Funding for Innovation:
Cooperative Intelligent Transport Systems

Application Form

The level of information provided should be proportionate to the size and complexity of the scheme proposed. As a guide, we would suggest around 10 to 15 pages including annexes would be appropriate.

A separate application form should be completed for each scheme.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local authority name(s)*:</td>
</tr>
<tr>
<td>Kingston upon Hull City Council</td>
</tr>
</tbody>
</table>

| Bid Manager Name and position: |
| Richard Townend Network Manager |

| Contact telephone number: |
| 01482 61 4854 |

| Email address: |
| Richard.townend@hullcc.gov.uk |

| Postal address: |
| Network Management Unit |
| Festival House |
| 93 Jameson Street |
| Hull |
| HU1 3JJ |

When authorities submit a bid for funding to the Department for Transport, as part of the Government’s commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department for Transport. The Department for Transport reserves the right to deem the business case as non-compliant if this is not adhered to.

Please specify the web link where this bid will be published:  www.hullcc.gov.uk/bids
# SECTION A - Scheme description and funding profile

<table>
<thead>
<tr>
<th>A1. Scheme name:</th>
<th>Intelligent Parking Information (IPI)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A2. Headline description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide information technology for the public enabling free access to a web based function that would advise about vacant parking spaces within the city centre of Kingston upon Hull. To ease congestion in parking hot spots diverting motorists to adjacent areas, and to identify vacant disabled parking places.</td>
</tr>
</tbody>
</table>

The intentions being to decrease the number of vehicles searching for a parking space thereby reducing congestion with a consequent reduction in vehicle emissions; and to alert disabled motorists to vacant parking places constructed to a larger specification for their use.

<table>
<thead>
<tr>
<th>A3. Geographical area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The city centre of Hull is covered by a Controlled Parking Zone (CPZ) which provides for on street parking charges in the city. The boundary is defined by the river Hull, two dual carriageways which act as an inner ring road and adjoins the railway station/bus station transport interface.</td>
</tr>
</tbody>
</table>

OS Grid Reference:  
Postcode: HU1  
Appendix 1 is a map of the City Centre of Hull showing the location of all parking places.

<table>
<thead>
<tr>
<th>A4. Type of bid (please tick relevant box):</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-ITS: Real Time Information</td>
</tr>
<tr>
<td>C-ITS: Smart Parking</td>
</tr>
<tr>
<td>C-ITS: Vulnerable Road Users</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A5. Equality Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has any Equality Analysis been undertaken in line with the Equality Duty? Yes</td>
</tr>
</tbody>
</table>
SECTION B – The Business Case

B1. The Scheme – Summary/History (Maximum 200 words)

The accessibility of convenient and appropriate parking is a vital component of any city, but has particular relevance in Hull where local conditions adversely affect the provision; limited on-street availability, high number of resident parking permits, narrow streets in The Old Town etc. Parking has to work for The City of Hull as a whole and benefit residents, visitors and local businesses alike in order for the city to prosper. Hull Councils commitment to creating a free flowing city centre, where traffic congestion and associated pollution can be reduced by introducing infrastructure efficiencies are key objectives within the existing local transport plan.

The intention is to provide an intelligent system to inform motorists in real time of available parking and to specify the type of parking space available or direct motorists to nearby car parks. Across the area are 45 parking places designed for use by disabled motorists. Whilst all on street parking spaces are available to them these are marked out larger to assist those disabled motorists who have a need for the greater size.

This project can only be carried about by intelligent technology able to react in real time to the arrival and departure of vehicles.

B2. The Strategic Case (Maximum 350 words)

In December 2015 there were 910 individual on street parking spaces within Hull city centre. Kingston upon Hull is the City of Culture for 2017 and works taking place to prepare for this and consequent bus route changes has seen the number of parking places reduced by 100. The number of city centre residents is increasing and currently 293 residents are also parking on street.

Parking for a short time to conduct business, shop or a social engagement is vital to a city centre. This need is fulfilled by on street parking which is reducing in number at the same time as demand is increasing.

Motorists wanting to visit a particular location who are unable to obtain a parking space close to it are causing congestion as they repeatedly drive around the same small area hoping to chance upon a vacant parking space. The aim of the project is to entice these motorists a short distance away to a street where parking spaces are available; or to advise them their options are limited and to direct them to a car park benefiting the entire city.

Disabled motorists under the auspices of the Blue Badge parking scheme are permitted to use any on street parking space free of charge and without time limit. However this does not benefit a number of Blue Badge holders who use equipment to increase their mobility, an increasing number of badge holders use vehicles that are complete with ramps, winches and hoists. These are difficult to use within an average parking place. Parking bays designed specifically for the disabled are built longer and wider.

Non regular visitors to the city, including up to 2,700 passengers per day using the daily ferry services to Rotterdam and Zeebrugge, would benefit from this system.
Intelligent parking systems are the only option available that can inform such a diverse group of motorists in real time about parking options available to them. To be able to make best use of parking spaces would be a showcase project for the anticipated 2 million visitors to Hull for the City of Culture 2017.

B3. The Financial Case – Project Costs

To complete this scheme will require all of the 800 parking places being equipped with a sensor. The sensor will in turn link remotely to one of approximately 40 base stations that would relay information to a computer. The computer will then display the availability of parking places via the web on a map which can be accessed on a smart mobile telephone.

An estimate of £235,500 to provide this equipment and ensure its continual use over a 3 year period has been obtained. The Council is willing to fund any maintenance costs of this equipment at the end of the three year period.

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

### Table A: Funding profile (Nominal terms)

Amount required £235,000 with three years maintenance built in and £136.500 with no maintenance. Bernard Wareham

<table>
<thead>
<tr>
<th>£000s</th>
<th>2016-17</th>
<th>2017-18</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DfT Funding Sought</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LA Contribution</strong></td>
<td>£5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Third Party Funding</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
(1) Department for Transport funding must not go beyond 2017-18 financial year.
(2) A local contribution of 5% (local authority and/or third party) of the project costs is required.

B4. The Financial Case - Local Contribution / Third Party Funding

Please provide information on the following points (where applicable):

a) The non-DfT contribution may include funding from organisations other than the scheme promoter. Please provide details of all non-DfT funding contributions to the scheme costs. This should include evidence to show how any third party contributions are being secured, the level of commitment and when they will become available.

b) Where the contribution is from external sources, please provide a letter confirming the body’s commitment to contribute to the cost of the scheme. The Department for Transport is unlikely to fund any scheme where significant financial contributions from other sources have not been secured or appear to be at risk.

Have you appended a letter(s) to support this case? **Yes** **No** **N/A**
c) Please list any other funding applications you have made for this scheme or variants thereof and the outcome of these applications, including any reasons for rejection.

B5. The Financial Case – Affordability and Financial Risk (maximum 300 words)

Financial risks associated with this scheme are minimal. Costs are restricted to items of equipment and installation costs. Equipment is priced in individual units and as we are aware of the precise number of parking places the overall costs is unlikely to vary. Installation costs are unlikely to increase in the short term of this project.

Cost overruns will be funded by the Council using surplus income from on street parking and penalty charge notices as authorised by Section 55 Road Traffic Regulation Act.

Any risk to the project delivery time scale is likely to come from a contractor detailed to supply or fit the equipment being unable to do so. This issue would be covered within any contract specifying time scales and imposing penalties for failure to comply with them.

B6. The Economic Case – Value for Money

This scheme is designed as a service to support the public at large and Blue Badge holders specifically. It is expected that the project will benefit all motorists and especially those not familiar with the parking layout of the city. It is expected that the project will make visiting the city a more appealing prospect. This will bring about an increase in tourism particularly from the users of passenger ferry terminal as they start or finish their period in this country.

Journey times for all city centre users will be reduced as congestion decreases. This will have a direct impact on the local economy with related costs being reduced.

B7. The Commercial Case (maximum 300 words)

The Local authorities in the Yorkshire & Humber Region have a combined external spend of some £4.5 billion per annum. The Region has a single strategic procurement strategy; a key element of this strategy is YORtender, the procurement portal for the Yorkshire & Humber Region. It is planned to use YORtender to publish a specific tender for this project and invite responses.

The time table necessary will be as follows:

Preparation – specifying terms and conditions of the tender and having these agreed by all partyed. Two weeks

Publication of Tender and allowing for responses 1 month

Evaluation of responses and preparing letters to all tendering companies 1 week

Mandatory 10 day stand still period 10 days

Allowing two weeks for slippage due to unforeseen circumstances the tender process will take less than 12 weeks.
*It is the promoting authority’s responsibility to decide whether or not their scheme proposal is lawful; and the extent of any new legal powers that need to be sought. Scheme promoters should ensure that any project complies with the Public Contracts Regulations as well as European Union State Aid rules, and should be prepared to provide the Department for Transport with confirmation of this, if required.

An assurance that a strategy is in place that is legally compliant is likely to achieve the best value for money outcomes is required from your Section 151 Officer below.

**B8. Management Case - Delivery** (maximum 300 words)

It is a requirement that a tender of this value needs to be published within the Official Journal of the European Union. A further requirement stipulates that after deciding which company the contract is likely to be awarded to all other tendering companies must be advised and a period of 10 calendar days must be set aside to allow for objections to the manner in which the award was made.

It is anticipated that once the tender has been awarded the work can be completed within 2 months.

Has a project plan been appended to your bid? Yes No

A project plan is attached as Appendix 3.

a) A statement of intent to deliver the scheme within this programme from a senior political representative and/or senior local authority official.
B9. Management Case – Governance (maximum 300 words)

The Project Manager for delivering this scheme will be the Network Manager Richard Townend assisted by the Senior Parking Officer Bernard Wareham.

Andy Burton is the City Streetscene Manager who will be making key decisions and will have a close liaison with Councillor Martin Mancey who holds the portfolio for Energy City with responsibility for Strategic Highways and Transport.

All parties to the decision making process support this application.

B10. Management Case - Risk Management

The risk register forms appendix 2

Has a risk register been appended to your bid?  Yes

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Benefits Realisation (maximum 250 words)

Blue Badge users will be encouraged to adopt this system as it will advise them in real time of availability of disabled parking bays. There is a Blue Badge user group which already provides advice and information to the Council and members of the group will be tasked to provide feedback on the use of the system from their members.

The proposed system will advise about the number of occasions when the website or application has been visited. Examination of statistics obtained from this system will also provide information about changing patterns in parking habits attributable to the system being introduced. Relevant feedback to the Councils web site and forums will be presented to the Project Manager.

As a result of implementing this network it is hoped that the motoring public will be able to find parking spaces quickly and as they need one, this will improve the customer experience of parking and have the added benefit of reducing the amount of pollution being created by vehicles driving round looking for somewhere to park and would be in support of the Councils Air Quality Strategy.
C2. Monitoring and Evaluation (maximum 250 words)
The intention is to have a system that will collate and analyses live information on how parking spaces are being used. Accurate vehicle-by-vehicle, minute-by-minute data on actual usage of parking facilities, will provide information about day-to-day usage. These figures will be monitored on a weekly basis to establish how parking patterns have altered as drivers take up the option to use this system. Existing pay and display machines in the city centre incorporate web based technology providing statistics about:

Location
- The number of vehicle stays
- The length of parking time purchased
- The amount of charge paid in respect of each stay
- The start and end time purchased for each parking stay

These statistics will be monitored as the scheme progresses to establish changes in the parking pattern of users. It is hoped this will show a transfer of parking stays from busy areas to adjoining areas that are relatively less used.

Silver Street is located in the old town area where narrow streets and a subsequent lack of on street parking feature. Savile Street is a cul de sac close to a large pedestrianised area. Both these locations are parking hot spots and are seen as indicator streets for how well this system will work.

Monitoring of parking practices on these streets and the area adjoining them will be particularly thorough.

This information would also be used to help direct future parking strategies.

SECTION D: Declarations

D1. Senior Responsible Owner Declaration
As Senior Responsible Owner for [scheme name] I hereby submit this request for approval to DfT on behalf of [name of authority] and confirm that I have the necessary authority to do so.

I confirm that [name of authority] will have all the necessary powers in place to ensure the planned timescales in the application can be realised.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
</tr>
</tbody>
</table>

D2. Section 151 Officer Declaration
As Section 151 Officer for [name of authority] I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that [name of authority] has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution.

- will allocate sufficient staff and other necessary resources to deliver this scheme on time and on budget
- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties
- accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme
- accepts that no further increase in DfT funding will be considered beyond the maximum
- contribution requested
- has the necessary governance / assurance arrangements in place
- has identified a procurement strategy that is legally compliant and is likely to achieve the best value for money outcome
- will ensure that a robust and effective stakeholder and communications plan is put in place.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signed:</th>
</tr>
</thead>
</table>

**Submission of bids:**

The deadline for bid submission is **5pm, 30 September 2016**.

An electronic copy only of the bid including any supporting material should be submitted to: TRAFFIC.COMP@dft.gsi.gov.uk