



Supplement to Austroads Guide to Traffic Management

Part 11: Parking (2008)

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1. Introduction

1.1 General

All road agencies across Australia are working towards greater consistency between States/Territories in how road networks are managed. In order to achieve this, the Austroads Guide to Traffic Management and Australian Standards relating to traffic management have been adopted to assist in providing that level of consistency and harmonisation across all jurisdictions. This agreement means that these Austroads Guides and the Australian Standards are the primary technical references.

Austroads Guide to Traffic Management Part 11: Parking (2008) (AGTM Part 11) is a nationally agreed guideline document outlining the use of traffic control devices on the road network and has been adopted by all jurisdictions, including VicRoads.

All jurisdictions will be developing their own supplement to clearly identify where its practices currently differ and to provide additional guidance to that contained within AGTM Part 11. This document is the VicRoads supplement and shall be read in conjunction with AGTM Part 11.

1.2 How to Use this Supplement

There are two key parts to this document:

- **Classification of Supplement Information:** this table classifies supplement information as a Departure, Additional Information or both. This information assists with identifying its hierarchy in relation to the Austroads Guide.
- **Details of Supplement Information:** this section provides the details of the supplement information.
 - **Departures:** where VicRoads practices differ from the guidance in the Austroads Guide. Where this occurs, these differences or 'Departures' will be highlighted in a box. The information inside the box **takes precedence** over the Austroads Guide clause. The Austroads Guide clause is not applicable in these instances.
 - **Additional Information:** all information not identified as a departure provides further guidance to the Austroads Guide and is read and applied **in conjunction** with the Austroads Guide clause.

Where a clause does not appear in the body of this supplement, the Austroads Guide requirements are followed.

2. Classification of Supplement Information

The classification of each clause as a Departure, Additional Information or both is shown in the table below.

Clause	Classification
All Clauses	Departure
1.2	Departure
7.3	Additional Information
7.4	Additional Information
7.5	Additional Information
7.6	Additional Information
7.8	Additional Information
7.8.3	Additional Information
7.8.4	Additional Information
7.8.8	Additional Information
7.9.1	Additional Information
Attachment A	Additional Information

Australian Standard requirements are followed for clauses not shown in this table.

3. Details of Supplement Information

All Clauses

DEPARTURE

The Planning Schemes that apply to each Victorian municipality contain information relating to parking provision requirements, parking layout and dimensions for on-street and off-street parking, loading, bicycle parking etc. This material takes precedence over the AGTM Part 11 in matters requiring town planning approval.

Section 1.2 – Definition of Parking

DEPARTURE

The Australian Road Rules have been updated since 2007. In Victoria the applicable reference is now the Road Safety Road Rules 2009. In this supplement this document is referred to as 'the Road Rules'. References to a 'Rule' or 'Rules' in this Supplement are references to the relevant Rule(s) in the Road Safety Road Rules 2009.

Section 7.3 – Provision of Parallel Kerbside Parking

Parking Adjacent To Barrier Lines

When considering parking adjacent to barrier lines the following factors should be considered:

- if parking is permitted, can parking manoeuvres be made clear of through lanes
- the loss of capacity during parking manoeuvres if not completely clear of through lanes
- whether parking can be considered in advance of the restriction causing the barrier lanes and
- the safety of vehicles crossing the barrier line to pass a vehicle in a parking or unparking manoeuvre even though this is an unlawful manoeuvre.

Under Road Rules-Victoria Rule 208 parking adjacent to a barrier line is permissible as long as the vehicle is positioned at least 3 from the barrier line or as otherwise indicated by information on or with a parking control sign. As a consequence to restrict parking adjacent to a barrier line parking signs or yellow edge lines (refer to Road Rules-Victoria Rule 169) must be used.

Note that continuous single or double dividing lines are also known as barrier lines (refer to AS 1742.2:2009 Manual of uniform traffic control devices – Traffic control devices for general use, Clause 5.3.1).

Section 7.4 – Provision of Angle Kerbside Parking

The following requirements apply:

- Signs permitting angle parking are Major Traffic Control Devices (MTCDs) that require authorisation in accordance with Traffic Engineering Manual Vol 3, Part 2.2: Authorisation of Major Traffic Control Devices (2015) (TEM Vol 3, Part 2.2:2015) . Division 9 of Part 12 of the Road Rules permits kerbside angle parking on a road where either:
 - a road marking indicates an angle applies (i.e. the individual parking bays are marked at an angle) (Rule 210(1)) or

- the sign(s) associated with a parking area are inscribed with the word “Angle”, with or without numerals to indicate the most appropriate angle of parking (Rule 210(1)). *(Note: the Road Rules also permit use of the words “Angle Parking” instead of “Angle”. However AS 1742.11:1999 Manual of uniform traffic control devices – Parking control requires use of the single word “Angle”, as the letter ‘P’ above the word means ‘parking’. Regulation 18 of Road Safety (Traffic Management) Regulation 2009 requires parking control signs to conform with the requirements of AS 1742.11:1999, so the word “Parking” should not be included).*

In summary: if bays are marked, the option is available to delete the word “Angle”. If individual bays are not marked, then the word “Angle” must appear on the parking control signs, as set out in AS 1742.11:1999.

- All forms of angle parking present a greater hazard than parallel parking and, for this reason, approval for angle parking on or adjacent to roads is only given after consideration of the function of the road.

Generally, the use of angle parking is as follows:

- Arterial roads - Parking and manoeuvring associated with angle parking to be executed completely clear of through traffic lanes. A physical separation in the form of an outer separator should be made between the parking-manoeuving area and the through traffic lanes. Angle parking on these roads may be approved and it is preferable that the marked parking bays are physically protected as shown in Figure 1. The kerb extension should be approximately half a lane width to allow a smooth manoeuvre into the first bay. Allow for a parking and manoeuvring lane
- Local roads - The manoeuvring of vehicles for parking may encroach into through traffic lanes on that side of the centre line. It is desirable that the marked bays should be physically protected similar to the treatment shown in Figure 1. Angle parking is also used in local roads to supplement on road parking or, in conjunction with a Local Area Traffic Management (LATM) scheme, as a means of breaking up the open nature of a road. See Figure 2.

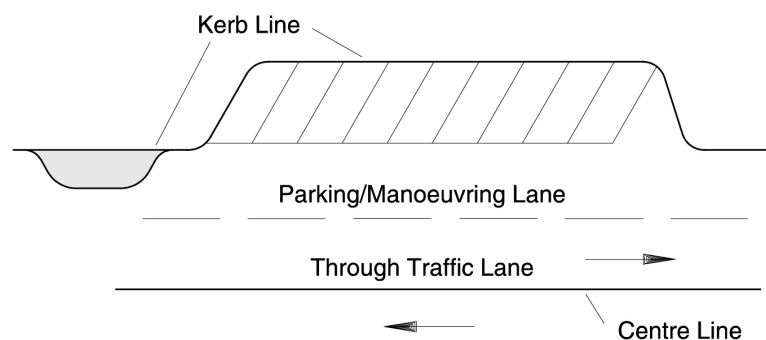


Figure 1: Angle Parking

All applications for angle parking will only be approved after consideration of the functional classification of the road. Where existing angle parking is inconsistent with these guidelines, the relevant road authority should consider modifying the existing layout and where appropriate as the opportunity arises, making alternative facilities available.

The minimum road widths required for the normal range of angle parking on local streets is given in AS 2890.5:1993 Parking facilities – On-street parking, Section 2.4.

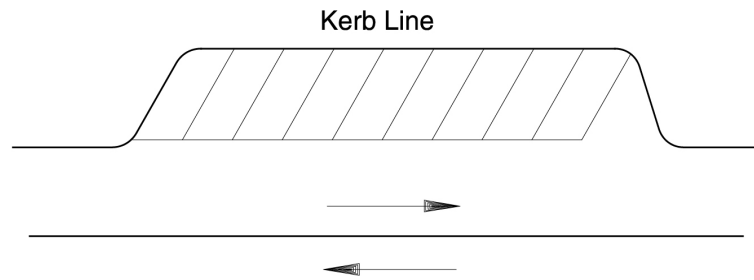


Figure 2: Angle Parking on Local Roads

The following guidelines should be observed for angle parking:

- The word “Angle” shall appear on all parking control signs, unless the parking bays are marked
- If it is required that vehicles park at an angle other than 45 degrees to the kerb, then the required angle shall be stated on the signs
- Linemarking of parking bays is desirable, particularly where the required angle is not 45 degrees
- Angle parking shall not be installed where visibility restrictions would create a hazardous operating environment such as on the inside of a bend or on a crest.

- 90° and 135° angle parking may be specified on the signs. If 90° parking is indicated, vehicles may park 'front in' (Rule 210(2)(a)) or 'rear in' (Rule 210(2)(b)). If 135° angle parking is indicated, vehicles shall be parked 'rear in'. Although provided for in Part 12 of the Road Rules, rear in angle parking is rarely used in Victoria. It is not favoured on major roads as rear in parking can disrupt traffic flow while the parking manoeuvre is carried out. Exhaust fumes from cars discharge onto the footpath, which can affect pedestrian amenity. There may be cases where rear in parking may be appropriate in off street parking areas; however signs permitting rear in parking are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

Section 7.5 – Provision of Centre-of-road Parking

Signs permitting parking at or near the centre of a road are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Rules 209, 210 and 212 of the Road Rules permit parking of vehicles at or near the centre of a road where parking signs have been erected.

Rule 212 requires that a driver shall not reverse out of any parking area established across the centre of a road unless signs permit it. For this reason VicRoads will not normally approve centre of the road parking at angles other than parallel or at right angles to the centre of the road.

The following factors should be taken into account when considering any proposal for centre of the road parking:

- width of road
- vehicle volumes
- vehicle speeds
- size of vehicles
- abutting land use
- safety of pedestrians and vehicles.

The most important factors are usually the width of road and vehicle volumes. Each proposal for centre-of-the-road parking shall be assessed in traffic engineering terms on a case-by-case basis.

Section 7.6 – On-street Regulatory Parking Restrictions

Major Traffic Control Devices

Schedule 1 of the Road Safety (Traffic Management) Regulations 2009 defines a number of parking controls as MCTDs, including Clearway signs and signs that permit parking where it would otherwise be prohibited under the Road Rules. In such cases the parking controls, being MTCDs, require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

Clearways

A clearway is a length of road between a 'Clearway' sign and either an 'End Clearway' sign, the end of the road or a 'Clearway' sign with different times. Rule 176 prohibits a driver from stopping on a clearway unless driving a public bus, public minibus and is dropping off or picking up passengers.

'Clearway' and 'End Clearway' signs are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

Generally, the purpose of a clearway is to provide road space for moving vehicles in preference to parked vehicles. This may include to improve safety (reduce parking-related collisions), alleviate traffic congestion, decrease tram and bus delays or to reduce overall disruption to traffic movements. Clearway times may reflect periods where the road capacity is an issue, or clearways may be installed for extended times, including at all times where there is a particular need to provide road space for moving vehicles or to enhance safety. Clearways are usually intended to be applied to Traffic Routes, including declared arterial roads and other important roads.

Clearways should not be established to control stopping along isolated lengths of road where No Stopping signs may be adequate. Clearways should generally be not less than 1.5 km long.

Indented parking may be permitted adjacent to a clearway where stationary and manoeuvring vehicles can be accommodated clear of marked through traffic lanes. The indented parking is signed for the type of parking allowed, separate from the clearway signing.

For details on the implementation and modification of clearways, refer to *Road Management Act 2004 Code of Practice* for Clearways on Declared Arterial Roads.

Clearway and End Clearway Sign Locations

A 'Clearway' sign is required at the start of a clearway. An 'End Clearway' sign is required at its finish, unless the road ends or the clearway is immediately followed by another clearway with different times of operation. These signs should be mounted to the left of the carriageway approximately at right angles to approaching traffic.

Intermediate (repeater) Clearway signs should also be erected within 100 m of the departure side of all intersections of major significance. The interval between consecutive Clearway signs should not exceed 600 m. These are also mounted approximately at right angles to approaching traffic.

Clearway Control Sign Locations

The linear parking control signs which accompany the Clearway and End Clearway signs and which are required to be installed at intervals along a clearway are called 'Clearway Control' signs (see Figure 3). They are mounted approximately at 30 degrees off the kerb, in the direction to be seen by approaching drivers. Figure 4.1 in AS 1742.11:1999 shows an example of how the three types of signs are used.

Clearway control signs should be provided along the route at a spacing of 75 m, as per AS 1742.11:1999, Appendix B. Where other parking controls are applicable outside clearway times multiple panel signs which include the Clearway Control sign are used. The clearway restriction, usually being the most important one, should be above the other panels.



Figure 3: Clearway Control Sign

RED: Background shape for 'C', legend and arrow WHITE: 'C' & Background

Stopping / Parking In or Near a Safety Zone

Signs permitting parking next to or within 10 m of a safety zone are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.22015. Rule 190 of the Road Rules refers to stopping controls near safety zones. The 10 m is measured from the ends of the safety zone.

When considering parking near a safety zone the following factors should be considered:

- On arterial roads, the loss of capacity during parking manoeuvres
- At least 5.0 m - 5.5 m of carriageway, measured face to face of the kerb, is available to allow the movement of vehicles past a stopped vehicle
- Maintain consistency in an area by either allowing or prohibiting parking near a safety zone.

Parking Near a Traffic Island

Unless otherwise indicated on a parking control sign, Rule 208(6) allows a vehicle to be parked on a road with a median or dividing strip providing that at least 3 m of road is available for moving traffic.

Signs Permitting Parking Within or Near to an Unsignalised Intersection

Rule 170 of the Road Rules covers parking in or near an unsignalised intersection. Signs permitting parking within the distances specified in Rule 170 of an intersection are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

To increase on-road parking it may be feasible to permit parking to occur inside the statutory limit of 10 m from the intersection. As the 10 m is measured from the edge of the road, a reduction in the 10 m statutory no stopping area can be considered:

- at intersections on one way streets
- where indented parking is provided
- where the reduction does not impair pedestrian safety.

In permitting parking within 10 m of an intersection, consideration should be given to access requirements of emergency and service vehicles.

The kerbside areas marked in Figure 4 are six intersection situations where parking inside the 10 m limit may be permitted. Signs permitting parking within these areas or within an intersection are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Stopping within an intersection may be allowed only under exceptional circumstances, given that an intersection is generally defined as the area where the trafficable roadways intersect.

At a T-intersection without traffic signals, parking is permitted along the continuous side of the continuing road under Rule 170(3)(b). To prohibit parking in this situation No Stopping signs are required. At an intersection controlled by traffic signals this does not apply: stopping and parking are prohibited by the Road Rules.

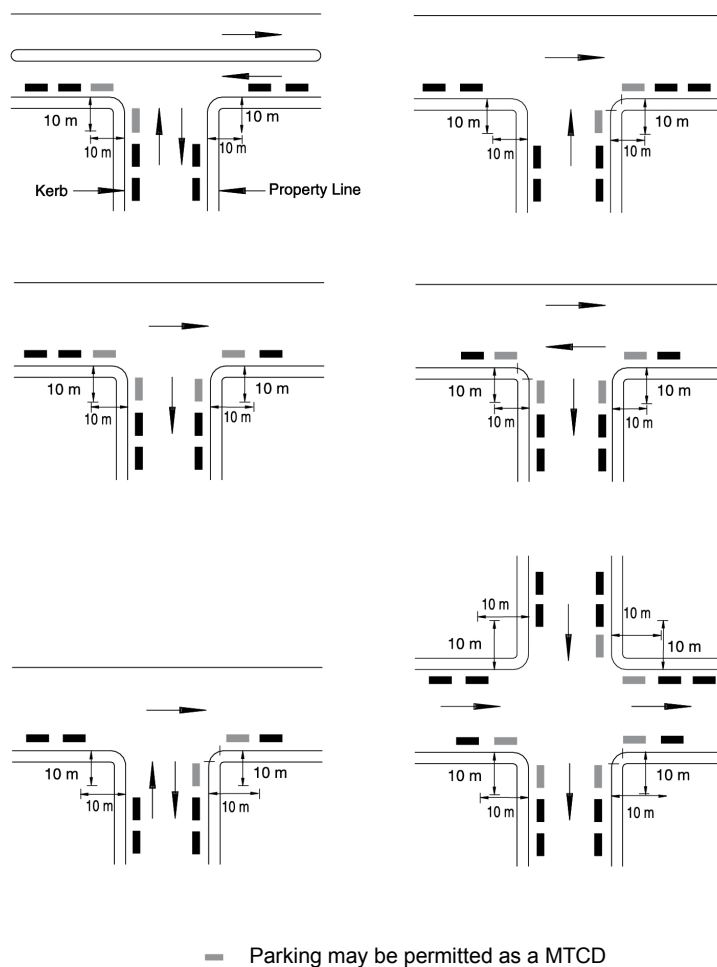


Figure 4: Examples of Permitted Parking Within 10 m of an Unsignalised Intersection

Note: On roads which are not kerbed the distance is measured from the outer edge of shoulder, or the edge of traffic lane where no shoulder exists.

Signs Permitting Parking within the Statutory Limits at a Pedestrian Crossing or Pedestrian Operated Signals

Signs permitting parking within 20 m before and 10 m after a pedestrian crossing, or 10 m before and 3 m after pedestrian operated signals are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Refer to VicRoads' supplement to AS 1742.10:2009 Pedestrian control and protection, Clause 6.2 and Rules 172 and 173.

Design plans for mid-block pedestrian facilities should include details of no stopping zones required under the Road Rules. No stopping restrictions will normally be signposted on both approach and departure sides for the distances specified above. The purpose of these restrictions is to ensure that a driver's view of a pedestrian entering the crossing and/or the signal display is not obstructed by the presence of vehicles stopping at the kerb. Only in exceptional circumstances will VicRoads approve of signposting which allows vehicles to stop or park closer than the above distances to mid-block pedestrian signals on a two-way carriageway. This may be appropriate where indented parking is provided up to the stop line as for children's crossings, see Figure 5.

On the departure side of a pedestrian facility on a one way carriageway a 6 m no stopping area is desirable to allow a vehicle waiting for another to vacate the end bay to be clear of the crossing.

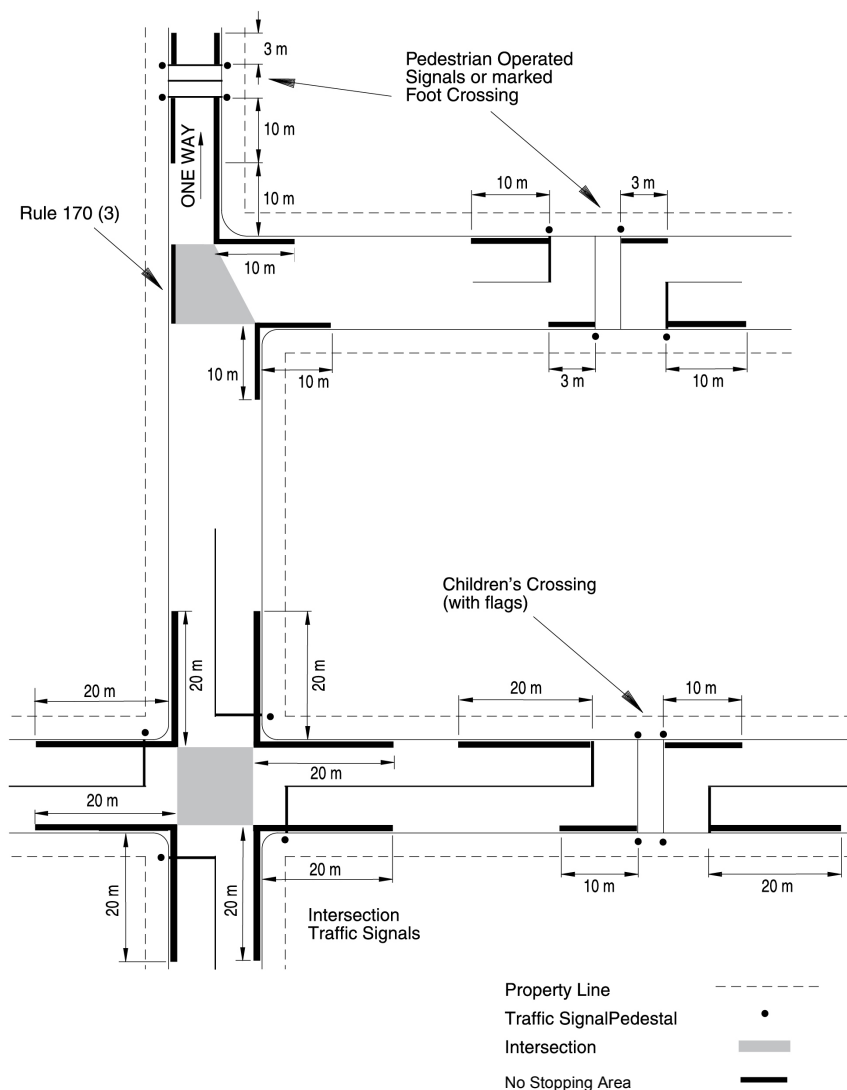


Figure 5: Parking Restrictions at Intersection and Pedestrian Operated Traffic Signals

Signs Permitting Parking within 20 m of Intersection Signals

Signs permitting parking within 20 m (approach side and departure side) of an intersection controlled by traffic signals are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Refer to Rule 170(2).

The presence of vehicles stopping at the kerbside close to traffic signals at an intersection can seriously affect the efficiency and safety of the intersection. The determination of the distances for which no stopping restrictions are required is an integral part of the traffic signal design process. In some cases Councils wish to retain as much kerbside parking space as possible and so far as is practicable, this is taken into account (see Figure 5).

Stopping or parking within 20 m on an approach to intersection traffic signals may be permitted where the presence of vehicles stopping within this distance would not have an adverse effect upon the safety or efficiency of traffic operations at the intersection. Parking may be appropriate if indented parking is provided.

Where approval relating to any of the above is granted, it requires signposting with a permissive parking control sign to over-ride the statutory restriction. It is not sufficient to erect only a No Stopping sign with its arrow pointing towards the intersection or signals, at a point closer to the intersection or signals than the statutory no-stopping distance.

Rule 170(3) prohibits stopping within 10 m of an intersection without traffic signals.

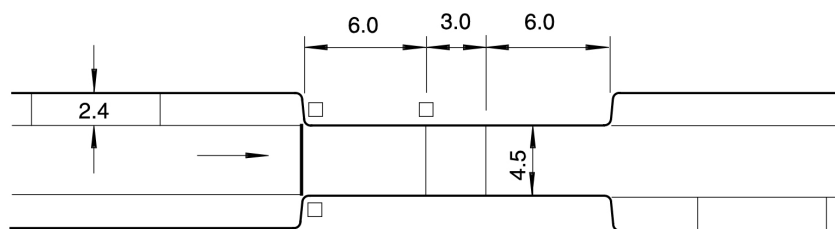
Signs Permitting Parking within the Statutory Limits at a Children's Crossing

Signs permitting parking within the 20 m on the approach side and 10 m on the departure side of a children's crossing (see Figure 6(a) and (b)), are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Refer also to VicRoads' supplement to AS 1742.10:2009, Clause 7.2 and Rules 172 and 173.

Where there is a shortage of on-road parking in a road containing a school crossing, parking may be augmented by narrowing the road by kerb extensions at the crossing. If the kerb extensions are provided, indented parking may be allowed inside the statutory 20 m no parking zone. Kerb extensions shall be provided such that the parking area created is fully indented relative to the crossing and drivers have unobstructed sight lines to children waiting to cross. In all cases due care should be taken to ensure that adequate carriageway width remains through the crossing consistent with the nature of the road.

Parking should not occur closer to the crossing than shown in Figure 6.

(a) One-way carriageway



(b) Two-way carriageway

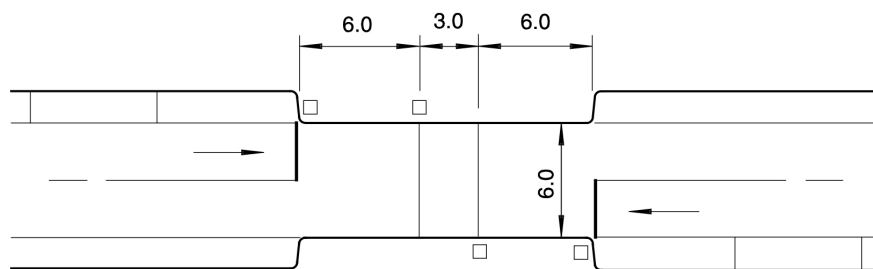


Figure 6: Indented Parking within Statutory Limits at a Children's Crossing

Parking adjacent to a median or on the right side of a one way service road adjacent to an outer separator

A parking bay or a sign permitting or directing parking to the right side of a one way road that has a dividing strip immediately to its right are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Refer to Rule 208

This type of parking generates potentially hazardous movements to and from vehicles and additional pedestrian movements across the road. Vehicles moving into and out of 'against the median' parking may also constitute a hazard for other traffic moving along the road. Hazardous conditions due to restricted sight distance may also arise if median parking is allowed in close proximity to intersections.

The following factors should be considered when considering parking against a median:

- On arterial roads, the loss of capacity during parking manoeuvres
- On collector roads, at least 5.0 m - 5.5 m of carriageway is available between parking to allow movement of vehicles past a stopped vehicle
- The need to maintain consistency in an area by either allowing or prohibiting parking against a median.

No Stopping Signs Erected at or Near the Centre of Road

No stopping signs erected at or near the centre of a road are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Unless permitted by signing under Rule 208, vehicles (other than trams) may only be left standing on a road if they are parallel to, and as close as practicable to the left boundary of the road, on a two-way road (or either boundary in the case of a one-way road).

Parking may be permitted in the centre of a road, e.g. in a “median strip parking area”. Rule 209 deals with parallel parking, Rule 210 deals with angle parking (in this case 90° angle parking) and Rule 212 deals with entering and leaving a “median strip parking area”.

Signs Permitting Rear In Parking

Signs permitting rear in parking are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. See the final dot point of Section 7.4 – Provision of Angle Kerbside Parking, above for additional advice.

Parking Adjacent To Barrier Lines

Rule 208(6) prohibits stopping within 3 m of a continuous dividing line (or a dividing strip), unless permitted by a parking control sign. Rule 208(12) defines a continuous dividing line as either:

- a single continuous dividing line, or
- a single continuous dividing line to the left or right of a broken dividing line, or
- two parallel continuous dividing lines.

Signs permitting parking or stopping within 3 m of a continuous dividing line, or a dividing strip, are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

The only circumstances where these signs may be authorised are:

- The road is used only by cyclists and the parking control signs restrict parking to bicycle parking and there is sufficient room for the likely volume of bicycles to pass without having to cross the dividing line
- The parking control sign permits only buses to stop and the buses stop only to pick up or set down passengers and the dividing line is a broken dividing line to the left of a single continuous dividing line.

If it is proposed, as part of a LATM scheme, to require general traffic to stop behind a stopped bus at a bus stop, a kerbed dividing strip should be used. Reliance on a continuous dividing line is unlikely to be successful.

Loading Zones

Under Rule 179, a person must not stop a vehicle in a Loading Zone unless the vehicle is a bus, taxi, truck, or other approved vehicle and is engaged in activities permissible by Rule 179 (i.e. engaged in taking up or setting down passengers or goods).

Courier and business delivery vehicles must have either a business name or the word courier in permanent letters at least 50 mm in height on both sides of the vehicle. Window signs or magnetic signs are not acceptable.

A time limit of 30 minutes applies in a Loading Zone unless a different time is inscribed on the zone sign. Refer to Rule 179(2).

Bus Stops, Bus Zones and Minibus Zones

Although Minibus Zones are mentioned in the Road Rules, they are not included in AS 1742.11:1999. Regulation 18 of the *Road Safety (Traffic Management) Regulations 2009* requires that parking control signs erected in Victoria must conform with the requirements of AS 1742.11:1999. Thus Minibus Zones cannot be used in Victoria. If it is desired to provide a kerbside area for only minibuses, then the options are to use No Stopping signs with the user limitation 'MINIBUSES EXCEPTED' or to use BUS ZONE signs with the user limitation "MINIBUSES".

Without signs, the statutory no stopping distance at a bus stop is 20 m before the bus stop sign and 10 m after the bus stop sign. Any signs permitting parking within these distances are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015. Refer to Road Rule 183.

Where a bus bay is provided and signs are required, BUS ZONE signs are located at each end of the bus bay. VicRoads Standard Drawings For Roadworks - Access and Stopping Bays - SD 2071 - B - Indented Bus Bay shows the length of indented bus bays and bus stops.

Refer to 'Parking Adjacent to Barrier Lines' above regarding a bus stop close to a continuous dividing line.

Tram Stops

As described in Rule 196 stopping is not permitted within 20 m on the approach side of a sign indicating a tram stop, unless permitted by signing. Signs permitting parking within the 20 m distance are MTCDs that require authorisation in accordance with TEM Vol 3, Part 2.2:2015.

Refer to 'Stopping / Parking In or Near a Safety Zone' above regarding safety zones.

No Stopping on a Road with a Yellow Edge Line

Rule 169 requires that a driver shall not stop at the side of a road marked with a continuous yellow edge line. The restriction applies behind the line as well as in front of it.

Tow Away Powers

Police Tow Away Powers

Under the Road Safety Act 1986 section 63A, Victoria Police has powers to tow away vehicles under certain circumstances, including vehicles blocking road openings and private driveways.

Tow Away Routes

Tow-away is a power of a road authority. The Road Management Act 2004, Schedule 4, Clause 5, empowers a state road authority (e.g. VicRoads) to remove vehicles from a state road under certain conditions, generally when a vehicle is causing an obstruction or a safety hazard. This power may be used in cases of serious incidents or emergencies, as a discretionary action i.e. the road does not need to be designated for tow-away nor signed in such cases. VicRoads may tow-away vehicles that are 'unlawfully parked or left standing in an area designated by the Minister' on a more regular schedule.

In general VicRoads seeks designation of road areas for tow-away where clearways operate, and operates tow-away during the clearway times. Designated road areas should always be signed as tow-away areas, in accordance with guidelines, to alert drivers. Designated road areas remain as such unless the designation is revoked by the Minister.

Parking infringement notices (a penalty under the Road Rules and additional to any towing fee) do not need to be issued prior to towing a vehicle. An infringement notice is evidence that a vehicle was illegally parked, but irrespective of an infringement notice, the towing contractor should gather evidence of illegal parking prior to towing and these also enable the contractor to verify the condition of the vehicle before towing.

The road authority may charge the vehicle owner a fee to release the vehicle, up to an amount to recover the cost of towing - tow-away is not a road rule infringement and the fee is not a penalty under the Road Rules.

Tow-away areas must include public notices indicating where information about towed vehicles can be obtained, or where vehicles have been towed. Road authorities must be able to respond to enquiries from owners, and to check that towed vehicles were not stolen or unable to be moved for other reasons. The road authority may waive or refund tow-away fees where it is satisfied that the illegal parking was unavoidable or not the fault of the owner.

The Local Government Act 1989 (Schedule 11 Clause 4), includes similar tow-away powers for councils, applying to all roads. Authority to designate tow-away areas under the *Local Government Act 1989* has been delegated to the Minister for Roads, and so council requests for designation are usually sent to VicRoads for advice to the Minister.

Where tow away provisions are applied along a clearway, this must be indicated on the parking control signs. The way this is done is described in Figure 4.1 in AS 1742.11:1999. It consists of adding the words 'TOW AWAY' to the Clearway Control signs (R5-45 or R5-46) and installing a Tow Away sign (R5-39) above each CLEARWAY sign (R5-50).

Section 7.8 – Provision for other Road Users – Car Share

Guidelines for the Implementation of Car-Share Parking

General

Car-share schemes have seen significant growth in the US and in many European countries and are slowly growing in Australian cities. Car sharing spreads the ownership of a car over multiple users. This gives people greater transport choice without the financial constraints and environmental impacts of owning and driving their own car.

Facilitating car sharing and encouraging the public to consider it is likely to improve the access and priority of sustainable transport modes within communities.

How Car Sharing Works

Car-share schemes are operated by private car-share companies, who provide access to a fleet of cars distributed across an urban area. Private citizens and businesses can become members of a car-share company, and use the cars as needed for a predetermined fee. Membership registration is administered online at a car-share operator's website. A personal access card is given to members, allowing access to the cars when booked. The keys of the car are located within the vehicle itself. A car will not unlock unless it is booked by that specific user.

The booking of cars is controlled through the car-share operator's website or over the phone. Members select a car at a location convenient for them and nominate the duration of their booking from one hour to multiple days.

Information about other operational details can be provided by respective car-share operators.

Benefits of Car Sharing

The reported benefits of car sharing are summarised below:

Economic

- Cheaper transport: Car-share fee structures bundle the costs of maintenance, petrol, registration, cleaning and parking. The costs incurred by members are reduced significantly. For people travelling less than 15,000 km per year, car sharing is often cheaper than owning their own car.

Environmental

- Reduced greenhouse emissions: Car-share schemes often comprise a fleet of cars which are compact in size with low greenhouse gas emissions. For a given trip, the use of a more energy-efficient car provides a net benefit.
- Reduced energy and resource consumption: Car-share schemes reduce the consumer demand for private vehicles, thus reducing emissions and resource consumption associated with the production of motor cars

- Reduced car travel: The nature of car sharing encourages people to consider other options before driving. Because the car has to be booked in advance, a mental barrier is created which can lead to greater consideration of other transport modes. Studies have shown that car sharing can reduce driving for participants by up to 40 to 60%.

Social

- Greater mobility: People who cannot afford, or do not have access to, their own car are afforded greater mobility with car-share schemes
- Reduced car parking: Studies show that one shared car can replace up to 14 privately owned cars, resulting in much less need for parking in valuable public space.

Definitions

The following definitions apply to the guidelines:

- A car-share vehicle is a vehicle made available for exclusive use by the members of a car-share scheme. For enforcement of parking controls, a method of identifying an 'authorised car-share vehicle' is required (e.g. through a permit, label and/or other markings)
- A member of a car-share scheme is a person who has fulfilled membership requirements with a car-share operator to become a member of a car-share scheme
- A car-share scheme is a scheme which provides access to vehicles for its members. There are no casual non-members of a car-share scheme as is the case with car hire or car rental companies.

Guidelines

Allocation of Car Parking Spaces

- Councils should formalise an on-street parking strategy reflecting generic categories of land use (i.e. shopping precincts, residential, commercial) and the prioritisation of kerbside parking allocation. This strategy must then be used to assist in any discussions with the local community regarding the allocation of on-street parking for car-share vehicles
- The allocation of car-share parking should also take into consideration the provision of other zones (residential permit, bus, taxi and loading zones and disabled parking). Councils should seek advice from the relevant stakeholders about any proposed changes to these restrictions
- The intention of a car-share scheme is that allocated authorised car-share parking provides a 'home' parking space. An allocated parking space should be used by only the designated vehicle to provide a consistent pick up/drop off location for car-share members and should not be used by visiting or other car-share vehicles
- Councils should engage in negotiations with car-share operators to determine suitable locations for car-share parking spaces
- Car-share parking spaces shall not be provided in locations where parking or stopping is prohibited by the Road Rules
- Councils may elect not to mark a designated bay for car-share, and instead issue a residential permit that enables the car to be parked anywhere in a designated permit zone.

Council Administration of Schemes

- Councils will need to consider all aspects of implementing on-street car-share parking, including any costs incurred (and cost recovery), legal requirements (including insurance and satisfying different car-share service providers) and Council's role (financial and/or operational)

- Councils must issue the car-share operator with written authorisation for the use of each car parking space. This will typically comprise a contractual agreement between the operator and the Council, defining the terms, conditions and timeframes.

Parking Control Signs

The signs used to designate car-share parking bays must conform to one of the following three types:

- Permit Zone with the user limitation AUTHORISED CARSHARE VEHICLES (Figure 7)
- No Stopping with the user limitation AUTHORISED CARSHARE VEHICLES EXCEPTED
- No Parking with the user limitation AUTHORISED CARSHARE VEHICLES EXCEPTED (Figure 7).

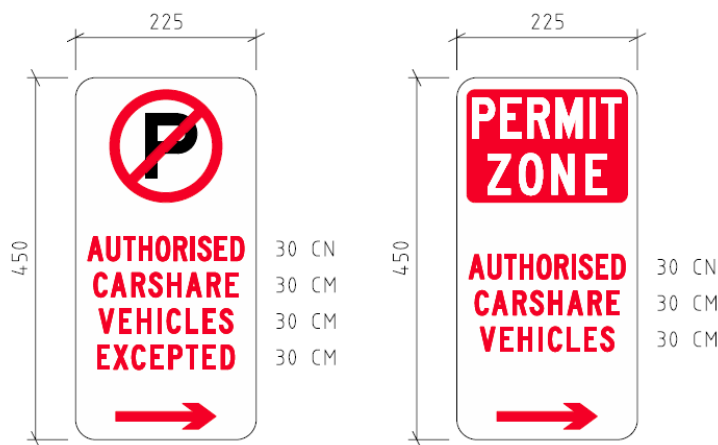


Figure 7: Car Share Parking Control Signs

Advertising

There is to be no form of advertising associated with the car-share scheme placed on or with any traffic control devices. Commercial advertising is prohibited on traffic control devices under Regulations under the Road Safety Act.

Any advertising separate from the traffic control devices is subject to Council approval. The following factors should be taken into consideration when assessing applications:

- Ensure that it is not a distraction to passing drivers. (Information should face towards pedestrians rather than towards the road)
- Ensure that it is not disruptive to pedestrian traffic
- Ensure that the item is constructed in a manner that does not become hazardous if struck by a vehicle.

Enforcement

Enforcement of all car-share parking spaces is the responsibility of the Council. Councils may choose to liaise with car-share operators to detect infringements. As illegal use of car-share spaces causes considerable inconvenience to car-share users and operators, it is recommended that Councils provide a high level of responsiveness following any report of illegally parked vehicles in car-share spaces, including after hours. Such enforcement arrangements may be part of the agreement between the Council and the car-share operator.

As a car-share parking space is controlled by Permit Zone or No Parking or No Stopping signs, Road Rules 167, 168, 185 apply.

To facilitate accurate enforcement and improve compliance, car-share vehicles must have some external markings so that they can be readily distinguished from other vehicles.

Car-share operators will further assist enforcement by providing a list of car share vehicles to be used within a Council area. This list may need to be updated frequently as car-share operators constantly rotate their vehicles between Council areas. This will assist enforcement officers to readily detect illegal vehicles within car-share parking spaces.

Funding

Councils may either recover the administration and the implementation costs from the car-share operator or may choose to fund the scheme from their own finances.

Section 7.8.3 – Provision for other Road Users - Motorcycles

Rule 197 permits a motor bike to be left standing on a footway or reservation if it does not inconvenience, obstruct or hinder or prevent the free passage of any pedestrian or other vehicle. This is a specific Victorian Road Rule.

Rule 208, which deals with parallel parking includes sub clause (9) and (10) which exempts a motorbike from parallel parking requirements if the motorbike is positioned so that at least one wheel is as near as practicable to the far left or far right side of the road.

Motor bikes are exempted from complying with some parking rules applying to motor vehicles as follows:

- Rule 208 - parallel parking and parking close to the kerb
- Rule 210 - parking at right angles or parallel in the centre of the road
- Rule 210 - angle parking.

For motor cycle parking, a minimum bay dimension of 1.2 m x 2.5 m, is recommended. See AS2890.1:2004 – Off Street Car Parking, Section 2.4.7.

Section 7.8.4 – Provision for other Road Users – People with Disabilities

References to the design of parking bays for disabled persons' parking are included in:

- AS1742.11:1999 – Parking controls
- AS 2890.5:1993 - Parking Facilities Part 5 – On Street Car Parking
- AS 2890.6:2009 – Off-street Parking for People with Disabilities

Rule 203 describes the use of a disabled person parking sign and disabled persons parking.

The disabled persons parking permit is defined in the dictionary of the Road Rules as a permit that:

[is] issued by a Council in accordance with the Code for the Disabled Persons Parking Scheme as published by the [Roads] Corporation in the Government Gazette from time to time, or a similar permit issued in another State or a Territory, that includes a people with disabilities symbol and the words "parking permit for people with disabilities".



Figure 8: Disabled Person Logo

WHITE: Disabled person symbol **BLUE:** Background

General signing and pavement marking requirements

AS 1742.11:2009 contains general information on the signs and pavement markings required for disabled parking bays. AS 1742.11:2009, Section 3.3.4 specifies the use of the disabled symbol on parking signs and Section 7 specifies pavement markings for disabled parking bays.

Off-street and on-street parking requirements

Information on the dimensioning of on-street parking bays suitable for disabled persons can be found in AS 2890.5:1993 Section 2 and Section 4. Note the symbol for disabled parking should follow the guidelines in AS 1742.11:2009 Section 7.3.

For off-street parking requirements, refer to AS 2890.6:2009 Off-street parking for people with disabilities. In particular, Section 2 deals with parking space and access and Section 3 deals with space identification and delineation.

Disabled Persons Parking Scheme

For information on the Disabled Persons Parking Scheme, including on issuing and types of disabled parking permits, refer to the 'Disability Parking' section of the VicRoads website at the following link <https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules/parking-and-clearways/disability-parking> or under Safety & Road Rules > Road rules > Parking & clearways > Disability parking.

Section 7.8.8 – Provision for other Road Users - Taxis

Guidelines for Permitting Taxi Stopping on the Departure Side of Signalised Intersections

These guidelines consider criteria for the selection of sites suitable for taxis to stop within 20 metres on the departure side of a signalised intersection.

Overview

Stopping locations for taxis may be limited due to a combination of no stopping areas and occupied parking. Increasing kerbside access for taxis provides for improved amenity as well as reducing the risk of taxis delaying public transport and other road users when picking up and dropping off passengers. A departure side taxi stopping area allows taxis to stop for up to one minute for the purpose of dropping off or picking up passengers.

Criteria

When considering potential sites, ensure that the safety risks to other road users are fully addressed. Under no circumstances are sites to be considered within the statutory No Stopping distances of mid block pedestrian crossings and school crossings. Departure side taxi stopping areas, within 20 metres of a signalised intersection, may be appropriate at sites meeting the following criteria and subject to any signs, as MTCDS, receiving appropriate authorisation in accordance with TEM Vol 3, Part 2.2:2015:

- The site must be a signalised intersection within the Central Business District or a Central Activity District
- There are no alternative sites for taxis to stop in the vicinity
- There is sufficient line of sight to the taxi for drivers entering the road
- There is sufficient distance/space available between the proposed stopping site and intersection to allow for merging traffic and ensure taxis are not required to reverse back into the pedestrian crosswalk when leaving
- There are no adverse impacts on public transport operations
- The locations of surrounding infrastructure, including tram platform stops, safety zones and bus lanes do not conflict with the taxi stopping site
- The location of nearby street furniture does not hinder passengers from safely boarding and alighting taxis.

Consideration of times

A site inspection shall be conducted to determine any restrictions on adjacent parking by time of day. Taxi stopping shall not be permitted during clearway or no stopping hours.

Parking Control Signs

Signs should be reviewed on a case by case basis to ensure all surrounding influences are considered. Figure 9 shows examples of the required signs to control taxi stopping.

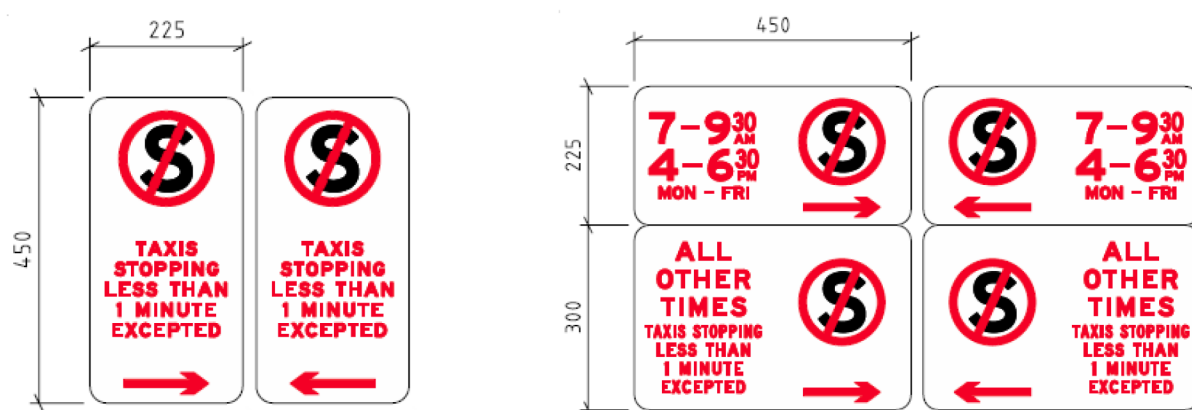


Figure 9: Taxi Parking Control Signs

Figure 10 is an example of advisory signs to allow passengers to identify the location as an appropriate point to wait for a taxi. If the parking control sign has limited times of operation, these signs should include the same times.

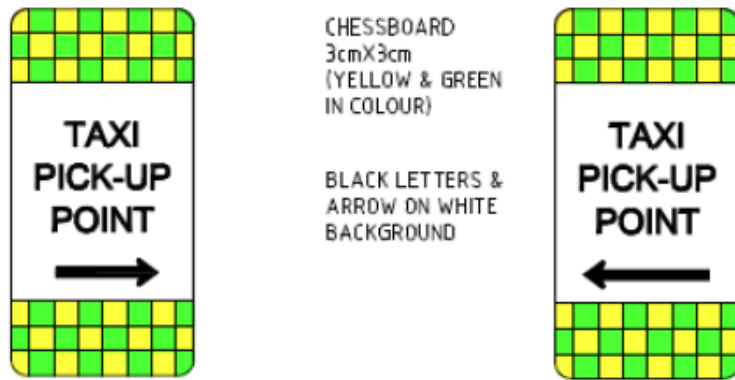


Figure 10: Back of Taxi Control Sign (facing footpath)

Guidelines for Taxi Ranks

Introduction

These guidelines provide information on the design and intended operation of taxi ranks and related facilities. They aim to provide design principles for new or existing taxi ranks (being upgraded or relocated), in order to achieve a consistent design approach.

Taxis make an important contribution to public transport in Victoria. They enable short trips to be made efficiently, often when time is at a premium. Taxis are important for the business community, tourists, shoppers and leisure visitors. They also provide door to door transport for people who have disabilities or are mobility impaired. For some families, the occasional use of a taxi means they do not need to have a second car.

Taxi ranks are a designated place for taxis to wait for passengers, and for pedestrians to easily access taxi services. The design and location of taxi ranks should meet the needs of waiting passengers, taxi vehicles and taxi drivers. Waiting passengers should be provided with comfort, convenience, safety and security whilst taxis should be able to easily enter, wait, and leave the rank. The interface between waiting passengers and the taxi vehicles should be a consistent and predictable layout at all taxi ranks.

All new and upgraded taxi ranks must now comply with the requirements of the Disability Discrimination Act (1992) and the Disability Standards for Accessible Public Transport (2002). The guidelines should also be used in conjunction with other standards such as AS1428 – Designing for access and mobility and AS2890 - Parking Facilities.

Types of Taxi Rank

These guidelines apply to different types of taxi ranks, located in various activity areas, such as:

- shopping centres
- entertainment precincts
- sporting precincts
- hotels, large office buildings
- railway stations, park and ride and
- local neighbourhood centres.

While each type of taxi rank will have its own special considerations, certain principles relating to passenger and taxi facilities apply to all. These guidelines focus on the principles and their most common application and should be considered particularly when dealing with planning for new developments or facilities. Special considerations are outlined in the section 'The Practical Application' below.

Siting Taxi Ranks

Taxi rank locations should aim to minimise pedestrian travel distances, be central to areas or precincts that they serve and have good access and egress for taxi vehicles. When determining taxi rank locations, there are often trade offs between providing optimum pedestrian access and optimum vehicle access. When trade offs need to be made, it is preferred that pedestrian access be favoured over vehicle access. For example, at railway stations, best practice would be for the rank to be located close to the platform entry and exit points thereby serving passenger needs. Ideally this location would also have a high level of access and egress for taxi vehicles. If this is not possible, then the passenger needs should be met first.

There will be situations where the optimum location for pedestrian access will mean that taxi access will be significantly less than ideal. This is particularly relevant for ranks outside large office buildings where the predominant direction of travel is in the opposite direction to the rank. If U turns are not permitted or are difficult to make, drivers will either take risks or need to travel extended routes. The options to address this issue are to:

- facilitate safe U turns for taxis, where this can be achieved without detriment to other road users, including the smooth operation of any tram services, or
- provide a rank on the opposite side of the road and provide significantly improved pedestrian access facilities, or
- provide a rank on both sides of the road with pedestrian access facilities.

At suburban railway stations a choice needs to be made on which side of the station the taxi rank should be. At many stations, the choice will be clear as the pedestrian activity will be occurring predominantly on one side due to adjoining facilities such as bus interchanges and retail areas. At larger stations where there is a higher taxi demand, it may be appropriate to have taxi ranks on both sides of the station if they have similar levels of pedestrian activity, land use and vehicle access.

Pedestrian Facilities

Finding Taxi Ranks

Pedestrians should be able to easily find taxi ranks. If the ranks have been located adjacent to high pedestrian use areas, it should be intuitive for people to be able to locate them. For example, at suburban strip shopping centres, there is often a pedestrian mall or a predominant pedestrian precinct. Many people would expect to find a taxi rank adjacent to this area, rather than in a quieter less pedestrianised location.

Signs directing people to taxi ranks are particularly important in larger areas, and when pedestrians need to make choices in their direction of travel to reach a rank (see Figure 11). For example, signs are important at railway stations to advise people on which side of the station the rank is located. Similarly, signs within a pedestrian shopping mall should advise at which end of the mall the rank is located.



Figure 11: High visibility (temporary) signing directing pedestrians to the Swan Street taxi rank

In metropolitan Melbourne, Public Transport Victoria endeavours to provide directional signs for taxi ranks at railway stations and public transport interchanges as part of its signage system.

In Victoria, most taxi vehicles are yellow. It is therefore usually obvious where a taxi rank is, as a queue of yellow vehicles is self promoting and often easily seen. However, in busy periods when there are no taxis at the rank, the design, layout, and signs will need to communicate that it is a taxi rank.

Facilities at the Rank

The passenger waiting area at taxi ranks should have a consistent and predictable layout, taking into account the needs of waiting, queuing, and boarding passengers, and the queuing and layout of taxi vehicles.

Taxi ranks should have a sign at the head of the vehicle queue that provides taxi related information. It is suggested that the sign advise:

- That it is a taxi rank
- The hours of operation of the rank (if relevant)
- The location of other nearby rank and
- The telephone numbers of taxi companies serving the rank.

The kerbside area adjacent to the rank should be free from obstacles such as street furniture, trees and poles. This is particularly important for the first few taxis on the rank as in peak times a number of vehicles can be accessed at the one time.

The footpath area adjacent to the taxi rank should be sufficiently wide to provide for waiting taxi passengers and passing pedestrians. A minimum of 1.8 metres clear space should be provided for passing pedestrians, with a greater width in areas with high pedestrian volumes. Where demand is such that waiting passenger queuing facilities are needed, additional space will be needed to accommodate these facilities. In this instance, consideration should be given to having facilities set up for passengers queuing in the opposite direction to taxis, to avoid problems with passengers entering taxis at or near the rear of the rank.

The above principles for passenger waiting facilities also apply at railway stations, but usually with the following additional considerations. Often there is a high but cyclical demand for taxis at railways stations. Queuing facilities are likely to be needed to encourage waiting passengers to queue in a designated place. Greater planning will be needed to provide sufficient space to accommodate the peak demand on both the passenger queuing facilities and the adjacent footpaths. At some railway stations consideration may need to be given to accommodating passengers with luggage (see Figure 12).



Figure 12: Some taxi ranks require pedestrian queuing facilities

Passengers should be provided with weather protection at taxi ranks where they need to queue or wait for taxis. Weather protection could be provided from an awning or structure on an adjoining building or by using a dedicated structure specifically for the rank. Shelter design and placement should take into account access for vision impaired people. At ranks where the supply of taxis can usually meet demand, shelters are not as important.

Taxi ranks should have appropriate levels of lighting to provide for pedestrians, passengers, vehicles and drivers. Recommended lighting levels and design procedures for the lighting of public areas is outlined in the Public Lighting Code AS/NZS 1158:1997.

Disability Access

All new taxi ranks should comply with the requirements of the Disability Discrimination Act (1992) and the Disability Standards for Accessible Public Transport (2002). These Standards outline the requirements in areas such as access paths, manoeuvring areas, ramps, waiting areas, surfaces, etc, and should be used when designing or modifying taxi ranks. Further technical guidance is provided in AS1428 – Designing for access and mobility and AS2890 - Parking Facilities.

Good design principles to enable people with disabilities to access taxi vehicles at ranks include:

- Tactile ground surface indicators to direct vision impaired pedestrians to the head of the rank
- Signage and written information at the rank to be accessible for people who are blind or vision impaired
- Kerb and channel adjacent to the taxi vehicle to be eliminated or relocated to improve access for people with vision and physical impairments
- When shelters are provided, they provide for people with disabilities
- Adequate access, clearance and circulation space for wheelchair users and
- Other design principles outlined in the Disability Standards for Accessible Public Transport (2002).

Pedestrian and Driver Security

The appropriate built environment around taxi ranks will significantly contribute to the perceived and actual security of pedestrians waiting at taxi ranks. By locating the rank at the hub of pedestrian activity, personal security will be enhanced and a more self enforcing environment will be promoted.

If a rank is located in an area even slightly away from the main pedestrian activity area, there will be a perception of decreased personal security at certain times of the day or night. Unfortunately taxi ranks are sometimes located in these areas as they may have better taxi vehicle access but not optimum pedestrian access. This situation should be avoided.

The Safe City Taxi Ranks in the CBD and the Frankston Safe Taxi Rank provide taxi drivers and passengers access to safe transport and fares late at night. These ranks are staffed by security personnel to provide passenger and driver safety. The Safe City Taxi ranks are also monitored at night through Council's Safe City Cameras. These taxi ranks are also linked to the NightRider Bus Services.

If a rank is located in a less than optimal position for pedestrian security, then compensating measures such as overlooking from adjacent busy areas, additional lighting, CCTV, taxi rank attendants, etc., could be used to increase perceived security.

Another consideration to improve taxi driver security after hours is locating taxis within commercial premises operating 24 hours (e.g. service stations). This would have the added potential benefit of also providing improved security to those working on the premises.

At railway stations, taxi ranks should be adjacent to the station and its platforms, and pedestrians leaving the station should not be required to cross a road to reach the rank. This removes the safety issues associated with pedestrians crossing the road, and by locating the rank closer to the main pedestrian activity area an increased level of perceived security is provided.

Vehicle Needs

Whilst taxi ranks need to be designed to accommodate the needs of passengers, careful consideration should also be given to the needs of the taxi vehicles and taxi drivers. Taxis need to adequately access, wait, and exit the rank, and with some appropriate ranks having facilities for drivers.

Taxi Zones

Taxi ranks need to be signed as a 'Taxi Zone' so that only taxis can legally stop in this area. A taxi zone is defined using taxi zone signs as described in Rule 182 of the Road Rules (see Figure 13). Taxi zone signs should be installed at the beginning and end of the rank. The signs should be clearly visible to taxi drivers as they provide "markers" for the extent of the taxi rank. Linemarking of taxi zones is not considered necessary. However, line-marking the adjoining parking areas will assist in defining the taxi zone.



Figure 13: Taxi Zone Parking Control Sign

Layout and Capacity

The most suitable parking arrangement at taxi ranks is parallel to the kerb. This allows taxis at the head of the queue to exit the rank easily and the other taxis can then move forward accordingly. Angle parking of taxis does not easily allow for this and hence is not recommended.

The size and layout of taxi ranks will primarily depend upon available space and the demand for taxi services. A study by Transport for London found that a taxi rank can provide a theoretical 100 taxis per hour, providing there is an adequate supply of taxis throughout the hour. The study also explains that in reality, because the supply of taxis or the supply of passengers is likely to be irregular, the actual capacity of the rank is substantially reduced and 50 passengers per hour is a more realistic figure.

When designing or upgrading a taxi rank an assessment of the likely demand will need to be undertaken and the size of the rank designed to meet this demand. If there is insufficient space to have a rank of that size, a feeder rank should be considered. Feeder ranks are a storage area for taxis that progress to the main rank as space becomes available. This is often used at airports and at large railway stations where the demand for taxis is very high over short periods of time.

Minimising Impacts on Others

Taxi ranks should be designed to minimise impacts on other road users. This can usually be engineered through well designed areas for access to and from the rank. However, there are times when a rank is full and some taxi drivers still want to form a queue beyond the rear of the rank. Drivers sometimes illegally double park, or sometimes illegally park in an adjoining or adjacent loading zone, bus stop, or no stopping area, or turn across tram lanes in an inappropriate manner, increasing the risk of collision or sudden braking by trams.

To manage any illegal parking, a combination of engineering and enforcement and education is recommended. Bus stop, loading zones, and no stopping areas should not be provided at the rear of taxi ranks. Instead general car parking should be provided thereby limiting taxi parking to the rank. In some places, enforcement and education will be needed to discourage taxi drivers from double parking, or making U turns across tram lanes.

Taxi Rank Egress

As taxis exit a rank, there should be sufficient space for them to make the appropriate lane choice before reaching the next intersection. If the rank is on a busy road in a central business area a reasonable setback distance from an intersection will be required. However if the rank is at railway station where traffic volumes are quite low, then a short setback from an intersection could still allow drivers to manoeuvre into the appropriate lane.

The Practical Application

The design principles outlined in this document are intended to provide guidance on a range of issues that should be considered when designing new taxi ranks or upgrading existing ranks. Planners, engineers and designers are asked to consider these principles to deliver predictable and consistent designs that are optimum for all stakeholders.

Opportunities for improving taxi ranks will come about when streetscape upgrades occur, entertainment precincts are renewed and railway stations facilities are improved. When new pedestrian generators or attractors are constructed, such as major office buildings or large hotels, there is often a need for new taxi ranks to serve these buildings.

Upgrading ranks to comply with the Disability Discrimination Act will provide another opportunity to review existing taxi ranks and their operation.

Special considerations for certain types of taxi rank

Table 1 summarises special considerations for taxi ranks under different types of situations.

Table 1: Special considerations for Taxi Ranks

Type of rank	Description and Examples	Special Considerations
Constant high generators	Consistent taxi business comes from these ranks, such as Crown Casino and Melbourne Airport.	Holding areas for storing taxis are required, and taxi driver facilities should be provided. Facilities may be staffed.
Major activity precinct	Passengers can usually expect to find a taxi on these ranks, such as taxi ranks on CBD streets. Outside hotels, bookings are made during low supply periods.	Siting the rank in a way that minimises impacts on other road users is important. Feeder storage may be necessary if the supply regularly exceeds demand.
Nightlife precinct	Ranks may become quite busy at certain hours. Usually located outside hotels and nightclubs.	Rank may only operate part time, and security concerns are paramount.
Major event sites	Australian Grand Prix, Australian Tennis Open, Commonwealth Games, other sports and entertainment events at major venues.	Standard arrangements (either permanent or temporary) should apply for venues with frequent events. Additional temporary facilities may be required for some events. Special emphasis should be placed on directions to the facilities, and ensuring taxis can keep moving through.
Regional activity centres	Major suburban shopping centres and universities	Location should be predictable and walking distances minimised. Busy areas are preferred.
Suburban transport interchanges	Mostly railway stations, also Park & Ride facilities and NightRider bus stops. Some taxis use them as storage while waiting for new jobs in the area.	Location should be convenient to passengers and well-signed, possibly near shops. Secure waiting areas are important. Booking information should be provided.
In minor activity precinct	Provision of an occasional taxi rank at neighbourhood centres. It is unlikely taxis will store there under normal circumstances.	Location near a 24 hour shop or venue is desirable. Information about taxi bookings is important.

Section 7.9.1 – Linear Parking Control

For further information about loading zones and similar restrictions refer to the Loading Zone and Other Short Term Drop Off/Pick Up Area Guidelines (Attachment A to this supplement).

Attachment A – Loading Zone and Other Short Term Drop Off / Pick Up Area Guidelines

1. Introduction

This attachment deals with the provision of loading zones and other short term drop off/pick up areas. The types of parking needs catered for by these includes:

- parking for staff
- parking for visitors and customers
- delivery or pick up of goods (or documents) and
- parking for maintenance and service personnel.

It has been prepared for use by local government and consultants when parking schemes and loading areas are considered for new developments and existing areas.

2. Controlling Parking and Stopping

See the VicRoads Supplement to AS 1742.11:1999 Manual of uniform traffic control devices: Part 11: Parking controls, Attachment A, Guidelines for the Signing of Off-Street and On-Street Area Parking Control Schemes.

3. Using Parking Control Signs

The two types of kerbside or “linear” sign controls illustrated below that are relevant to loading zones and other short term drop off / pick up locations can include:

- Zones
- No Parking and
- Parking.



No Stopping



No Parking



Parking



Zone



Clearway

Area signs (see VicRoads Supplement to AS 1742.11:1999, Attachment A) are not applicable to loading zones (e.g. you cannot have a 'Loading Zone Area'). They are usually not used for the types of short term parking controls discussed in this attachment, although they may be suitable in particular cases.

No Stopping, No Parking and Parking also need to be considered for use in controlling loading, unloading, drop off and pick up and other short term parking needs. The application of these controls is detailed in AS 1742.11:1999.

4. Options for Controlling Loading and Short Term Drop Off/ Pick Up Spaces

There are at least eight different types of parking controls which can be used to manage loading and short term pick up/drop off spaces.

ZONES

Zone signs are the simplified alternative to a No Stopping sign with a user exception (e.g. a BUS ZONE means the same as 'No Stopping, Buses Excepted'). Only seven types of zones are permitted: Loading, Truck, Mail, Bus, Taxi, Permit and Works

Loading Zones

A Loading Zone may be used only by:

- Delivery vehicles displaying a delivery vehicle sign
- Courier vehicles, appropriately signed
- Trucks dropping off or picking up goods

- Vehicles (not a sedan, station wagon or motor bike) dropping off or picking up goods which is (and displays an approved label indicating so) constructed principally for carrying goods.
- Public buses, taxis
- Other commercial passenger vehicles (e.g. hire cars licensed as commercial passenger vehicles under the Transport Act 1983)

- but only while they are actually engaged in dropping off or picking up goods or passengers and not for stopping or parking for any other purpose, including waiting.

A time limit of 15 minutes, 30 minutes or whole hours may be put on the sign. A time limit should always be displayed on the sign. However, if there is no time limit on the sign, the Road Rules specify a time limit of 30 minutes.

Signing required on 'courier vehicles' and 'delivery vehicles'

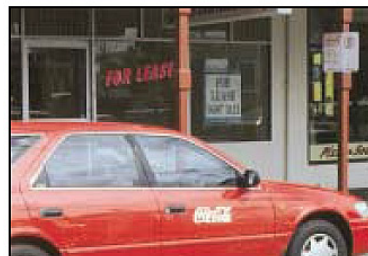
Sedans, station wagons and other vehicles which do not qualify for a 'G' code on their registration label, if used for commercial delivery or courier services, may use loading zones only if they have a business name, company name or courier sign which:

- is placed on both sides of the motor vehicle body (with or without other words or symbols) or
- for motorcycles, is placed on both sides or the rear, and
- has letters at least 50 mm high which can be read from a distance of 5 metres.

Permanent adhesive signs are permitted. Magnetic signs or signs placed on windows or roof racks are not acceptable.



Correctly signed vehicles



Incorrectly signed vehicles



A 'User Limitation' may be included on the Loading Zone sign to limit its use to only the specified vehicle types (e.g. 'DELIVERY VEHICLES'). Such vehicle types must be defined in regulations

Loading Zones are restricted to use by vehicles which may be regarded as 'commercial' in nature, rather than principally for private use. Where private cars and station wagons require loading space, spaces with other types of parking controls need to be provided (see below).

Truck Zones

A Truck Zone may be used only by a truck, while it is actually engaged in dropping off or picking up goods. A time limit should always be displayed on the sign, otherwise no time limit applies.

Truck Zones are useful where loading space needs to be restricted to use by larger delivery vehicles to service adjacent properties.



Other Zones

Taxi Zones, Bus Zones and Mail Zones may only be used by taxis, buses (and coaches) and postal vehicles respectively. Works Zones are for use by construction vehicles, although Permit Zone signs indicating 'Construction Vehicles', together with a system of permits may be more effective. Similarly, Permit Zones may provide an opportunity to manage parking for delivery vehicles when used with a workable system of permits. Under any permit scheme, a vehicle must display a permit for the jurisdiction.

The type of permit may be described on the sign (see AS 1742.11 (1999)).

NO STOPPING

No Stopping signs prohibit all vehicles from stopping, unless a user exception is included (e.g. 'No Stopping, Delivery Vehicles Excepted'). Hence, this restriction can be useful where stopping by only one type of vehicle is desired. Examples include:

- Delivery vehicles
- Couriers
- Couriers & Taxis
- Police vehicles
- Motorcycles

With this type of restriction it is not possible to limit the duration the permitted vehicles may stay (e.g. it is not possible to have a sign 'No Stopping, Delivery Vehicles Excepted, 30 minute limit'). In these instances Parking signs (with a green P) will need to be used instead (see below). The most common user limitations on No Stopping signs are now replaced by Zone signs.



NO PARKING

No Parking prohibits the stopping of any vehicle, except for the purposes of dropping off or picking up goods or passengers. Under the Road Rules a vehicle stopped in a No Parking Area must not be left unattended and a maximum time limit of two minutes is permitted for stopping.

No Parking can be used where it is desired to provide space for any type of vehicle to make very quick drop offs or pick ups of goods or passengers.

PARKING

Parking signs (with a green 'P') can be used in three ways to manage loading or drop off/pick up spaces

(i) Short Duration

P signs can be given a short parking duration (i.e. P2 MINUTE, P5 MINUTE, P10 MINUTE, $\frac{1}{4}$ P or $\frac{1}{2}$ P). This restriction lets all types of vehicles use the space (private and commercial), but only for a short time. If enforcement is adequate, this restriction lets private vehicles quickly load or unload and provides a fast turnover of the spaces, which can mean there is a high likelihood of a space being available when needed.

This type of control is useful where it is desired to provide for all types of vehicles to stop only for a short period (e.g. for customers at milk bars, video stores or bank ATMs, as well as delivery vehicles).

(ii) User Limitation

Parking signs can also be used to limit use of parking spaces to particular vehicle types by indicating the vehicle type on the sign (e.g. 'P, COURIERS ONLY'). Other examples of vehicle types are described under 'No Stopping', above.

Clause 3.3.4(d) of AS 1742.11 (1999) describes the correct use of ONLY and EXCEPTED on No Stopping, Zone and Parking signs.

(iii) Combined

The above two ways (i) & (ii) for using P signs can be combined. For example, ' $\frac{1}{4}$ P, BUSES ONLY' will allow buses or coaches (but not other types of vehicles) to stop while passengers make a brief visit to a nearby business, but for no longer than half an hour. Using a time limit and a user limitation can ensure that drivers do not use the spaces for longer than intended.



5. Consider Total Parking Needs

Provide Sufficient Longer Term Parking

Loading Zone space cannot be considered in isolation. For example, in strip shopping centres private vehicles may illegally park in Loading Zones because adjacent parking spaces have a time limit which is too long, resulting in a low turnover of spaces

This stops delivery vehicles using the Loading Zones and leads to double parking and parking in No Stopping areas. Also, there can be an insufficient number of Loading Zones because traders want one or two hour parking for customers.

Often the cause of both these problems is an overall inadequate amount of parking in the area.

Part of the solution to providing sufficient kerbside loading and short term drop off/pick up space is to provide more shopper and worker parking in convenient, nearby off-street parking areas. In busy areas, the provision of parking should match the demand in ways which allow enough loading and short term spaces to be provided.

Clearways

Some roads require Clearways or No Stopping restrictions to assist the safe and efficient movement of traffic. As far as practicable, Loading Zones should be located where they do not encourage illegal stopping during Clearway hours. In combination with Clearways, there may be a need to provide a Loading Zone or $\frac{1}{4}$ P area in a side street, or to provide indented loading or parking bays which may be used at all times.

Combining Parking Controls to Meet the Demand

The different types of parking controls described in Section 4 will need to be used in combination to meet the particular loading and parking demands at a location. These demands will vary from one location to another and can usually best be met by continually monitoring the demand. A change of use of a shop, for example, from shoe shop to a video rental shop can dramatically alter the loading and short term parking needs.

Examples of these combined parking controls are shown in Section 7 under 'Layouts'.

Some Definitions

Courier Vehicle: A motor vehicle of less than 3 tonne tare, operating for the purposes of courier services, which has a permanent sign on both sides which includes the word 'courier'. (See Dictionary in the Road Rules for the full definition and requirements).

Delivery Vehicle: A motor vehicle of less than 3 tonne tare, operating for the purposes of commercial services, which has a permanent sign on both sides which includes the business or company name. (See Dictionary in the Road Rules for the full definition and requirements).

Truck: A motor vehicle with a gross vehicle mass (GVM) over 4.5 tonne, except a bus, tram or tractor.

6. Town Planning Applications: Issues to Consider

When a town planning application for development, or redevelopment, of land is considered, the need for loading, unloading and short term drop off/pick up space must be considered. It is important to consider this need as part of an integrated approach, which provides for safe and convenient access and circulation of pedestrians, cars and commercial vehicles.

Often inadequate thought is given to this need, even when other parking needs (e.g. all day worker parking and time limited customer parking) are adequately considered.

The following are some issues to consider:

Off-street Loading Bays

- Can the loading bay be accessed safely, taking into account pedestrian and private vehicle flow paths within the development?
- Ask if the proposed off-street loading bay will operate as intended. If it is not located conveniently or of sufficient size to accommodate the particular delivery vehicles, loading may end up out on the street, in traffic lanes or within intersections where it is a hazard and a nuisance.

- Ask what is needed to stop the loading bay being used for staff parking, for storage space or for rubbish bin space.
- Are the areas set aside for these activities adequate? (Refer to Commentary 2 in this Austroads guide which sets out examples of parking provision rates used in Australia and New Zealand and *Victorian Planning Provisions Cl. 52.06 – Car Parking*).
- Is the signing adequate?
- Is it possible to enforce the parking controls and also enforce the town planning controls?
- Will truck drivers willingly use the access to the loading bay or is it too tight? Is the access safe for all users? Is height clearance adequate? (The national height limit for trucks is 4.3 m).
- How will it affect the amenity and visual appearance of the site and nearby areas?

Passenger Drop-off and Pick Up Areas

Places like cinemas, hotels and schools need short term passenger drop off and pick up areas.

- Are enough spaces provided? (Refer to *Victorian Planning Provisions Cl. 52.06 – Car Parking*).
- Are they close enough to the front door or front gate?

Provision of drop off/pick up areas in out of the way places should be avoided, e.g. in underground or multi-storey car parks located away from the front door.

If the development is directly fronting a Traffic Route, every effort should be made to provide this space clear of the left traffic lane, either by setting back the development by 3 m and providing an indented parking/loading space, or by an off-road area in front of the building.

Courier Deliveries

In addition to one hour and two hour parking for customers, offices and industries will need space for short term parking by couriers and taxis.

- Are enough spaces provided? (Refer to *Victorian Planning Provisions Cl. 52.06 – Car Parking*)).
- Are they close enough to the front door or front gate?

If the development is directly fronting a Traffic Route, every effort should be made to provide this space clear of the left traffic lane, either by setting back the development by 3 m and providing an indented parking space, or by an off-road area in front of the building.

On-Road Loading Zones

In existing areas, where a building is being reused and off-street loading cannot be provided, check that the existing Loading Zone provision is adequate.

- Is there a sufficient number of Loading Zones here and in the wider area?
- Is the length of the zone adequate?
- Is the zone near enough that it will be used?
- Is double parking for loading avoided, in front of the building and in side streets?

If the nature strip or footpath is wide enough, consider indenting the Loading Zone. If the development is on a Traffic Route and it involves a new building or changes to the frontage, make every effort to obtain a frontage setback for the indented loading and short term parking area.

Customer Pick Up of Purchases

Customer pick up of purchases will be needed for businesses like:

- video hire
- antique furniture
- electrical goods stores
- food stores

It is vital that this is provided for, using short term parking (e.g. P5 MINUTE OR ¼P), otherwise customers will illegally use Loading Zones and prevent delivery vehicles using them. Alternatively customers will use No Stopping areas, creating a hazard or nuisance to passing traffic and pedestrians.

7. How and Where to Provide Loading and Short Term Parking Spaces

LOCATION

Loading and short term parking should be provided where business and commercial activity needs it. It is recommended that discussions are held with the industry and union organisations, who can provide valuable assistance (see Section 9 Consultation).

Off-Street Developments

All parking and stopping associated with businesses should be provided off-street, where it does not interfere with passing traffic and pedestrians or interfere with access to this and nearby properties.

Loading Bays

Vehicles need to reverse into loading bays. Locate them where reversing does not endanger pedestrians or other motorists. Ensure the location allows room for the required manoeuvring in and out: this manoeuvring should take place on-site, clear of main driveways and circulation areas and must not take place on the roadway on a Traffic Route. Avoid a reliance on left hand reverse turns (i.e. on the driver's 'blind' side). Use AS 2890.2 (Commercial vehicle parking facilities) to design access to the bays.

Couriers and Taxis

Short term drop off/set down spaces should be provided close to the front door, in a location which is obvious from the street or driveway. Where the development has a road frontage, provide the spaces in front of the building, clear of traffic lanes and where vehicles do not have to reverse out into traffic.

Visitors and Customers

All offices and businesses require parking spaces for visitors and customers. Parking spaces should be provided close to the front door, in a location which is obvious from the street or driveway.

Retail Pick Up of Goods

Unless customers can use trolleys to get their goods to their car, provide pick up space where it is likely to be used – near the exit from the sales area. As this is often a high pedestrian and vehicle use area, make sure there is enough width provided for cars to stop without creating a hazard or a nuisance.



Provide adequate space for parcel pick up and other short term parking needs

On-Street Provision

Loading Zones and Truck Zones

These zones need to be at one end of a section of parking, with a clear length for trucks to either drive in directly or leave directly, without having to negotiate around parked cars or kerb extensions. They need to be long enough for the vehicles likely to use them (refer to 'Size and Number of Spaces'). They should not be located adjacent to obstructions like trees or footpath dining areas.

Loading Zones should not be mixed with angle parking unless, at the time the Loading Zone operates, there is clear access for trucks and the trucks do not park in a way which results in them overhanging the bays.

Short Term Drop Off/Pick Up Spaces

These spaces are needed for quick customer purchases, couriers, taxis and visitors to businesses. So it is important to provide them close to the business attracting this short-term parking.

The shortest time limit parking should be provided nearest the point of demand, with progressively longer duration parking further away. In this way, the most use (turnover of spaces) is made of the most sought after spaces. Placing short term parking next to Loading Zones will aid in keeping private vehicles out of the Loading Zones.

SIZE & NUMBER OF SPACES

Off-Street Developments

Loading Bays

Loading bays need to be at least 3.6 m wide for each vehicle and long enough for trucks to use them i.e. their length, clear of passing traffic, needs to be at least the length of the trucks which will use it. Permitted vehicle lengths are:

Articulated Truck:	19 m
Heavy Rigid Truck:	12.5 m
Light Rigid Truck:	8.8 m

AS 2890.1 (Commercial vehicle parking facilities) is being revised to take account of current vehicle lengths. Dimensions in the 1989 edition are no longer applicable.

For the number of loading bays required, refer to Table 1.

Short Term Parking

Car parking bay dimensions as set out in AS 2890.1 (Off-street car parking facilities), AS 2890.5 (On-street car parking facilities) and relevant town planning codes should be used.

For the number of courier and taxi spaces required, refer to Table 2. The number of short term visitor, customer and/or retail pick up spaces should be determined, based on the needs of the particular business activity.

On-Street Provision

Loading Zones and Truck Zones

Provided these zones are located at the end of sections of parallel parking, their length should be equal to the length of the vehicles likely to use the space, plus a length for opening the rear tray or door and walking past it.

A Truck Zone needs to be long enough for trucks to use it. For example:

- For one heavy rigid truck (or two small trucks): 16.5 m
- For one light rigid truck: 12 m

A Loading Zone needs to be long enough for (a) the length of vehicle, and (b) the number of vehicles which will use it.

This will vary according to the amount and type of business activity.

Typical delivery vehicle lengths are:

Light Rigid Truck:	8.8 m
1-2 Tonne Truck:	6 m
Delivery Van:	5.5 m

Short Term Parking

Short term parking can be used by cars, utilities and small delivery vans, but can also be used by trucks.

If the space is to be used by a combination of vehicle types, it is best not to mark individual bays. However, if the spaces are used solely by courier vans, taxis or private vehicles, car parking bays lengths are appropriate and should be marked, to make best use of the space. For car parking bay dimensions see AS 2890.5 (On-street car parking facilities).

The number of short term visitor, customer, courier or pick up spaces should be determined based on the needs of the particular business activity in the vicinity.



Short term parking can be used by all types of vehicles

LAYOUTS

There is no single simple layout of loading or short term parking which meets the needs at every location. The options described in Section 4 can be applied individually or combined next to each other, depending on the loading and parking demands.

Practitioners need to be practical and use engineering judgement and common sense. Examples of the combination of loading and parking controls are illustrated in the following diagrams.

HOW TO DETERMINE PARKING SPACES FOR LOADING AND SHORT-TERM PARKING

When a Council or traffic consultant on behalf of a Council is reviewing existing or new loading and short term parking spaces, a structured approach, involving consultation with transport operators servicing the area and adjacent property owners/occupiers is likely to achieve the best outcomes.

Many Loading Zones were installed some years ago and have no time restrictions i.e. they apply 24 hours/day for all days of the week. Furthermore, the land-use adjacent to some Loading Zones may have changed, rendering the Loading Zones unsuitable for present day needs.

It is good practice for loading and short term parking arrangements to be reviewed by Councils from time to time and changes made to ensure that they meet current needs.

In carrying out a review of loading and short term parking arrangements, or when considering new proposals, it is recommended that the process outlined in Figure A 1 be followed.

The key aspects of the recommended process are as follows:

- Loading and short term parking requirements should be considered over a significant length of the street, rather than an isolated location.
- The particular loading and short-term parking requirements of adjacent property owners/ occupiers and transport operators servicing the area need to be determined in consultation with Council engineering and enforcement staff. The Victorian Transport Association, Transport Workers Union and the Victorian Taxi Association contacts, listed in Section 9 of these guidelines, can provide valuable assistance in this regard.
- The outcomes of the above consultation will determine the need (including number, size and location) for particular Loading, Truck, Taxi and Bus Zones etc and short-term parking spaces.
- The mix of Loading, Truck, Taxi and Bus Zoning and short term parking spaces to be provided is of critical importance and will vary depending on the particular location and abutting land use.
- Council, therefore should select the best option that fits Council's overall policy developed for the integration of land-use, road safety and transport strategy for the subject area.
- Short-term parking, provided in conjunction with Loading Zones and Truck Zones, often serve the needs of courier, taxis, small business vehicles and private vehicles.

- Loading Zones and Truck Zones should be located along the main street, rather than on side streets. This will achieve better access for commercial vehicles and reduce the need for some commercial vehicles using local streets, which are often abutted by residential development.
- In most instances, the Loading Zones and Truck Zones need to be created to operate on a part-time basis e.g. between 9am and 6pm, Monday to Friday and a suitable time span to match trading hours during weekends with time limits (e.g. 30 minutes). At all other times these zones can be made available for private car parking and possibly taxis.
- Often revised arrangements for Loading, Truck, Bus and Taxi Zones and short-term parking can be provided without an overall reduction in the number of car parking spaces available for private vehicles.

New or revised loading and short-term parking spaces should be determined in accordance with the requirements set out in this Attachment, in particular Sections 6 and 7.

Provision for Off-street Loading bays must be fully considered by Council and requirements stated as conditions on planning permits for all new sites and redevelopment of commercial sites.

Better compliance with the requirements of each of the parking areas provided, together with reduced enforcement difficulties in identifying particular vehicles entitled to use the parking spaces, are often possible as a result of following this process.

This process has been successfully used by the City of Stonnington in reviewing and revising Loading, Truck, Mail, Taxi and Bus Zones and short-term car parking along Chapel Street, Prahran, between High Street and Toorak Road.

8. Getting the Message Across

For Loading Zones to work properly, drivers need to know who can use them and who cannot. This information cannot be put on the sign: it is too complex, would be too difficult to read from a vehicle and would not accord with the wording requirements of AS1742.11 (which, under Regulation 18 of the Road Safety (Traffic Management) Regulation 2009 could result in it being unenforceable).

Should a Council wish to provide additional information at a Loading Zone, a sticker could be applied to the back of the sign (facing pedestrians) advising to the effect that most vehicles are not permitted in Loading Zones and penalties apply.

See Figure A 2 and Figure A 3 for on street loading bay and short term parking location and design examples.

9. Consultation

Before making changes to loading and short term drop off/pick up spaces, consult with the people and businesses likely to be affected. The process outlined in Section 7 is strongly recommended. The Victorian Transport Association (VTA), the Transport Workers Union (TWU) and the Victorian Taxi Association will be happy to provide advice and assistance. Use their skills and experience to develop workable options.

This attachment was originally developed by VicRoads in consultation with a Loading Zone Review Working Party which included representatives of the Transport Workers Union, the Victorian Transport Association, the transport and courier industry, RACV, VicRoads, Municipal Association of Victoria and the City of Melbourne.

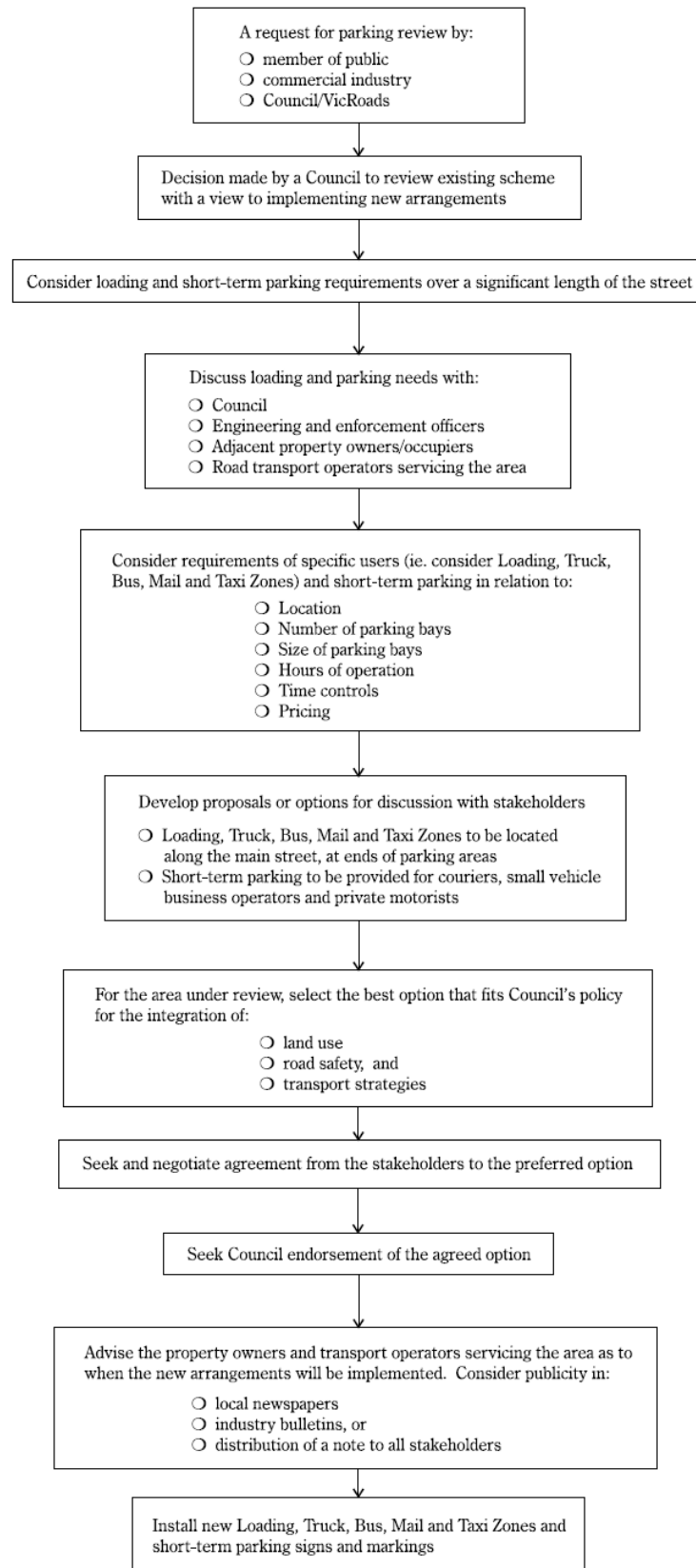


Figure A 1: Recommended process for determining arrangements for loading and short-term parking

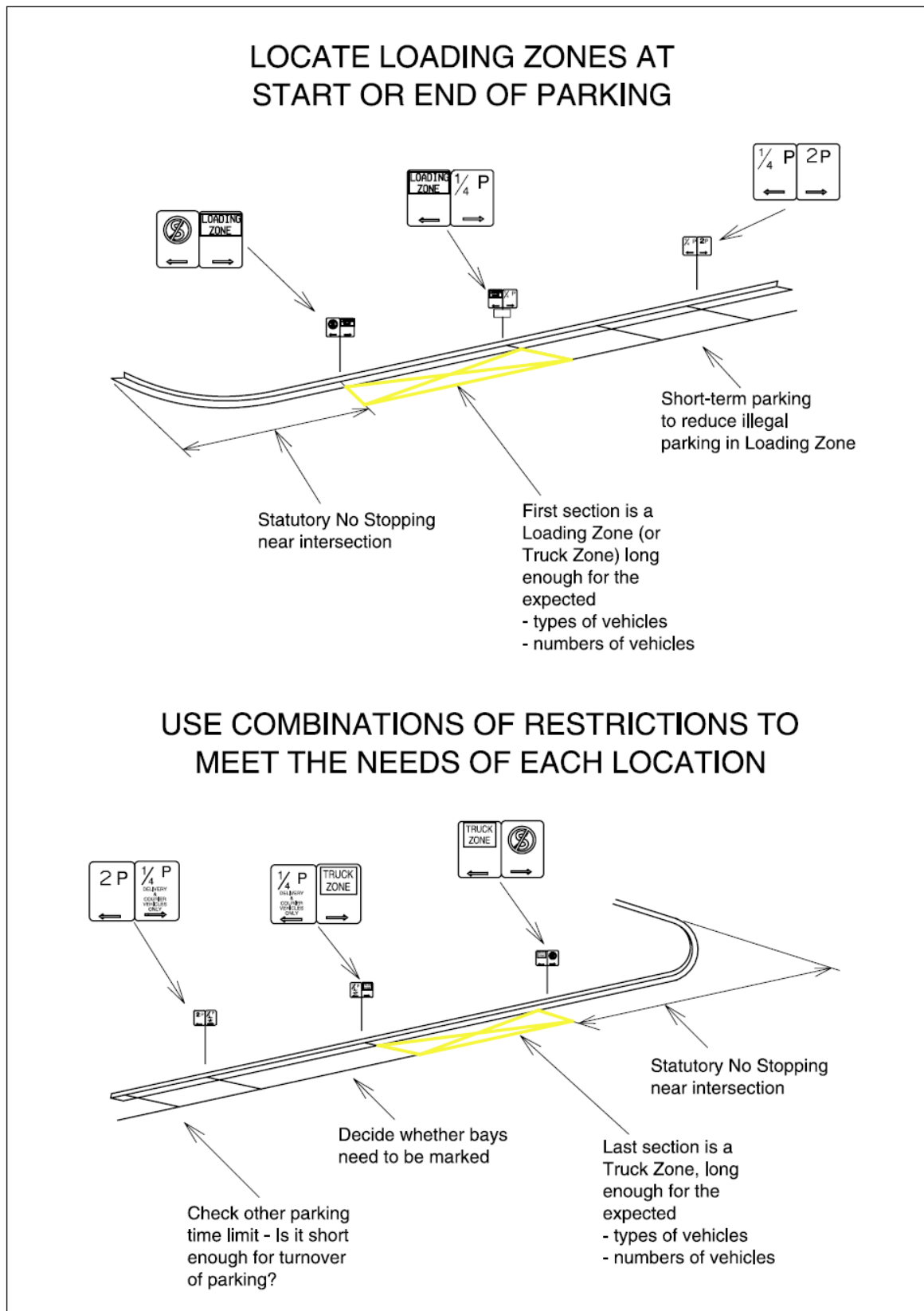
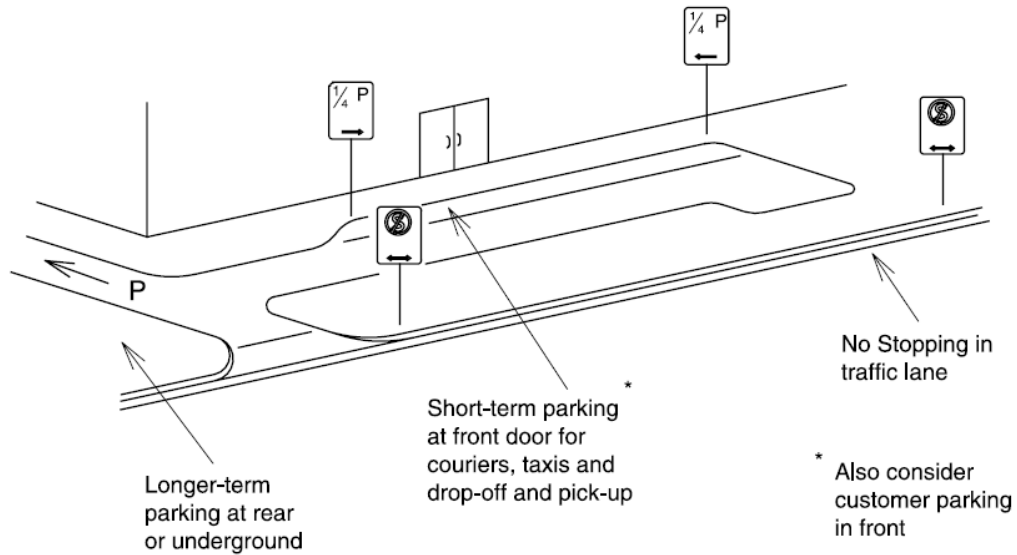


Figure A 2: On street loading bay and short term parking location and design

PROVIDE SHORT TERM PARKING AT THE FRONT OF NEW DEVELOPMENTS



SETBACK TO ALLOW INDENTED LOADING OR SHORT TERM PARKING

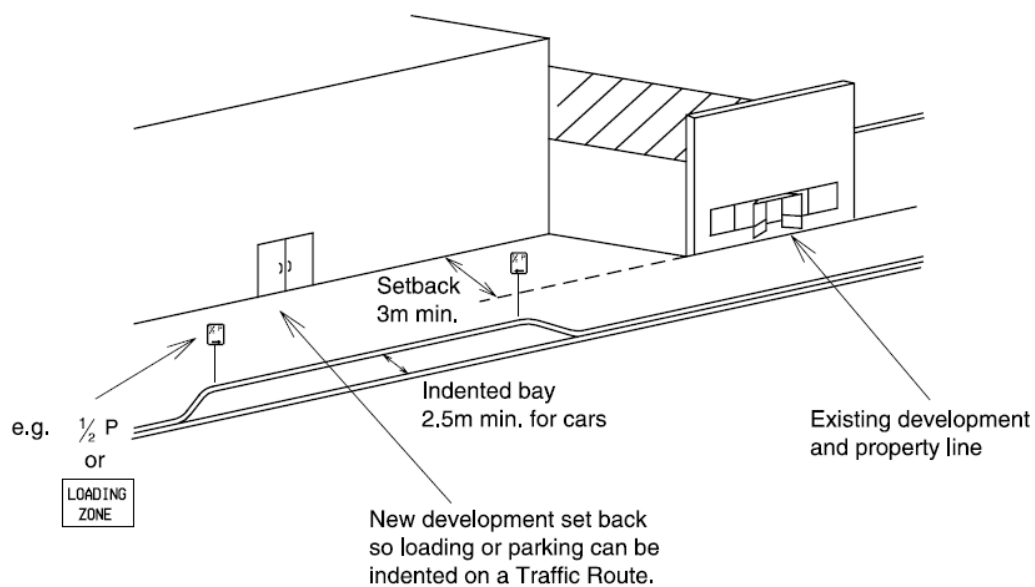


Figure A 3: On street loading bay and short term parking location and design

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