



Cabinet Member for Environment and Infrastructure Management

Cabinet – 18 July 2019

Residents Parking Policy Changes

Purpose:	To set out proposed changes to the Councils Residents Parking Policy.
Policy Framework:	Highways and Transportation – Residents Parking Policy
Consultation:	Access to Services, Finance, Legal, Customer Contact Centre.
Recommendation(s):	It is recommended that: 1) Cabinet approve the proposed changes to the Councils Residents Parking Policy detailed in this report.
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1. Introduction

- 1.1 This report includes an overview of the Residents Parking Scheme and how it currently operates. The report also sets out recommendations to the existing policy that seek to make the scheme more operationally efficient and resilient against misuse.
- 1.2 Parking Services consists of the management of off street car parks, Civil Parking Enforcement (on street parking restrictions), the abandoned vehicle service, and the Park & Ride sites.

- 1.3 Under the Traffic Management Act 2004 the Council has a statutory duty to manage the highway network in a way to minimise congestion and reduce air pollution. Practically this translates into three key benefits of a clear and consistent policy approach to parking as follows:
- Economic viability – effective management and enforcement of on and off road parking increases the availability of parking spaces by ensuring the turnover of spaces (and thus shoppers or visitors).
 - Safety – effective and consistent enforcement discourages motorists from stopping/parking at locations which could compromise the safety of pedestrians, cyclists or other motorists.
 - Congestion – Appropriate capacity and effective management/enforcement of parking will deter indiscriminate parking, tailbacks and queues in and around the city and district centres
- 1.4 The approach to parking strategy, policy and delivery in Swansea is in line with national, regional and local economic, planning and transport strategy and with that of other Local Authorities.
- 1.5 Part of the daily enforcement schedule includes the enforcement of Residents Parking bays.
- 1.6 Swansea Council operates an on street Residents Permit scheme. Most streets approved for the scheme have up to 50% parking spaces allocated for residents permit bays, which can be for sole use or mixed use i.e. time limited for non-permit holders. The exceptions are the two Controlled Parking Zones in Sandfields and St Thomas. The kerb side space in the CPZs are totally restricted as indicated above.
- 1.7 The rules of the current Residents Parking Scheme are set out in its policy which was approved by Cabinet in July 2012.

2. Residents Parking Scheme

- 2.1 Residents Parking was introduced by the Council in 1989 with the aim of managing parking in residential areas to help residents park near to their homes. This is especially helpful to residents near to busy shopping and business areas where long term free parking is at a premium.
- 2.2 There are 368 Residents only parking locations across Swansea.
- 2.3 Whilst there is no statutory obligation to provide Residents Parking schemes, the reality is that in certain areas, residents would experience difficulty in consistently being able to park within close proximity of their property.

- 2.4 The service is run by Parking Services (Highways & Transportation) with the Customer Services team providing a customer contact element dealing with new permit applications, renewals and carrying out checks to ensure applications are compliant with the council's residents parking policy, with parking services staff providing technical support.
- 2.5 There are currently approximately 9000 permits issued, 2000 of these are second permits.
- 2.6 In August 2016 the Council dispensed with the issue of paper based permits, to be displayed on vehicle windscreens, and moved to virtual permits. The software package used to operate the virtual permit system is called MiPermit, it has been developed by Chipside who also provide the back office software used by Parking Services for Civil Parking Enforcement.
- 2.7 A virtual permit works in the same way as a paper one in that it is specific to a Residents Parking area and a vehicle. The permit is virtual in that all the information that would have been shown on the permit is held electronically, allowing Civil Enforcement Officers, to determine if a vehicle has a valid virtual permit, by entering a vehicle's registration number into their handheld computers, during their patrols.
- 2.8 Benefit of Virtual Permit system - Since the introduction of MiPermit there have been some notable benefits and also some problems highlighted. The most notable benefit is that MiPermit is a self-serve online system which has reduced the footfall into the Civic Centre Contact Centre. However a large number of residents need support when applying in person. They have two months from the date of application to produce the approved documentation. There has also been an increase in telephone enquiries in Customer Services but there has also been a saving achieved on paper, printing and postage costs.
- 2.9 Area for improvement - The main disadvantages of the current scheme appears to relate to the checking and verification of a resident's documents. In order to obtain a permit the resident must provide proof of residence, the approved documentation must be manually cross checked by a member of the customer service team. This is not only time consuming but if a problem is identified the resident needs to be contacted in order to explain what they need to do next. This is very time consuming and often residents don't reply to the letters. If no evidence is received within two months or contact cannot be made with the resident, the permit will be cancelled.
- 2.10 Upon cancellation of the virtual permit, it is possible residents could receive a Penalty Charge Notice (PCN), as a result of routine enforcement patrols resulting in appeals and confusion and unnecessary administrative work. Residents, who have received a PCN, will make contact with the Council either through the customer service staff then they have to check the process and explain they have not provided the

necessary documentation for a permit. They then have another two months to produce the documentation. Drivers with a PCN tend to appeal and this increases workload of the PCN Processing Team.

- 2.11 After cancellation for not providing the documents for example, a resident could go back into the system and open another account and the whole checking process starts again.
- 2.12 How does the application process work? - Once an online application is completed MiPermit produces a virtual permit, on the council's database and issues a confirmation email to the applicant, requesting that the applicant abide by the terms and conditions of the scheme, to provide the required evidential proof of residence and vehicle ownership.
- 2.13 When applying for permit the applicant is required to be a full time resident of the property to provide a Council Tax number to set up an account. However, residents of a HMO properties who are not liable for Council Tax, need only supply their tenancy agreement. These requests are validated by Customer Service staff and a permit issued by the Council, once it is confirmed the applicant qualifies.
- 2.14 The rules of the current Residents Parking Scheme are set out in its policy which was approved by Cabinet in July 2012.

3. Proposed Policy Changes

- 3.1 Under the current policy residents are required to provide the following documents to obtain a permit:-
 - V5 document
 - Driver's Licence or an utility bill with the Swansea address
 - Electoral Register entry at the address

These documents can be uploaded through the MiPermit website or presented at the Contact Centre. Documents can also be posted to the contact centre for verification.

The existing Residents Parking Policy can be seen in Appendix A.

- 3.2 Resident checks against the electoral register are only carried out on an ad hoc basis due to compliance issues between the two existing software systems. These manual checks require a lot of officer time.

In order to ensure that the permit criteria remains robust against misuse it is necessary that some changes be introduced.

It is recommended that the documents be changed for residents holding both UK and Overseas Licences.

UK Licence holders

- V5 document
- Driver's Licence
- Certificate of insurance

Under the amended policy UK residents would not be required to provide a utility bill or a council tax number or be on the Swansea electoral register. The V5, Driver's Licence and Certificate of Insurance would all need to display the Swansea address.

Overseas Licence holders

- Copy of their overseas licence
- Utility Bill to prove the address
- Proof of valid insurance. (actual document or certificate)
- V5 at the Swansea address after 6 months

Under the current policy overseas licence holders do not initially have a V5 document so would provide a utility bill as proof of address.

The address on the insurance documents will need to match the address that the permit it's being applied for.

Currently when a resident applies for a new permit they have a grace period of two months to provide all of their documents. This means that a resident can effectively park in a residents parking bay for this period even if they are not resident. This currently leaves the scheme open to abuse. Under the revised policy it is recommended that there is no grace period and that a permit will only be issued on receipt of all the requested documents being submitted. A Residents Parking Permit will only be issued on receipt of the necessary documents being checked by an officer.

The proposed Residents Parking Policy can be seen in Appendix B.

- 3.3 MiPermit have been instructed to change the application process so applicants will be able to upload images of their documents. These images will be checked by the parking team, once checked and approved the system will automatically issue a virtual permit. The applicant will then receive a text or email notification that their permit is live, providing a valid entry has been made. If the required uploaded documents are not correct the application will be rejected. A text or email will be sent to the applicant advising them what they need to do in order to complete their application. Residents who do not have access to a computer will still be able to apply at the contact centre and get assistance from a member of staff there.
- 3.4 All residents will be notified by email of the changes to the policy at least one month prior to their permit expiring. Where the resident does not

have an email address a letter will be sent to their address. This will enable residents to supply the new documents when renewing their permits.

- 3.5 In situations where residents are forced to move through no fault of their own and they are at risk or vulnerable, a temporary electronic waiver will be issued until such time they can obtain a permit. This is to be authorised by Head of Service on a case by case basis.
- 3.6 Currently Blue Badge holders are able to park in Resident Parking Areas without a permit for up to 3 hours provided their blue badge and clock is displayed. Removal / delivery vehicles are also exempt providing of course loading or unloading is observed by a Civil Enforcement Officer.
- 3.7 In the Parking Controlled Zones of Sandfields and St Thomas there is no unrestricted space so all applicants would be affected by the 3 hour maximum stay period for non-permit holders. Whilst not an official Controlled Parking Zone all kerbside parking in Mount Pleasant is also restricted. This would effectively mean that there would be no parking available for new residents moving into one of these streets. For these new residents the council could issue an electronic waiver for new residents in the controlled zones for up to 10 working days to overcome this issue. This would give new residents only 10 days to get their documents changed to their new address and submit them to the Council. If no documents were submitted the waiver would cease and the vehicle could be issued with a PCN.

4. Equality and Engagement Implications

- 4.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

- 4.2 In order to comply with equality regulations an Equality Impact Assessment screening form was completed with the agreed outcome that a full EIA report was not required.
- 4.3 The screening form can be found within Appendix C

5. Financial Implications

- 5.1 Whilst these policy changes will not directly achieve any direct financial savings they will streamline the process which will provide savings in officer time in administering the service.

6. Legal Implications

- 6.1 There are no legal implications associated with this report.

Background Papers: None

Appendices:

- | | |
|------------|-----------------------------------|
| Appendix A | Existing Residents Parking Policy |
| Appendix B | Proposed Residents Parking Policy |
| Appendix C | EIA Screening Form |



City and County of Swansea

Resident Parking Policy – Approved by Cabinet on 5 July 2012

1. Purpose

- 1.1 Residents only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when the availability of on-street parking is limited by non residents wishing to park in the street.
- 1.2 Residents only parking schemes are not effective, and will not be introduced, when there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Residents parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.

2. Criteria for assessment

- 2.1 Streets for which residents parking facilities are requested will not be surveyed to assess whether they meet the criteria below, **unless funding is available to implement measures if the street qualifies.** Requests for Resident Parking schemes will be held on file to be assessed and considered once funding has been identified.

3 Criteria for implementation

- 3.1 The Council may implement a Residents Parking scheme subject to all the following conditions being satisfied:
- 3.2 That the street or area must regularly exceed 75% parking saturation for at least four periods, daytime or evening, per week. (In the event that the street does not reach this level of parking saturation but does exceed 60% then a scheme of “Limited Waiting, Resident Permit Holders exempt” may be introduced.)

- 3.3 There is evidence of significant levels of parking in the street by non residents.
- 3.4 That the majority of properties have no off-street parking available within reasonable proximity of the property.
- 3.5 That the majority of properties have no scope to establish vehicular access on to the property (including circumstances where application(s) for cross-over(s) has / have been declined) and no scope for providing parking facilities within the property's boundaries.
- 3.6 Parking can be accommodated without unacceptable impact on general traffic flow and buses.
- 3.7 There is funding available to advertise and implement the measures.

4. Provision

- 4.1 The allocation of residents parking bays shall take up no more than 50% of parking spaces. Where parking saturation is between 60% and 75%, limited waiting bays with exemption for residents permit holders may be provided. The extent of provision within a street will be considered on a case by case basis in an effort to meet the needs of residents and visitors alike.
- 4.2 A maximum of two permits per household may be issued, each to be endorsed with the vehicle registration number. Each permit will be valid for a maximum of one year.
- 4.3 Lost, stolen or destroyed permits can be replaced at a cost of £25 per permit.

5. Criteria for Permit issue

- 5.1 Permits shall be granted to bona fide car owning full time residents of the street concerned. An applicant will be deemed to be a full time resident if the appropriate name and Swansea address appears on the V5 (vehicle registration) document and **either** his / her driving licence **or** a utility bill, and that his / her name also appears on the Swansea Electoral Register.
- 5.2 The same criteria (as in 5.1) above) apply to foreign nationals.
- 5.3 A permit shall be issued for a goods vehicle with a maximum gross weight (mgw) no greater than 3500kg, subject to the owner providing written confirmation, from the employer, of authorised out of hours use (e.g. for standby arrangements) and the vehicle being no more than 2.35m high and 5.35m long.

- 5.4 Company car users will be able to qualify for a residents only parking permit, provided that their employer confirms in writing that the vehicle is essential for their work and that they have to take the vehicle home.
- 5.5 Where a Disabled Person owns a vehicle but is unable to drive and therefore uses a nominated driver, a permit shall be issued to the nominated driver for the nominated driver's address. To qualify the Council requires a letter of authorisation from the disabled person (registered keeper) and a copy of the ownership / sales documentation from the Motability Company confirming where the vehicle is kept.
- 5.6 Residential complexes with private parking will not be allocated permits for on-street residents only parking bays.
- 5.7 Houses converted into more than one unit (e.g. a house split into flats) after 1st January 2011 will be treated as a single unit – i.e. a maximum of two permits for the whole house on a first come, first served basis. Permits will be issued only where no off-street parking is provided or achievable.
- 5.8 Residents of properties who have no off street parking facilities and are prevented from parking outside their property because it abuts a principal traffic route or is situated at a junction controlled by traffic signals, or at a roundabout and covered by a Traffic Order preventing parking may be granted a permit for an adjacent street in which residents parking is provided, subject to there being sufficient spare capacity in those residents parking bays.

6. Other related permits

- 6.1 Holiday Visitor Permits – a two week holiday permit can be issued to visitors who reside outside of the City & County of Swansea boundary, including owners of second homes in Swansea. An application form must be signed by the occupier or owner of the Swansea property or the person being visited. A maximum of four permits per year will be available; for a duration of 2 weeks per permit, with a maximum of two permits to run consecutively. Only one permit will be allocated to an address at any one time.
- 6.2 Holiday companies that rent properties can apply for holiday permits for customers at a charge of £25 / week on receipt of a written request. No reduction in charge will be given for stays shorter than 1 week.
- 6.3 Family Visitor permit – A family visitor permit shall be issued for use by designated relatives of a resident who requires significant levels of care and support, **provided that no more than one residents only permit has been issued for the property.** A maximum of two registration numbers may be displayed on the permit. These permits will be valid for a 12 month period from date of issue.

- 6.4 A doctor's confirmation of the need for the permit is required on application and on renewal. However, where the doctor intends to impose a charge for this service, then production of a blue badge as supporting evidence will be considered as an alternative to the doctor's confirmation of the applicant's disability.
- 6.5 Care Attendant Permits - These permits will be issued to organisations / companies providing care, on receipt of a signed application form. The applicant must confirm that the carer is the primary person treating the resident's physical needs. This permit will be valid for a period of twelve months from the date of issue and will cost £25 / year.

7. Charges

- 7.1 The charges in this policy are subject to annual review.

Appendix B – Proposed Residents Parking Policy



Swansea Council Proposed Resident Parking Policy

1. Purpose

- 1.1 Resident's only parking schemes are intended to reserve a portion of the road space exclusively for residents and their visitors, when the availability of on-street parking is limited by non-residents wishing to park in the street.
- 1.2 Resident's only parking schemes are not effective, and will not be introduced, when there is little external demand but where levels of car ownership amongst residents mean that parking demand exceeds the number of parking spaces. Resident parking schemes help to manage limited parking spaces – they do not create additional parking spaces and do not guarantee any resident a space outside their property.

2. Criteria for assessment

- 2.1 Streets for which residents parking facilities are requested will not be surveyed to assess whether they meet the criteria below, **unless funding is available to implement measures if the street qualifies.** Requests for Resident Parking schemes will be held on file to be assessed and considered once funding has been identified.

3. Criteria for implementation

- 3.1 The Council may implement a Residents Parking scheme subject to all the following conditions being satisfied:
- 3.2 That the street or area must regularly exceed 75% parking saturation for at least four periods, daytime or evening, per week. (In the event that the street does not reach this level of parking saturation but does exceed 60% then a scheme of "Limited Waiting, Resident Permit Holders exempt" may be introduced.)
- 3.3 There is evidence of significant levels of parking in the street by non-residents.

- 3.4 That the majority of properties have no off-street parking available within reasonable proximity of the property.
- 3.5 That the majority of properties have no scope to establish vehicular access on to the property (including circumstances where application(s) for cross-over(s) has / have been declined) and no scope for providing parking facilities within the property's boundaries.
- 3.6 Parking can be accommodated without unacceptable impact on general traffic flow and buses.
- 3.7 There is funding available to advertise and implement the measures.

4. Provision

- 4.1 The allocation of residents only parking bays shall take up no more than 50% of parking spaces. Where parking saturation is between 60% and 75%, limited waiting bays with exemption for residents permit holders may be provided. The extent of provision within a street will be considered on a case by case basis in an effort to meet the needs of residents and visitors alike.
- 4.2 A maximum of two permits per property may be issued, each to be endorsed with the vehicle registration number. Each permit will be valid for a maximum of one year.

5. Criteria for Permit issue

- 5.1 Permits shall be granted to bona fide car owning full time residents of the street concerned. The applicant must hold a full UK Drivers licence.

- V5 document
- Driver's Licence
- Certificate of insurance

The address on these documents must match the address in which the permit is being applied for.

- 5.2 The criteria for foreign licence holders is the same criteria (as in 5.1) above) but they need to provide the following documentation

- Copy of their overseas licence
- Utility Bill to prove occupancy of the address
- Proof of insurance, insurance to be held at that address
- V5 at the Swansea address after 6 month residency.

- 5.3 A permit shall be issued for a goods vehicle with a maximum gross weight (mgw) no greater than 3500kg, subject to the owner providing written confirmation, from the employer, of authorised out of hours use

(e.g. for standby arrangements) and the vehicle being no more than 2.35m high and 5.35m long.

- 5.4 Company car users will be able to qualify for a resident's only parking permit, provided that their employer confirms in writing that the vehicle is essential for their work and that they have to take the vehicle home. This needs to be confirmed on each application. This would also apply to other company vehicles for example Council Vans or other liveried vehicles.
- 5.5 Where a Disabled Person owns a vehicle but is unable to drive and therefore uses a nominated driver, a permit shall be issued to the nominated driver for the nominated driver's address. To qualify the Council requires a letter of authorisation from the disabled person (registered keeper) and a copy of the ownership / sales documentation from the Motability Company confirming where the vehicle is kept.
- 5.6 Residential complexes with private parking will not be allocated permits for on-street residents only parking bays.
- 5.7 Residential properties with multiple apartments or rooms, without private parking will be allocated a maximum of two permits per property. These being issued on first come first served basis.
- 5.8 Houses converted into more than one unit (e.g. a house split into flats) after 1st January 2011 will be treated as a single unit – i.e. a maximum of two permits for the whole house on a first come, first served basis. Permits will be issued only where no off-street parking is provided or achievable.
- 5.9 Residents of properties who have no off street parking facilities and are prevented from parking outside their property because it abuts a principal traffic route or is situated at a junction controlled by traffic signals, or at a roundabout and covered by a Traffic Order preventing parking may be granted a permit for an adjacent street in which residents parking is provided, subject to there being sufficient spare capacity in those residents parking bays. NB this calculation to the total number of space measured against the current number of permits issued at the time of the application.
- 5.10 In the Parking Controlled Zones of Sandfields and St Thomas there is no unrestricted space so all new residents are affected by the 3 hour maximum stay period for non-permit holders. Whilst not an official Controlled Parking Zone all kerbside parking in Mount Pleasant is also restricted. In these situations a virtual waiver would be issued for new residents in the controlled zones for up to 10 working days to overcome this issue. This would give new residents only 10 days to get their documents changed to their new address and submit them to the Council. If no documents are submitted the waiver will cease and the vehicle could be issued with a PCN.

6. Other related permits

- 6.1 Holiday Visitor Permits – a two week holiday permit can be issued to visitors who reside outside of the City & County of Swansea boundary, including owners of second homes in Swansea. An application form must be signed by the occupier or owner of the Swansea property or the person being visited. A maximum of eight permits per year will be available; for a duration of 1 week per permit, with a maximum of two permits to run consecutively. Only one permit will be allocated to an address at any one time.
- 6.2 Holiday companies that rent properties can apply for holiday permits for customers at a charge of £25 / week on receipt of a written request. No reduction in charge will be given for stays shorter than 1 week.
- 6.3 Family Visitor permit – A family visitor permit shall be issued for use by designated relatives of a resident who requires significant levels of care and support, **provided that no more than one residents only permit has been issued for the property.** A maximum of two registration numbers may be displayed on the permit. These permits will be valid for a 12 month period from date of issue.
- 6.4 A doctor's confirmation of the need for the permit is required on application and on renewal. However, where the doctor intends to impose a charge for this service, then production of a blue badge as supporting evidence will be considered as an alternative to the doctor's confirmation of the applicant's disability.
- 6.5 Care Attendant Permits - These permits will be issued to organisations / companies providing care, on receipt of a signed application form. The applicant must confirm that the carer is the primary person treating the resident's physical needs. This permit will be valid for a period of twelve months from the date of issue and will cost £25 / year.
- 6.6 In situations where residents are forced to move through no fault of their own and they are at risk or vulnerable, a temporary electronic waiver will be issued until such time they can obtain a permit. This is be authorised by Head of Service on a case by case basis.

7. Charges

- 7.1 The charges in this policy are subject to annual review.

Appendix C – EIA Screening Form

Equality Impact Assessment Screening Form – 2017/8

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: Parking Services

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe here:

The Council is proposing to make changes to its current Residents Parking Policy. The current policy was introduced in July 2012. Since the introduction of this policy the way that the Residents Parking Scheme operates has changed. In 2016 the Council stopped issuing paper permits and replaced these with virtual. Under the paper system residents would send copies of the required proof of address and proof of ownership documents. Applications could also be completed at the Contact Centre.

The new Virtual Permit System allows residents to upload copies of their evidence electronically via the MiPermit website. This can be done at home or via the self-service terminals in the Contact Centre. Assistance by a member of the Contact Centre Staff can still be provided if required. Customers are also able to call the MiPermit helpline or the contact centre for assistance.

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input checked="" type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input checked="" type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race (including refugees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equality Impact Assessment Screening Form – 2017/8

Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?

Please provide details below – either of your planned activities or your reasons for not undertaking engagement.

These proposed policy changes have been put together in consultation with some Elected Members and the Cabinet Member for Environment and Infrastructure. Information will be put on the Council's website and also on notice boards within Council buildings. The Contact Centre Staff and Telephony team will also be on hand to assist with applications and answer any questions. When a permit is due for renewal the resident will be written too with the instructions on how they will need to apply for a new Residents Parking Permit.

Equality Impact Assessment Screening Form – 2017/8

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility
 (H)

Medium visibility
 (M)

Low visibility
 (L)

(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk
 (H)

Medium risk
 (M)

Low risk
 (L)

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No If yes, please provide details below

Q7 HOW DID YOU SCORE?

Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q8 followed by Section 2

Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

These proposed policy changes will make the Residents Parking Scheme less open to abuse. Since the introduction of MiPermit in 2016 residents have been able to self-serve and complete applications and changes through the MiPermit website or app. For those residents that do not have access to the internet or are unable to use it a telephone helpline service is in place. Residents can also visit the Contact Centre and complete an application either independently or assisted if required.

Equality Impact Assessment Screening Form – 2017/8

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Richard Mears
Job title: Parking Manager
Date: 17/06/19
Approval by Head of Service:
Name:
Position:
Date:

Please return the completed form to accesstoservices@swansea.gov.uk