

Guidelines for Providing Loading Zones and Other Short Term Drop Off/Pick Up Areas

October 2000



1. Introduction

All businesses generate a need for parking. This includes:

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

These guidelines deal with the latter two items, together with other short term parking needs, and have been prepared for use by local government and consultants when parking schemes and loading areas are being reviewed or are being considered for new developments and existing areas.

2. Controlling Parking and Stopping

In Victoria, parking and stopping (stopping was previously referred to as 'standing'*) of vehicles is controlled by the Traffic Regulations#. The regulations apply on all roads open to the public and in off-road areas which by definition or by declaration are treated in the same way as public roads. The Traffic Regulations set out how parking and stopping is controlled, by means of:

- ❑ General regulations (e.g. No Stopping close to intersections),
- ❑ Parking control signs, which override or sometimes reinforce a general regulation,
- ❑ Line marking on the road (e.g. a single continuous yellow line near the edge of the road means 'No Stopping at all times'; also, white lines are used to define parking bays).

Other markings associated with parking have no legal meaning, but are used to reinforce regulations or signs (e.g. yellow outline excluding the kerbside and diagonal cross at Loading Zones as shown in the sample layout in page 13).

If a parking control is not included in the general regulations, it must be indicated by signs (except for a continuous yellow line, described above). Signs are the most common way of controlling parking and stopping. For parking control signs to have legal meaning and be enforceable in Victoria, they must comply with the requirements of Australian Standard AS 1742, Part 11, Parking Controls. The 1999 version of AS 1742.11 has been released and is now available.

3. Using Parking Control Signs

There are two types of sign controls:

- ❑ Kerbside or 'Linear' controls. These signs contain an arrow indicating the direction of the control.

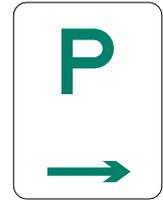
Kerbside (linear) parking controls may be one of five types:



No Stopping



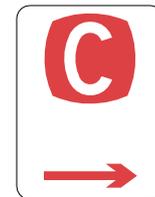
No Parking



Parking



Zone



Clearway

- ❑ Area controls. An 'AREA' is established by 'entry' and 'exit' signs at each access point. These signs are discussed in the VicRoads brochure titled 'Guidelines for the Signing of On-street and Off-street Area Parking Control Schemes'. Area signs are not applicable to loading zones (you cannot have a 'zone area' or 'area zone'). They are usually not used for the types of short term parking controls discussed in this brochure, although they may be suitable in particular cases.

While the main topic of this brochure (loading zones) is 'zone' control, 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).

* The change from 'standing' to 'stopping' is part of nationally uniform traffic regulations, in effect from 1 December 1999.

The full title of Victoria's Traffic Regulations, from 1 December 1999, is the 'Road Safety (Road Rules) Regulations, 1999'. These regulations incorporate 'Road Rules - Victoria' which describe the particular road rules which apply to vehicles and road users in Victoria.

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

There are several types of parking controls which can be used to manage loading and short term pick up/drop off spaces and these are described below:

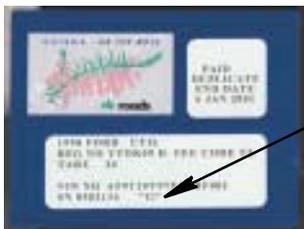
ZONES

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 the company or business name on each side
- Courier vehicles, appropriately signed
- Trucks
- Vehicles with a 'G' code on their registration label, indicating that they are designed principally for carrying loads



'G' registration code is included here on the registration label

Registration label with a 'G' code

- Public buses and taxis
- Other commercial passenger vehicles (eg. 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 Loading Zone sign.

If there is no time limit on the sign, the regulations specify a time limit of 30 minutes. A time limit should always be displayed on the sign.

Signage 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





Loading Zone sign

A 'User Limitation' may be included on the sign to limit its use to only the specified vehicle types (e.g. 'DELIVERY VEHICLES'). Such vehicle types are 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 photo below).

Changes were made to the Victorian Road Safety Regulations in September 2000 and the penalty for parking infringement in a loading zone is \$100.

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 Truck Zone 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.



Truck Zone sign

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 (formerly No Standing)

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 (see photo below). The most common user limitations on No Stopping signs are now replaced by Zone signs.



Part time loading zones may be combined with other short term parking

NO PARKING

No Parking prohibits the stopping of any vehicle, except for the purposes of dropping off or picking up goods or passengers. Under Victoria's new Traffic Regulations which incorporate uniform Australian 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. Designers of parking schemes (as well as drivers) should note that these restrictions are more severe than those previously applying in Victoria, in which a fifteen minute limit applied.

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, so long as the driver is not over 3 metres from the vehicle and the time displayed on the sign is not exceeded.

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, ¼P or ½P). This restriction lets all types of vehicles (private and commercial) use the space, but only for a short time. If enforcement is adequate, this restriction lets private and commercial 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 and courier 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' (see page 4).

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, '½P, 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 park in Loading Zones because adjacent parking spaces have a time limit which is too long, resulting in a low turnover of spaces

This prevents 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.

In some instances, it may be desirable to provide Truck Zones where use is required by larger vehicles to service adjacent properties.

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

Often, 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.

Section 7 of these guidelines provides a structured approach to meeting the needs of private and commercial vehicles.

Clearways

Some roads require Clearways or No Stopping restrictions to assist the safe and efficient movement of traffic. As far as practicable, Loading Zones or Truck 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 ¼P 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

Often, 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 be best 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

Traffic Regulations: The 'Road Safety (Road Rules) Regulations, 1999' have been in force since 1 December 1999. These regulations incorporate Road Rules - Victoria which substantially accord with uniform road rules across Australia.

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 of Road Rules - Victoria 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 of Road Rules - Victoria for full definition and requirements).

Traffic Route: To assist in the management of its road network, it is recommended that Councils develop a network of Traffic Routes by following the guidance in VicRoads' Trucks on Roads Design Guide, 1994. The network will include all arterial roads, but will also include some Local Roads (i.e. those roads which are under the control of the Local Council, but which must perform a traffic carrying function, rather than function as 'local streets')

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

Other definitions are contained in Road Rules - Victoria.

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 Table 1).
- 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?



Ensure that loading bays are long enough for the likely size of trucks.

Table 1: Typical Loading Bay Requirements for Developments

Development Type & Floor Area	Minimum No. of Bays
Offices	
General	1/5,000 m ²
Minimum	1 x LR
e.g. 5,000 m ²	1 x HR
e.g. 20,000 m ²	4 x HR
Shops	
General	1/2,000 m ²
Minimum	1 x LR
e.g. 2,000 m ²	1 x HR
e.g. 10,000 m ²	2 x HR plus 3 x LR
Supermarkets	
General	1/1,000 m ²
Minimum	1 x HR
e.g. 1,000 m ²	1 x HR
e.g. 2,000 m ²	1 x A plus 1 x HR
e.g. 4,000 m ²	2 x A plus 2 x HR
Department Stores	
General	1/1,000 m ²
Minimum	1 x HR
e.g. 2,000 m ²	2 x HR
or 1 x HR plus 1 x A	
e.g. 4,000 m ²	1 x A plus 3 x HR
Showrooms	
General	1/2,000 m ²
Minimum	1 x HR
e.g. 5,000 m ²	3 x HR
e.g. 10,000 m ²	4 x HR plus 1 x A
Warehouses and Industry	
General	1/4,000 m ²
Minimum	1 x A
e.g. 5,000 m ²	1 x A plus 1 x HR
e.g. 10,000 m ²	2 x A plus 1 x HR
Other	
General	1/2,000 m ²
Minimum	1 x HR

LR = Light Rigid Truck Bay
 HR = Heavy Rigid Truck Bay
 A = Articulated Truck Bay

Source: Road Traffic Authority now known as VicRoads (1989) Guidelines for the Planning and Design of Road Freight Access for Commercial and Industrial Developments.

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 Table 2).
- 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 a space clear of the left traffic lane, either by setting back the development a suitable distance (minimum 3m) and providing an indented parking/loading space, or by an off-road area in front of the building.



Short term parking can be restricted to a particular class of vehicle.

Courier Deliveries

Offices and industries will need space for short term parking by couriers – and taxis. (They will also need one hour or two hour parking by customers).

- Are enough spaces provided? (Refer to Table 2).
- 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 a space clear of the left traffic lane, either by setting back the development a suitable distance (minimum 3m) 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 at this location and in the wider area?
- Is a Truck Zone more appropriate?
- 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 short term parking is provided (e.g. P10 MINUTE, 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.

Table 2: Typical Parking Requirements for Couriers and Taxis

Development	Spaces / 10,000 m ²
Offices	5
Retail	5
Industry	2.5
Other	4

Source: Road Traffic Authority now known as VicRoads (1989) Guidelines for the Planning and Design of Road Freight Access for Commercial and Industrial Developments.

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 with access to properties.

Loading Bays

Vehicles need to reverse into loading bays. The loading bays should be located in such a way that reversing does not endanger pedestrians or other motorists. Loading bays should also be long enough for the likely size of trucks. The location of the bay should allow 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 a roadway or Traffic Route. Reliance on left hand reverse turns (i.e. on the driver's 'blind' side) should be avoided. AS 2890.2 (Commercial vehicle parking facilities) should be used 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, the spaces should be provided in front of the building, clear of traffic lanes so that 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, pick up space should be provided where it is likely to be used, usually 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. The zones need to be long enough for the vehicles likely to use them (refer section 'Size and Number of Spaces'). They should not be located adjacent to trees, or cafes having footpath dining.

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 businesses attracting 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 and long enough for trucks to use them.

i.e. their length, needs to be at least the length of the trucks which will use it, plus a length for opening the rear tray or door or walking past it. Design 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), Austroads Guide to Traffic Engineering Practice, Part 11, Parking and relevant town planning codes should be used.

Refer to Table 2, for the number of courier and taxi spaces required. 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, in combination with these vehicles, 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 predominantly by courier vans, taxis or private vehicles, car parking bay 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.

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 ie. 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 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 Road 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 eg between 9am and 6pm, Monday to Friday and a suitable time span to match trading hours during weekends with time limits (eg. 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 these guidelines, 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.

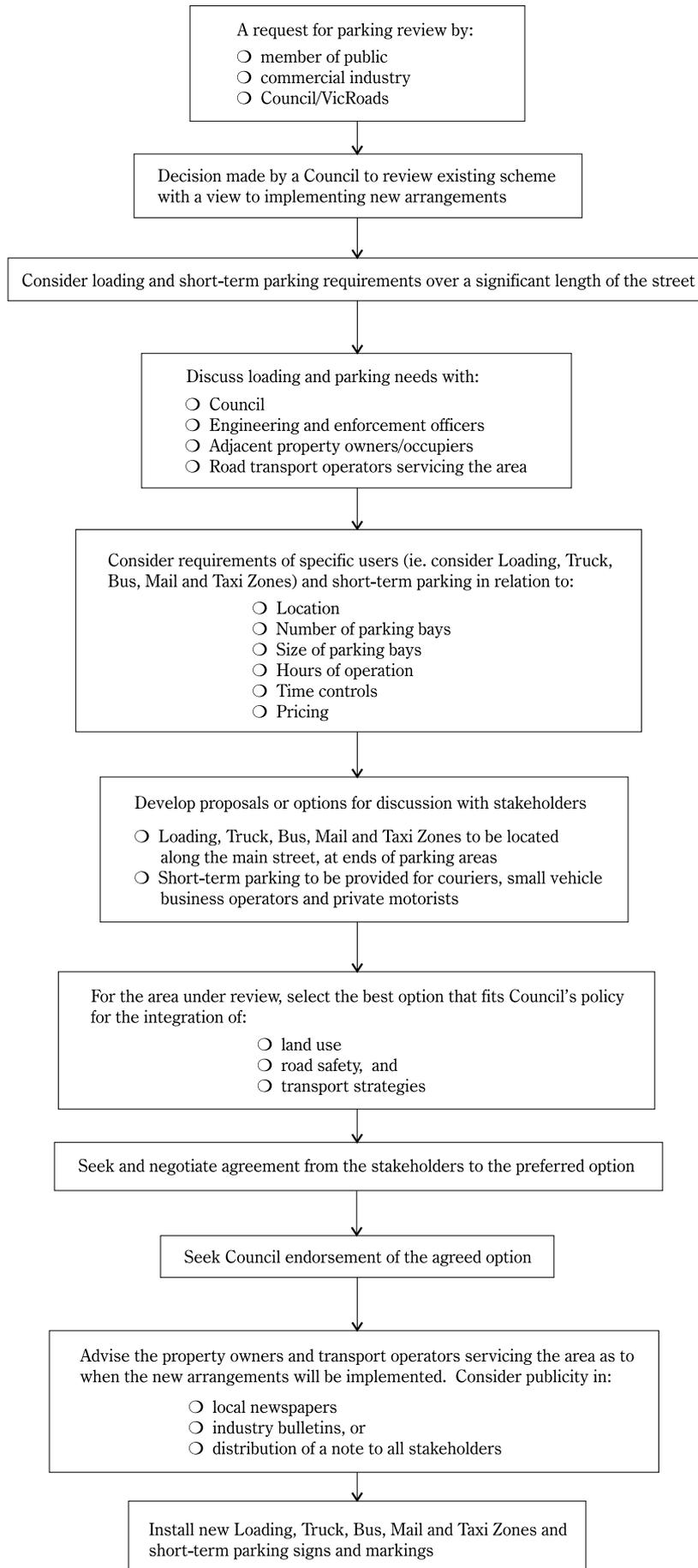
This process has been successfully used by the City of Stonnington in reviewing and revising Loading, Truck, Mail, Taxi and Bus Zones and short-term car parking along Chapel Street, Prahran, between High Street and Toorak Road.

Layouts

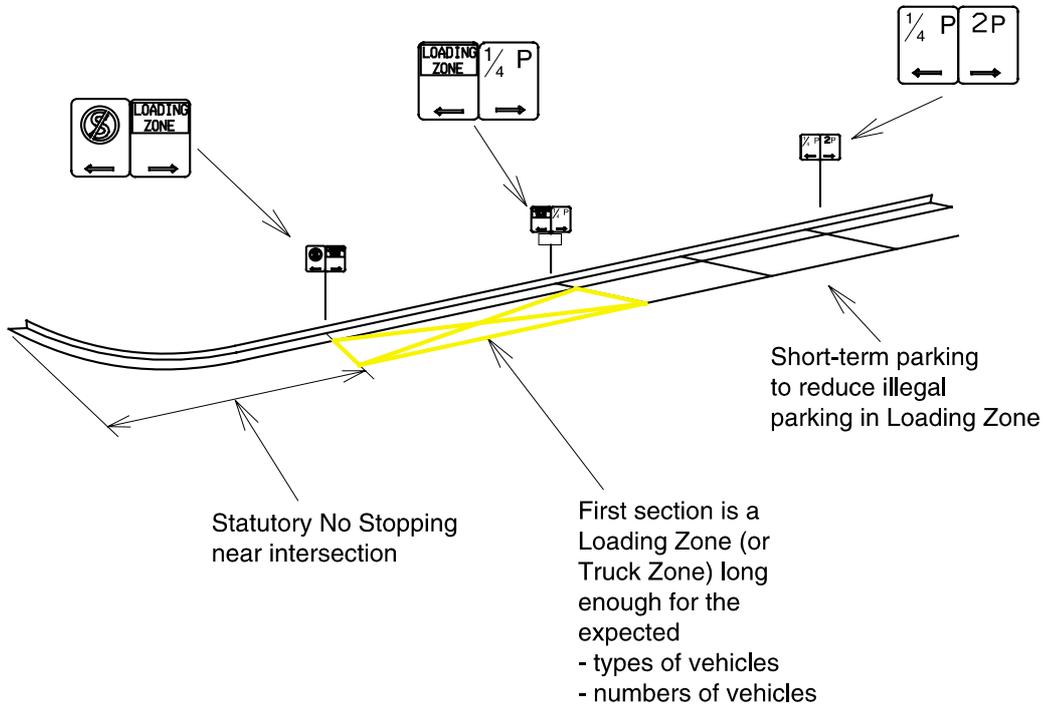
There is no single simple layout of loading or short term parking which meets the needs at every location. The options described in Section 4 can be applied individually or combined next to each other, depending on the loading and parking demands. The particular option or treatment should be determined following completion of the recommended process outlined above.

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

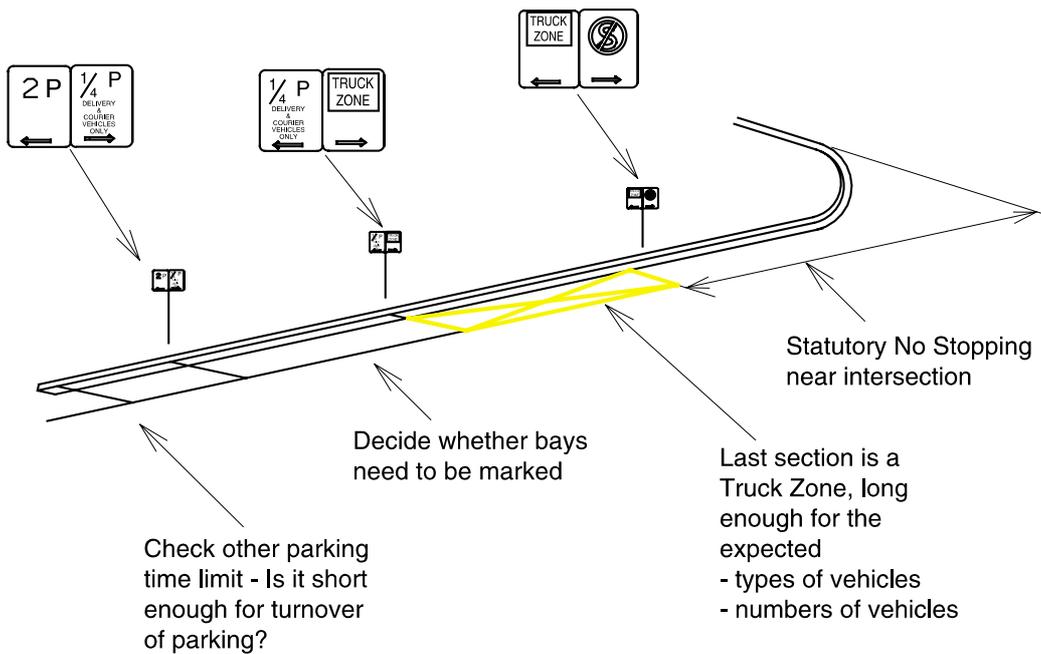
FIGURE 1: RECOMMENDED PROCESS FOR DETERMINING ARRANGEMENTS FOR LOADING AND SHORT-TERM PARKING



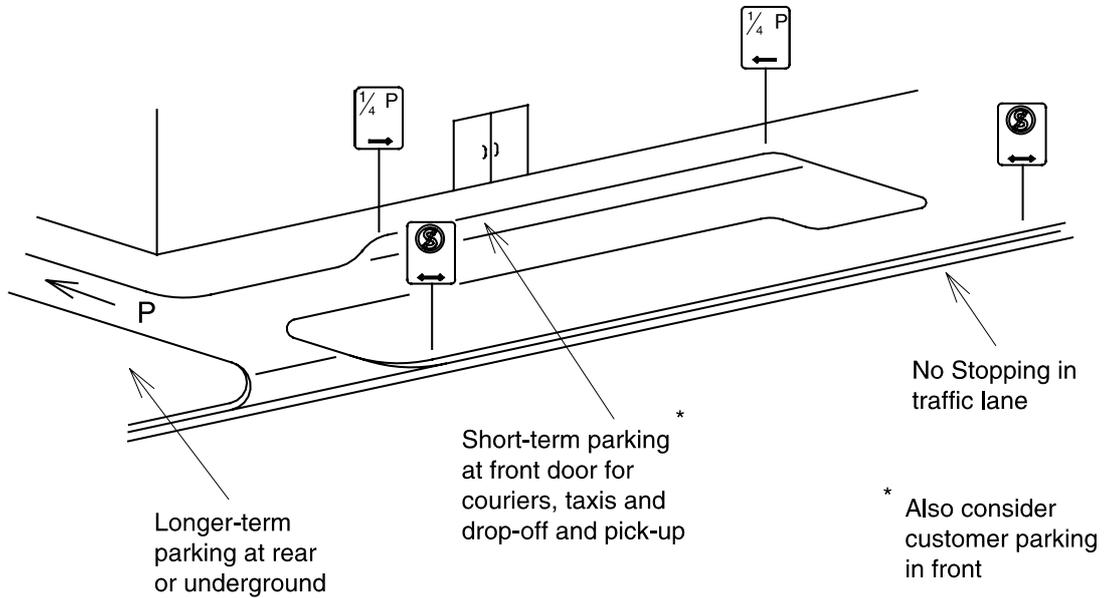
LOCATE LOADING ZONES AT START OR END OF PARKING



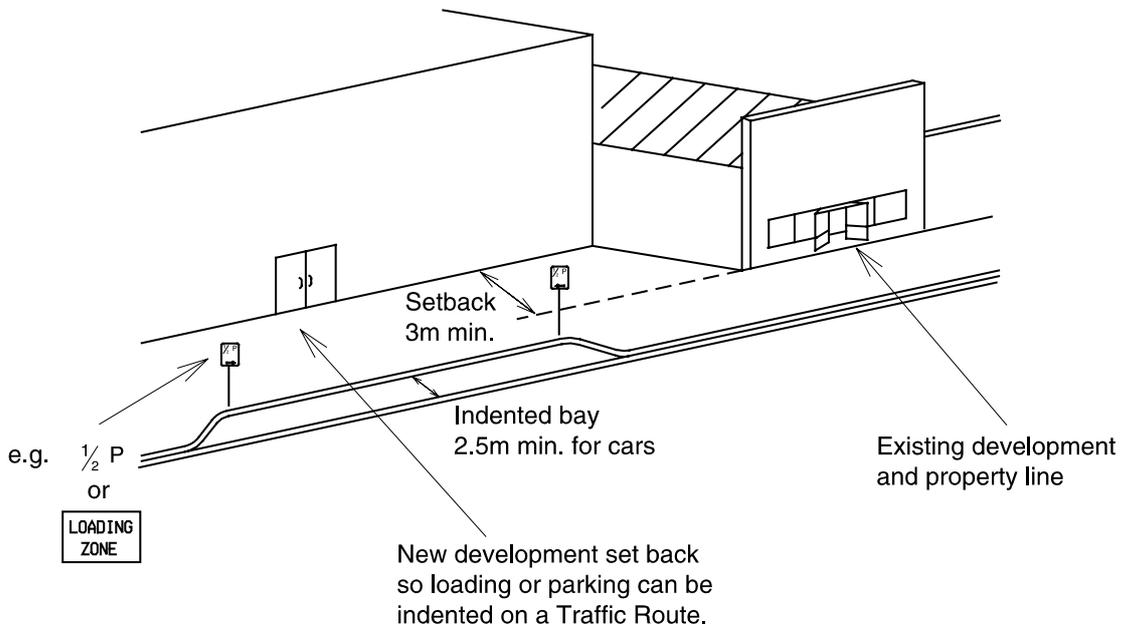
USE COMBINATIONS OF RESTRICTIONS TO MEET THE NEEDS OF EACH LOCATION



PROVIDE SHORT TERM PARKING AT THE FRONT OF NEW DEVELOPMENTS



SETBACK TO ALLOW INDENTED LOADING OR SHORT TERM PARKING



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 Victorian Traffic Regulations could result in it being unenforceable).

VicRoads has also produced a leaflet titled 'Loading Zones' (October 2000) which details the permitted users of Loading Zones. It is available from local Councils or from the VicRoads Bookshop at 60 Denmark Street, Kew. (Telephone 9854 2782 or Fax 9854 2468).

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 Road Transport Association (VRTA), the Transport Workers Union (TWU) and the Victorian Taxi Association will be happy to provide advice and assist you. Use their skills and experience to develop workable options.

Contact:

VRTA: 9646 8590

TWU: 9645 1322

Taxi Association: 9690 0044

For inquiries to VicRoads about the matters in this brochure, telephone 9854 2400.

This brochure has been produced by VicRoads and in consultation with the Loading Zone Review Working Party, which includes representatives of:

- Transport Workers Union
- Victorian Road Transport Association
- The transport and courier industries
- RACV Ltd
- VicRoads
- Municipal Association of Victoria
- City of Melbourne



Loading Zones used correctly for business use

