



1.0 Introduction :

Through this section within the Policy and Guidelines document, the Authority for Transport in Malta aims to guide applicants towards an organised vehicle parking set – up via general and dedicated parking bays which may take the following arrangements :

- General On-street Parking Bays;
- Reserved Parking Bays;
- Un/loading Bays;
- Alighting/Boarding Bays;
- Keep Clear Bays;
- Electric Vehicle (EV) Bays;
- Coastal Areas;
- Non-Motorised Vehicles;
- Prohibitions.

The introduction of any of the dedicated parking bays, listed within this part of the policy requires a TM permit as regulated through **CAP 499 : Authority for Transport in Malta Act**. Such permits will need to be validated and rendered directly by the respective local council. It is to be noted that Transport Malta permit does not preclude the applicant from obtaining any other necessary permit, authorisation or licence required at law.

***Note :** Blue Badge Holder bays (including for public car parking areas) including Keep Clear Bays for access purposes, Bus Stops / Bus Bays and School Requirements shall be seen through the relevant chapter within this same policy document (Permanent Traffic Management Policy & Guidelines).*

2.0 Procedure :

Any local council or relevant entity (enlisted in table 7.5), shall be entitled to apply for the introduction of parking bays depending on the classification for use to enhance organisation and safety within the road network.

Any type of parking bay or signage, which is found as not duly authorised or not in compliance to policy and law will be removed by the Authority.

2.1 Application

Applications may be submitted by the local councils or relevant entity, through any of the following means but shall always include the basic documentation listed below within the relevant application form. Applications may reach Transport Malta in any of the following formats ;

- E-Mail on the email addresses provided by the Authority, using adequate form attached to this policy as **Annex 07.1**;
- Traditional Post on address provided by the Authority, using adequate form attached to this policy as **Annex 07.1**;
- E-Forms through the dedicated portal.

Documentation :

- ✓ Application Form entitled *Parking Bays*. Form should describe reasons for request.
- ✓ Site plan at adequate scale showing proposed location of the proposed measure.
- ✓ Site photos – at least 3 photos including at least one street scape of the road. The photos need to be recent (taken within the last 3 months) and should indicate the date. Photos may also indicate location of proposal in red.
- ✓ Footway width
- ✓ Road width
- ✓ Direction/s of traffic on road

This service is regulated by the Authority for Transport in Malta as per CAP 499.

2.5 Communication & Feedback :

- The applications for parking bays, are to be submitted by the local council or other applicable entity to the Authority for Transport in Malta for assessment.
- The Authority will consider the applications for parking bays as submitted by the applicant.
- The Authority may request additional information that is to be forwarded by not later than thirty (30) days from the date of request.
- In the case that such information is not received within this stipulated time period it will be understood that the applicant does not wish to pursue this matter further. Otherwise the local council may wish to inform the Authority that they require more time to prepare the additional information requested and the Authority will act accordingly.
- The Authority may also require any certifications, which it deems necessary especially with regards to materials in use. It is to be noted that it is however responsibility of the applicant to ensure that any product installed is certified as per standards and that installation is carried out as per manufacturers' instructions and in accordance to any other permits required by law.
- In the case of Arterial and Distributor roads, the Local Council or Transport Malta may be required to consult with Infrastructure Malta.
- Once that all the information is in hand the Authority shall process the application within 4 weeks.
- The local council is to inform the Authority within 5 days of completed works and shall verify that works have been completed according to authorisations issued.

It is important to note that once that a permit is issued, the applicant shall apply for a Road Works Permit from the relevant unit at Transport Malta, in accordance with Subsidiary Legislation 499.57 – New Roads and Road Works Regulations, in order to implement the works as applicable.

3.0 Criteria for Authorisation

3.1 General

The aim is to :

- Maintain the economic vitality of our localities as a place to live, shop, work and visit, whilst recognising parking management as a tool that can and will be utilised to provide effective management to existing parking stock.
- Ensure optimal use of parking bays.
- Require that new developments are effectively incorporating parking bays or sustainable modes of transport within their buildings in order not to further impact on On-Street parking availability.

Any authorisation shall be issued under the following criteria :

- Not block pedestrian or driver visibility, and in line with the requirements of the general on-street parking criteria,
- Not to impede traffic flow, contribute to collisions, impair visibility at corners or create conflict between vehicular and pedestrian traffic,
- Prohibited along arterial and distributor roads (except where otherwise indicated), within or on pedestrian walkways and bus-stops and bus lay-bys, and in the vicinity of driveways, intersections, junctions and alleys,
- Allow an unhindered minimum width of 1.30m on footpaths whilst a minimum of 1.00m may be considered in cases where no other alternative solution is applicable,
- The assignment of dedicated parking bays is acceded to, only if it is not possible for the entity concerned to have off-street parking arrangements within its or nearby buildings,
- In certain instances, and upon request from the Authority, authorisation shall be issued subject that the following has been ascertained as done by the applicant : A discussion has been held and an agreement has been reached with all effected entities, commercial outlets, residents and any other third parties or stakeholders,
- In the eventuality that it is established that the present road configuration does not allow for the minimum standards to be applied, the Authority may deviate from these requirements to best accommodate these measures within the existing set-up,
- The Authority for Transport in Malta will give its authorisation without prejudice to third party rights,
- Execution of works is subject to the acquisition of any other permission, licence or authorisation from the relevant public authorities as required by law,
- Transport Malta, in accepting the request submitted would have limited its involvement to ensuring that such request was assessed in compliance with the technical guidelines and policies as established by the Authority for Transport in Malta Act Chapter 499.

It is to be noted that the decision of the Authority is final as established within the parameters of CAP 499 of the laws of Malta. It is also essential to note that the Authority reserves the right to withdraw any issued permit if it so deems necessary.

4.0 Types of Parking Bays

Various types are listed hereunder of parking arrangements are listed hereunder, however list is not exhaustive and other requests may be considered accordingly. It is also responsibility of applicant / owner to ascertain that products used are certified adequate and conformant to the relevant standards.

Images below and drawings attached are for reference purposes only and are in no way publicising or identifying the use of the particular item / brand shown.

4.1 General On-Street Parking shall be **designed** so that any parking on each street section is located and organized in ways to serve the key purposes of that street. Hence, this should be based and managed on the needs of the locality since it is believed that parking demand and the response of different localities may need to incorporate different parking solutions. Nonetheless, below are the applicable general criteria :

- On-street parking is to be designated with white lines, even though it is to be noted that yellow markings convey the same meaning at law. General on-street parking bays are not usually managed by a vertical sign unless otherwise required.
- On-street parking bays are to be located at specific distances from specific zones / land uses, as follows. These distances may be marked with a double yellow line.

Location	Distance in Metres (m)
From Street Corner	5.00 (and as applicable)
From Garage / Alley	1.00
From Major Junctions and Intersections	30.00
From Bus Stop Entry Taper	2.00
From Pedestrian Crossings	4.00

Table 7.1 : General Distances for parking bays

- The provision of on – street parking bays is also related to the available road width. Hence, standard road widths are required to determine the possibility of on - street parking, guided as follows :

Road Type	Parking Not Allowed	Parking On One Side	Parking On Both Sides
ONE WAY			
Access Only Roads	3.00m	4.80m	6.60m
Local Access Road (< 500 pcu/h)	4.50m	6.50m	8.50m
Local Access Road (> 500 pcu/h)	5.00m	7.00m	9.00m
TWO WAY			
Access Only Roads	4.80m	6.40m	8.00m
Local Access Road (< 500 pcu/h)	6.00m	8.00m	10.00m
Local Access Road (> 500 pcu/h)	7.30m	9.30m	11.30m

Table 7.2 : General Distances for parking bays

It is to be noted that the above (tables 7.1 & 7.2) are only meant as guidelines and the Authority may need to reconfigure these distances based on manoeuvrability of vehicles and site conditions / limitations on a case by case basis.

4.1.1 Other Technical Characteristics

Condition	Min Parking Bay Dimensions
End Parallel Parking Bays	4.80m
In – Between Parallel Parking Bays	6.00m
Parallel Parking Bay Width	1.80m – 2.4m
Perpendicular / Oblique Parking Bay Width*	2.40m
Motorcycle (M.C.) Bays	2.20m max length x width of parking bay

Table 7.3: General Dimensions for Parking Bays

**Parking bays which are oblique or perpendicular to the footway are recommended on local access roads only. In this case, it is also recommended that the minimum carriageway width is to be 6.50m ideally including a 500mm safety strip between the parking bays and moving traffic.*

The permitted number of oblique and perpendicular parking bays are guides as follows:

Angle of Footway	Parking Bays per 100m
45°	29
60°	34
90°	42

Table 7.4: Perpendicular / Oblique Parking Bay Arrangement

Any other designated bay identified within the following clauses shall be placed as per general requirements for on street parking but shall carry the designation authorised in line with this policy and guidance document.

Refer to Drawings / No: C7 / 4.1.

4.2 Reserved Parking Bays designation is based on the following criteria i.e; for the intended use of various entities as described hereunder.

Dedicated / Reserved bays shall be as close as possible to the entrance of the building the mentioned entity housing (closest existing general parking bay), however should this not be possible, reserved parking bays shall be in the location identified by Transport Malta,

Office / Entity	Allocation of Bays
Office of the President	3
House of Representatives	3
National Audit Office	1
Office of the Prime Minister*	
▪ The Prime Minister	1
▪ The Head of Secretariat / Chief of Staff	1
▪ The Principal Permanent Secretary	1
▪ The Secretary to the Cabinet	1
<i>Additional bays will be considered upon submittal of a justified request of the Head of Secretariat / Chief of Staff.</i>	

Ministries*	
▪ The Minister	1
▪ The Permanent Secretary	1
▪ The Head of Secretariat / Chief of Staff	1
▪ General Vehicles	2
▪ The Parliamentary Secretary	1
▪ The Head of Secretariat / Chief of Staff	1
▪ General Vehicles	2
<i>Additional Bays will be considered upon submittal of a justified request of the Head of Secretariat / Chief of Staff.</i>	
Government Entities**	
<i>Government entities are encouraged to make their own arrangements for parking facilities for their officials, however the Authority may consider requests for reserved parking bays, provided that these are submitted by the legal representative of the entity and are deemed justified by the Authority.</i>	
Members of Parliament	
<i>Reserved parking is allowed for Members of Parliament in front of the Central Bank area Valletta during Parliamentary sittings as managed by Parker.</i>	
Embassies	
Embassy	2
Ambassador Residence (based on reciprocity)	upon request
<i>Should Embassies quote security requirements to be used by vehicles apart from those recognized as their own, the surplus parking bays should be marked as 'Keep Clear'.</i>	
Local Councils**	
	1
Lotto Offices**	
	1
Hospitals & Health Centres	
Hospitals	1
Health Centres** (as listed by the Ministry of Health)	3
<i>Other requests will be considered upon submittal of a justified request from the Ministry of Health.</i>	
Police Stations	
	1
<i>Additional bays may be allocated upon justified request by the District Region Assistant Commissioner.</i>	
Others as required	
Taxi Stand	
Electric – Mini Cabs	
Horse Cabs	

Table 7.5 : Reserved Parking Bay allocations for Ministries and Government Departments

Additional Notes :

All the parking bays indicating Reserved Bays, should be painted in yellow and a vertical sign should also be fixed reflecting authorisations. Unless identified otherwise as shown in examples below, reserved parking bays are allocated on 24/7 basis.

*Office of the Prime Minister and Ministries` Staff reserved parking bays should be active as per timings identified on sign.

****Reserved parking bays for these entities should be active only during opening hours and hence should be labelled as “unrestricted parking remaining hours”.**

Refer to Drawings / No: C7 / 4.2.

4.3 Un / loading Bays are an essential part of the network as they allow businesses and the general public to make and receive vital, and often bulky deliveries. Availability of these bays is limited and for specified periods only to restrict disruption to our busy road network.

- Un / Loading bay is allowed for a maximum of eight (8) hours a day with Unrestricted parking for the remaining hours, unless otherwise specified by the Authority.
- Un / Loading bay should have a maximum length of 10.00m, unless otherwise specified by the Authority since larger sizes may be considered in industrial, business areas. The bay and wording should also be painted in yellow.
- Un / Loading bays are considered for the following :
 - Retailers of white goods and autoparts;
 - Bakeries;
 - Furniture outlets
 - Carpenters and joiners;
 - Outlets for the hire or sale of heavy plant machinery;
 - Ironmongeries;
 - Butchers & Fishmongeries, Mini Markets (including fruit and veg), detergent shops and similar; for any 3 consecutive hours between 9:00am and 3:00pm.
- For commercial areas, an un / loading bay may be designated, with time restrictions, for communal use. Communal and timed un / loading bays may be considered where there are six or more shops in the immediate vicinity (within 100m) of each other.

Refer to Drawings / No: C7 / 4.3.

4.4 Alighting/Boarding Bays are dedicated bays earmarked for safe alighting and boarding to and from a vehicle which is used in areas where a safety issue is perceived unless the areas for this action is otherwise identified.

- Such bays should have the same minimum length of a general use on-street parking bay and a maximum length of 10.00m, unless otherwise specified by the Authority since larger sizes may be considered depending on the type of vehicle for example a coach.
- The bay and wording should also be painted in yellow.

Alighting / Boarding Bays may be allocated to the following, during opening hours with specific timings stated on the accompanying vertical sign :

Type of Establishment	Allocation of Bays
Childcare centre	1
Hotels, Hostels, Guest Houses, Boutique Hotels	1
Clinics – providing surgery	1

*In the case where such Alighting/Boarding bay needs to be used for Un/Loading purposes, the sign should indicate such.

Refer to Drawings / No: C7 / 4.4.

4.5 Keep Clear Zones are intended to guide a vehicle not to block a part of the carriageway, unless otherwise permitted by means of a vertical sign.

- Such Zones shall have a maximum length of 10.00m unless otherwise specified by the Authority since larger sizes may be considered depending on the site and its use.
- The zone demarcation and wording 'KEEP CLEAR' should also be painted in yellow.

Keep Clear Zones may be allocated in the following circumstances :

Type of Establishment	Allocation of Bays
Bank Branches (managing cash) <i>Kept clear during office hours except for security vehicles. Unrestricted parking should be allowed at any other time except if there is an ATM machine.</i>	1
Foreign Exchange Bureau <i>Kept clear during office hours except for security vehicles.</i>	1
ATM Machines <i>Always kept clear except for security vehicles.</i>	1
Bank Head Offices <i>Allocation may be considered under special circumstances where there are justified security reasons.</i>	-
Substation <i>Kept clear in front of the substation access except for ENEMALTA vehicles.</i>	1
Old People's Homes <i>Always Kept Clear except for Ambulance.</i>	1
Church <i>Kept Clear during mass hours except for Hearses and Wedding Vehicles. Unrestricted parking should be allowed at any other time. Mass hours should be defined on vertical sign.</i>	1
Cemetery <i>Kept Clear during service hours except for Hearses. Unrestricted parking should be allowed at any other time. Service hours may be defined on vertical sign.</i>	1
Animal Hospitals <i>Kept clear for ambulance during operating hours only. Unrestricted parking should be allowed at any other time. Vet clinics are not considered hospitals and a hospital would be so defined within the planning permit.</i>	1
Ambulance <i>Kept clear for ambulance during operating hours only. Unrestricted parking should be allowed at any other time.</i>	1

Table 7.7 : Keep Clear Bay allocations

Other requirements :

- It is also required that accesses to alleyways and drive-ins are kept unencumbered, and hence such allocation may be permitted in order not to obstruct their access.
- Pedestrian access ramps on footways are not to be obstructed and are to be marked with a 1.5m keep clear bay.
- In cases where the access to a property is being restricted or inhibited due to on-street parking, a 1.5m Keep Clear bay may be allocated, however in such cases it is always recommended that a proper footpath is constructed instead.
- In cases where the access to a public property is being restricted or inhibited due to on-street parking (for example accessibility ramps), a 1.5m Keep Clear bay may be allocated.

Refer to Drawings / No: C7 / 4.5.

Access to public charging infrastructure is a major consideration for many people when switching to electric vehicles (EVs) and is vital where drivers do not have access to off-street parking facilities (like a garage). The location of charging points has a strong influence on how often and how easily they are used by residents, businesses and visitors. On-street charging points and relative parking bays need to be positioned carefully to avoid negatively impacting pedestrians and to be accepted by communities, especially where there are already parking and pavement pressures.

In cases of limited space, placing charging bays can be considered a challenge. The layout of the parking bays should maximise the ease of the use of the charging point.

Charging points should never be placed in such a way that forces drivers to park on the pavement or across spaces for cables to reach the charging point from the vehicle since this reduces accessibility and can be considered unsafe.

Charging points should be placed so they can serve as many vehicles as possible. While vehicles should leave once they are charged, user experience and access to the charging point will be improved if the layout is designed to be as flexible as possible.

Charging points and relative parking bays will be evaluated based on demand and authorised accordingly at the discretion of the Authority and will be regulated in the same way as on-street parking in terms of design and other technical parameters. Such bays for individual use will not be permitted.

Refer to Drawing / No: C7 / 4.6.

4.7 Parking in Coastal Areas

As the coastal population has increased traditional accessways need to be regulated. As such, certain parking spaces have to be designated so that coastal managers (but may not be limited to these) as are the AFM, Transport Malta Enforcement, the police and other emergency vehicles need to be assigned accolated bays.

Parking of vehicles on the sandy beach or on the garigue is not permitted.

Refer to Drawing / No: C7 / 4.7.

4.8 Non-Motorised Vehicles

It is desired that non-motorised vehicles are parked in designated spaces such as cycle racks for bicycles preferably accompanied by the relevant vertical signage. The local council may wish to request authorisation to designate areas for parking of these vehicles. These requests shall be evaluated according to demand and authorised accordingly at the discretion of the Authority. Related policies should be referred to in relation to such equipment.

It is to be noted that it is prohibited to park / store such vehicles in any parking area where there is no dedicated storage facility, against or fastened to any tree, plant, bush, or other foliage, against or fastened to any electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device, upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance of any public building. This in addition to any other area where parking is specifically prohibited by signs.

Refer to Drawing / No: C7 / 4.8.

4.9 Prohibitions.

Parking prohibition signs make the rules on our roads immediately understandable. As such this policy also includes a number of signs which can be authorised by the Authority in order to attain an effective traffic management strategy that includes rules on where drivers may park.

Vehicles inconsiderately parked can cause accidents, restrict access, impede pedestrian safety and prevent other vehicles from moving freely. The use of parking restriction signs regulate on our roads and safeguard the well-being and convenience of everyone.

The parking prohibition signs may be authorised in areas where the other types of parking listed throughout are not possible, in zones where a safety issue is perceived, or as otherwise identified by law.

Same is applicable to no – stopping signage.

Refer to Drawing / No: C7 / 4.9.