



Resident Parking Policy

Permit Policy 2025 - 2030



WOKINGHAM
BOROUGH COUNCIL

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1. Permit Policy Purpose and Objectives

- 1.1 This policy sets out the governance Wokingham Borough Council applies to the issuance of resident parking permits in controlled parking zones.
- 1.2 The core reasons for introducing a resident parking scheme are built on these 5 principals:

1. Manage parking demand effectively in residential areas

To ensure that parking spaces in neighbourhoods are used efficiently and fairly to prevent overcrowding, illegal parking, and inconvenience to residents involves regulating who can park and optimising available kerbside space to monitor and control parking usage.

2. Prioritise parking for residents while allowing visitor access

Designating parking places primarily for residents and their visitors to ensure sufficient space is available before providing kerbside parking space for other types of parking such as business permits bays or pay and display parking.

3. Reduce congestion and discourage long-term commuter parking

Introduce parking controls like limited waiting or timed restrictions to prevent commuter parking to ensure the road network remains clear and operates effectively.

4. Support local businesses and maintain accessibility

Establish appropriate controls in on and off-street parking places to manage the turnover of space for the benefit of businesses and customers.

5. Promote sustainable transport and reduce environmental impact

Encourage alternative travel options like walking and cycling, enable easier access to public transport and provide EV charging space in residential streets where possible.

2. Governing Legislation

There are several key pieces of legislation that govern road network traffic management and parking space allocation that is the responsibility of Wokingham Borough Council as the Highway Authority.

2.1. Traffic Management Act 2004

2.1.1 The TMA 2004, which applies to England and Wales, places a network management duty on local authorities. Section 16(1) states: "It is the duty of a local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives, the following objectives are to:

- Secure the expeditious movement of traffic on the authority's road network
- Facilitate the expeditious movement of traffic on road networks for which another authority is the traffic authority.

2.2. Road Traffic Regulation Act 1984

2.2.1 The purpose of the Road Traffic Regulation Act 1984 (RTRA) is to give legal powers to Local Authorities outside of London to regulate the use of roads in the borough they are the traffic authority for, to manage Traffic Regulation Orders and parking places for example.

Part 4 – Parking Places

2.2.2 Where for the purpose of relieving or preventing congestion of traffic it appears to a local authority to be necessary to provide within their area suitable parking places for vehicles, the local authority, subject to Parts I to III of Schedule 9 to the RTRA:

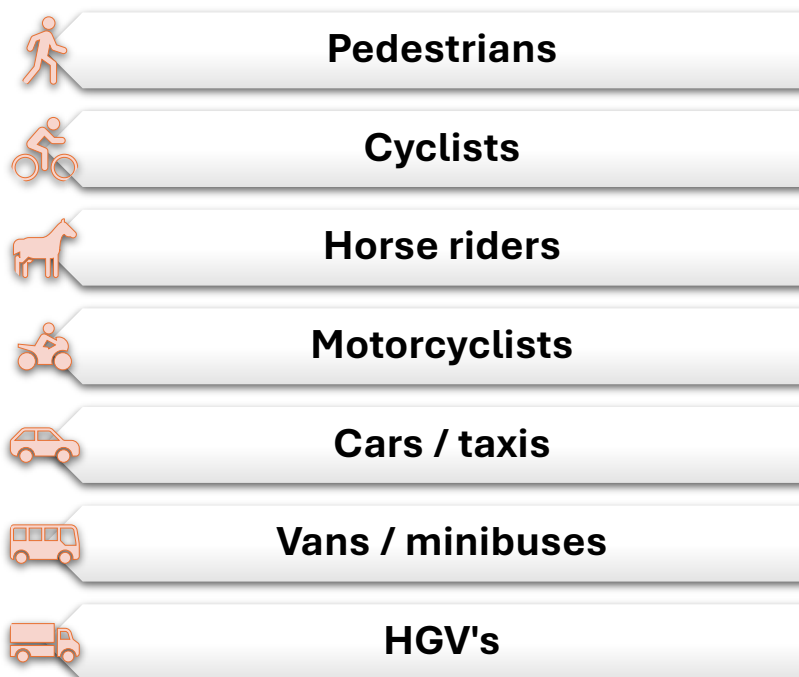
- May provide off-street parking places (whether above or below ground and whether or not consisting of or including buildings) together with means of entrance to and egress from them, or
- May by order authorise the use as a parking place of any part of a road within their area.

2.3. The Highway Code

2.2.3 The Highway Code's new hierarchy that was formally introduced in January 2022, aims to reinforce the principle that those who can cause the most harm have a greater responsibility to reduce the risk they pose to others.

2.2.4 This is reflected in changes to the Highway Code, such as requiring drivers to give way to pedestrians and cyclists at junctions.

Hierarchy of Road Users



3. Wokingham Plans, Policies and Strategies

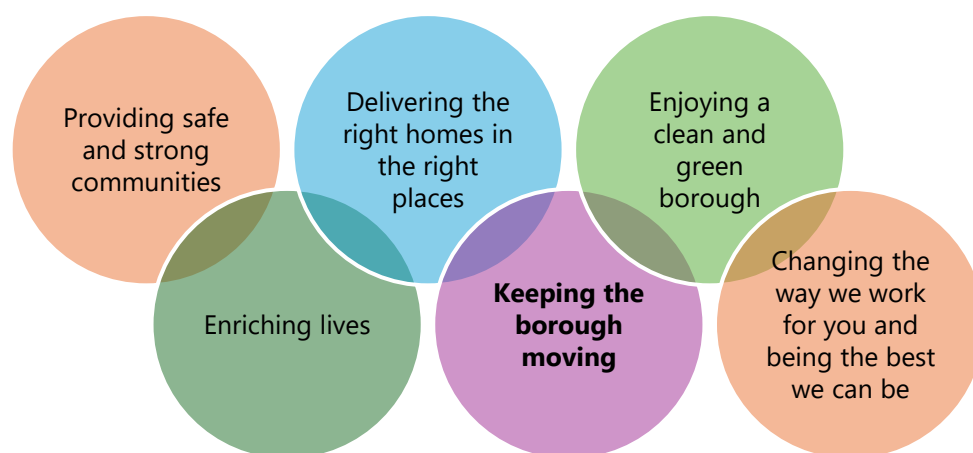
Our Community Vision is for Wokingham Borough to be a great place to live, learn work and grow and a great place to do business.

The Council Plan is a tool for our organisation, supporting our vision, to identify how we will deliver on these commitments to our community.

3.1. Council Plan 2025-2030

3.1.1 The Wokingham Borough Council Plan 2025 – 2030 is the official strategic document that outlines the Council’s goals and priorities, which we aim to deliver over the next five years.

Wokingham Community Vision



Keeping the Borough Moving

3.1.2 This policy builds on this community vision through working with partners to:

- Enable safe and sustainable travel around the Borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.
- Review and implement the Local Transport Plan and the walking and cycling strategy.

- Explore new technologies that contribute to an intelligent transport system that makes the best use of the existing road network.
- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion and minimise delays and disruptions.

3.2. Local Transport Plan 4

3.2.1 The aim of the Local Transport Plan (LTP) is to improve transportation infrastructure, services, and sustainability within the Wokingham Borough Council area.

Spring 2023 Engagement Report

Residents' Views on Local Transport

- 60% of respondents said they would be willing to change their travel habits to reduce carbon emissions, compared to 20% against.
- Respondents typically disagreed that they had a good range of travel options, albeit a view that travel options for shopping (45% agree) was better than the options for going to school or work, for which just 35% and 30% of people agreed with the statement.
- The responses to the priorities in urban centres highlighted three areas which approximately 90% of respondents felt were important, these are:
 - Pedestrian Safety
 - Clean air
 - Traffic Congestion

Residents' Views on Parking

- Respondents raised concerns about pavement parking, noting its impact on pedestrian accessibility and emergency vehicle access. Residential areas were reported to be congested due to commuter parking, prompting suggestions for more flexible policies on driveway applications.
- Respondents also noted a lack of disabled parking provision across the borough. While recognising the aim to reduce car use, many emphasised the ongoing need for residential parking and called for a balanced approach.

4. Scheme Review

4.1. Purpose of review

- 4.1.1 It is a legislative requirement for Local Authorities responsible for managing the road network in their respective boroughs under the Traffic Management Act 2004 to review parking schemes on a regular basis, and not just after implementation.
- 4.1.2 The aim of ongoing reviews is to assess their operation and consider feedback that has been received from all key stakeholders that may provide cause for amendment to improve the operation of a scheme for the benefit of all stakeholders.
- 4.1.3 Feedback identifies a need to overcome the disparities within the current residential parking schemes by ensuring consistency between zones and the number of permits issued per household, and the hours and days of operation.
- 4.1.4 Pressure for free, on-street parking has worsened in areas close to transport hubs, off-street car parks and leisure facilities, especially in the evenings and weekends with the introduction of the new off-street parking charging periods and charges, with customers considering use of free residential parking areas instead.
- 4.1.5 Additionally, proposals to introduce on-street EV parking controls and any future proposals to consider parking charges on-street will also impact on resident parking permit zones.
- 4.1.6 Matters that have arisen through this feedback mechanism is the basis for the development of this policy.
- 4.1.7 As the Council is unable to guarantee permit holders a parking space on their road due to the limited kerb space available within zones, however via the proposed scheme and policy reviews it would make it easier for drivers to find a parking in the vicinity of where they live.

4.2. Scope of changes

- 4.2.1 The scope of the changes to the permit scheme in operation for Wokingham Borough Council that have been consolidated in this document include:

- A review of resident parking zone boundaries
- A rationalisation of the number of permits per household
- A review of resident's permit tariff structure
- A review of residents permit terms and conditions
- Introduction of resident visitor permits
- Standardisation for CPZ hours of operation
- Resident permit charges for pensioners
- A review of carers permits and the provision for our residents that require support
- A clear process for requesting and assessing new CPZ areas
- Create a policy that supports the balanced management of existing and future parking zones

5. Controlled Parking Zones

Controlled parking zones (CPZ) are designated areas where parking is regulated to manage traffic flow, ensuring fair access to parking spaces, reducing congestion, and improving road safety with resident parking bays that require a permit for parking.

5.1. Review of resident parking zone boundaries

5.1.1 Modifying the current street-specific CPZ model to a zonal/area-wide approach increases parking options for residents by balancing parking needs across a broader area, rather than specific roads which improves overall parking availability and reduces displacement parking.

5.1.2 An overview of the revised zone boundaries within Wokingham and Twyford town centres are shown in Figure 1 and 2 below. Overviews of other existing parking zone boundaries are shown in figures 3 to 5.

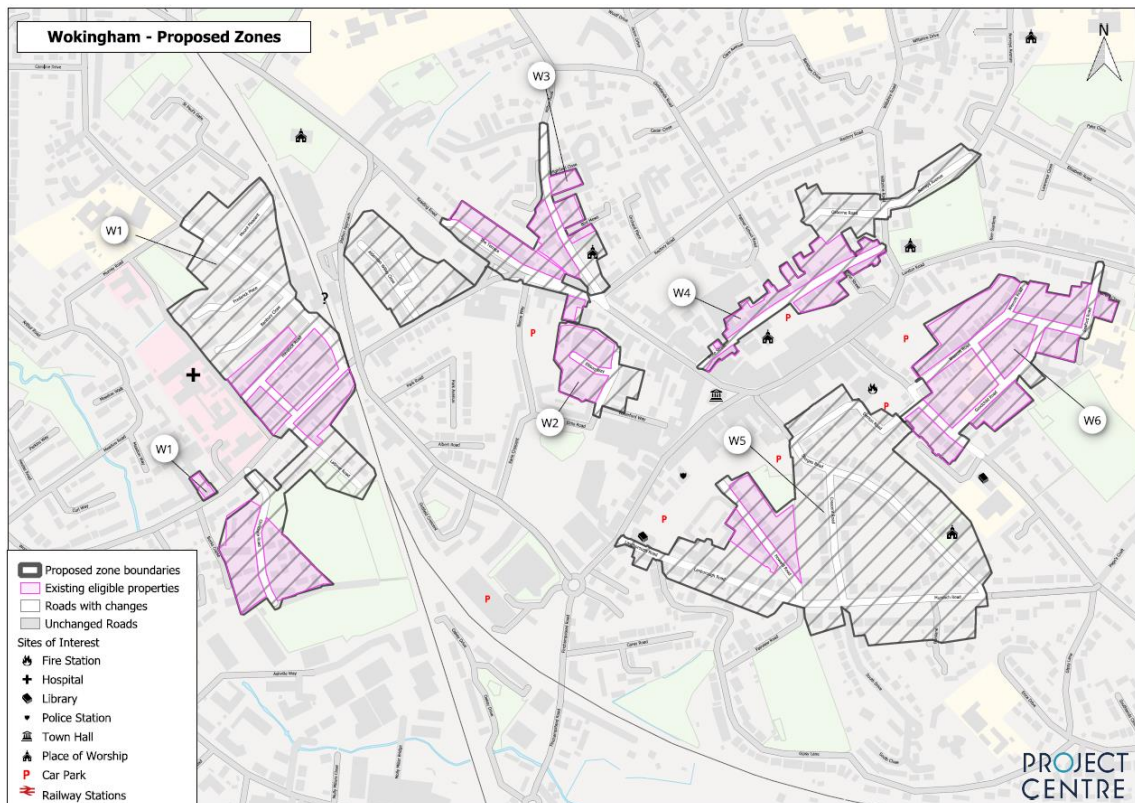


Figure 1 Wokingham Town – Proposed zone boundaries.

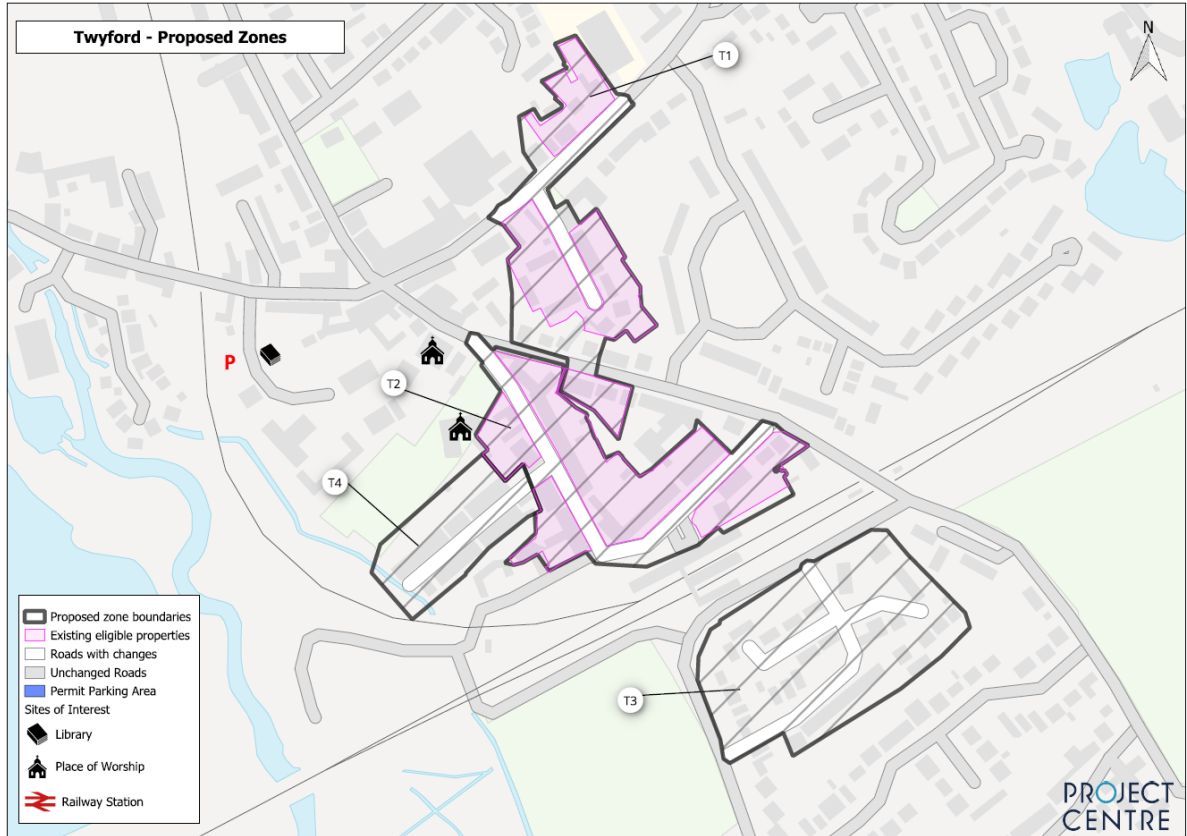


Figure 2 Twyford Town - Proposed zone boundaries.

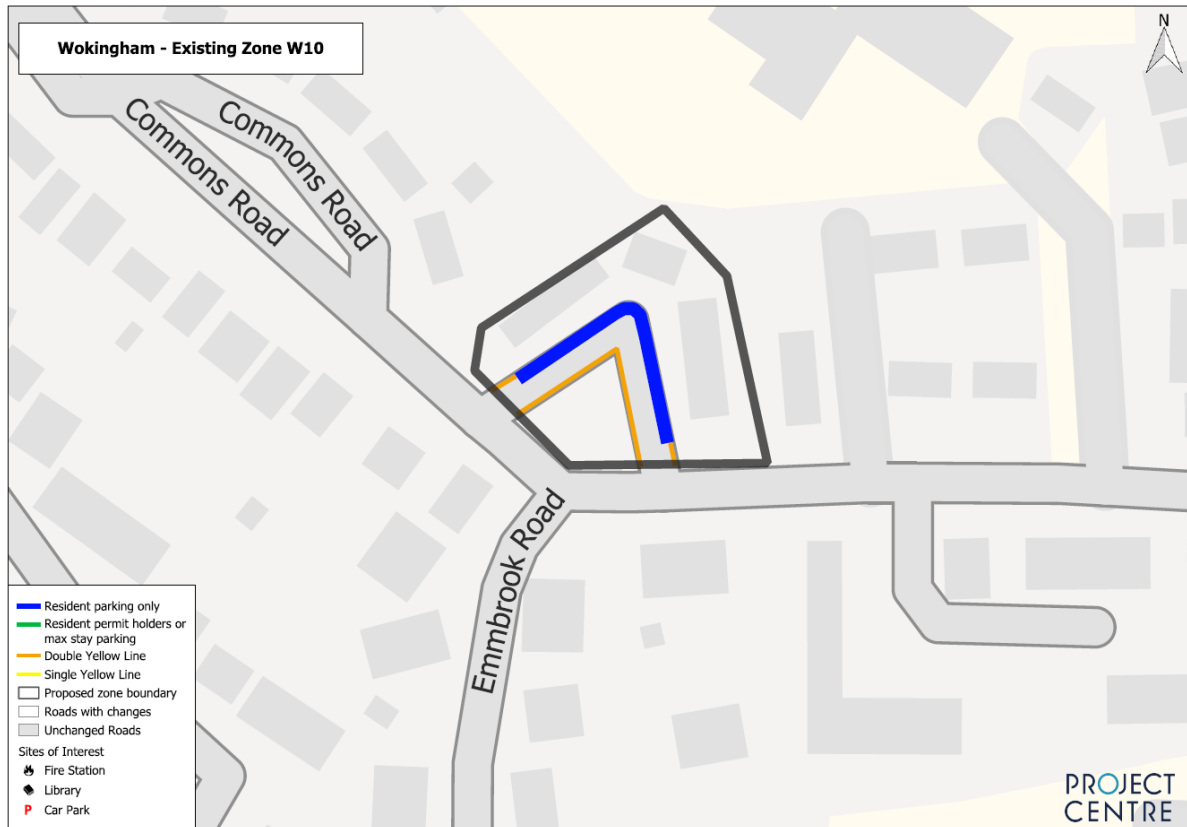


Figure 3 Wokingham Town (Emmbrook Road) – Zone boundary.

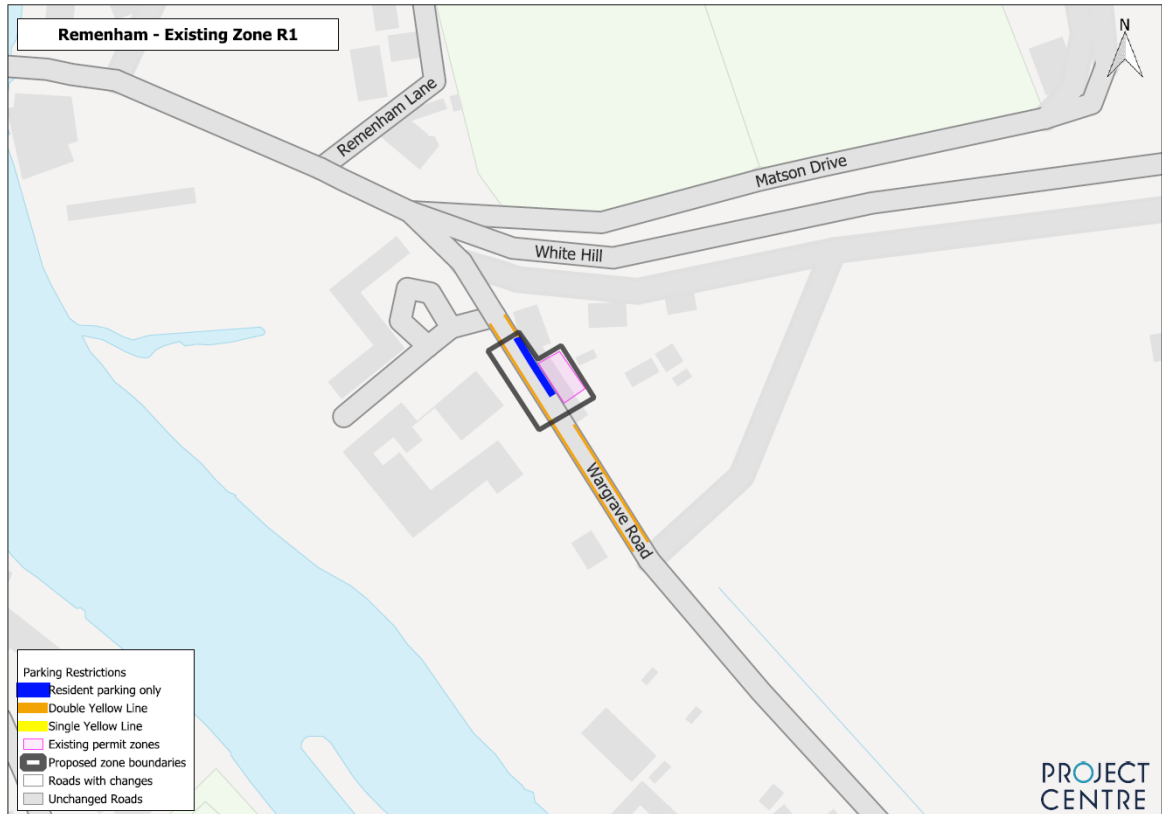


Figure 4 Remenham Town - Zone boundary.

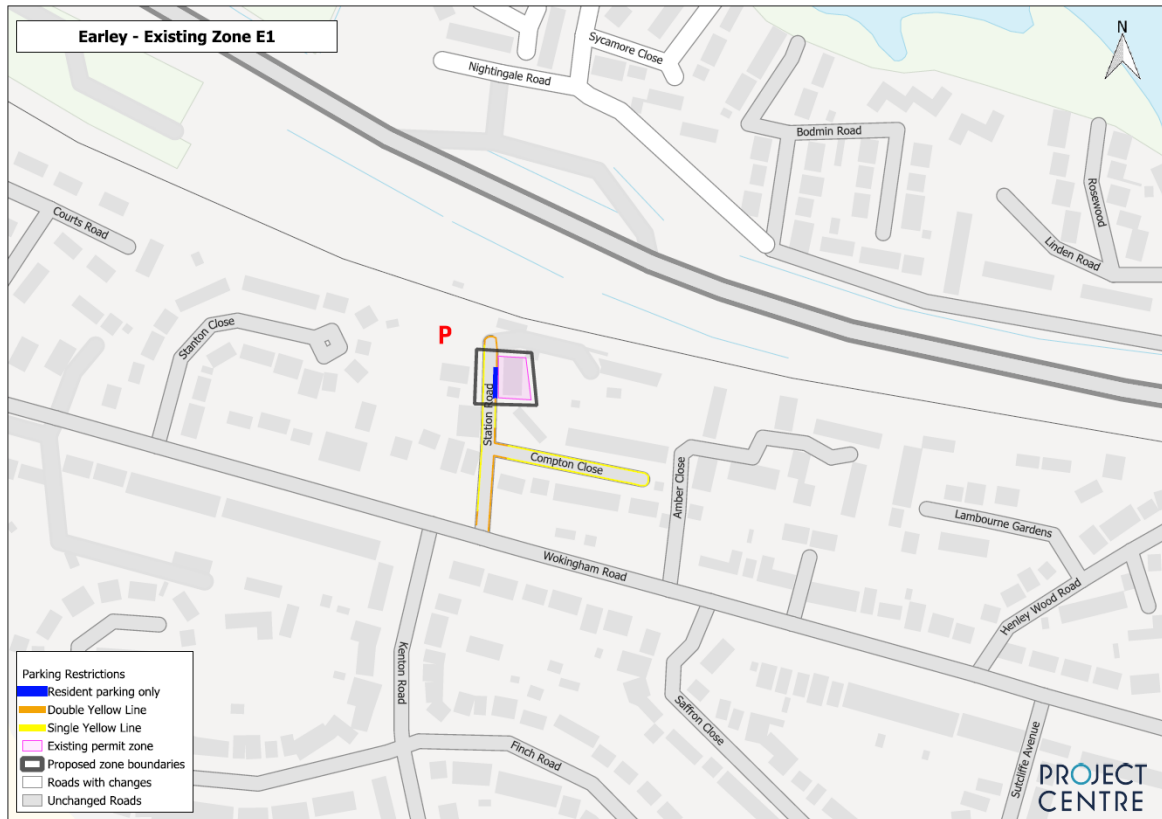


Figure 5 Earley Town - Zone boundary

5.2. Standardising CPZ hours

- 5.2.1 To improve customer satisfaction and to reduce confusion and inter-zone displacement, all resident parking bays within CPZs will now operate 24 hours a day 7 days a week. All other restrictions within CPZs excluding at any time restrictions will operate between 6am and 10pm to match hours within the Council's managed car parks.
- 5.2.2 In areas where capacity allows, shared limited short stay parking with hours of 6am to 10pm will be made available in high parking demand areas such as around stations, town centres and close to local businesses to cater to visitor parking.

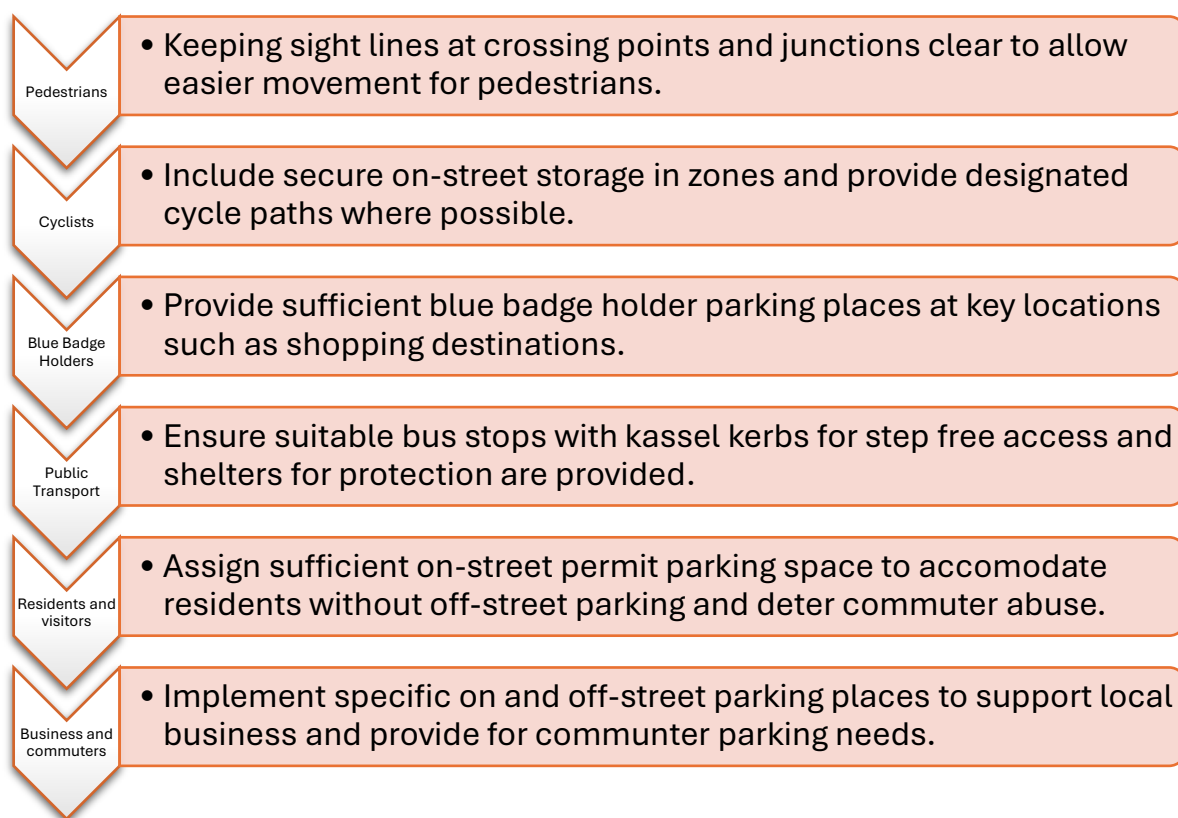
5.3. Requesting a new CPZ

- 5.3.1 To ensure a uniform approach to requesting and establishing a need for CPZs is established, the Council will be devising a clear process to help determine the need for CPZs across areas that require them.
- 5.3.2 For a new CPZ to be considered, the Council or residents will have to demonstrate support from a minimum of 40% of residents in an area. Capacity studies must also show that 60% or more of existing kerbside is currently or forecasted to be utilised across the proposed area before a review or scheme will be progressed.
- 5.3.3 This is especially essential across key areas such as train stations and town centres.

5.4. Prioritising Kerb space

- 5.4.1 The Council must consider the impact occupancy has on parking stress in all areas throughout the borough of Wokingham when prioritising kerbside space for road users and how it affects residents and visitors.
- 5.4.2 When developing new CPZs the Council considers the safety of the most vulnerable road users to be of paramount importance and will design schemes in accordance with the hierarchy of need.

Hierarchy of Need



5.5. Designing the Kerb space

- 5.5.1 To reflect the needs of road users as outlined in the road user hierarchy, and to support the Council's wider ambitions such as promoting walking and cycling, the default approach to designing parking restrictions within Controlled Parking Zones (CPZs) will be to place all restrictions wholly on the highway.
- 5.5.2 This approach provides a consistent and legible layout, making it easier for drivers to comply with restrictions and helping to reduce instances of inconsiderate or obstructive parking.
- 5.5.3 However, the Council recognises that some areas of the borough may not be suitable for standard on-street markings and signage. In these exceptional cases, alternative design approaches may be adopted such as Permit Parking Areas (PPAs) or Restricted Parking Zones (RPZs) to provide greater flexibility while preserving the local character and streetscape.

Residential vehicle crossovers

- 5.5.4 Residential vehicle crossovers (dropped kerbs) reduce the availability of usable kerbside space by removing sections where on-street parking would otherwise be possible.
- 5.5.5 In areas with limited kerb space and high parking demand, this reduction can significantly worsen parking pressures by limiting the flexible, shared use of the street for local residents.
- 5.5.6 To ensure a fair and consistent approach, all requests for new crossovers within Controlled Parking Zones will be assessed in line with the Council's overarching [Crossover Policy and Terms & Conditions](#).
- 5.5.7 Applications will be considered on a case-by-case basis, taking into account:
- The existing level of kerbside availability;
 - The number of permit holders in the area;
 - The potential impact on the equitable use of the kerbside.
- 5.5.8 Where the introduction of a crossover would result in a net loss of valuable kerb space that cannot be reasonably mitigated, permission may be refused in the interest of protecting communal access to limited public space.
- 5.5.9 This policy approach supports several of the Council's broader parking objectives, including:
- **Maximising the efficient use of public highway space**
 - **Encouraging more sustainable modes of transport**
 - **Maintaining an attractive and accessible streetscape**
 - **Upholding fairness in how limited kerbside space is allocated and managed.**

6. Resident Parking

Over the past four years, residents' parking demands and on-street parking patterns have evolved, creating disparities within the current schemes and policies. These disparities have highlighted the need for a review to ensure consistency and effective management of parking across Wokingham Borough Council.

The changes to parking permits through this policy aim to create a more equitable system and support the Council's statutory duty to manage parking on the highway network effectively.

Other options considered for resident permits included;

- Limiting the number of resident permits to a maximum of 1 permit per household to better manage kerbside use across all areas
- Issuing variable amounts tailored to the area parking demand and capacity (higher demand areas limited to one permit and lower demand areas issued a maximum of two)

These options were not pursued, as benchmarking against industry best practice and the implementation of an eligibility criteria and tiered pricing demonstrated better effective controls over the number of permits issued per household.

Additionally, the discounted options would not reflect current resident car ownership levels in Wokingham and would not align with key objectives of the policy, which include promoting a fair and consistent approach to resident permits across the borough.

6.1. Resident permit allocation and eligibility

6.1.1 To fairly manage kerbside demand, the number of permits available to each household is based on kerbside availability in the area as well as industrywide best practice.

- In line with the benchmarking review, it is proposed that households without off-street parking may apply for up to two permits. Permit eligibility will be reduced based on the number of off-street parking spaces available to the property, including garages. For example, a household with one off-street parking space would be eligible for one permit, while households with two or more off-street parking spaces would not be eligible for any permits.
- Off street parking spaces in line planning guidance is defined as a dedicated vehicle space provided on or located close to a residential property and of minimum area size of 12m². This will

include either driveway, car park spaces with a minimum area size of 12m² and garages with a minimum outer area size of 18m².¹

- Permit pricing will be aligned with industry standards and best practice and will reflect both the demand for kerbside space and its relative value across Wokingham Borough.
- In town centres and other high-demand areas, where kerb space is limited and competition for access is greatest, higher permit prices will be applied to encourage efficient use, manage demand, and support wider transport and environmental objectives.
- A tiered pricing structure will be introduced for resident permits, with the second permits priced at a higher rate.
- This approach helps to manage kerbside demand more effectively by promoting more equitable access to limited space in high-pressure areas and supporting sustainable travel choices.
- Virtual permits will allow a max of 3 vehicles listed but only 1 vehicle can be active on the permit and must be active before use.
- Properties listed as House of Multiple Occupancy (HMO) (i.e. one address but multiple occupants). Will only be eligible for a max of 2 permits for the property, which tenants may apply for on a first-come, first-served basis. Subject to any off-street parking.
- Each disabled badge holder is entitled to 1 free resident permit. If there are 2 vehicles in a household and both have blue badges, they would each be entitled to a permit up to a maximum of two per household.
- The Council is unable to guarantee permit holders a parking space on their road due to the limited kerb space available within zones however via the policies proposed above, it would make it easier for drivers to find a parking in the vicinity of where they live.

6.2. Application criteria for resident permits

6.2.1 The following documents are mandatory for proof of residency:

¹ [Managing Development Delivery Development Plan](#)

- A Council Tax for the current tax year, or proof of ownership or tenancy agreement in the applicant's name and;
- The vehicle V5C (logbook) showing the applicant as the registered keeper or a valid insurance certificate showing the applicant as the policy holder or a named driver for the vehicle a resident permit is being applied for.
- Proof of disabled badge (blue badge) linked to the property is required for disabled applicants.
- Residents with three or more unpaid or uncontested PCNs (Penalty Charge Notices) at Charge Certificate Stage issued by Wokingham may become ineligible for a permit, or any permit issued may be withdrawn, until the Penalty Charge Notices are paid in full.

6.3. Visitor Parking Permits

- 6.3.1 Visitor parking permits allow visitors to residential properties to park in marked residential parking bays for a limited period. They help manage parking spaces efficiently and ensure that visitors can park without inconvenience or penalty.
- 6.3.2 The visitor permit allocation and permitted length of stay considers and provides balance between providing access to the community, parking need and deterring abuse of the scheme.
- 6.3.3 Options for visitor permits are for short term parking such as 3hrs, or full day visitor permits issued based on industry best practice.
- 6.3.4 Options considered included a set number of 100 visitor permits for all eligible households, but this wasn't progressed due to high levels of parking stress and kerbside capacity in some areas meaning that the addition of a high number of visitor permits would further exacerbate limited kerbside availability in these areas.

6.4. Eligibility and usage

- 6.4.1 Eligibility for visitor permits is confirmed through proof that has been provided when setting up a resident's parking permit profile on the virtual permit platform.

6.4.2 Residents in parking zones with low kerbside demand are eligible to purchase visitor permits.

6.4.3 All properties registered in a resident parking zone are entitled to a maximum of 100 visitor permits per annum, capped to 50 in areas with high parking demand. High-demand areas are defined as locations where more than 80% of kerbside space within a Controlled Parking Zone (CPZ) is allocated to permit holders.

6.4.4 Options on hours for visitor permits are:

- 3 hours
- 6 hours
- 12 hours
- 24 hours

6.4.5 Visitor permits are available in virtual books of 25 visitor permits per quarter.

6.5. Resident and visitor permit pricing

6.5.1 Permit pricing will be set in line with benchmarking and demand for kerb space while balancing the need to manage parking stress by limiting the maximum number of resident and visitor parking permits available to each household in a qualifying zone.

6.5.2 The level of charges and availability of permits will be regularly reviewed based on feedback received from key stakeholders.

6.6. Payment and application process

6.6.1 Resident and visitor permits are only available from the virtual permit platform registered to a resident living within a resident parking zone.

6.7. Pensioners

6.7.1 Pensioner eligibility for resident parking permits will be aligned with the general permit policy to ensure consistency and fairness. Pensioners will now purchase resident permits at the standard prices under the standard terms and conditions. Council tax and proof of V5C ownership required as part of the application process.

6.8. Carers

6.8.1 As a result of feedback from Adult Social Care on how to improve and simplify the application process for carer permits to provide faster and more effective support for vulnerable community members, carer permits are now to be issued directly to carer organisations instead of individual residents. Family members who provide this care function will need to provide evidence of carer status of the family member for example: a letter from GP or social services to qualify.

6.8.2 All existing permits will remain valid until their expiry date.

6.9. Vehicle restrictions for resident permits

6.9.1 The vehicle must be registered at the address associated with the permit application and shown on the V5C Logbook.

6.9.2 Company or leased vehicles must be registered in the name of the permit applicant and show they can be used for personal purposes and are permitted to be kept at the applicant's home address outside of regular business hours corresponding to their type of work.

6.9.3 Motorcycles must have a valid permit when parked in a resident's zone.

6.9.4 The maximum size for all vehicles must not exceed 5.00 metres in length, 2.10 metres in overall height, and whose gross weight does not exceed 3,500 kilogrammes – the Maximum Authorised Mass (MAM) for the PLG class in the UK.

6.9.5 No trailer or caravans are permitted to be parked in a resident permit zone whether they are linked up to the vehicle using the permit or stand alone.

7. Periodic Review

7.1 This policy is subject to review on a 5 yearly basis, or as frequently as required as deemed by the Authority. If a review results in substantial changes that governs permit parking, key stakeholders will be notified and or consulted as required by law.