

## 7.1.2 RESIDENTIAL PARKING PERMIT POLICY

<b>Responsible Manager:</b>	Greg Talbot, Manager Community Safety and Amenity
<b>Responsible Director:</b>	Peter Panagakos, Director City Development

### RECOMMENDATION

#### That Council

1. **Notes that the existing Residential Parking Permit Policy (the Policy) is outdated and requires updating having regard to changes that have occurred over time with increased development and planning scheme changes.**
2. **Resolves to release the draft Residential Parking Permit Policy (Attachment 1) for community consultation in accordance with Councils Community Engagement Policy.**
3. **Notes that a report will be presented to Council for consideration following completion of the community engagement process.**

### INTRODUCTION

The purpose of this report is to seek Council's endorsement to commence community consultation on the newly developed Residential Parking Permit Policy. The Policy will replace the Residential Parking Scheme adopted by Council in 2015.

Changes in parking demand and statewide planning provisions, particularly those aimed at reducing reliance on private motor vehicles make it timely to undertake a comprehensive review as to how residential parking permits are managed in the municipality and develop a new Residential Parking Permit Policy for the municipality.

### COUNCIL PLAN STRATEGIC OBJECTIVES

#### **A council with good governance, strong leadership and community involvement in decision making**

A Council that provides governance and leadership for the benefit of our community through community engagement, advocacy, decision making, and action.

### BACKGROUND

The current scheme has been in effect since 2015 and needs to be updated and replaced with a new and enhanced policy to reflect changes (that have occurred and will occur) in parking within the municipality. The new policy is able to reflect current conditions and increased demand with on-street parking and to ensure that parking is managed sustainably and responsibly as the municipality grows, as well as have regard to changes and impacts that will flow from various State Government planning changes, such as changes to parking rates within planning schemes and the SRLA precinct planning/Activity Centre planning changes that have been/will be introduced.

Schedule 11 of the Local Government Act 1989 allows Victorian Councils the ability to manage parking through the establishment of permit parking areas.

### **Powers concerning parking (Local Government Act 1989)**

- (1) A Council may fix, rescind or vary—
  - (a) the days, hours and periods of time for which, and the conditions on which, vehicles may stand in a parking area in any highway or other parking area; and
  - (b) fees for any vehicles standing in a parking area and the manner of payment of those fees; and
  - (c) the fee for residents of any area which the Council sets aside as an area in which a resident parking scheme is to operate that allows a vehicle to stand in a parking area in any road in the area regardless of the fixed parking periods for that area.

The draft Residential Parking Permit Policy provides a clear, consistent, and equitable framework for managing residential parking permits within the City of Monash. It is acknowledged that parking is a limited and highly valued resource, and demand continues to grow due to population growth, urban development, increased housing density, expansion of activity centres, and shifts in travel behaviour.

This refined policy aims to:

- Ensure fair and equitable access to residential parking for eligible residents.
- Manage parking pressure in areas affected by increasing urban growth and commuter activity.
- Provide transparent eligibility criteria, processes, and responsibilities for residents and the community.
- Reduce misuse and improve responsible management of permits.
- Support balanced needs between residents, visitors, tradespeople, carers, and the broader community.

## **DISCUSSION**

Since the last review, significant changes have occurred in the way our community lives, travels and interacts with its environment, including changes to the Monash Planning Scheme. The evolving nature of public transport, urban development and housing needs, alongside shifts in community expectations and parking resources requires the policy to be refreshed and aligned with current realities.

As the municipality continues to grow, higher-density housing is expected to increase demand for on-street parking. To address this, Council must optimise the use of existing on and off-street parking and promote reduced car dependency where public transport options are available and promote a sustainable approach to parking for its future.

### **Recent Planning Scheme amendment**

On 18 December 2025, the Minister for Planning approved a significant change to the car parking provisions of all Victorian Planning Schemes which made changes to car parking rates and how these are assessed. This amendment introduced new mapping which identifies what 'category'

applies to a site and the category determines how much parking is required based on the site's Public Transport Accessibility Level (PTAL).

The table below outlines the four (4) new categories and the amended rates for residential development. Of note, a maximum parking rate is now specified for developments in Categories 3 and 4. The provision of more parking spaces than the maximum rate is not prohibited but now triggers a requirement for a planning permit.

	<b>Category 1</b> Minimum Requirement	<b>Category 2</b> Minimum Requirement	<b>Category 3</b> Minimum and maximum requirement	<b>Category 4</b> Maximum requirement
<b>Dwelling</b>	1.2 space to each dwelling	1 space to each dwelling	0 minimum spaces 2 maximum spaces to each dwelling	2 maximum spaces to each dwelling

For Monash around 42% of the municipality is in Category 1, 57% in Category 2 and 1% in Category 3. There are no areas in Monash that are in Category 4.

Compared with the previous car parking standards which generally required one space for one- and two-bedroom dwellings and two spaces for three-bedroom (or more) dwellings, with visitor parking in areas not well served by public transport. These changes are expected to result in less on-site parking being provided in new residential developments. This is likely to increase reliance on on-street parking, and the parking scheme and permit system will need to balance competing demands.

The below table summarises the current eligibility rules for residential parking permits and the proposed changes to the draft Policy. It sets out permit availability for eligible properties, what is proposed to change, and the practical impact for different dwelling and permit types.

### Current and proposed resident permit eligibility

<b>Dwelling Type</b>	<b>Current Eligibility</b>	<b>Proposed Eligibility</b>	<b>Impact</b>
Single dwelling site	A total of 4 permits available comprised of three free permits and a maximum of one additional permit at a cost of \$150pa	<ul style="list-style-type: none"> <li>Two free permits per dwelling</li> <li>Eligibility for one additional permit at a cost of \$150</li> <li>Introduction of a new single-use permit at a cost of \$10 each, intended for short-term</li> </ul>	Eligibility will be reduced from a total of 4 permits being available to a total maximum of 3 permits (two free permits and one additional permit at a cost) Single-use permits are available at a cost. These provide for short-term or

		or temporary needs such as moving house, trades, or visitor access	temporary needs such as moving house, trades, or visitor access will also be available
2-4 dwelling site	A total of two permits comprised of one free permit per dwelling and a maximum of one additional permit at a cost of \$150pa	No change other than the introduction of a new single-use permit at a cost of \$10, intended for short-term or temporary needs such as moving house, trades, or visitor access	Eligibility remains unchanged. A total maximum of 2 permits. Single-use permits are available at a cost.
Up to 6 dwellings across a 2 house site	A total of two permits comprised of one free permit per dwelling and a maximum of one additional permit at a cost of \$150pa	<ul style="list-style-type: none"> <li>• No permits issued to new developments</li> <li>• No change for properties that have received permits before. Existing permits will be retained</li> <li>• One free permit per dwelling (where eligible)</li> <li>• Eligibility for one additional permit at a cost of \$150pa (where eligible)</li> <li>• Introduction of a new single-use permit at a cost of \$10 each, intended for short-term or temporary needs such as moving house, trades, or visitor access</li> </ul>	<p>New developments will be ineligible.</p> <p>Properties that have been issued permits in the past will remain eligible.</p> <p>A total maximum of 2 permits where eligible.</p> <p>Single-use permits are available at a cost.</p>
5 or more dwelling site	No permits as of right. However, one free permit per unit is available in circumstances where blocks of older units (built pre-1995) have insufficient parking on site.	<ul style="list-style-type: none"> <li>• Existing permits will be retained</li> <li>• One free permit per dwelling (where eligible)</li> <li>• Introduction of a new single-use permit at a cost of \$10 each, intended for short-term or temporary needs such as moving house, trades, or visitor access</li> </ul>	<p>No change for properties where permits have previously been issued. New applications will be ineligible.</p> <p>A total maximum of 1 permit where eligible.</p> <p>Single-use permits are available at a cost.</p>
Student Accommodation / Boarding House	A total of two free permits per premises. No additional permits.	<ul style="list-style-type: none"> <li>• No eligibility for any permits</li> <li>• Existing permits will not be renewed</li> </ul>	Existing permit holders will cease to be eligible, and future applications will not be considered.
<b>Other Permit Types</b>			
Carers Permit	One permit available via application at no cost	No change where a person can demonstrate that they are a genuine carer of a person at the premises. Will be reviewed and applied for annually. There is no cost associated with these.	No change.

Resident Daily Permits – 10 vouchers	One booklet available every six months - \$50.00	<ul style="list-style-type: none"> <li>Discontinued</li> <li>Replaced by a new single-use permit at a cost of \$10, designed for short-term or temporary needs (e.g. moving house, trades, visitors)</li> </ul>	Replaced by single-use permits where up to 20 permits may be issued per calendar year at a cost of \$10 each.
Resident Daily Permits – 10 vouchers – Concession	One booklet available every six months - \$25.00	<ul style="list-style-type: none"> <li>Discontinued</li> <li>Replaced by a new single-use permit at a cost of \$10, designed for short-term or temporary needs (e.g. moving house, trades, visitors)</li> <li>Will have a reduced fee</li> </ul>	As above, this will be charged at a concession rate and is the same permit type as above.
Resident Permit – <i>Special Event Permit</i>	Up to 30 Special Event Permits per event – up to a max of 5 events p.a. First event – no cost for permits however a flat fee of \$52.50 per event.	<ul style="list-style-type: none"> <li>Up to five applications per calendar year</li> <li>Up to 30 vehicles per application. One time use per application</li> <li>First application free; all applications subject to fee</li> </ul>	Change to the extent that the first application will not be free and will be chargeable. A fee of \$75 will apply to each application, including the first application.
Single-use permit	New permit does not currently exist	<p>Designed for short-term or temporary needs (e.g. moving house, trades, visitors) at a cost of \$10 each</p> <p>Up to 20 per year.</p>	Consistent with the number previously available under the resident daily permit, but they are now issued individually as opposed to as a book of 10. Two books of 10 permits were previously available per calendar year at a cost of \$50 per book.
<p>NOTE:</p> <ul style="list-style-type: none"> <li>Permits will only be issued to an occupier of a premises. Absentee property owners are not eligible for permits. Other permit types are only available to properties who are eligible for a residential parking permit.</li> <li>All fees are for the initial year. Future fees will be considered as part of Councils annual budget process.</li> </ul>			

## **Rationale for changes**

### **Resident Permit – Single Dwelling site**

Single dwellings typically have the greatest capacity to accommodate vehicles on-site. Aligning permit entitlements supports more equitable distribution of limited on street parking for residents in higher-density dwellings, who have fewer opportunities for private parking. It is proposed to reduce the eligibility from three free permits to two free permits. The opportunity to apply for one additional permit at a cost will remain available.

There are currently 10,095 permits issued across 3,365 single dwelling sites. Under the proposed change to limit allocations to two permits per eligible property, the total number of residential parking permits issued (for this permit type) would reduce from 10,095 to 6,730. This equates to a

reduction of 3,365 permits, aligning supply more closely with demand while maintaining equitable access for residents. This approach aligns with Council's responsibility to manage public assets equitably by encouraging efficient use of private parking spaces and reducing unnecessary pressure on local roads.

Additionally, the increasing trend over the past decade towards subdivision and the transition from single dwellings to multi-dwelling developments has intensified competition for on-street parking spaces. Continuing to allow three permits per single dwelling risks further exacerbating parking congestion, particularly in neighbourhoods experiencing rapid growth and redevelopment.

By reducing the maximum number of permits to two, Council can help ensure a fairer distribution of available street parking, supporting access for all residents, including those in higher-density developments, visitors, and service providers.

#### **Resident Permit – 2-4 dwelling site**

No change is proposed for this dwelling type. Existing entitlements remain appropriate given the typical availability of moderate on-site parking and the relative density of these dwellings.

#### **Resident Permit – up to 6 dwellings across a 2 house site**

Properties that have been issued permits in the past will remain eligible and single-use permits will be available at a cost. It is understood that newer developments can and should provide for required on-site parking under the planning scheme, and therefore new developments will be ineligible for permits.

Amending this eligibility reflects current planning scheme expectations, reduces long-term street parking pressure, and supports a more sustainable and equitable permit framework.

When compared to a single dwelling (as these sites may have historically been titled as), these dwellings create a potential for an additional 18 vehicles to be parked on the street as opposed to one or two. With older developments, many of the garages are also substandard in size for modern vehicles. The retention of parking permits for older developments is also a recognition of this circumstance.

#### **Resident Permit – 5 or more dwelling site**

Larger multi-unit developments constructed after 1995 are typically required to provide adequate on-site parking for both residents and visitors. As such, these developments already have capacity to manage their parking needs without relying on Council issued permits. Retaining existing permits for builds pre 1995 ensures continuity for current residents, while preventing new applications avoids further growth in parking demand. Older developments may also have garages that are substandard in size for modern vehicles. The retention of parking permits for older developments is also a recognition of this circumstance.

#### **Resident Permit - Student Accommodation/Rooming house**

Student accommodation that requires a planning permit, generally includes a condition that is registered on title which states that parking permits will not be provided on the basis that there is adequate parking on-site and there is traditionally lower vehicle ownership rates. Student

accommodation and rooming houses typically accommodate a larger number of residents, often between four and nine bedrooms per property. Granting additional on-street parking permits for these dwellings' places significant pressure on local parking, potentially leading to congestion and reducing parking availability for other residents.

This is particularly evident in areas such as Clayton near Monash University, where a concentration of such properties could result in a disproportionate number of vehicles competing for limited street parking. Removing permit eligibility for these premises is necessary to maintain equitable access to parking for the broader community and to prevent localised parking issues.

The introduction of the Suburban Rail Loop (SRL) project features the development of a new underground train line from Cheltenham to Box Hill and the development of 6 new railway stations, including a station to the north of Monash University. The project is not due for completion until 2035, however in the future, students living in accommodation near the new Monash station may no longer need to park on surrounding streets, as they would have ready access to a train line for transport to jobs, entertainment and other activities that is further afield.

It may be that this alleviates some parking congestion in the future. Officers however believe that Council should no longer be supplementing lack of on-site parking provision and demand with on-street parking permits. This reflects the intent of the planning scheme where lower on-site parking rates are intended to reflect lower car ownership, and the premises are generally more accessible to public transport and other amenities including the relevant educational institution. Reducing permits may also continue to encourage residents of these premises to have a lower car ownership and have a reliance on other modes of transport.

#### **Resident Daily Permit vouchers and Special Event Permit**

Replacing the current Resident Daily Permit booklet with a single-use permit will allow permits to be issued individually on an as-needed basis, rather than as a booklet of vouchers. The total number of permits available is not proposed to change—only the method of issue. This change also provides a clearer distinction between permits intended for day-to-day short-term needs and the separate Special Event Permit process.

Introducing a single-use permit also supports stronger permit controls by reducing the potential for misuse, including unnecessary applications and on-selling. Single-use permits provide flexibility for temporary situations such as moving house, tradesperson access or short-stay visitors. Overall, the revised structure maintains reasonable community access while better aligning with operational requirements and complementing the broader suite of proposed permit changes.

#### **Current Permit Summary**

To October 2025, 14,130 residential parking permits exist within the municipality across 7289 dwellings.

<b>Permit Type</b>	<b>Permit numbers</b>
Properties with three Permits	10,095 across 3,365 properties
Properties with two permits (not including a rooming house)	348 across 174 properties

Properties with one permit	3612 permits
Rooming houses with two permits	210 permits across 105 properties
Carers Permits issued	100 permits across 90 properties
Additional Resident Parking Permits – paid (to existing permit holders)	88 Permits
Resident Daily Permits – 10 vouchers	Over the last 12 month period between October 2024-25, 1 permit has been issued
Resident Permit – special event permit	Over the last 12 month period between October 2024-25, 50 permits have been issued across two applicants.

### E-Permit system

Council intends to introduce an electronic (e-permit) parking permit system to improve the overall customer experience and modernise permit management. The e-permit system will provide permit holders with greater ownership and flexibility by enabling them to manage eligible vehicle details online, reduce reliance on physical permits, and support more efficient compliance monitoring. This approach aligns with Council’s commitment to uplifting and modernising technology services. Implementation is currently being explored, and eligible permit holders will be notified when the system becomes operational.

### POLICY IMPLICATIONS

There are no policy implications to this report.

### SOCIAL IMPLICATIONS

There are no social implications to this report.

### CONSULTATION

Community consultation will be undertaken by writing directly to current permit holders and directing them to the Shape Monash platform over a four-week period, supported by additional engagement activities where appropriate. Existing permit holders will therefore be directly invited to provide feedback, while the broader community will also have the opportunity to participate.

### HUMAN RIGHTS CONSIDERATIONS

Careful consideration has been given to ensuring that the *Charter of Human Rights and Responsibilities Act 2006* is not conflicted as part of creating the Policy.

The Charter of Human Rights and Responsibilities Act 2006 provides protection for property rights. This policy does not conflict with those protections, as it does not impose any restrictions on private property ownership or use. Additionally, the Charter safeguards freedom of movement. The policy aligns with this right, as any parking restrictions, such as the exclusion of heavy vehicles from residential streets, are implemented on reasonable and proportionate grounds, including considerations of safety and community amenity.

## **GENDER IMPACT ASSESSMENT**

A Gender Impact Assessment will be undertaken as part of this work because this policy is considered to have a direct and significant impact on the Monash community.

## **FINANCIAL IMPLICATIONS**

This report does not have any immediate financial impact. Any future consideration of fees and charges would be subject to Council approval through the budget process.

## **CONCLUSION**

The draft Residential Parking Permit Policy has been developed in accordance with the requirements of Councils Policy framework, and intended to replace the Residential Parking Permit Scheme, last adopted in 2015.

The proposed policy modernises the Residential Parking Permit framework by improving fairness, supporting compliance with planning controls, and ensuring long term sustainability of street parking. The proposed changes strike a balance between community need, operational practicality, and responsible resource management. The policy aims to enable a more consistent, equitable, and future focused approach to residential parking across the municipality.

The community will be asked for their feedback on the draft Policy, over a four-week period. Submissions received will be considered, and a report submitted to Council, outlining the consultation results, and including any relevant recommendations to assist Council's final considerations prior to adopting the Policy.

## **ATTACHMENT LIST**

1. Attachment One - Draft Residential Parking Permit Policy [**7.1.2.1** - 12 pages]



# Draft Residential Parking Policy



**OVERVIEW:**  
This Policy outlines guidelines and procedures for the management and use of residential parking permits across the City of Monash. It is essential for Council to have this Policy in place to ensure best practise, compliance, efficiency and equity relating to permit management.

**RESPONSIBLE MANAGER:** Greg Talbot - for the operational implementation, review, and interpretation of this Policy.  
**RESPONSIBLE DEPARTMENT:** Community Safety and Amenity

**APPROVED or RESOLVED BY:** COUNCIL  
**DATE:** [insert date approved/adopted]  
**EDNA NO:** [insert EDNA reference number]  
**REVIEW DATE:** [insert review date]



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## 1 Introduction

A Residential Parking Policy is established to outline the principles and procedures governing allocation and management of residential parking permits and aims to provide equitable guidelines for parking allocation to residents within the municipality.

Recognising that parking is a limited and highly valued resource, this Policy establishes a comprehensive framework to ensure fair, reasonable and equitable access to residential parking for eligible residents in designated areas.

This Policy defines the eligibility criteria for permits, outlines the process for permit application and renewal, and details the standards for responsible management of residential parking permits. Transparent and equitable rules are established to promote community understanding and compliance. The Policy aims to balance the diverse parking needs of residents, visitors and the broader community, and to support the efficient use of available parking spaces within the municipality.

## 2 Scope

The Residential Parking Permit Policy provides a robust and practical framework for the management of residential parking permits within the City of Monash. Recognising parking as a finite and highly valued asset, this Policy addresses the growing demand for parking spaces arising from ongoing urban development, expansion of activity centres, and increased commuter requirements. The Policy ensures that allocation and administration of permits are conducted in a manner that reflects the municipality's commitment to equitable, sustainable, and responsible parking management.

Policy objectives include:

- To manage parking equitably for the wider community.
- To support a balanced approach to access to parking via a permit scheme for eligible permit holders and their visitors.
- To allow eligible permit holders to have access to parking close to homes, where practical.
- To support fair, equitable and transparent management of parking permits and associated renewal processes (where applicable).
- To reduce permit misuse.

Types of Permits that may be include;

- Resident Parking Permits (whether paid or unpaid)
- Carer Permits associated within restricted residential parking areas
- Single-use permits
- Special event permits



### 3 Background

Council has the ability to manage parking through the establishment of permit parking areas under Schedule 11 of the Local Government Act 1989. For many years, Council has provided parking permits to residents, traders, staff, and other relevant stakeholders in response to the demands of a growing community.

With an estimated population of 210,000, Monash stands as one of the most populous municipalities in Victoria, and it is anticipated that this figure will rise to over 250,000 by 2041. As the second-largest employment destination in the state after Melbourne's Central Business District, Monash continues to attract new residents and businesses.

Population growth, substantial urban development and Planning Scheme amendments are expected to further increase demand for parking. This Policy outlines parking Policy framework and highlights the necessity for ongoing Policy review and adaptation to support the needs of the community.

The Policy also accounts for changes in the way our community lives, travels and interacts with its environment. The evolving nature of public transport, urban development and housing needs, alongside shifts in community expectations and parking resources has been accounted for.

### 4 Guiding Principles and Legislation

Guiding Policies and Legislation that have been considered when drafting this Policy include;

- The Council Plan 2025-2029
- Monash Integrated Transport Strategy and the Walking and Cycling Strategy
- The Local Government Act 1989 and 2020
- Road Safety Rules 2017
- Road Safety Act 1986
- Monash Housing Strategy 2014
- Monash Affordable Housing Strategy
- Monash Social Housing Framework
- The Monash Planning Scheme
- Monash Integrated Transport Strategy 2017
- Planning and Environment Act 1987

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*In generating this Policy, Council confirms that its development, implementation, and review comply with the overarching governance principles outlined in the Local Government Act. This Policy has considered the importance of engagement, strategic planning, financial management, transparency, and service performance.*

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## 5 Definitions

Word	Definition
Permit	Allows eligible residents to park in designated areas under specific conditions. This may be physical or digital.
LPN	Licence Plate Number
Eligible residents	Residents who meet the criteria to apply for residential parking permits
VicRoads	The relevant authority for vehicle registration in Victoria
Dwelling	A house, unit, townhouse or villa unless stated otherwise
Lot	The parcel of land as indicated in the certified plan of subdivision (e.g. land title).
Concession card holder	A holder of a Victorian pensioner concession card, A Veteran affairs concession card including a Veteran Gold Card, White Card or Orange Card issued by the Department of Veterans' Affairs (DVA).
Authorised Officer	Means a person appointed under section 224 of the Local Government Act 1989.
Residential area	An area that falls within a residential area under the Monash Planning Scheme.
Commercial area	An area that falls within a commercial area under the Monash Planning Scheme
LCV - Light Commercial Vehicle	A vehicle with two axles, cab-chassis construction, and a gross vehicle mass greater than 1.5 tonnes but not exceeding 4.5 tonnes.
HCV - Heavy Commercial Vehicle	A vehicle with a gross vehicle mass greater than 1.5 tonnes and/or buses with more than 12 seating positions (including the driver)

Table 1 – Definitions

## 6 Issuing of Permits

Permits under this Policy are issued for use in registered vehicles only. Registration includes those vehicles registered with VicRoads or the relevant Authority in any other State or Territory of Australia. However, registration does not include any temporary vehicle use permit issued by VicRoads or other Authority in a State or Territory of Australia (for example, trader plates). This approach is consistent with the legislative entitlements for the use of a vehicle on a road.

The Manager Community Safety and Amenity, the Director City Development or the CEO has the discretion to issue permits in exceptional circumstances and subject to demonstrated need.



## Permit types, eligibility and criteria

### Eligibility

Eligible residents can apply for a residential parking permit/s for the street in which they reside, or the nearest nominated adjacent street if the property is situated on the corner of two streets and is appropriate (i.e. not on a main arterial road).

Residential parking permits are transferable to visitors, including tradespersons which are designed for short term use.

Residential parking permits will allow permit holders to park in signed Permit Zones, and beyond posted time restrictions that are one hour (1P) or longer.

Where an application has been made and further information has been requested to continue assessment, a response must be received within 30 days of the request being made. Where no response is received by the applicant, the permit application for permit will be cancelled.

To ensure everyone has fair access to parking throughout the municipality, the number of permits issued to each household is determined based on the type of dwelling. This helps prevent overcrowding in streets where higher-density housing could lead to congestion, ensuring parking is available for residents and their visitors.

Eligible households will be limited to the number of permits available to them as outlined below.

*Table 2- Residential permit eligibility*

Dwelling Type	Description
Single Dwelling	Two free permits per dwelling and a maximum of one additional resident parking permit at a cost (maximum total 3). Single-use permits available at a cost
2-4 dwelling site	One free permit per dwelling and a maximum of one additional resident parking permit at a cost (maximum total 2). Single-use permits available at a cost
Up to 6 dwellings across a 2 house site	New developments post Policy start date are not eligible. Existing permits holders remain eligible for one free permit per dwelling and a maximum of one additional resident parking permit at a cost. Single-use permits are available at a cost (maximum total 2). Single-use permits are available at a cost.
5 or more dwellings on a site (pre 1995 build)	Developments post 1995 are not eligible for any permits, and new applications for permits for pre 1995 developments (where a permit has not previously been granted) are also ineligible. Existing



	permits holders remain eligible for one free permit per dwelling and single-use permits at a cost.
Resident Permit – Carers Permit	One permit available per eligible dwelling, via application at no cost.
Single-use permit	20 available per permit holder at a cost.
Single-use permit – Concession card holder	20 available per permit holder at a cost.
Special Event Permit	Can be issued up to 5 times in any calendar year for up to 30 permits (vehicles) on each occasion for one time use at a cost.

### Eligibility Criteria

To be eligible to receive a residential parking permit, the following criteria must be met:

- A person who applies for a permit must reside **at the property where the permit is being sought. Absentee owners are unable to apply for permits at properties they may own.**
- Permits will only be issued to residential properties where appropriate parking restriction signage exists.
- A residential dwelling is defined as being used solely for residential purposes. Owners who have vacant land will not be eligible for parking permits.
- Properties that have a mixed use, such as apartments on upper floors and shops on the ground floor, in a residential area or a commercial area, are not considered residential properties for the purposes of this Policy and are therefore ineligible.
- Properties within commercial and industrial areas, including multi-unit apartment complexes, are not eligible for residential parking permits, for example, residential apartments above The Glen Shopping Centre or M-City Shopping Centre.
- Permits are not valid for a boat, bus, caravan, trailer, taxi, motorhome or heavy commercial truck, or other vehicles designed to be towed or are earthmoving equipment (i.e. bobcat) or Heavy commercial Vehicles (HCV).
- Vehicles over 7.5 metres in length are not permitted to park in residential streets and will not be eligible for a permit.
- HCV - Heavy Commercial Vehicles include the following vehicles and are not eligible for Resident Parking Permits:
  - Vehicles with a gross vehicle mass greater than 4.5 tonnes; and
  - Buses with more than 12 seating positions (including the driver);
- As an exception, in the case of a removalist van being a long or heavy vehicle, as engaged in removal services for a resident of a property, the removalist van will be entitled to use an existing Residential Parking Permit for as long as is necessary to complete the removals service. Any person may apply for a Single-use Permit for the purpose of the vehicle providing a removalist service.
- Eligibility for a carers permit may require supporting documentation to be supplied



### Approved Supporting Documentation

Upon application, supporting documentation as proof of residency/occupancy must be supplied for consideration by an Authorised Officer.

Supporting documentation may include;

- A driver's licence, or vehicle registration papers with the applicant's name and address (change of address paperwork included)
- A utility bill which shows the service at the address with the applicant's name attached, or email/letter showing acknowledgement of the account set up (this must be not older than two months)
- A current, signed tenancy agreement with the applicant's name and address, or bond lodgement receipt
- A Monash Council rates notice.
- Carer permit applications may require supporting documentation to be provided for assessment.
- Supporting documentation may be subject to change from time to time as required.

### Additional Residential Parking Permits

- The eligibility for an additional permit is detailed in Table 2. There is no eligibility in any other circumstance.
- Eligibility to apply for residential parking permits at a cost is contingent upon holding an existing residential parking permit.
- Applications for additional permits must be submitted in accordance with established procedures and accompanied by payment as specified in Councils adopted budget.
- Residential parking permits issued at a cost are subject to annual renewal and payment of the prescribed fee.

### Single-Use Residential Parking Permits

Single-use permits are available for use for short -term or temporary needs such as moving house, trades, maintenance or visitor access. With a limited availability, it is open to a landowner/tenant to utilise these permits as they may require. These permits are available to applicants who are eligible for a permit under this scheme.

- Fees associated with single-use permits are determined and published in the Council budget on an annual basis.
- Single-use permits carry the same conditions as a resident parking permit.

### Carers Permits

Carer permits may be available to permit holders who have exhausted existing permit allocations, where a person may have need for ongoing care.

- Eligible permit holders must apply for carers permit and submit appropriate supporting documentation.
- Carers permits are valid for one year.
- The permit is issued to the resident, not the carer, allowing multiple carers to use it when providing in-home care.



#### Supporting Documentation in relation to Carers Permits

- A Victorian Carer Card or Victorian Companion Card
- Documentation from the appropriate government health body, or doctor indicating the requirement for health care of the resident by an external person or body.

## 7 Management

### Permit Holder Responsibilities and Permit Conditions

#### Licence Plate Numbers / Registration Plates

Where a licence plate number is required for a residential parking permit, it is the responsibility of the permit holder to ensure that the registration number provided is accurate and current.

All permits are the responsibility of the person to whom they are issued. Permit holders are responsible for ensuring that other users are aware of and adhere to the conditions of use of permits.

#### Renewal and permit expiry

Permit holders are required to monitor the expiry dates of all permits, noting that most permit types are valid for 12 months. Single-use permits may have differing expiry periods from other residential parking permit types. It is the responsibility of the permit holder to ensure that permits are renewed or reapplied for as necessary, and that all personal and contact information associated with the permit remains current. Where a tenant or owner moves out of a property where they hold a permit, the permit holder must advise Council and cancel their permit upon vacating.

#### Changes to Permit areas and Restrictions

Resident parking permit areas and associated parking restrictions and relative signage may be amended at Council's discretion, as determined by the Transport Engineering team. Permit holders must comply with any changes implemented by Council.

Residential Parking Permits are not valid in business or commercial areas. Permits are only applicable to the street or location listed on the permit.

Residential Parking Permits are not valid and cannot be used in the following locations:

- Streets other than those indicated on the permit
- Arterial roads (unless otherwise signed)
- Off-street car parks
- Restricted parking areas less than one hour in duration
- Clearways, Loading Zones, No Standing areas and any other area where parking is prohibited.
- In some areas zoned under Monash Planning Scheme (unless prior approval is granted by Council or as specified).



### Vehicle Eligibility

The issuance of a permit does not guarantee the availability of a parking space.

Permits are valid only for registered vehicles. Permits cannot be used for caravans, boats, trailers, buses, motorhomes, machinery (including but not limited to bobcats), or taxis. All permits must be issued to vehicles registered in Victoria or with the relevant registering authority in other Australian states and territories. Vehicles with temporary registration, such as trader plates or unregistered vehicle permits, are not eligible. Vehicles parked in residential permit areas must always display registration plates.

### Appeals Process

Any person who wishes to appeal a decision to cancel or not approve a permit application may do so in writing within 30 days of receiving notice of the decision.

### Lost or stolen permits / Permit misuse

A Statutory Declaration is required if a physical permit is lost, stolen, or not received in the post. This enables the permit to be cancelled to avoid potential misuse.

Permits must not be sold or transferred to another property and permits must not be duplicated in any way. Permits that are misused are subject to immediate suspension/cancellation of any issued permit(s) and possible enforcement action.

Falsely claiming a permit is lost or stolen may result in immediate suspension/cancellation (of any issued permit) and possible enforcement action.

Council reserves the right to suspend, cancel or withdraw a permit application or any permits where permits have been subject to misuse, fraudulent activity, repeated actions in conflict to any conditions to the permit.

## 8 Costs

Permits may be subject to applicable fees, which will be determined and reviewed as part of Council's annual budget process. All costs associated with permits will be outlined in accordance with the budget adopted by Council annually.

## 9 Gender Impact Assessment

Council has a legislative responsibility under the Gender Equality Act 2020 to conduct a Gender Impact Assessment (GIA) on all new policies, programs and services (and those that are up for formal review) which have a direct and significant impact on the community.

A Gender Impact Assessment will be completed following community consultation on this Policy.



## 10 Human Rights Considerations

Council must give proper consideration to human rights when making decisions. Proper consideration to human rights must be undertaken before a decision is made and may impact on people’s rights.

This Policy has been carefully reviewed to ensure it does not affect human rights.

## 11 Administrative Amendments

From time to time, circumstance may require minor amendments be made to this Policy. Where this does not materially alter the Policy, such amendments may be made administratively by the Chief Executive Officer.

Any amendment which materially alters the Policy must be approved by Council. This excludes where changes are made due to legislative requirements, such as changes to the Planning Scheme or other State Legislation.

## 12 Review

This Policy will be reviewed by Council in accordance with its Policy Framework. At the time of writing this will occur at four yearly intervals.

## 13 Superseded Policies

Upon adoption by Council, this Policy supersedes and replaces the following policies:

- Residential Parking Permit Scheme 2015

Any requirements previously contained within the superseded policy relating to residential parking permits are now governed by this Policy.

## 14 Document Version

Version Number	Date	Author	Reviewed By	Approved By	Comments
1.0	1/5/2026	Thalia Bennett	Greg Talbot	Council	
2.0					