

**Mid Sussex District Council**

**CPE  
(Civil Parking Enforcement)**

**Enforcement Policy Manual.**

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# INTRODUCTION

The purpose of this manual is to explain the guidelines under which Civil Enforcement Officers in Mid Sussex will operate and the criteria under which they may issue parking tickets (Penalty Charge Notices).

These guidelines have been designed to ensure that parking controls are enforced in accordance with the regulations and in a reasonable manner. Legal guidelines allow a Civil Enforcement Officer to issue a Penalty Charge Notice as soon as the regulations have been breached. For example, a notice may be issued to a vehicle as soon as it has been parked on a yellow line, or to a vehicle whenever any part of it is outside a bay (even the front bumper). However, the Council understands the need for enforcement to be seen as fair and reasonable and has therefore issued these additional guidelines.

It must be appreciated that these guidelines may not apply to all circumstances (for example, where a vehicle is parked dangerously or inconsiderately) and are subject to change if circumstances vary or parking needs require changes to be made.

## **Parking Enforcement – General Aims**

The prime aim of enforcement is to achieve the following policy objectives –

- To encourage a high level of compliance by motorists with the parking controls and waiting and loading restrictions.
- To integrate traffic management policies with effective on-street enforcement.
- To ensure the equitable distribution and management of the availability of parking space.
- Provide dedicated on-street enforcement.
- Be responsive to changing priorities, local factors and demand.
- Provide parking permits, exemptions, dispensations and waivers for residents and businesses, the disabled, and others as appropriate.

Parking enforcement will be 'fair but firm' and community support for or acceptance of parking controls is conditional upon achieving this balance in the enforcement operation. The guidance set out in this document has been designed to assist in this objective and establishes the "ethos" of the scheme; whilst individual areas will minimise the potential for misunderstanding and dispute over specific parking issues. In general, enforcement activity will comply with the following principles –

- Fairness in applying the legislation and securing compliance.

- Targeting of enforcement action where necessary.
- Consistency of approach.
- Transparency about what enforcement action is taken and why.
- Recognition that an effective relationship between all areas of the enforcement operation is needed.

This guidance manual covers both on and off-street enforcement activities. It is intended to be issued to Council staff administering the parking scheme and as a guide to enforcement for the Civil Enforcement Officer service in Mid Sussex. For ease of use, categories have been listed in alphabetical order.

**It is important to note that the policies and practices set out in this document are not necessarily intended to be fixed for the life of the contract, but may be subject to variation and amendment if parking patterns and other circumstances change. Accordingly, the policies contained in this document may be subject to amendment as deemed necessary.**

# ENFORCEMENT PRACTICE

## General Note

Unless otherwise stated, the guidance detailed within this document applies everywhere within the CEA (Civil Enforcement Area), which includes on-street restrictions and off-street car parks within the Mid Sussex area.

## General Principles of Civil Enforcement Officer's Behaviour

Civil Enforcement Officers are expected to carry out their work overtly, with fairness, courtesy and reasonableness and to comply with all relevant laws and codes of conduct. This will include the Civil Enforcement Officer advising the motorist to move his vehicle, how and where to park to avoid a contravention of the parking regulations or issuing warning notices where appropriate rather than issuing a Penalty Charge Notice. To this end, Civil Enforcement Officers are expected to be conversant with the on and off street parking arrangements in the area, permit information, Council policies and any other information necessary to enable them to carry out this function.

Motorists should be given every reasonable opportunity to rectify a situation before the Civil Enforcement Officer issues a Penalty Charge Notice. Under no circumstances will a Civil Enforcement Officer resort to any form of entrapment or deliberately avoid assisting a driver.

A Civil Enforcement Officer must not, under any circumstances, accept monies or other gifts proffered by any person, nor may they solicit such gifts.

When dealing with the public, a Civil Enforcement Officer should not offer an opinion on the restrictions or comment upon Council policies either in relation to parking or to any other matter within the jurisdiction of the Council. In all cases the member of the public must be referred to the Council's parking section or to the appropriate Council department if they wish to pursue the matter.

In particular, Civil Enforcement Officers must not –

- Offer an opinion on the regulations or the parking enforcement regime and the way in which it operates.
- Comment on the quality of the lines and signs or the functionality of any equipment.
- Comment on the issue of whether or not other Penalty Charge Notices have been issued in the same location.

- Comment on any difficulties other motorists may experience in the area.
- Indicate that a Penalty Charge Notice should not have been issued.
- Indicate that a Penalty Charge Notice is likely (or not) to be cancelled.

All conversations between Civil Enforcement Officers and members of the public, whether or not the issue of a Penalty Charge Notice is involved, should either be recorded via the CEO's body worn video camera, or alternatively logged in their handheld

If a Civil Enforcement Officer is approached by a member of the public about the issue of a Penalty Charge Notice he/she will –

- Explain why the Penalty Charge Notice was issued, pointing out the information available at the time, including information on controls, lines and signs as applicable.
- Explain that he/she has no authority to cancel the Penalty Charge Notice.
- Explain that the Penalty Charge Notice should be referred to the Council in writing and that the Council will consider the issue of the notice and whether or not it should be cancelled.
- Indicate that if the driver writes to the Council within 14 days, the right to pay at the discount amount will be preserved.
- Be prepared to explain the Penalty Charge Notice processing stages in brief detail if required to do so.
- Record details of the conversation.

The Civil Enforcement Officer must not give any indication of whether or not the representations to the Council are likely to be successful as he/she is not in a position to offer advice on this matter. The Council will investigate all letters and complaints and make a decision, responding to the driver accordingly.

Because the enforcement regime in Mid Sussex is new and many drivers may not have received tickets in the past when parked illegally, Civil Enforcement Officers are likely to receive complaints from motorists that "I have always parked there and never been issued with a ticket". In these circumstances, the driver should be advised –

- The restriction has not changed and it has always been against the regulations to park there.
- It is only the enforcement of the restrictions that has changed.
- Unfortunately, the fact that they have always parked there and never received a ticket does not mean that it is not permissible to park there, nor does it mean that the ticket should not have been issued.

- The ticket was correctly issued and any further complaint should be referred to the Council, in writing, at the address shown on the back of the Penalty Charge Notice.

### **Abandoned Vehicles**

Abandoned vehicles are eyesores and potentially dangerous, and in many cases are the result of crime. A vehicle will be classed as abandoned if an online check confirms it has no valid tax, either on or off-street, and has already received two Penalty Charge Notices without any evidence of being moved during the interim period. If the Civil Enforcement Officer is unsure whether or not the vehicle is abandoned, he should contact the base before taking any action.

The Civil Enforcement Officer who logs the vehicle should note details of the VRM (vehicle registration mark), make, colour and location of the vehicle. A digital photograph of the interior of the vehicle and a general view of the outside of the vehicle must be taken.

There is a facility for the Civil Enforcement Officer to report the abandoned vehicle either on return to base to a senior officer, or by using the Internet reporting program, for the appropriate follow up action to be taken.

No more than two consecutive Penalty Charge Notices are to be issued to the vehicle if it remains in the same place without authority from a senior manager.

Penalty Charge Notices should not be served on vehicles displaying official Police 'aware' notices or a Council abandoned vehicle notice.

Civil Enforcement Officers may also be requested by the Council to place notices on vehicles identified as abandoned.

### **Abusive and Violent Behaviour**

Abusive behaviour to all Parking Services staff, either in person or on the telephone, will not be tolerated. Abusive individuals will be advised that their behaviour is unacceptable and the conversation terminated if the abuse continues. A record should be kept of persistent offenders who are intimidating or abusive to staff.

Civil Enforcement Officers who experience abusive behaviour should make a full record directly quoting what is said. Threatening or intimidating behaviour is subject to the Council's operating procedures, which will include a "Code Red" policy. Code Red calls will be treated as serious incidents that require



prompt attention and may require police attendance (this will be handled by the control centre).

The Council will fully support a prosecution of individuals who assault Civil Enforcement Officers in the performance of their duties, and will enlist the support of the local police to prosecute in the event of an assault on Council employees. For the purposes of prosecution it is important that the Civil Enforcement Officer makes detailed notes as soon as possible after the incident and police advice and training on incident recording may assist.

### **Bank Holidays and Sunday enforcement**

All car parks and permitted parking bays (e.g. pay and display, voucher bays, shared use, resident bays etc.) are not subject to restrictions on Sundays and Bank Holidays and are therefore not enforced.

Double yellow lines, specified vehicles bays and other waiting restrictions (unless plated otherwise) are in force on Sundays and statutory Bank Holidays and will be subject to enforcement activity. However, Sunday and Bank Holiday enforcement will be limited. The exact level of enforcement required will be determined locally, and there may be a need for a higher on-street presence where there are special events taking place.

### **Bill Stickers**

Vehicles belonging to people who are actively engaged in putting up or taking down posters will be exempt and may park for as long as necessary to carry out their duties.

Although the vehicle may have a note on it, in most cases, the drivers will be working close by and it should therefore be apparent to Civil Enforcement Officers that this activity is taking place. In these circumstances, a Penalty Charge Notice will not be issued if the vehicle is parked in the following circumstances;

- In a permitted parking bay, or limited waiting bay.
- On single or double yellow lines where there is no loading restriction in place.

### **Breakdowns**

Unless a Civil Enforcement Officer sees a visible sign of a breakdown, a Penalty Charge Notice should be issued to the vehicle in breach of the regulations. The Civil Enforcement Officer will have no discretion in

considering notes in the windscreen to the effect that the vehicle has “broken down”, but must record full details of all such notes on the hand-held computer or by taking a photograph.

If the driver is present with the vehicle, then the Civil Enforcement Officer will allow a reasonable time, on no account exceeding 24 hours, for it to be removed. In cases of genuine breakdown, the motorist will be able to make a written appeal. Drivers whose vehicles break down are required to make every effort to ensure that the vehicle is parked legally, or to move it as soon as practicable and Civil Enforcement Officers should advise the driver accordingly.

### **Bus Stops and Bus Stop Clearways**

Currently, not all bus stops are subject to Bus Stop Clearway Orders. Where an Order is in place, stopping is not permitted and a Penalty Charge Notice should be issued to any vehicle parked in contravention.

However, where the vehicle driver is present, he should be asked to move and a Penalty Charge Notice only issued if the request is ignored.

If there is a yellow line present in the bus stop, it may be permissible to load and unload and vehicles doing so should not be issued with a Penalty Charge Notice.

Civil Enforcement Officers will be advised of the exact enforcement requirements relating to individual bus stops in their areas.

### **Car Parks**

There are various regulations relating to car parks and these may vary depending on the car park concerned. Penalty Charge Notices may be issued to vehicles parking outside of the marked areas, failing to display the appropriate pay and display ticket or overstaying the time purchased, according to the relevant contravention code.

When a car park utilises pay and pay and display, the regulations relating to purchasing and displaying tickets are the same as those for on-street pay and display bays.

There are also three car parks which are restricted to season ticket holders only. Any vehicle not displaying a season ticket should be issued with a Penalty Charge Notice.

### **Chimney Sweeps**

The Council recognises that chimney sweeps are carrying out an essential service for in the area. Accordingly, vehicles belonging to chimney sweeps actively engaged in cleaning chimneys will be exempt and may park for as long as necessary to carry out their duties.

Civil Enforcement Officers will identify such vehicles either from their livery, or from notices placed in the vehicles. In these circumstances, a Penalty Charge Notice will not be issued if the vehicle is parked in the following circumstances;

- In a permit holders bay.
- In a shared use, limited waiting or pay and display bay.
- On single or double yellow lines where there is no loading restriction in place.

### **Clamping and Removals**

Although LAPE allows the Council to clamp or remove vehicles, there are no plans to operating clamping or removals are present. This may be introduced in the future (perhaps on a selective basis) if it is felt there is a need for this service. If clamping or removals are introduced, priorities will be set and only those vehicles meeting the priorities will be subject to such action (e.g. persistent evaders, vehicles parked dangerously or causing considerable hold-ups).

### **Coaches**

The Council recognises that coaches may need to set down a large group of people in a safe manner. The Civil Enforcement Officer will always attempt to communicate with a coach driver whose vehicle is stationary. Coaches should not park in loading-restricted areas or where it is dangerous to park. When necessary, a Civil Enforcement Officer should advise the driver on the best location to stop.

### **Council and other Utility Vehicles (see also the section on Statutory Undertakers)**

Unless the vehicle is performing a statutory duty or carrying out essential works, Council vehicles must abide by the normal regulations. A Civil Enforcement Officer may issue a Penalty Charge Notice upon contravention of the parking regulations.

Examples of essential works include the following –

- Servicing street furniture
- Maintenance of utility boxes
- Highway maintenance/survey work
- Graffiti removal

If a Civil Enforcement Officer can see that the vehicle is engaged in essential works or statutory duties, or where the vehicle is parked close to the site being worked on, a Penalty Charge Notice must not be issued. However, the Civil Enforcement Officer should not take notice of any unapproved note in the vehicle, other than to record details.

Note – this applies only to vehicles parked in bays or on yellow lines. It does not apply where a loading restriction is in force (02 contraventions). Vehicles parked in these circumstances should be issued with a Penalty Charge Notice.

Generally, the Council expects all its employees (and Councillors) to observe the parking restrictions. Preferential treatment will not be given to Council vehicles, or to Council employees using their own vehicles for business purposes. If the driver is seen and claims to be a Council employee, this must be noted, but should not prevent the issue of a Penalty Charge Notice if the vehicle is contravening the regulations. Emergency situations will be dealt with according to the circumstances.

Note - Some Council officers may be issued with permits, which will entitle them to park in permitted bays. Also, dispensations may be issued to Councillors for use when visiting constituents. Badges are also issued to highways maintenance vehicles and Civil Enforcement Officers should be familiar with these.

### **Crossovers**

A crossover is defined as a part of a footway that has been dropped to give access to a driveway beyond the footway. Some, but not all crossovers, will be marked with yellow or white lines.

When a vehicle is parked on a crossover covered by a yellow line during its time of operation, the Civil Enforcement Officer may issue the appropriate Penalty Charge Notice.

Crossovers marked by white lines cannot be enforced, as the lines are advisory only. If there is a white line, or no line at all, and the vehicle is obstructing access to a driveway, a Penalty Charge Notice cannot be issued.

Any complaints received from the owner of the drive should be referred to the Police who retain the powers to deal with this as an obstruction.

### **Diplomatic Vehicles**

Penalty Charge Notices should be issued in the normal manner to vehicles parked in contravention and displaying diplomat plates (usually in the format of three numbers, followed by 'X' or 'D' and another three numbers).

However, in accordance with Government guidance on Article 31.1. of the Vienna Convention on Diplomatic Relations, should the Penalty Charge Notice remain unpaid, the County Council (or their Agents) will follow DfT guidance and will not issue a Notice To Owner that could otherwise lead to action in a county court to recover the unpaid debt. Instead, the County Council (or its Agents) will notify the Foreign and Commonwealth Office.

Although these Penalty Charge Notices cannot be pursued, it is often the case that the driver will pay.

### **Disabled Bays**

The Council provides two types of disabled bays; statutory and advisory. Drivers who park in statutory disabled bays (marked and signed bays, with Traffic Orders in place), without displaying a valid blue badge will be issued with Penalty Charge Notices. Unless otherwise indicated, these bays operate 24 hours a day, 7 days a week.

Advisory disabled bays (no sign) rely on the good will of other drivers not to park in them. These bays are usually sited in residential areas, outside the property of the disabled badge holder. Civil Enforcement Officers cannot enforce this type of bay, although the police can enforce for the offence of obstruction if they choose to do so.

### **Disabled Badge Holders**

Blue badges issued by any local authority (any by any other European country) are valid for use as shown below.

Under the terms of the Blue Badge regulations, badge holders may park -

- In designated disabled parking bays.

- In pay and display bays or voucher parking bays without time limit and without charge (there are no local Traffic Orders in force specifying a time limit).
- In all limited waiting bays without time limit.
- For up to 3 hours on a single or double yellow line with the badge correctly displayed and the clock set to show the time of arrival, and where loading restrictions are not in force, and providing that the vehicle is not causing an obstruction (including at junctions, bus stops). A Penalty Charge Notice should be issued if the vehicle is causing an obstruction or the time shown on the clock has been exceeded or the clock is not correctly displayed.

In all cases, a Penalty Charge Notice should be issued where the blue badge is not properly displayed on the front of the vehicle so that the details can be easily seen by the Civil Enforcement Officer. The Civil Enforcement Officer must make full notes of the manner in which the badge is displayed, supported by a photograph.

Blue badge holders may not park -

- In resident bays unless they have also obtained the appropriate resident permit.
- Where loading restrictions are in force, or in loading bays.
- On bus stops, or on any clearway.
- On school zigzag areas.
- In taxi ranks or any other specified vehicle bay.

Where a Civil Enforcement Officer suspects that a blue badge is being used fraudulently, he/she is required to make a detailed note of the circumstances and the badge details and ensure this information is passed to his manager at the end of the shift.

### Car Parks

Some disabled bays are provided in car parks.

Blue badge holders may also park free in other spaces providing the badge is correctly displayed and the clock is set to the time of arrival – subject to the time limits that apply in the car park.

Penalty Charge Notices should be issued to any vehicle parked in contravention of these restrictions.

### **Displaying Pay and Display Tickets, Parking Vouchers and Resident Visitor Permits**

Pay and Display tickets should be displayed on the vehicle in a conspicuous position on the windscreen or the front side windows of the vehicle, so that the details can be easily read by the Civil Enforcement Officer. Full instructions for use will be found on the ticket itself. However, if the Civil Enforcement Officer can read the pay and display ticket, and it is valid, even if it is not displayed in accordance with these provisions, a Penalty Charge Notice should not be issued.

On no account should a second ticket for the same bay be purchased either before or once the first has expired. In these circumstances, a Penalty Charge Notice may be issued for 'meter feeding' providing that the required loggings have been made. However, it is not a contravention to display old pay and display tickets relating to different locations or dates and Penalty Charge Notices should not be issued in these circumstances.

**Parking Vouchers** - in the case of a vehicle fitted with a front windscreen valid parking vouchers should be displayed with identical indications and placed alongside each other so that the obverse side is directed outwards from immediately behind the window adjacent to the windscreen and nearest to the edge of the carriageway to be clearly visible to the Civil Enforcement Officer; or (b) in the case of a vehicle not fitted with a front windscreen, valid parking vouchers with identical indications and placed alongside each other so that the obverse side is exhibited in a conspicuous position on the front or nearside of the vehicle e.g affixed to the vehicle window.

**Resident Visitor Permits** – As above

### **Drive-aways**

A Penalty Charge Notice is only valid if it has been placed on the vehicle or handed to the person in charge of the vehicle.

If a driver returns to the vehicle before the Penalty Charge Notice has been served, the Civil Enforcement Officer may point out that a Penalty Charge Notice is being issued, but should not ask the driver to wait for the ticket to be handed to him/her. The driver has no legal obligation to wait for the Penalty Charge Notice, and must not be coerced into doing so, and if the vehicle is driven away, the Civil Enforcement Officer must record, together with a note of any conversation which took place.

The Civil Enforcement Officer must never tell a driver that if he/she does not wait for the Penalty Charge Notice to be issued, it will be sent in the post – this is not the case.

All drive-away Penalty Charge Notices must be handed to the supervisor at the end of the shift.

### **Drivers in vehicles**

Where a vehicle is parked in contravention of the restrictions and the driver is sitting in the vehicle, the Civil Enforcement Officer must ask the driver to move the vehicle and park legally; issuing a Penalty Charge Notice only if this request is not met.

Requests to move may only be made to drivers in vehicles, not to passengers.

### **Duplicate PCNs**

Legally, a vehicle may only receive one Penalty Charge Notice for a contravention committed by a single act of parking on a particular day. However, midnight is treated as the cut-off point for that day and therefore, if a vehicle is left overnight, a second Penalty Charge Notice can be issued the following day if it is still parked in contravention,

If a vehicle is parked in contravention for more than one day, and has already received one Penalty Charge Notice, a second Penalty Charge Notice may be issued the next day, and the vehicle reported to a supervisor. If the vehicle continues to be parked in contravention for a third day, a third Penalty Charge Notice should not be issued without the permission of the supervisor or manager.

### **Emergency Vehicles**

Police, fire and ambulance vehicles are exempt from the regulations providing they are liveried and are being used in connection with official duties.

Penalty Charge Notices should not be issued to these vehicles unless it is obvious that the driver is not engaged on official duties. If a Penalty Charge Notice is issued, full notes must be made to ensure that the ticket is enforceable.



### **Enforcement Officers**

Enforcement Officer's (previously known as Bailiffs) vehicles are only exempt from the regulations where they are actively being used for the removal of goods from a property. An Enforcement Officer calling to collect on a warrant (where goods are not being removed from the premises) is not exempt and unless there is any indication that goods are to be removed (when the normal loading provisions will apply) the Civil Enforcement Officer should issue a Penalty Charge Notice.

### **Expired Permits**

It is the responsibility of the permit holder to ensure that their permit is renewed, or that other arrangements are made for parking the vehicle.

The terms and conditions sent with a permit are explicit in that a PCN may be issued upon expiry of the permit.

### **Footway (Pavement) Parking**

A Penalty Charge Notice may be issued for the contravention of parking on the footway or grass verge in the following circumstances \*\* –

- Within the Civil Enforcement Area if there is an existing restriction on the road (e.g. yellow lines) on the side of the road adjacent to the footway or grass verge.

There is no provision for a Penalty Charge Notice to be issued for this contravention in areas where there are no restrictions already on the road.

\*\* Note – the contravention code to be used for footway parking is 01 with an appropriate suffix.

In addition, a Penalty Charge Notice should also be issued to an HGV parked on the footway, as this is a separate contravention. The appropriate contravention code for this is 61.

### **Funerals and Weddings**

The Council recognises that weddings and funerals are important events and are sensitive issues and it is essential that leniency is exercised where possible. Visitors to either event should ideally park legally away from the event. However, essential vehicles and close family may need to park quite centrally near the premises being used for the occasion.

There is an automatic exemption for funeral or wedding vehicles, which applies only to the funeral hearse or wedding limousine whilst attended by the driver (not to the procession). However, Civil Enforcement Officers should exercise discretion where it is clear that a funeral or wedding is taking place and should be prepared to give advice where necessary on the best parking arrangements.

Providing there are no safety or congestion issues, a Penalty Charge Notice should not usually be issued to any funeral or wedding vehicles. This will include vehicles that are not exempt, such as other 'official' vehicles and private vehicles attending the event. However, it may be necessary to ask some vehicles to move on some occasions to avoid obstructions and a Penalty Charge Notice should only be issued where a request for a vehicle to move is ignored.

Civil Enforcement Officers should always make enquiries at the undertakers if a vehicle is adjacent to the business and they suspect that the vehicle is being used as a hearse.

If vehicles are stopped in order to allow people to board or alight, they will be entitled to the exemption for boarding and alighting.

It should be noted that if the Council is advised of a wedding or funeral in advance, arrangements may be made to suspend bays or to issue visitor permits to cover the vehicles required.

### **Glaziers**

For safety reasons connected with the transportation of glass, glazier's vehicles will often need to be parked close to the premises on which they are working.

In cases where glazier's vehicles are parked adjacent to the premises, Civil Enforcement Officers will observe if the glass is of a size e.g. shop window, which would warrant adjacent parking. Glaziers will be exempt from the regulations in these cases. Otherwise, the vehicle should be parked at the nearest legal location.

### **Grace Periods**

Grace periods are slightly different from observation periods, in that they serve a different purpose, primarily one of offering fairness in enforcement activity. They relate to pay and display bays on-street and to car parks, i.e.

where a driver has to obtain and display a ticket to enable the vehicle to be parked.

The grace period allows a driver a few minutes to obtain a pay and display ticket or to return to their vehicle and can avoid allegations of unfairness and claims that Penalty Charge Notices are issued as soon as a vehicle has parked or a pay and display ticket has expired.

It also allows for any slight discrepancy in the time shown on the Civil Enforcement Officer's hand-held computer and the time shown on the pay and display machine.

See the section on **Observation Periods** for further details.

### **Hours of Enforcement**

Enforcement will be carried out during the hours of control, which vary according to the restriction. More information regarding the hours of control in specific areas will be shown on the entry plates to controlled parking zones or on separate plates adjacent to the restrictions.

### **Limited waiting bays**

There are a number of limited waiting bays in the area. These provide for a waiting time of between 20 minutes and 4 hours and for no return within 30 minutes to 4 hours. It is important that the sign on the bay is checked for the appropriate times before a Penalty Charge Notice is issued.

Penalty Charge Notices may be issued to vehicles parked for longer than the maximum period permitted and for those returning within the no return period. In both cases the correct observations must be carried out and the Civil Enforcement Officer must complete notes that show the times of the logging and the valve positions at each logging.

### **Lines and Signs**

Before any Penalty Charge Notice is issued, the Civil Enforcement Officer must be satisfied that the required lines and signs are present and are not incomplete or obscured.

Where a restriction should be signed, and the sign is missing, a Penalty Charge Notice must not be issued. The Civil Enforcement Officer must report the defect at the end of the shift for remedial action to be taken.

Where a line on the highway is substantially obscured or missing, or termination markings are not present where required, the same reporting action as for missing signs (above) must be taken. However, it is possible to issue a Penalty Charge Notice where termination markings are missing, providing that it does not detract from the overall legality of the marking, e.g. if there is a long length of yellow line and the vehicle is parked in the middle. In this situation it is apparent that the yellow line restriction applies.

If there are small lengths of yellow lines missing (less than the length of ½ a small car), the Civil Enforcement Officer should issue a Penalty Charge Notice, and report the defective section. If a vehicle is either fully contained in the missing section, or more than ½ the vehicle is contained in the missing section, a Penalty Charge Notice should not be issued.

### **Loading/Unloading Guidelines**

***These guidelines to do not apply to the District Council Car Parks. Should a vehicle park there to carry out such activity the relevant parking requirement should be adhered to.***

Any vehicle can load or unload for up to 30 minutes\* in places where such activity is permitted.

If a Civil Enforcement Officer suspects a vehicle may be loading or unloading, then a minimum 5-minute observation time will be given (10 minutes for a commercial vehicle).

If during this time no activity is noted, the Civil Enforcement Officer will assume the vehicle is not involved in any loading or unloading activity. Loading/unloading may be allowed for commercial purposes (in the case of deliveries and collections, the goods involved do not have to be heavy or bulky), or if the items being loaded or unloaded are not easily portable. The process does not have to be continuous, nor must it be adjacent to the premises concerned, although this will usually be the case. However, the Civil Enforcement Officer must see some evidence of loading/unloading.

If a Penalty Charge Notice is issued and the driver returns and claims to be loading or unloading, the Civil Enforcement Officer should advise the driver to write to the Council at the address shown on the back of the Penalty Charge Notice and include evidence of the loading or unloading (invoice, delivery note, sales bill, receipt etc.)

If a Civil Enforcement Officer has reason to believe that any vehicle is loading or unloading, then a 30 minute observation period will apply.

Loading and unloading is permitted –

- In permitted parking bays (e.g. residents permit bays or pay and display bays).
- On single or double yellow lines.
- In loading bays.
- In limited waiting bays.

Loading and unloading is not permitted –

- At bus stops, taxi ranks, on clearways where stopping is prohibited, in doctor/hospital/ambulance bays.
- Where kerb markings indicate no stopping or loading restrictions.
- On school zigzag markings.
- In suspended bays.

\*The 30 minute rule should not be strictly applied in cases where it is obvious that loading and unloading is taking place and the vehicle will need to park for longer than this period. The Civil Enforcement Officer will use his/her discretion in allowing the vehicle to park for longer if necessary.

### **Maximum Size of Vehicle**

There is a maximum height and length of vehicle which may park in a bay. These are 3.2 metres in height, 6.5 metres in length and with a gross vehicle weight of no more than 5 tonnes. Nevertheless, all vehicles must park wholly within the bay markings.

Civil Enforcement Officers should issue Penalty Charge Notices to vehicles which do not comply with these stipulations.

If a Civil Enforcement Officer sees a vehicle displaying a permit, which does not fit into the bay, this should be reported to base, as the permit may not be valid.

### **Motorcycle Parking**

Motorcycles are legally defined as powered two wheeled vehicles.

There are currently some dedicated motorcycles parking bays in car parks, which allow motorcycles to park free of charge. It will be a contravention for other vehicles (including motorcycles with sidecars or trikes) to park in these bays. If there are no free bays available, the motorcycle may use another bay, but will be expected to pay like other vehicles, and a Penalty Charge Notice should be issued to a motorcycle which is parked in a car parking space but has not paid. This is the case even if the bay is also occupied by a car which has paid.

Within the existing CPZs, due to the fact that they are not able to display a permit or pay and display ticket/voucher securely, motorcycles will be allowed to park in a permit, voucher, or pay and display bay without the need to purchase or display a permit, voucher or pay and display ticket, i.e. they may park free of charge and without time limit.

This provision does not apply to other restrictions (e.g. yellow lines) and Penalty Charge Notices should be issued to motorcycles parked in these circumstances.

### **Obscured/incorrectly validated Permits**

If a parking permit is not clearly displayed in a vehicle, and it cannot be read, a Penalty Charge Notice should be issued. The Civil Enforcement Officer should make a note about the obscured section of the permit and ensure that the appropriate photograph is taken.

A Penalty Charge Notice must not be issued even if the permit is not displayed in accordance with the regulations, but can nevertheless be clearly seen and all the details read. However, it might be appropriate to issue a warning notice advising the driver on the correct display for future reference. If the practice continues, a Penalty Charge Notice should be issued.

Visitor permits may also be obtained by residents and must be correctly validated. The use of multiple permits is permitted.

A Penalty Charge Notice may be issued where a visitor permit has been incorrectly validated, in that –

- more than one field in any section has been scratched off, or
- one of the sections has not been scratched off, or
- the month, date or day shown is in the past or in the future

However, if the error is minor (e.g. only part of a day/date time etc has been scratched off), a Penalty Charge Notice should not be issued providing that the Civil Enforcement Officer is satisfied that there is no deliberate attempt to use the permit fraudulently.

## **Observation Periods**

When a vehicle is parked in contravention of the regulations, and depending upon the type of restriction, the Civil Enforcement Officer will observe the vehicle for a certain period of time before issuing a Penalty Charge Notice.

An observation period is primarily designed to ensure that the vehicle is not engaged in an exempt activity, such as loading or unloading.

The observation times are summarised in the table below, which, for ease of reference, also contains grace periods:

<b>Type of Restriction</b>	<b>Observation Period*</b>	<b>Grace Period</b>
<b>Waiting restrictions</b>		
Active Single yellow line	5 minutes — car or van	Nil
Double yellow line	5 minutes — car or van	Nil
<b>Loading restrictions</b>		
Active loading restriction	Nil	Nil
<b>Other restrictions</b>		
Parked on zigzags	Nil	Nil
Bus stop clearway	Nil	Nil
Pedestrian Zone	Nil	Nil
Taxi Bay	Nil	Nil
Misuse disabled badge	Nil	Nil
Bay Suspension	Nil	Nil
<b>Parking places – car parks</b>		
Car Parks	5 minutes	10 minutes
<b>Parking places – on-street</b>		
Shared use bay – no initial payment	5 minutes	10 minutes after expiry of time limit
Residents bay	5 minutes	10 minutes after expiry of time limit
Free bay		10 minutes after expiry of time limit
Loading bays	5 minutes – car	Nil
	10 minutes – van/lorry	Nil
Pay and display (P&D) bay – no initial payment	5 minutes	Nil
P&D bay (feeding contravention)	Nil	Nil
P&D bay (returning within the no return period)	Nil	Nil
P&D bay (expiry of time)	Nil	10 minutes after expiry of time limit
Incorrect class of vehicle	Nil	Nil
Any other breach of parking/regulations	5 minutes	

NB. If active loading is witnessed during the observation period (in a location where loading is permitted) then up to 30 minutes should be allowed or longer if necessary.

Where a restriction has just commenced, 10 minutes observation must be given, notwithstanding “no waiting/loading” and any other restriction with “nil” observation required.

### **Overseas Registered Vehicles**

Penalty Charge Notices will be issued to vehicles registered overseas if they are parked in contravention.

### **Parking Outside Bay markings**

On-street - A Penalty Charge Notice will only be issued to a vehicle if two or more wheels are outside the bay markings, or if one wheel is substantially outside the markings and the vehicle is causing a possible obstruction.

Off-street – vehicles parked with more than one wheel outside the marked bay in a car park will not normally be issued with a Penalty Charge Notice unless the position of the vehicle makes it difficult for another vehicle to park in an adjacent parking space.

Vehicles entirely out of a bay will be served a Penalty Charge Notice.

### **Pay and Display Machine Faults**

If a pay and display machine is found to be faulty it is usually the driver's responsibility to look (within a reasonable distance) for an alternative machine from which to purchase a Pay and Display ticket, providing that the alternative machine is situated in the same road.

In the event that the Pay and Display machine is marked as ‘out of order’ and there are no alternative payment points, a vehicle will be allowed to park until the machine is repaired and then for the maximum parking duration of the bay.

Where a motorist leaves a note in his vehicle stating that the machine is faulty, or reports it personally to a Civil Enforcement Officer, the Civil Enforcement Officer must check the machine (usually a visual check only). A Penalty Charge Notice should be issued, unless the Civil Enforcement Officer can confirm that the machine is faulty. If the machine is found to be faulty, a Penalty Charge Notice must not be issued and the machine must immediately



be bagged or a notice placed over the coin slot, and reported to base for the appropriate repair action to be taken.

The Civil Enforcement Officer must make full notes of the event and the action taken.

### **Pay and display tickets – expired time**

If a Penalty Charge Notice is issued for expired time, full details of the pay and display ticket must be recorded, including the time of arrival, the amount paid, the expiry time, and the degree of penalty time.

Civil Enforcement Officers may also issue a Penalty Charge Notice for 'meter-feeding', e.g. where a driver has purchased a second pay and display ticket shortly before or after expiry of the first, with the intention of prolonging the period of time originally purchased (this is subject to the relevant provision being in the Traffic Regulation Orders).

However, some drivers do make a mistake in using the machine, and if a vehicle is displaying two pay and display tickets that have been issued within 5 minutes of each other (both for the same day and bay), a Penalty Charge Notice should not be issued. In these cases, the total amount of time shown on the pay and display tickets will be allowed, i.e. if both tickets show that 30 minutes has been purchased, the driver will be allowed one hours parking so long as this does not exceed the maximum permitted time allowed.

### **Pedestrian Crossings**

Any vehicle found on a Pedestrian Cross will be issued a Penalty Charge Notice without any observation time required.

### **Photographs**

When a Civil Enforcement Officer issues a Penalty Charge Notice to a vehicle, at least three digital photographs of the contravention must be taken. More may be taken if necessary, up to a maximum of four photographs for any one vehicle. These photographs should show –

- The front of the vehicle and the number plate.
- The windscreen of the vehicle (showing whether or not there are any permits/badges displayed).
- A close-up of any badge/permit that is expired or incorrectly displayed, so that the details may be seen from the photograph.

- The immediate surrounding area in which the vehicle is parked, with signs and lines (where applicable), sufficient to identify that the contravention has occurred.
- The Penalty Charge Notice attached to the windscreen of the vehicle.

Ideally, each sequence of photographs should begin and end with a photograph of the vehicle number plate. The first photograph must show the front plate and the last photograph must show the rear number plate. However, this may not be possible in all situations.

### **Picking Up/Dropping Off Passengers**

Motorists may stop to pick up or drop off passengers on yellow lines, or in any parking bay. It is generally accepted that the maximum time allowed for this activity is 2 minutes in the case of able-bodied passengers but there may be exceptions to this rule if the motorist must accompany a child or elderly/disabled person away from the vehicle, or if there is luggage to be set down and the 2 minute rule should not be applied rigorously in these circumstances. A Penalty Charge Notice should not be issued where it is obvious that this activity is taking place.

In most cases, a Civil Enforcement Officer will issue a Penalty Charge Notice to a vehicle that is contravening the regulations and where the driver is absent.

### **Recorded details**

The requirement to take photographs does not replace the requirements shown below in respect of record taking. The Council requires both forms of evidence to support the issue of a Penalty Charge Notice.

As a minimum, recorded entries are to be made under the following circumstances: -

- Whenever there is any verbal or visual contact with the driver of the vehicle a summary of the conversation should be recorded together with a brief description of the driver.
- Whenever there is any verbal contact with a vehicle's passenger or other member of the public a summary of the conversation should be recorded.
- Whenever a vehicle is driven off whilst a Penalty Charge Notice is being issued.

- Whenever there is any verbal abuse or threatening behaviour (whether or not a Penalty Charge Notice was actually served).
- In situations where the criteria for determining a contravention are marginal.
- Whenever a note or notice has been left on the vehicle. The exact wording of the message should be recorded and a photograph of the note taken if possible.
- Whenever a vehicle appears to be in an abandoned or vandalised state a description should be noted and a photograph should be taken.
- Whenever there appear to be suspicious circumstances associated with the vehicle or its location.

### **Public assistance**

Civil Enforcement Officers should be helpful and courteous to the public at all times and be prepared to answer questions, offer advice and give directional instructions when requested. All Civil Enforcement Officers must understand the importance of their actions and the way they speak to members of the public and the reflection this has on the image of the Council in the eyes of the public.

If an attendant is witness to any form of accident or emergency situation he/she should immediately offer his/her services in assistance and, until other emergency services arrive, stay in attendance acting as a communications link. In the absence of the police or any other emergency officer they should take the initiative at the incident and do his/her best to help minimise problems. In these circumstances, the Civil Enforcement Officer must keep the operational base informed of the situation at all times and the action taken.

### **Reporting**

Whilst on patrol, Civil Enforcement Officers are required to carry out various reporting functions. In addition to reporting problems with lines and signs and faulty pay and display machines, attendants may also be required to take details of the following, and report back to their base –

- Building materials left in the road or on the footway.
- Skips.
- Abandoned vehicles.
- Lines with debris on them.
- Graffiti.

- Anti-social behaviour.
- Littering.
- Overhanging trees.

Further information about exact reporting requirements will be advised locally.

### **Requests for enforcement**

From time to time, individual Civil Enforcement Officers may be approached by members of the public requesting enforcement of a particular restriction.

Where a Civil Enforcement Officer is approached whilst he is patrolling an area, providing that the request relates to a neighbouring road or the same road and will not involve the attendant leaving his allocated beat, the attendant should comply with the request. If the request will mean that the Civil Enforcement Officer will have to travel a considerable distance or leave his beat, the attendant should relay the request to base for further instruction.

### **Royal Mail Vehicles**

Under the Traffic Management Act 2004 vehicles belonging to the Post Office **and other companies engaged in the delivery of postal packets** (to or from post boxes and business premises) are exempted and may load or unload where others are not permitted.

However, Civil Enforcement Officers will issue a Penalty Charge Notice if they believe that such vehicles are not actively engaged in delivery. Note – this exemption does not entitle a vehicle to park outside a sorting office.

### **Scaffolders**

Scaffolders are generally exempt from parking restrictions where scaffolding is being constructed, i.e. whilst loading and unloading equipment from the vehicle and erecting/dismantling the scaffold.

Civil Enforcement Officers will issue a Penalty Charge Notice to vehicles that are not engaged in actively loading/unloading or constructing/dismantling scaffolding, essential work, or covered by a permit/waiver/dispensation.

### **Schools**

Civil Enforcement Officers will observe vehicles parked on single yellow lines or in parking bays adjacent to schools. If these vehicles are not causing an

obstruction then the Civil Enforcement Officer will allow 10 minutes of observation before issuing a Penalty Charge Notice (An obstruction is defined as a full or partial blocking of the footway or line of sight for vehicles turning into junctions or driveways).

This extended observation time is only applicable during the time of day at which children are picked up and dropped off. Vehicles must not be causing an obstruction or present an inconvenience or danger to other road users, including pedestrians and cyclists. In practice this will allow parents time to pick up or drop off their children. At all other times, normal regulations apply.

This concession does not apply to vehicles parked on double yellow lines, school zigzag markings (but see note below), or where loading restrictions are in force.

The Council may make separate arrangements with individual schools where there are particular problems or requirements and these will be advised separately.

### **School Zigzags**

The yellow school zigzags are placed outside schools for the safety of children, and will be enforced during term time and within specified hours at the beginning and end of the day. It is an offence to stop on the zigzag area. As such, there will be no period of observation before the issue of a Penalty Charge Notice to any vehicle that is stationary on the zigzags outside of a school. This includes school coaches.

From time to time, Civil Enforcement Officers may be asked to maintain a Civil Enforcement Officer presence at schools where there are particular problems with vehicles parked during drop off and pick up times. This will be defined by the Council if required.

### **Snow, Leaves, Frost**

Weather conditions may mean that a Civil Enforcement Officer is not able to issue a Penalty Charge Notice on some occasions.

If lines on the road are obscured by snow or leaves and are not visible, a Penalty Charge Notice cannot be issued. The Civil Enforcement Officer should make a note to this effect.

If a vehicle windscreen is covered by snow or frost, the Civil Enforcement Officer is not permitted to clear the windscreen, but must inform the Senior Civil Enforcement Officer. A Penalty Charge Notice may only be issued if the lines are clear and the restriction is such that even if the vehicle was displaying a permit or a blue badge, it would not be permitted to park (e.g. 02 contravention).

### **Special Events**

Where there are special events taking place which may affect the parking situation in the area, e.g. football matches, religious festivals, the Council and/or the Police may make special arrangements. In these situations, enforcement may be changed or varied, for example, there is likely to be a need for greater enforcement. Civil Enforcement Officers will work under the direction of the police if the special arrangements are under police control.

### **Statutory Undertakers (Utilities)**

There is an exemption for liveried vehicles being used in the service of gas, electricity, telecommunications or water companies. These vehicles will not be issued with a Penalty Charge Notice in the following circumstances –

- If the vehicle is being used in direct connection with works on the highway.
- If the vehicle is being used in connection with an emergency situation (water leak, gas escape etc.).

The company will often arrange for a suspension if works are to be carried out, but this is not always possible, especially in an emergency situation.

If the vehicle is being used to deal with an emergency, it must be moved once the emergency has been dealt with, and the vehicle is not exempt for normal routine activities, such as inspections or servicing.

Civil Enforcement Officers will also issue a Penalty Charge Notice where it is obvious that the vehicle is not actually being used in connection with work taking place on the highway.

Statutory undertaker's vehicles often display signs stating that emergency works are being undertaken. This is not in itself an indication that the vehicle is exempt, and if the Civil Enforcement Officer is not satisfied that the vehicle is exempt, a Penalty Charge Notice should be issued.

## **Suspension Procedures**

Suspensions may be arranged for –

- House or office removals.
- Funerals or weddings.
- Essential work on the highway.
- Essential deliveries (e.g. building materials).
- The placement of skips.
- Special events.
- Filming.
- Facilitating the movement of traffic or safety reasons.

Although many suspensions are arranged in advance, they may also need to be arranged at short notice, in the case of emergency works for example.

Once a suspension has been authorised, warning notices and signs will need to be put into place. The sign must state the following –

- Dates between which the suspension will be in force.
- Exact location of the suspension.
- Purpose of the suspension.

If this information is missing, or a sign is not in place, a Penalty Charge Notice cannot be issued.

All vehicle index numbers within the area to be suspended should be recorded at least 24hrs prior to the suspension. Any vehicle parked legally prior to the erection of the notice and remaining at that location, and not having been moved in the interim, should not be considered in breach of the suspension or removed.

Vehicles which park on the notified suspensions will be issued with a Penalty Charge Notice. This provision also applies to householders who have arranged a suspension for removals or work on the property, as the suspension does not permit the householder to park his vehicle there. The Civil Enforcement Officer must make notes or take photographs which show the position of the suspension sign in relation to the vehicle and confirm that the suspension was in force at the time.

## **Taxis and Minicabs**

There is a difference between taxis and mini-cabs.

Taxis are licensed by the Local Authority and are permitted to ply for hire in the street. They may be black cabs (Hackney carriages) or saloon cars or people carriers.

Mini-cabs are also licensed, but they are not allowed to ply for hire or to display a 'taxi' sign. They can only handle pre-arranged pick-ups.

Taxis and minicabs, like all vehicles, may stop to allow passengers to board or alight for as long as necessary for the purpose, and this should be obvious to the Civil Enforcement Officer.

Where there are taxis waiting on an authorised taxi rank (minicabs are not allowed on the ranks and must be issued with a Penalty Charge Notice), it is not permitted for those taxis that cannot get onto the rank to queue outside the rank. Civil Enforcement Officers should ask the drivers to move and only issue a Penalty Charge Notice if this request is refused.

Taxi drivers, like any other driver, must not leave the vehicle parked illegally to visit toilets, shops; cafes etc and Penalty Charge Notices should be issued in these circumstances.

### **Traffic Regulation Orders**

Although the Traffic Management Act 2004 gives the Council the powers to enforce decriminalised parking restrictions, these are subject to the provisions of local Traffic Regulation Orders.

There may be instances where Traffic Regulation Orders are not in place for some restrictions and in this event, enforcement cannot legally take place. The Council will advise Civil Enforcement Officers if there are any areas or bays that are unenforceable and Civil Enforcement Officers must not issue a Penalty Charge Notice to any vehicle parked in these areas.

This is currently the case with school restrictions (zigzag markings), and with taxi ranks, which cannot be enforced until the appropriate Traffic Regulation order is in place. Penalty Charge Notices must not be issued for these contraventions at present.

### **Waivers/Dispensations**

These will be available from the Council and allow commercial vehicles and tradespeople to park –

- In permit holder, voucher bays
- Pay and display bays
- On yellow lines

They are not valid in taxi ranks, disabled bays or loading bays.



They may be issued to allow drivers easy access to their tools and equipment or where the vehicle itself is necessary for the works taking place (i.e. as a mobile power source for other equipment).

To obtain a dispensation, the driver of the vehicle must demonstrate the nature of the work; that the vehicle is necessary for the work and there is no alternative place for it to park; or that it cannot use resident visitor vouchers.

The vehicle must display a waiver form in the windscreen, which will contain details of the registration number, date and time(s) to which the waiver relates and the location. Any vehicle not parked in accordance with the terms of the waiver (e.g. in the wrong location) should be issued with a Penalty Charge Notice.

Note – Councillors may also be issued with dispensations, which will be valid in CPZs and will be issued on an ‘as needed’ basis.

### **Warning Notices**

Warning notices may sometimes be used to advise a driver that he has parked in contravention of the restrictions and that a Penalty Charge Notice may have been issued. They should be used in the following circumstances.

- New CPZ's – warning notices will be issued for a period of 14 days after the commencement of controls, to cars parked in permit holder bays.

Further information and guidance regarding the issue of warning notices will be determined locally and there may be other circumstances in which the use of a warning notice is considered appropriate.

### **Weddings**

The same enforcement principles as for funerals will apply. See appropriate section.

## **Window Cleaners**

The Council recognises that window cleaners are carrying out an essential service for in the area. Accordingly, vehicles belonging to window cleaners actively engaged in cleaning windows will be exempt and may park for as long as necessary to carry out their duties.

Civil Enforcement Officers will identify such vehicles either from their livery, or from notices placed in the vehicles. In these circumstances, a Penalty Charge Notice will not be issued if the vehicle is parked in the following circumstances;

- In a permit holder, voucher bay.
- In a pay and display or limited waiting bay.
- On single or double yellow lines where there is no loading restriction in place.

## APPENDIX A

### CONTRAVENTION CODES AND DESCRIPTIONS

The following contravention codes and descriptions are the contraventions that are in use throughout England and Wales. Deviations from these codes and alterations to descriptions are not permitted and will render a Penalty Charge Notice invalid.

Suffixes should be used with the codes where appropriate.

**Note** – some codes are valid only in London as present and not all of the remaining codes will be used in Mid Sussex. It cannot be assumed that because a code is present, it can be used, as reference will need to be made to the relevant TROs to ensure that the contravention is covered.

### Standard PENALTY CHARGE NOTICE Codes – On-Street

Code	Description	Charge Level
01	Parked in a restricted street during prescribed hours	Higher
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	Higher
05	Parked after the expiry of paid for time at a pay & display** bay	Lower
06	Parked without clearly displaying a valid pay & display ticket**	Lower
07	Parked with payment made to extend the stay beyond initial time ('meter feeding')	Lower
12	Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge	Higher
14	Parked in an electric vehicles' charging place during restricted hours without charging	Higher
16	Parked in a permit space or zone without displaying a valid permit	Higher
19	Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time	Lower
20	Parked in a part of a parking place marked by a yellow line where waiting is prohibited	Higher
21	Parked in a suspended bay/space or part of bay/space	Higher

22	Re-parked in the same parking place or zone within the prescribed time period after leaving	Lower
23	Parked in a parking place or area not designated for that class of vehicle	Higher
24	Not parked correctly within the markings of the bay or space	Lower
25	Parked in a loading place during restricted hours without loading	Higher
30	Parked for longer than permitted	Lower
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
41	Parked in a parking place designated for diplomatic vehicles	Higher
42	Parked in a parking place designated for police vehicles	Higher
45	Stopped on a taxi rank	Higher
47	Stopped on a restricted bus stop/stand	Higher
48	Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited	Higher
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	Higher
99	Stopped on a pedestrian crossing and/or crossing area marked by zigzags	Higher

## **Standard PENALTY CHARGE NOTICE Codes – Off-Street**

80	Parked for longer than permitted	Lower
81	Parked in a restricted area in a car park	Higher
82	Parked after the expiry of time	Lower
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower
84	Parked with payment made to extend the stay beyond initial time	Lower
85	Parked without clearly displaying a valid permit where required	Higher
86	Not parked correctly within the markings of a bay or space	Lower
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
90	Re-parked within the prescribed time period of leaving a bay or space in a car park	Lower
91	Parked in an area not designated for that class of vehicle	Higher
92	Parked causing an obstruction	Higher
93	Parked in car park when closed	Lower

## **APPENDIX B**

### **A History of Guidance Updates and Revisions**

Date	Description of Revision
March 2014	References to No Contract and Freeman of the Land added
March 2014	10 minute observation period reduced to 5 minutes in car parks.
November 2014	The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015
April 2015	Abandoned vehicles section updated
November 2015	Clarification regarding loading/unloading in Council Car Parks
February 2017	Reference to pocket books removed