



**PALMERSTON NORTH CITY**

**PALMERSTON NORTH  
TRAFFIC AND PARKING BYLAW**

**2018**

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**Administration Manual**

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DRAFT FOR ADOPTION

## Document Control

Version No.	Reason for Amendment	Date

## Authorisation

	Name	Signature	Date
Prepared By			
Reviewed By			
Authorised By			

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## **PART ONE – INTRODUCTION**

The purpose of this Administration Manual is to provide material complementary to the Traffic and Parking Bylaw. It identifies specific terms and conditions relating to parking restrictions, and identifies specific controls and restrictions such as one-way roads and heavy traffic prohibitions. It may also include administrative tools such as permit application forms.

The Administration Manual is made under the Traffic and Parking Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up-to-date and reflects current practice. Amendments to this document will be authorised either by the General Manager for City Networks or the Roading Manager.

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## **PART TWO – PARKING TERMS AND CONDITIONS**

The following terms and conditions apply to any person who stops, stands or parks a vehicle on a road, or uses a parking place or transport station.

### **1. OCCUPANCY**

- 1.1. A parked vehicle must occupy only one parking space unless it is necessary for a vehicle to extend onto an adjoining and unoccupied parking space by reason of the size of the vehicle. In such a case the requirements for use of each parking space must be met.
- 1.2. No person may park any vehicle in a parking space that is already occupied by another vehicle. However more than one motorcycle (but no other vehicle) may occupy any parking space at the same time provided that:
  - 1.2.1. All motorcycles in that parking space are parked at right angles to the kerb.
  - 1.2.2. Any fee payable for the use of that parking space has been paid for the duration that any motorcycle continues to occupy that parking space.

### **2. SAFETY**

- 2.1. Except with the prior written permission of the Council no person shall park a vehicle on a road or Council-controlled place for any period exceeding seven days, if that vehicle cannot be moved on at the request of the Council.
- 2.2. No person may park or place any machinery, equipment, materials, waste disposal bins or freight containers on any road or public place except with the permission of the Council and in accordance with any conditions that may be required.
  - 2.2.1. This condition does not apply to containers that are used solely for the purpose of a domestic refuse or recycling collection service and which are placed off the roadway, provided that such containers are not left on any road or public place for a period exceeding 48 hours.
- 2.3. No person may repair, alter or add to a vehicle which the vehicle is on the road, unless necessary to enable the vehicle to be removed from the road.
- 2.4. No person may stop, stand or park a vehicle on a berm or grass verge or any cultivated land adjacent to, or forming part of, a road in an urban traffic area.
- 2.5. No person may park a vehicle on or overhanging any footpath.
- 2.6. No person may park a vehicle in a parking space when a sign, meter hood or permit identifies it as a discontinued parking space.

### **3. DURATION**

- 3.1. Every person who parks a vehicle in a parking space must comply with the time restrictions shown on the sign or the meter controlling the parking space.

### **4. PARKING FEES**

- 4.1. Where a parking space is controlled by a parking meter, a vehicle must not be allowed to remain in, or occupy, that parking space unless:
  - 4.1.1. The required fee is paid for the period the parking space is to be occupied; and
  - 4.1.2. The parking meter controlling the parking space is activated in accordance with the instructions on the parking meter or signs.
  - 4.1.3. The vehicle displays a valid permit issued under the Bylaw that exempts the user of that vehicle from paying the applicable parking fee.
- 4.2. If a parking meter or sign controlling a parking space requires the user of that parking place to display a receipt or other document on the dashboard of the vehicle parked in the parking place, then the receipt or other document must be prominently displayed on the dashboard at the front of the vehicle in a manner that enables the date and expiry time or date to be seen from outside the vehicle.

## **5. CURRENCY**

- 5.1. Only New Zealand legal tender currency may be used to pay parking fees.

## **6. INTERFERENCE WITH PARKING METERS**

- 6.1. No person may interfere, tamper or attempt to tamper with any parking meter.
- 6.2. No person may, without Council permission, affix or attempt to affix anything, or paint or write upon, or disfigure any parking meter.

## **7. MOBILITY PARKING**

- 7.1. Every person who parks in a parking space which has been designated and marked as a mobility parking space must prominently display a mobility parking permit at the front of the vehicle in a manner which will allow the permit to be seen from outside the vehicle.
- 7.2. A mobility parking permit may only be displayed on a vehicle if the vehicle is being used by the permit holder, either as a driver of or passenger in that vehicle.

## **8. RESIDENTS' PARKING**

- 8.1. Only eligible residents displaying a valid residents' parking permit may park their vehicle in a residents' exemption area for a longer period than the posted time restriction for that area.
- 8.2. No person may park a vehicle in a residents' only area except for:
  - 8.2.1. Eligible residents displaying a valid residents' parking permit;
  - 8.2.2. Vehicles operated by the Council or for the Council and being used in the conduct of Council business.
  - 8.2.3. Vehicles operated by network utility operators if necessary for the provision of, or maintenance of, a network utility operation;
  - 8.2.4. Vehicles used to pick up or deliver goods to, or in connection with maintenance of, the property of an eligible resident.

- 8.3. Where a residents' parking permit is required to be displayed for parking in a residents' exemption area or a residents' only area:
- 8.3.1. The permit must be prominently displayed so as to be seen from outside the vehicle;
  - 8.3.2. The permit must identify the vehicle to which it relates and is only valid to be used for that vehicle;
  - 8.3.3. The vehicle is in the residents' parking area referred to in the permit and is valid only during the time period specified on the permit.
  - 8.3.4. The permit must be returned to the Council immediately after the resident ceases to be an eligible resident.

## 9. VEHICLES PARKED FOR SALE

- 9.1. No person may park a motor vehicle in a public place for the purpose of sale without a permit from the Council.
- 9.2. For the purposes of this section, "**the purpose of sale**" means a vehicle that contains advertising or other messages designed to solicit offers to purchase the vehicle, and which are displayed in such a way that the vehicle is not capable of being legally or safely driven without first remove that advertising. Vehicles which are advertised for sale incidental to their day-to-day use, and which contain minimal advertising that does not substantially obscure any of the vehicle's windows, are not considered under this section to be parked for the purpose of sale.
- 9.3. The Council has set aside a section of the carpark of Memorial Park as an appropriate place for the private sale of motor vehicles. Council may issue permits to park vehicles for sale in this location, and reserves the right to decline applications for permit to park vehicles for sale in any other location.

## PART THREE – ONE WAY ROADS

Road	Section/Part	Permitted direction of travel
Coleman Place	All	East to west, from intersection with The Square to intersection with George Street.
King Street	All	East to west, from intersection with Princess Street to intersection with Rangitikei Street.
Berrymans Lane	All	From Princess Street entry to "T" junction  From "T" junction to exit on Broadway Avenue.  From "T" junction to exit on Main Street
Palm Drive	All	From north-east intersection with Victoria Esplanade Drive to west intersection with Victoria Esplanade Drive  Bicycles are permitted to travel in either direction on Palm Drive



## **PART FOUR – HEAVY TRAFFIC PROHIBITIONS FOR THE CBD**

Subject to the provisions of clause 11 of the Bylaw, the following roads are prohibited to heavy vehicles transporting livestock at all times:

Andrew Young Street

Ashley Street

Broadway Avenue between Rangitikei Street and Princess Street

Campbell Street between Walding Street and Cuba Street

Church Street between Pitt Street and Princess Street

Coleman Place

Cross Street

Cuba Street between Pitt Street and Rangitikei Street

Donnington Street

Fitzherbert Avenue between The Square and Ferguson Street

George Street

King Street

Linton Street between Church and Ferguson Street

Lombard Street between Walding Street and Cuba Street

Main Street between The Square and Pitt Street

Main Street between The Square and Princess Street

Queen Street

Rangitikei Street between Grey Street and Broadway Avenue

Taonui Street between Walding Street and Cuba Street

The Square perimeter

For additional clarity, the roads listed above are all within the area bounded by the ring road:  
Princess Street-Ferguson Street-Pitt Street-Bourke Street-Walding Street-Grey Street