.1 agrees to the commencement of the statutory procedure to formally vary the TRO;
- 3.1.2 agrees to the introduction of a business parking permit for class two retail outlets. The permit will initially cost £300.00 per annum, with a maximum of two permits allowed per business;
- 3.1.3 agrees that there is no requirement for retailers' vehicles to be liveried; and
- 3.1.4 agrees to two permits per business with a maximum of two vehicles allocated to each permit

**Mark Turley**

Director of Services for Communities

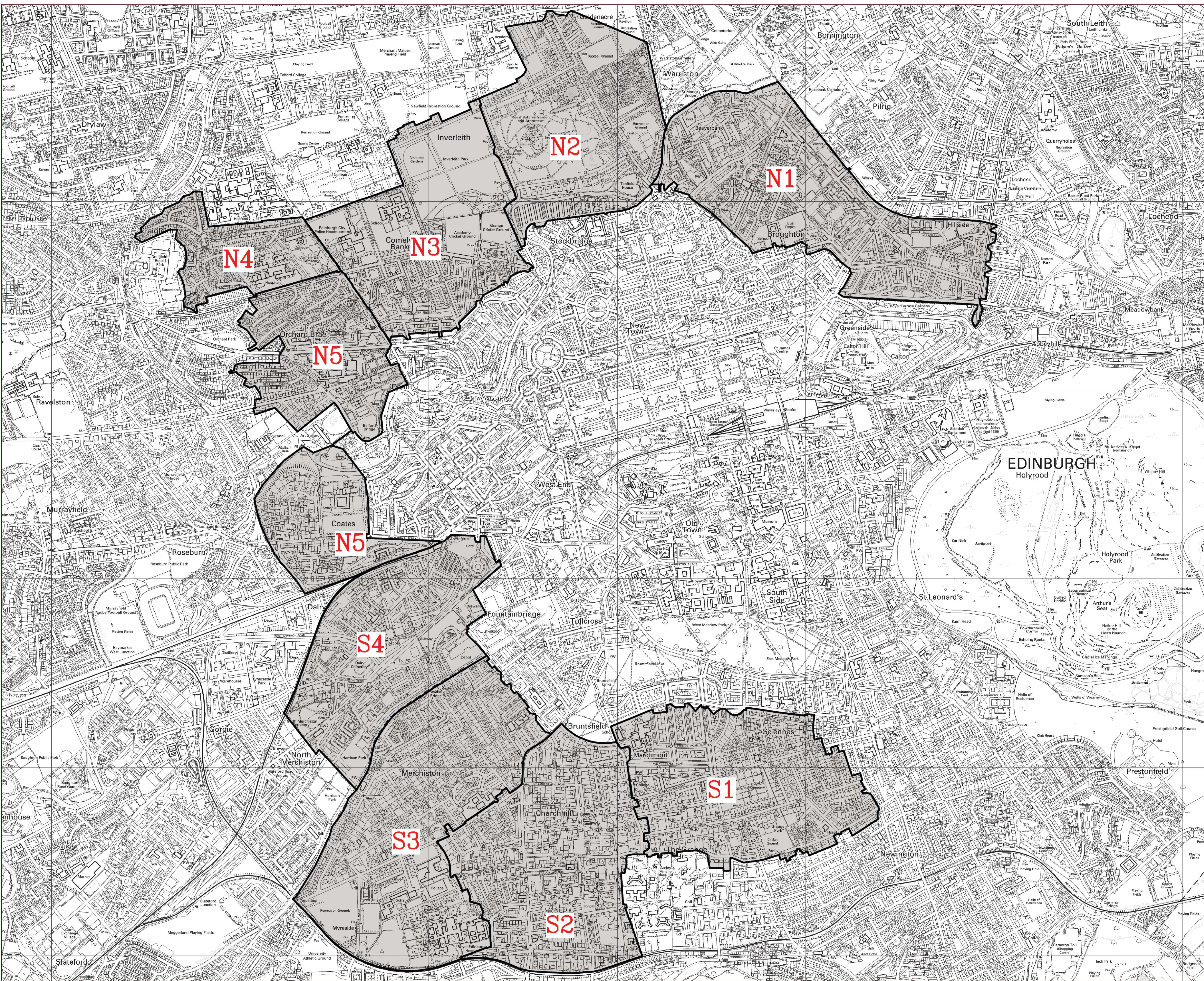


## Links

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<b>Coalition pledges</b>	P30 – Continue to maintain a sound financial position including long term financial planning.
<b>Council outcomes</b>	CO25 – The Council has efficient and effective services that deliver on objectives.
<b>Single Outcome Agreement</b>	SO1 – Edinburgh’s Economy Delivers increased investment, jobs and opportunities for all.
<b>Appendices</b>	Appendix 1 – Map of Extended Controlled Parking Zones Appendix 2 – List of Qualifying Class One Retailers Appendix 3 - List of Qualifying Class Two Businesses Appendix 4 – List of Qualifying Trades’ Businesses

EXTENDED CONTROLLED PARKING ZONES



The material contained in this plot has been reproduced from an Ordnance Survey map with the permission of the Controller of HMSO, Crown Copyright.

## **Appendix 2 – List of Qualifying Class One Retailers**

Antiques	Florist
Art Shop	Frozen Foods
Auctioneer	Fruit/Vegetables
Baker's Shop	Funeral Director
Barber	Games
Bathrooms	Gift Shop
Books	Grocer
Box Office	Hairdresser
Butcher	Home Furnishings
Car Accessories	Newsagent
Cards	Sound Equipment
Catalogue Shop	Spare Parts
Charity Shop	Sports Goods
Chemist	Stationer
Children's Clothing	Supermarket
China	Sweets
Clothes	Telephones
Clothes Repair	Ticket Agency
Computers	Tiling Centre (domestic)
Decorating Accessories	Tobacco
Department Store	Toiletries
Discount Store	Tool Hire
Domestic Appliances	Toys
Drug Store	Travel Agent
Dry Cleaners	TV/Video Equipment
Electrical Goods	TV/Video Rental
Fabrics	Window Blinds
Fancy Goods	Wine Merchant
Fishmonger	

Please note that a class one retail activity is specified in the Town and Country Planning (Use Classes) (Scotland) Order 1997

### **Appendix 3 – List of Qualifying Class Two Businesses**

Advice Centre	Glazier's Office
Bank	Health Centre
Beautician	Info Office
Betting Office	Insurance Office
Bookmaker	Interior Design
Building Society	Lawyer's Office
Careers Office	Loan Company
Chiropodist	MP's Office
Clairvoyant	Photocopy Office
Courier Service	Photographer
Dentist	Psychic Centre
Doctor	Roofing Office
Driving School Office	Solicitor
Employment Agency	Sun Tan Centre
Estate Agent	Tattooist
Financial Services	Vet

Please note that a class two business activity is specified in the Town and Country Planning (Use Classes) (Scotland) Order 1997

## **Appendix 4 – List of Qualifying Trades Businesses**

Aerial installation  
Bathroom fitting  
Building  
Carpentry  
Carpet fitting  
Decorating  
Electrical installation and maintenance  
Insulation installation  
Joinery  
Kitchen fitting  
Masonry  
Painting  
Plumbing  
Roofing  
Tiling  
Window fitting