

**TORFAEN
COUNTY
BOROUGH**



**BWRDEISTREF
SIROL
TORFAEN**

Civil Parking Enforcement (CPE)

Parking Enforcement Policy

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PART A: STRATEGIC OBJECTIVES

1. INTRODUCTION

- 1.1 The County Borough of Torfaen is designated as both a Civil Enforcement Area and Special Enforcement Area under the Traffic Management Act 2004.
- 1.2 As a Civil Enforcement Area, Torfaen CBC is responsible for the enforcement of those parking restrictions, both on and off-street, which are underpinned by Traffic Regulation Orders or Off-Street Car Parks Regulations Orders throughout the Authority area.
- 1.3 In addition, as a Special Enforcement Area, two additional parking contraventions: to be parked more than 50cm from the kerb not within a designated parking place, (“double parking”), and to be parked adjacent to a dropped footway, can be enforced, (note these contraventions do not require a Traffic Regulation Order to be made).
- 1.4 Enforcement Officers, (EOs), enforce parking restrictions across the County Borough.
- 1.5 Rhondda Cynon Taff County Borough Council will provide an administrative service (back office function) on behalf of Torfaen under an agreed Service Level Agreement (SLA). This will assist with enforcement operations by processing issued Penalty Charge Notices, (PCNs), including payment functions, production of correspondence letters and support during the challenge and representation processes.

2. OBJECTIVES

- 2.1 Civil Parking Enforcement aims to:
 - Improve traffic flow and road safety across the County Borough.
 - Improve public transport reliability and journey times.
 - Reduce the misuse of disabled bays.
 - Reduce parking problems around schools and in town centres.
 - Improve access and reduced delays for emergency vehicles.
 - Improve access for delivery vehicles.
 - Improve conditions for pedestrians, cyclists and the disabled community.

3. LEGISLATION

3.1 The current statutory Acts, Regulations and Orders governing parking and parking enforcement in Torfaen County Borough Council include:

- The Road Traffic Regulation Act (1984).
- Traffic Management Act 2004.
- Torfaen County Borough Council – Traffic Regulation & Speed Limit Consolidation Order 2013
- Torfaen County Borough Council (off-street parking places) Order 2014
- The Civil Enforcement of Traffic Contraventions (General Provisions) (Wales) Regulations 2013.
- WG Statutory Guidance to Local Authorities on the Civil Enforcement of Road Traffic Contraventions: Parking 2014.
- The Civil Enforcement of Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013.
- The Civil Enforcement of Road Traffic Contraventions (Guidelines on Levels of Charges) (Wales) Regulations 2013.
- The Civil Enforcement of Traffic Contraventions (Approved Devices) (Wales) Order 2013.

3.2 In addition, Traffic Regulation Orders which prohibit or restrict parking are periodically consolidated into one Consolidation Order and the Council's Off-Street Car Parks Regulations Order is subject to periodic change as well.

4. PENALTY CHARGES

4.1 The Welsh Government has directed the Authority to issue two different levels of penalty charges. These charges are set at the following rates:

Higher Level Penalty Charge	Lower Level Penalty Charge
£70	£50

4.2 Details of the contraventions applicable to both the higher and lower charges are contained within Appendix A.

5. ENFORCEMENT OFFICERS

- 5.1 Enforcement Officers, (EOs), will wear uniform that will be readily distinguishable from those worn by the police and other enforcement agencies, including, but not exclusive to:
- Clear identification that the wearer is an EO employed by Torfaen CBC.
 - A personalised number to identify the EO.
- 5.2 EOs will carry and operate smartphone(s) with online app into which the details of the contravention will be entered and which will produce the PCN. They may also will also be wearing CCTV Body-worn video cameras as part of their personal and/or protection equipment.

PART B: PROCESSES AND PROCEDURES

6. PENALTY CHARGE NOTICE (PCN)

- 6.1 All PCNs will be uniquely identifiable and in accordance with the Welsh Language Act, they will be issued bilingually.
- 6.2 The PCN will identify Torfaen CBC as the enforcement authority and will contain information including, but not exclusive to:
- The date on which the Notice has been served.
 - The registration mark of the vehicle involved.
 - The date, time and location of the alleged contravention.
 - The grounds on which the notice has been served, (including the contravention code).
 - First observation and Notice issue times.
 - EO identification number.
 - The amount of the penalty charge.
 - Instructions for payment
 - Information on how to challenge the Notice.
- 6.3 There is no requirement for contraventions to be subject to an observation period prior to the issue of a PCN. When an EO considers the

contravention to be unnecessary and resulting in congestion and/or obstruction they may issue a PCN immediately.

- 6.4 However, as a general rule, prior to the issue of a PCN, CEOs will allow a brief period of time to elapse between first observing a vehicle unlawfully parked and subsequently issuing a PCN. Notwithstanding any of the above, no observation period will be applied in respect of parking outside schools, in bus stops, or where an immediate hazard or obstruction is caused, such as on pedestrian crossings.
- 6.5 It is an offence under the Traffic Management Act 2004 for any unauthorised removal or interference with a Penalty Charge Notice once it has been affixed to a vehicle.

7. SUMMARY OF PARKING PENALTY ENFORCEMENT PROCESS

- 7.1 Vehicles parked in contravention of parking regulations may be issued with a PCN. This will be served on the vehicle by affixing to the vehicle or, should the driver be present, by handing it to the driver.
- 7.2 The PCN can also be served by post if the EO has attempted to serve the Notice but the actions of the driver have prevented the PCN being either handed to the driver, or placed on the vehicle. PCNs may also be sent by post where camera enforcement is used.
- 7.3 A photograph of every contravention will be taken in order to prove the contravention and corroborate the records of the EO. When applicable, it will also prove that the PCN was legally placed on the vehicle.
- 7.4 A discount of 50% will apply to all PCN's paid within the discount period.
- 7.5 All informal challenges will be investigated on their merits, and mitigating circumstances will be taken into account. Proof of these circumstances will be requested wherever possible. If informal challenges relating to the issue of a PCN is received within 14 days of the PCN being issued, and following an investigation the grounds do not constitute grounds for cancelling the PCN, then the discounted rate will be held for a further 14-day period from the date of service of the rejection of informal challenge letter.
- 7.6 If no payment has been received within 28 days after the issue of the PCN, (irrespective of whether the driver/owner has made representations relating to the PCN), then the details of the registered owner/keeper of the vehicle from the Driver Vehicle Licensing Agency (DVLA).The registered owner/keeper of the vehicle is the person legally responsible for payment of the charge.

- 7.7 Upon receipt of these details from the DVLA a Notice to Owner (NtO) will be sent via first class post to the registered owner/keeper. The purpose of the NtO is to ensure that the PCN was received by the vehicle owner, remind the vehicle owner that the PCN is now due to be paid in full, and if it is not paid within a further 28 days it will incur an increase of 50%. It also gives the owner an opportunity to make a formal representation against the penalty charge. The NtO should be issued between 28 and 56 days after the issue of the PCN.
- 7.8 If the formal representation in respect of the PCN is not accepted then a formal notice of rejection will be issued to the appellant. This correspondence will contain details of the steps that can be taken by the appellant, including if they wish to appeal to the Traffic Penalty Tribunal, (TPT).
- 7.9 After 28 days following the issue of the NtO, should the PCN remain unpaid, a Charge Certificate will be sent to the registered owner/keeper of the vehicle, which will increase the original charge by 50%.
- 7.10 A minimum of 14 days after the issue of the Charge Certificate, the debt will be registered at The Traffic Enforcement Centre, (TEC), at Northampton County Court. This action will increase the charge by a further £8, which is the current court fee for this service. The registered owner/keeper will be informed of this debt registration, and if no response is received within 21 days of the registration, then an appointed Enforcement Agent, (bailiff), will be instructed to recover the debt.
- 7.11 Enforcement Agents will recover the debt to the Authority and add their own costs in accordance with existing legislation.
- 7.12 A full overview of the Parking Penalty Enforcement Process is detailed with Appendix B and a simplified version in Appendix C.

8. REGISTERED OWNER LIABILITY

- 8.1 The following extract from the Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013 outlines whom is responsible for paying a penalty charge once issued:

“(1) Where a parking contravention occurs, the person by whom the penalty charge for the contravention is to be paid shall be determined in accordance with the following provisions of this regulation”.

“(2) In a case not falling within paragraph (3), the penalty charge shall be payable by the person who was the owner of the vehicle involved in the contravention at the material time”.

“(3) Where:”

“a) The vehicle is a mechanically propelled vehicle which was, at the material time, hired from a vehicle-hire firm under a hiring agreement;”

“b) The person hiring it had signed a statement of liability acknowledging his liability in respect of any penalty charge notice served in respect of any parking contravention involving the vehicle during the currency of the hiring agreement; and”

“c) In response to a notice to owner served on him, the owner of the vehicle made representations on the ground specified regulation 4(4) (d) of the Representations and Appeals Regulations and the Enforcement Authority accepted those representations.”

“The penalty charge shall be payable by the person by whom the vehicle was hired and that person shall be treated as if he were the owner of the vehicle at the material time for the purposes of these Regulations.”

9. METHODS OF ENFORCEMENT

- 9.1 Enforcement will be undertaken by uniformed Enforcement Officers or through use of camera enforcement.
- 9.2 In accordance with the Traffic Management Act 2004 and associated guidance, approved devices, (such as mobile CCTV vehicles), will be used in certain areas to enforce specific restrictions included the unlawfully parking of vehicles outside schools, in bus stops and on pedestrian crossings.
- 9.3 Prior to the commencement of each shift, EOs shall calibrate the approved device, (either hand held mobile computer hardware or mobile camera), to ensure that they reflect the correct time and date.

10. CONSISTENCY AND PROPORTIONALITY

- 10.1 All EOs are trained to the same standards, by way of an in-house manual, formal training and on-going monitoring.
- 10.2 The Council will endeavour to ensure that patrols take place throughout the County Borough. However, enforcement can only take place as resources permit, and some areas may not be patrolled when resources are limited.
- 10.3 The Authority will aim to increase compliance with parking restrictions through clear, well designed, legal and enforced parking controls. Civil parking enforcement provides a means by which the authority can effectively deliver wider transport strategies and objectives.

- 10.3.1 Enforcement activity throughout Torfaen will not be viewed in isolation or as a way of raising revenue.
- 10.4 The process of dealing with challenges and representations against the issue of PCNs is well documented and will be carried out in a fair, unbiased and equal manner. These procedures include the ultimate right of all appellants to refer the matter to an independent arbitrator, the Traffic Penalty Tribunal (TPT).
- 10.5 It is important to recognise that each case will be considered on its own merits, matters of proportionality, objectivity, fairness and reasonableness should be paramount.
- 10.6 To preserve the integrity of the process, no undue external pressure shall be brought, by either members of the Council or other senior officers, designed to unduly influence the decisions by virtue of their position alone. Assembly Members and Members of Parliament are similarly expected not to seek to influence decisions.
- 10.7 Section 10.16 Traffic Management Act 2004: The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions states:-

“Elected members and unauthorised staff should not, under any circumstances, play a part in deciding the outcome of individual challenges or representations. This is to ensure that only fully trained staff make decisions on the facts presented”.

11. THE TRAFFIC PENALTY TRIBUNAL (TPT)

- 11.1 The procedure for dealing with parking appeals is set down in The Civil Enforcement of Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013. (Specific procedures whereby a motorist can challenge or make representations against the issue of a PCN are set out in each of the Notices referred to in the above process summary).
- 11.2 The TPT exists as an independent body to determine appeals against PCNs. If a driver chooses to appeal to the TPT, then he/she forfeits the right to pay the charge at the reduced rate.
- 11.3 The service is free to motorists and appeals may be held either by post, via telephone conference, or in person. Personal appeals will be held locally at a premises stipulated by the TPT as being suitable and convenient to all parties.

- 11.4 An adjudicator's decision is final. However, in certain limited circumstances an adjudicator's decision can be reviewed: if an adjudicator errs in law, the decision may be reviewed in the High Court.

PART C: POLICY ISSUES

12. ON-STREET PARKING

- 12.1 Public on-street parking supply is defined as parking on the public highway, usually at the roadside. Public on-street parking is often unrestricted, but at some locations roadside controls restrict waiting and loading. On-street parking may also be in designated bays and charges may or may not be levied.
- 12.2 Traffic Regulation Orders provide the Authority power to:
- Prohibit and / or restrict parking.
 - Enforce the regulations.
- 12.3 Whilst some regulations relate to 24 hour prohibitions, others are subject to restricted hours. The hours during which restrictions are in force may vary and if there is any doubt, the relative Traffic Regulation Order should be consulted.

13. ROAD SIGNS AND MARKINGS: MISSING, OBSCURED, OR BROKEN

13.1 Yellow lines:

- Where it is claimed that a yellow line(s) is worn away or has been covered by a highway repair, the area should be inspected and remedial work undertaken as soon as practicable.
- Where weather conditions, (i.e. snow), have obscured the lines then remedial action to clear them will be taken as soon as practicable.
- If it is confirmed that a challenge or representation made on the above grounds is valid, then the PCN may be cancelled. However, where the lines can be clearly seen, even though they may be partially worn, the PCN should be enforced, (but remedial action to refresh the lines should be undertaken in due course).

13.2 Kerb markings (loading restrictions):

- As per yellow lines above.

13.3 Obscured signs:

- Information signs accompanying waiting and loading restrictions must be clearly visible at all times. If it is claimed that a sign was obscured and could not be read, (e.g. graffiti, weather, or overhanging trees etc.), the sign should be inspected as soon as practicable and remedial action taken. If the claim is proved to be correct the PCN may be cancelled.
- If the sign can be easily read then the PCN should be enforced, (but remedial action to refresh the sign should be undertaken in due course).

13.4 Missing signs:

- If a sign is claimed to be missing the location should be inspected as soon as practicable and, if confirmed, arrangements made for its replacement.

14. DISPENSATIONS AND SUSPENSIONS

14.1 The following vehicles will receive automatic dispensation from waiting restrictions:

- Police, Fire and Rescue Service or Ambulances only whilst attending emergency situations or in accordance with their duties.
- Vehicles involved in contracted Highway Maintenance where there is a need for them to be parked adjacent to the work site. Livered Council vehicles carrying out statutory duties such as refuse collection, street cleansing and verge maintenance.
- Vehicles displaying valid Blue Badges. (See appropriate section on Disabled Drivers / Passengers).

14.2 Dispensations may also be granted for the following:

- Funerals: for the hearse and cortege vehicles.
- Weddings: bridal vehicles.
- Maintenance to adjacent buildings.
- Furniture removals.
- Any other similar reason accepted by the Council.

14.3 Designated parking bays, on or off-street, may be suspended for the following reasons:

- To allow for maintenance of adjacent property where highway access is required for deliveries, essential vehicles, skips etc. (Cars will not usually be considered as “essential vehicles” and will be expected to park in

accordance with parking restrictions. The placement of builders skips on the highway is subject to separate legislation).

- Maintenance to highway trees / verges.
- At the request of the Police.
- For security reasons.
- Any other similar reason accepted by the Council.

15. DISABLED DRIVERS / PASSENGERS

15.1 The Blue Badge scheme provides a range of parking benefits for disabled people who travel either as drivers or as passengers. The badge holder must be present for the concessions to apply.

15.2 Blue badges must be clearly and properly displayed whilst the vehicle is parked.

15.3 Failure to correctly display a Blue badge may result in a PCN being issued for the contravention of the relevant parking restriction.

15.4 Providing the Disabled Badge is clearly and properly displayed the Badge Holder can park in:

- Designated disabled parking bays: for an unlimited amount of time.
- Limited waiting parking areas: for an unlimited amount of time.
- Yellow Lines, (without the presence of kerb markings): for a period not exceeding 3 hours.

15.5 Disabled Badge Holders are not allowed to park:

- Outside of marked bays.
- In any area specifically reserved for other vehicles or purpose, (e.g. taxi ranks, bus stops, loading bays, residents' parking bays, etc.)

15.6 With respect to Off-street parking: it is current Torfaen CBC policy to allow people displaying a valid disabled Blue Badge, along with all other motorists who are not contravening any off-street contraventions to park without charge in off-street car parks. Blue Badge holders should always look for signs in car parks indicating the local arrangements in force.

15.7 Parking with a Blue Badge must always be in accordance with the current Blue Badge Scheme guidance, which can be found at www.gov.wales.

16. LOADING / UNLOADING

- 16.1 Vehicles will be permitted to park in contravention of waiting restrictions, limited waiting areas and in residential parking zones, whilst carrying out the legitimate activity of loading or unloading provided that such activity, involving the vehicle, is observed by an EO whilst the vehicle is parked. (Similarly, vehicles parked in designated loading bays must also be actively involved in loading / unloading activities).
- 16.2 The observation period should be for at least five minutes and a PCN should only be issued if no activity is seen during this period.

17. ABANDONED VEHICLES

- 17.1 Where a vehicle remains parked in a restricted area for a period during which multiple PCN's are issued for the same contravention, CEOs may report the vehicle as potentially abandoned and it will be dealt with by the relevant Council department.

18. VISITORS TO BRITAIN

- 18.1 If a PCN is issued to a vehicle displaying foreign registration plates it should automatically be recognised by the processing system as the registration number will not be in DVLA format.
- 18.2 Consideration should be given to cancellation of the PCN but, should payment be made then it should be accepted in the normal way. Equally all correspondence and representations should be dealt with in the normal way.
- 18.3 If a PCN is issued to a UK registered vehicle, which has been borrowed or driven by a foreign resident, the PCN should be enforced against the registered keeper(s) as they remain liable for it.

APPENDIX A: SAMPLE CONTRAVENTION CODES / DESCRIPTIONS

Code	Observation Time	Contravention	Charge Level
<i>On-Street Contraventions</i>			
01	5 min	<p>Parked in a restricted street during prescribed hours. The contravention occurs when a vehicle waits/is parked on single or double yellow lines, or otherwise pedestrianised areas during the prescribed hours of the restriction(s).</p>	Higher
02	0 min	<p>Parking or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force. The contravention occurs when a vehicle waits/is parked on single or double yellow lines accompanied by a no loading ban signified by yellow kerb/carriageway markings during the prescribed hours of enforcement.</p>	Higher
21	0 min	<p>Parked in a suspended bay/space or part of bay/space. The contravention occurs when a vehicle waits/is parked in any part of a suspended bay or parking space. The suspension will be signified by suspension signage such as a placard and/or cones, post and flags. The signage will be placed within the bay/space to be suspended if at all possible. If this is not possible the signage will be placed as close as is reasonably practicable to the bays/spaces to be suspended.</p>	Higher
22	0 min	<p>Re-parked in the same parking place or zone within one hour (or other specified time) of leaving. The contravention occurs when a vehicle returns to the same parking space within the specified time of leaving the space. This contravention can only be enforced when signage relating to the parking space clearly states that returning within the specified time is not permitted.</p>	Lower

Code	Observation Time	Contravention	Charge Level
<i>On-Street Contraventions</i>			
23	0 min	<p>Parked in a parking place or area not designated for that class of vehicle. The contravention occurs when a vehicle of the incorrect class waits / is parked within an area / marked bay designated for a specific class of vehicle. Most commonly this refers to loading bays that are designated for “goods vehicles only”. For example, it is an offence to park in such a designated area / marked bay if not a “goods vehicle”.</p>	Higher
24	0 min	<p>Not parked correctly within the markings of the bay or space. The contravention occurs when one or more wheels of a vehicle are seen to be parked outside of the markings of a parking bay/space. The fact that the wheels of the vehicle are parked outside of the markings of the parking bay/space means that other parts of the vehicle will be encroaching on the available room in adjacent bays/spaces or causing an obstruction.</p>	Lower
25	10 min	<p>Parked in a loading place during restricted hours without loading. The contravention occurs when a vehicle waits/is parked within an area/marked bay designated as a loading place without any loading/unloading activity being observed by the CEO.</p>	Higher
26	0 min	<p>Vehicle parked more than 50 cm (or other specified distance) from the kerb and not within a designated parking space. The contravention occurs when a vehicle waits/is parked more than 50cm from the kerbside and not within a designated parking space. This contravention is more commonly known as “double parking”.</p>	Higher
27	0 min	<p>Parked adjacent to a dropped footway. The contravention occurs when a vehicle waits/is parked adjacent to a dropped footway. Drivers are not permitted to park their vehicles in a manner that will obstruct a dropped footway. A dropped footway often enables easier access to premises and also enables members of the public such as parents with pushchairs or prams, and wheelchair users to cross the carriageway more easily.</p>	Higher

Code	Observation Time	Contravention	Charge Level
On-Street Contraventions			
30	0 min	<p>Parked for longer than permitted. The contravention occurs when a vehicle waits/is parked within a free parking bay/space for longer than is permitted. Adjacent signage to the bay/space informs the driver of the vehicle exactly how long they may park for free.</p>	Lower
40	0 min	<p>Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge. The contravention occurs when a vehicle waits/is parked within a designated disabled person's parking bay/space without clearly displaying a valid disabled person's badge. A PCN may be issued for this contravention for the following reasons:</p> <ul style="list-style-type: none"> • No valid Blue Badge is observed in the vehicle • If the Blue Badge is illegible/obscured. • The Blue Badge has expired. • If the clock that accompanies a Blue Badge is not displayed along with the badge (where there is a limit on the amount of time that the badge holder may park). 	Higher
42	0 min	<p>Parked in parking place designated for police vehicles. The contravention occurs when a vehicle waits/is parked within any part of the markings of a designated police bay.</p>	Higher
45	0 min	<p>Parked on a taxi rank. The contravention occurs when a vehicle waits/is parked within any part of a taxi rank. Taxi ranks are clearly distinguished by the yellow carriageway markings surrounding the rank and the word 'taxi'. Adjacent signage will state the maximum number of taxis that may wait on the rank.</p>	Higher
46	0 min	<p>Stopped where prohibited (clearway). The contravention occurs when a vehicle waits/is parked on any part of a clearway. Distinguished by signage visible when entering the clearway.</p>	Higher

Code	Observation Time	Contravention	Charge Level
<i>On-Street Contraventions</i>			
47	0 min	<p>Parked on a restricted bus stop/stand. The contravention occurs when a vehicle waits/is parked within any part of a restricted bus stop/stand. Bus stops/stands are clearly distinguished by the yellow carriageway markings surrounding the stop/stand and sometimes the words 'bus stop' or 'bus stand' within the markings. Signage adjacent to the bus stop/stand will display the prescribed hours of enforcement.</p>	Higher
48	0 min	<p>Stopped in a restricted area outside a school. The contravention occurs when a vehicle waits / is parked on any part of a restricted parking area outside a school marked by "School Keep Clear" zig-zag markings. Parking near to or on School Keep Clear zig-zag markings endangers the lives of pedestrians by obstructing their view and the view of approaching vehicles.</p>	Higher
49	0 min	<p>Parked wholly or partly on a cycle track. The contravention occurs when a vehicle waits / is parked on any part of a designated cycle track. A cycle track can be identified by appropriate road markings and signage.</p>	Higher
99	0 min	<p>Stopped on a pedestrian crossing and/or crossing area marked by Zig-Zags. The contravention occurs when a vehicle waits/is parked on a pedestrian crossing and/or crossing area that is marked by zig- zag markings. Parking near to or on pedestrian crossings endangers the lives of pedestrians by obstructing their view and the view of approaching vehicles.</p>	Higher

Code	Observation Time	Contravention	Charge Level
Off-Street Contraventions			
74	0 mins	<p>Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited. The contravention occurs when a vehicle waits/is parked in a parking place within a car park and the vehicle is being used in connection with the sale or offering or exposing for sale of goods. This contravention can only be enforced when signage relating to the parking place clearly states that using the vehicle for this purpose is not permitted.</p>	Higher
80	10 mins	<p>Parked for longer than maximum period permitted. The contravention occurs when a vehicle waits/is parked within a free parking bay/space for longer than is permitted. Signage will be displayed within the car park and/or near to the bay/space informs the driver of the vehicle exactly how long they may park for free.</p>	Lower
81	0 mins	<p>Parked in a restricted area in a car park. The contravention occurs when a vehicle waits/is parked in a clearly marked restricted area within a car park. There will be surface markings and adjacent signage to signify the restricted area.</p>	Higher
86	0 min	<p>Parked beyond the bay markings. The contravention occurs when one or more wheels of a vehicle are seen to be parked outside of the markings of a parking bay/space within a car park. The fact that the wheels of the vehicle are parked outside of the markings of the parking bay/space means that other parts of the vehicle will be encroaching on the available room in adjacent bays/spaces.</p>	Lower

Code	Observation Time	Contravention	Charge Level
Off-Street Contraventions			
87	0 min	<p>Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge. The contravention occurs when a vehicle waits/is parked within a designated disabled person's parking bay/space within a car park without clearly displaying a valid disabled person's badge. A PCN may be issued for this contravention for the following reasons:</p> <ul style="list-style-type: none"> • No valid disabled person's badge is observed in the vehicle • If the disabled person's badge is illegible/obscured. • The disabled person's badge has expired. • If the clock that accompanies a disabled person badge is not displayed along with the badge (where there is a limit on the amount of time that the badge holder may park). 	Higher
91	0 min	<p>Parked in an area not designated for that class of vehicle. The contravention occurs when a vehicle is parked in an area of a car park that is not designated for that class of vehicle. An example of this would be where a car is parked in a motorcycle bay, or a motorcycle is parked within a cycle area.</p>	Higher
95	0 min	<p>Parked in a parking place for a purpose other than the designated purpose for the parking place. The contravention occurs when a vehicle waits/is parked in a parking place within a car park for a purpose other than that designated for the parking place. An example of this may be where a parking place within a car park is designated for the purpose of charging electronic vehicles yet a vehicle is parked in the designated space selling goods.</p>	Lower
<p>The Higher Level Charge has been set at £70 and the Lower Level Charge is set at £50. (Both charges levels reduce by 50% to £35 and £25 respectively if paid within 14 days from the date on which the Penalty Charge Notice was issued).</p>			
<p>An 'instant' PCN may always be issued in circumstances where the EO concerned has evidence, other than a period of observation, which supports the action of issuing the PCN without observing the vehicle for the minimum periods indicated.</p>			

The Parking Penalty Enforcement Process

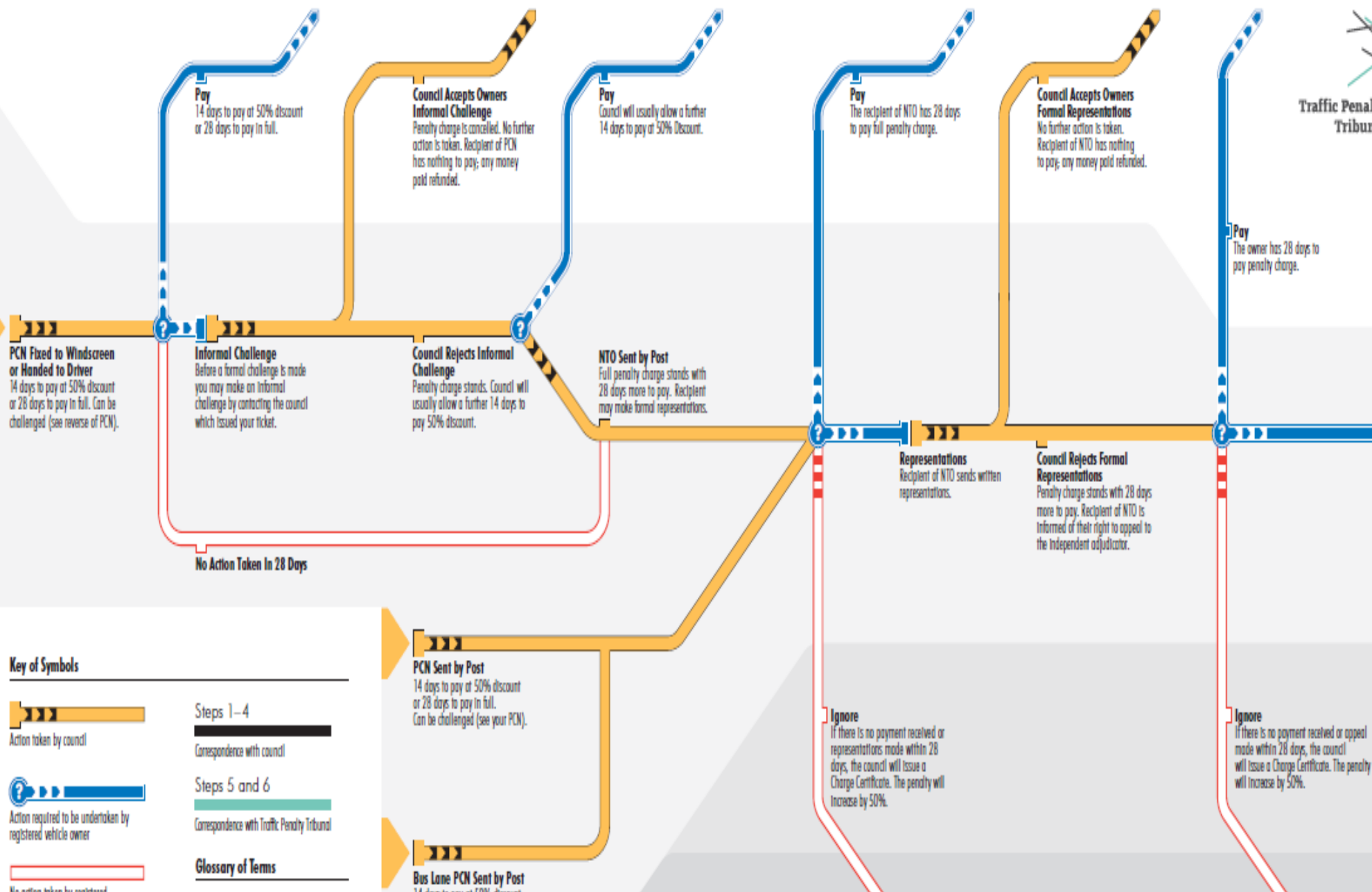
Step 1

Step 2

Step 3

Step 4

Step 5



Key of Symbols



Action taken by council



Action required to be undertaken by registered vehicle owner



No action taken by council

Steps 1-4

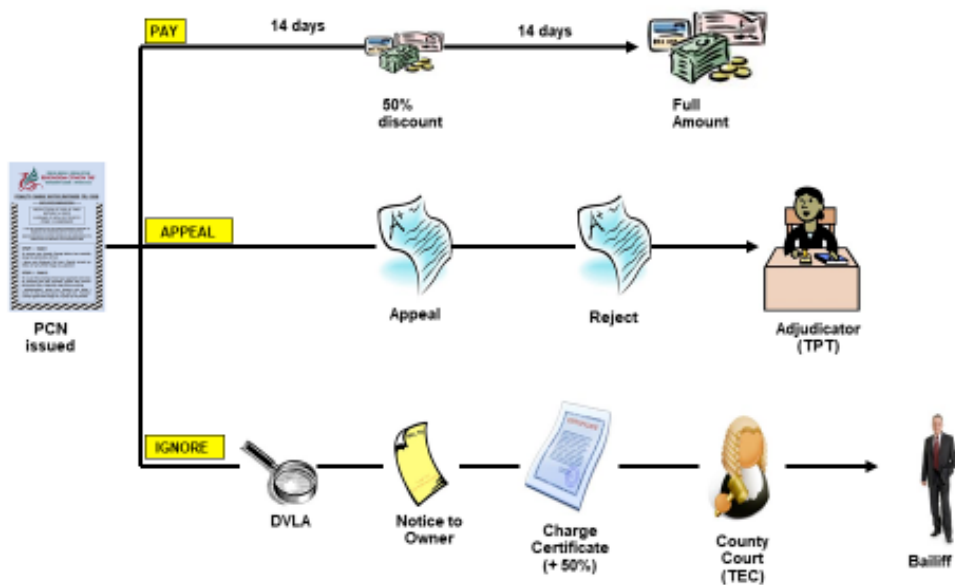
Correspondence with council

Steps 5 and 6

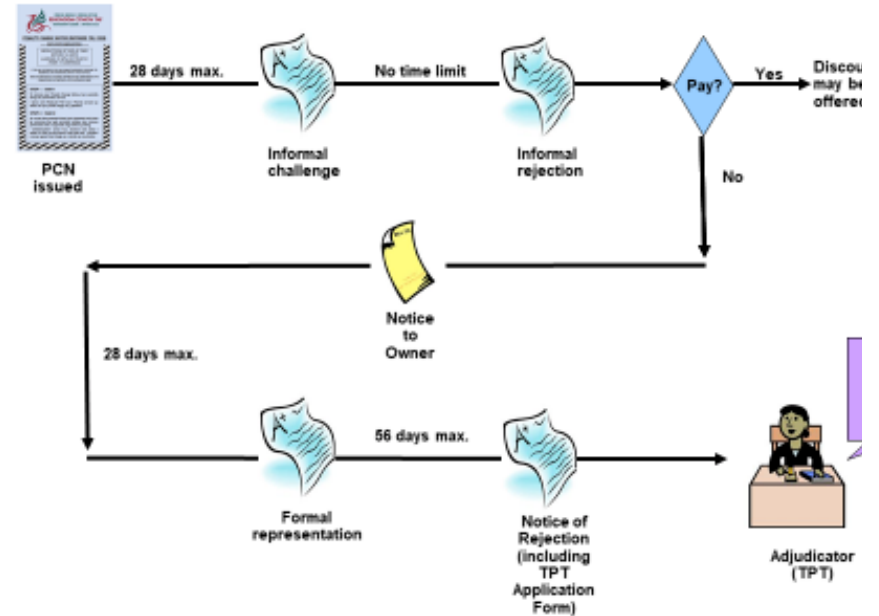
Correspondence with Traffic Penalty Tribunal

Glossary of Terms

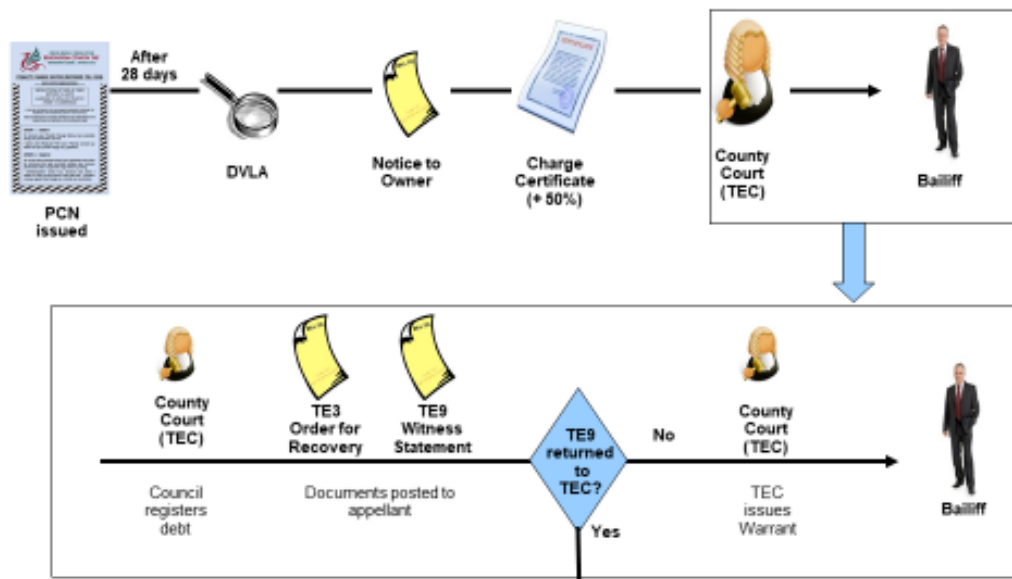
PCN Processing Procedure - Overview



Appeal route in more detail



Ignore route in more detail



Ignore route in more detail (2)

