



Background



The Parish is implementing the Old Trinity Hill Residents' Parking Zone (RPZ), approved by the Parish Roads Committee on 12 March 2025, to improve parking for residents and ensure fair use of limited street space. Refer to Appendix 1 of this guide for a plan of the new residents parking zone.

Public consultation was previously undertaken in November 2023 and the recorded feedback showed mixed views: 17 responses were received in total, with 9 in support and 8 against, alongside comments on specific aspects of the proposal; these points have been noted as the scheme moves forward under the Committee's approved approach.

Where demand for permits exceeds available supply, permits will be allocated by a random lottery/draw. The Parish has set out the draw rules below to ensure the process is fair and consistent (including preventing multiple permits being allocated to the same household/address), with eligibility checks before entry, a clear audit trail, and appropriate confidentiality arrangements.

Draw particulars:

- a) Application window:
 - Opens: **Friday opens 10 April 2026**
 - Closes: **Wednesday 22 April 2026 at 5.00 pm**
- b) Draw date and oversight:
 - the Draw will take place on: **Friday 24 April 2026**
 - The draw will be undertaken by one of the **Parish of St Helier Procureur du Bien Public**.
- c) Permit quantity (including oversubscription):
 - 11 marked spaces.
 - 25% oversubscription applies, so **14 permits** will be issued in total.
- d) Review:
 - Community Support Team will review whether the oversubscription level remains appropriate as the new zone beds in

Please note:

Issuing additional permits does not guarantee a parking space will be available at any given time.



Terms:

1. Purpose and principles

- The permits will be allocated by lottery/draw to ensure the process is fair, transparent, and auditable, and can withstand scrutiny.
- Applications will be checked for eligibility before entry into the draw.
- Applicant details (names/addresses) will be kept confidential throughout the process, and the draw will be conducted using anonymised reference numbers.

2. Eligibility (what qualifies an application to enter the draw)

- Only applications that meet the RPZ eligibility requirements for this zone will be entered into the draw, following an internal eligibility check.
- Each eligible application will be issued a unique reference number for the purposes of the draw.
- Applications that do not meet eligibility requirements, cannot be verified, are incomplete, or are received after the closing date/time will not be entered into the draw.
- For the purposes of the draw, 'household/address' means a single postal address (or such other definition as is published for this RPZ where a premises is subdivided into self-contained units).

3. Entry limits

- One entry per eligible household/address, to prevent multiple permits being allocated to the same household/address at the expense of others.
- Duplicate or excess entries linked to the same household/address (or postal address/unit, where applicable) will be removed before the draw is undertaken, so that each eligible household/address (or unit) has no more than the permitted number of entries in the draw.

4. Oversubscription

- The oversubscription level is set at **25%**, which equates to approximately three additional permits. While a permit allows parking in any available and legal space within the relevant zone, it does not guarantee that a parking space will always be available.



5. Eligibility to apply and application process

- Please follow this link for information on Residents Parking Zones and the eligibility criteria

<https://sthelier.je/resident-parking-zones/> or scan this QR Code:



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- Applicants must apply using the existing RPZ application form (administered by Customer Services). Please follow this link to the application: [RPZ-Application-Form-March-2026-V2.pdf](#)

A hard copy of the application form can be collected from the Town Hall in Customer Services. Public office opening hours are: Monday to Friday 08:45 to 16:45, Telephone 811811.

- The timing of submission within the application window does not affect an applicant's chance of success.
- The Parish will provide site notices with a QR code or link to the online application, and share details on its website and social media as part of its communications plan.

6. Business permits (applications within the zone)

Eligibility

- A business permit is intended for a business owner who operates from an address within the RPZ and has a Jersey-registered vehicle that is used in Jersey exclusively for the purposes of that business.
- Other staff members associated with a business are not eligible for a business permit.
- For Old Trinity Hill, the scheme design and supporting documentation anticipate that commercial premises within the RPZ extent (including the commercial units at Rigby Court and "Golden Bowl") can apply for a commercial/business permit where they fall within the RPZ catchment.

How to apply (business permits)

- Applications must be made using the existing RPZ permit application form, Please follow this link to the application:

[RPZ-Application-Form-March-2026-V2.pdf](#)



Business applicants should provide:

- Proof that the business operates from an address within the RPZ (for example, business documentation showing the trading address).
- Vehicle details and any supporting evidence required under the RPZ application process.
- Business permit applications will be checked for eligibility before being processed.

Availability, waiting list, and allocation

- Business permits are limited and may be subject to waiting lists; waiting times vary and it is not possible to guarantee how long a wait may be. When a permit becomes available, Customer Services will contact the applicant.

Use of business permits (key operational point)

- Business permit holders may park in the zone in line with the RPZ rules applicable to business permits.

7. Draw method (how the draw is carried out)

- Eligible applications will be collated into a draw list using anonymised reference numbers only (no names or addresses).
- The draw will be conducted on the date as shown in the **Draw Particulars** using reference numbers only.
- The number of permits to be issued is identified in the **Draw Particulars**

8. Governance, transparency and audit trail

- The Parish will retain a clear record of:
 - the eligibility checks completed;
 - the anonymised list of entries;
 - the draw outputs (selected reference numbers in order); and
 - the final allocation outcome (successful/unsuccessful by reference number).
- Applicant details will be stored so that those involved in the draw cannot identify individuals from the drawn numbers (i.e., separation between “draw list” and “identity list”).



9. Notification and next steps

- Successful and unsuccessful applicants will be notified following the draw, with timescales set out in the **Draw Particulars**.
- Permits are intended to be issued to successful applicants from **1 May 2026**.

10. Waiting list / reallocations (recommended to include)

- If a successful applicant declines or fails to complete required steps within the stated timeframe, the permit may be reallocated to the next eligible applicant in the draw order (or to a published waiting list approach). This approach should be stated clearly in advance.

11. Permit holder changes (moving home / change of occupier)

- RPZ permits are issued to an individual for a declared vehicle and remain the property of the Parish; they are not linked to a property and are not transferable to a new occupier.
- A permit is only valid while the permit holder lives in (or, for business permits, operates from) an address within the relevant RPZ. If the permit holder moves out of the zone (including selling the property), the permit must be returned to the Parish within 10 days and will be cancelled.
- Where a waiting list operates, permits are limited and waiting times vary; when a permit becomes available, the Parish's Customer Services Team will contact applicants.

12. Important conditions

- A permit remains the property of the Parish and is not transferable.
- A permit does not guarantee a parking space will be available at any given time.



Appendix 1: Old Trinity Hill – Residents Parking Zone map

