HERTSMERE BOROUGH COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

Date of Order: 8th June 2018
Order No: 315

THE HERTSMERE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2018

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The Hertsmere Borough Council (hereinafter referred to as "the Council") pursuant to arrangements made under Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2012 in exercise of the powers conferred on the said County Council under Sections 32, 33 and 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984"),and section 43, 47 and schedule 3 of the Road Traffic Act 1991 and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

Part 1- Preliminary

1. Citation and commencement

This Order shall come into operation on 18th June 2018 and may be cited as The Hertsmere Borough Council (Off-Street Parking Places) Order 2018, hereinafter referred to as "this Order".

2. Revocations

The Order listed within Schedule 1 is hereby revoked.

3. Interpretation

In this Order the following expressions have the meanings assigned to them except where the context requires otherwise:

"Access Way" means an access way that enables vehicles to gain access to or egress from a parking place.

"Authorised vehicle" means a vehicle of a specified class authorised to use a parking place by virtue of Article 6 and as specified in the Schedules;

"Business Permit" means a permit issued by the Council underthe provisions of Article 8c of this Order.

"Car Park" means that area of land not being public highway and designated for the leaving of passenger vehicles as defined in Articles 6a and 6b of this Order in accordance with the provisions of this Order;

"Charging Post" means an installation adjacent to a parking place for the purposes of recharging the batteries of an electric vehicle or hybrid vehicle by means of a connecting lead.

"Civil Enforcement officer means a civil enforcement officer appointed by the Council under section 76 of the Traffic Management Act 2004.

"Coach" means a motor vehicle constructed or adapted to carry more than 8 passengers in addition to the driver;

"Commuter Permit" means a permit issued by the Council under Article 8c of this Order.

"Council" means the Council of the Borough of Hertsmere.

"Disabled Person" has the same meaning as a disabled person as described by the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (as amended);

"Disabled Person's Badge" has the same meaning as given in Regulation 3(1) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons)(England) Regulations 2000;

"disabled persons vehicle" has the same meaning as in Section 142 (1) of the Act of 1984;

"Discretionary Permit" means a permit issued by the Council to organisation/person under the provisions of Article 8c.

"Discretionary Permit Holder" means organisation/person who has been issued with a discretionary permit by the Council or authorised agent under the provisions of Article 8c.

"Driver" in relation to a vehicle in a parking place means the person driving or having control of the vehicle, or the person having driven or having had control or charge of the vehicle at the time it was left in a parking place;

"Enactment" means any enactment, whether public general or local and includes any Order, byelaw, rule, regulation, scheme or other instrument having effect by virtue an Enactment;

"Electric Vehicles" means a vehicle in which the motive power is derived from an electrical storage battery which is not connected to any source of power when the vehicle is in motion.

"Goods Carrying Vehicle" means a motor vehicle which is constructed or adapted for use for the carriage of goods or burden of any description and is not drawing a trailer;

"Hybrid Vehicle " means an electric vehicle which has at least one other energy source for traction purposes.

"Initial Charge" shall have the same meaning as set out in Article 10 and as specified in the Schedules to this Order;

"Invalid Carriage" has the same meaning as in section 136(5) of the 1984 Act;

"Minibus" means a motor vehicle which is constructed to carry more than 8 but not more than 16 seated passengers in addition to the driver:

"Motor Cycle" means a mechanically propelled vehicle(not being an invalid carriage) with fewer than 4 wheels, of which the weight unladen does not exceed 410 kilograms:

"Operating Times" in relation to the Parking place, means the days and times specified in schedules 3, 4 and 5, excluding any time during which the parking place is either closed, suspended or reserved under the provisions of Article 4.

"Order Maps" means drawings with numbers HBC/TRO/JY/315A/01, HBC/TRO/JY/315B/01, HBC/TRO/JY/315C/01, HBC/TRO/JY/315C/02, HBC/TRO/JY/315D/01, HBC/TRO/JY/315E/01, HBC/TRO/JY/315E/02, HBC/TRO/JY/315F/01, HBC/TRO/JY/315G/01, HBC/TRO/JY/315H/01, HBC/TRO/JY/315H/02, HBC/TRO/JY/315I/01, HBC/TRO/JY/315J/02, HBC/TRO/JY/315K/01, HBC/TRO/JY/315L/01 and HBC/TRO/JY/315M/01 which accompany this Order;

"Owner", in relation to a vehicle, means the person by whom the vehicle is kept, which in the case of a vehicle registered under the Vehicle Exercise and Registration Act 1994

(c.22) is presumed (unless the contrary is proved) to be the person in whose name the vehicle is registered;

"Parking Bay" means any area within the parking place or part thereof which is provided for the leaving of one vehicle only at a time, unless specifically provided for more than one vehicle, and is indicated as such by markings placed on the surface of the parking place to show the limits of each individual parking bay;

"Parking Place" means the Council Controlled Car parks as depicted on the Order maps, comprising of marked parking bays and including access ways, that is provided by the Council under section 32 of the 1984 Act for use as an off-street parking place.

"Passenger Vehicle" means a motor vehicle (other than a motor cycle or invalid carriage) constructed or adapted solely for carriage of not more than twelve passengers (exclusive of the driver), and their effects and not drawing a trailer;

"Pay by phone" means payment by telephone whether mobile or otherwise or by any other electronic device capable of making payment. Instructions for pay by phone shall be displayed at ticket machine points. A record of pay by phone will be made electronically and no ticket will be required to be displayed.

"Penalty Charge" shall have the meaning as a charge set by the Council in accordance with The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 and the provisions of Part 6 and Schedule 9 the Traffic Management Act 2004 or any subsequent legislation so enabling;

"Penalty Charge Notice or PCN" shall have the same meaning as set out in Article 17e .

"permit" means a permit issued under the provisions of Article 8c of this Order and references to "permit holder" shall be construed accordingly;

"Permit Holder" means a person to whom a permit has been issued under the provisions of Article 8.

"Permitted Hours" means the hours during which the charges are payable for parking in the parking place as set out in Schedule 3.

"Protective Cover" means a protective cover issued by the Council under the provisions of Article 8;

"Relevant Position"means on the dashboard or fascia of the Vehicle or where the Vehicle is not fitted with a dashboard or fascia in a conspicuous position on the nearside of the Vehicle or if the Vehicle is one being used by a Disabled Person displayed in such a position as described in the Disabled Persons (Badges for Motor Vehicles) (Amendment) Regulations 2000 SI 682 and in all cases displayed in such a position as to be clearly visible from outside of the Vehicle's front or nearside.

"Schedules" means the Schedules to this Order;

(1) Except where the context otherwise requires, references in this Order to Articles and Schedules are references to Articles of and Schedules to this Order.

(a) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

(b) Any reference in this Order to any enactment, shall be construed as a reference to that enactment as amended by any subsequent enactment.

"School Permit" means a permit issued by the Council under Article 8c of this Order.

"Ticket" means a ticket issued by a ticket machine located in the parking place in which the vehicle is parked.

"Ticket Machine" means an apparatus of a type and design for the purpose of this Order, being apparatus designed to indicate the time by a clock, and to issue tickets which show that a payment has been made of an amount, or for a period specified thereon, and which specify the date and the time at which the vehicle must leave the parking place;

"Trailer" means a vehicle drawn by a motor vehicle as provided for in Section 136(1) of the 1984 Act;

"Solo Motor Cycle" means a mechanically propelled vehicle (not being an invalid carriage) with fewer than 3 wheels, of which the weight unladen does not exceed 410 kilograms;

"Valid", in relation to a disabled person's badge means that –

(a) The badge is clearly displayed in the relevant position on the vehicle left in the parking place; and

(b) The date of expiry of the badge has not elapsed;

"Valid", in relation to a permit means that –

(1) The permit is clearly displayed in a relevant position on the dashboard or fascia of the vehicle; and

where the vehicle is not fitted with a dashboard or fascia, the permit is displayed in a conspicuous position on the vehicle so that the front of the permit is clearly legible from the outside of the vehicle; and

(2) the date of expiry of the permit has not elapsed or that the permit has not been surrendered or withdrawn.

"Vehicle" means a passenger vehicle not larger than 2.30 metres in height and 5.25 metres in length.

Part 2 - Designation and Use of Off Street Parking Places

4. Conditions on use of Parking Places

a. Each parking place specified on the plans referred to in Schedule 2 to this Order may be used, subject to the provisions of this Order, as the parking place for such classes of vehicles in such positions on such days and during such hours and such periods and on payment of such charges as specified in Schedule 6 to this Order.

b. No person shall cause or permit any vehicle to enter or be left in the parking place or part thereof unless the vehicle is of a class specified in column 2 of schedules 3,4, and 5 under the provisions of Article 6 of this order.

Provided that nothing in this paragraph shall apply in relation to a vehicle being used for fire brigade, ambulance or police purposes, or in the service of the Council whilst being used in pursuance of statutory powers or duties.

c. No person shall cause or permit any vehicle to be left in the parking places specified in column 1 of schedules 3,4 and 5 other than wholly within the limits of either a parking bay, loading area or solo motor cycle area, as appropriate.

d. Where there is a sign or surface marking within or adjacent to a parking bay indicating that the parking bay may be used only by –

(i) vehicles displaying a disabled person's badge, no person shall leave any vehicle in that parking bay other than a vehicle displaying a valid disabled person's badge in the relevant position;

(ii) vehicles displaying a permit, no person shall leave any vehicle in that parking bay other than a vehicle displaying a valid permit in the relevant position;

(iii) solo motor cycles, no person shall leave any vehicle in that parking bay other than a solo motor cycle;

(iv) electric or hybrid vehicles, no person shall leave any vehicle in that parking bay either than an electric or hybrid vehicle which is connected to a charging post by means of a connecting lead for the purpose of recharging the batteries of the said vehicle.

e. Where there is a sign or surface marking within the parking place indicating that an area may only be used for the purpose of loading and unloading a vehicle, no person shall leave any vehicle in that area other than for the purposes of such loading and unloading;

f. Where in the parking place signs or surface markings are placed for the purpose of indicating –

(i) the entrance to or exit from the parking place, no person shall cause or permit any vehicle to enter the parking place other than by that entrance so indicated or to leave the parking place other than by the exit so indicated;

(ii) the direction in which or the speed at which a vehicle shall proceed, no person shall cause or permit any vehicle to proceed in the parking place otherwise than in the direction or at the speed indicated, as the case may be;

g. No person shall cause or permit any vehicle to be left in the parking place so as to cause an obstruction;

h. No person shall cause or permit any vehicle to be left or to wait at any time, including waiting for the purposes of loading or unloading that vehicle, in the parking place or access way, otherwise than in a parking bay or loading area.

i. During the hours of operation of a Parking Place as specified in columns 4 and 5 of Schedules 3, 4 and 5 no person shall cause or permit any vehicle to be left in the Parking Place unless displaying a valid permit issued by the Council under the provisions of Articles 6,7 or 8 of this order.

j. No person shall cause or permit a vehicle to wait longer than the maximum period specified in column 5 of Schedules 3,4 and 5 of this order.

k. Where in Schedules 3,4 and 5 a parking bay is described as available for vehicles of maximum permitted dimensions, the driver of a vehicle shall not permit it to wait in that parking bay unless its size is within the specified maximum permitted dimensions.

l. The driver of a vehicle shall not permit it to wait in a parking place other than in a parking bay and for this purpose, except with the permission of the Council, every part of the vehicle must be within the limits of the parking bay and not more than one vehicle shall occupy any one such parking bay.

m. The driver of a vehicle shall not permit it to wait in a parking place specified in Schedule 3,4 and 5 for longer than the maximum period permitted for waiting, specified in column 5 in relation to that parking place. When a vehicle has departed from a parking place after having being left therein that vehicle shall not return to that parking place within the period stipulated in column 6 of schedules 3, 4 and 5.

5. Miscellaneous Prohibited on use of Parking Places

a. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in position in that parking bay and shall not start the engine except when about to change the position of the vehicle within or to depart from the parking bay.

b. No person shall within a parking place, without prior consent of the Council:

i. sell or offer for sale or for hire any article, skill or service;

ii. do anything in connection with the selling or hiring of any article, skill or service whether from a vehicle, or otherwise;
(a) advertise any product or service;
(b) distribute any leaflet.
(c) The driver of a vehicle shall not permit that vehicle to wait in a parking place unless:
(i) the vehicle is licensed in accordance with the provisions of Section 1 of the Vehicle Exercise and Registration Act 1994
(ii) registration plates are fitted to the front and rear of the vehicle; and

c. there is in force in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988.

d. The driver of a motor vehicle using a parking place is not permitted to drive any vehicle without due care and consideration or in a manner likely to endanger any other person or at speeds in excess of 10 mph.

e. The driver of a motor vehicle using the parking place shall not sound any horn or similar instrument except when about to change the position of a vehicle in or to depart from the parking place.

f. No person shall, except with the permission of the Council or any person duly authorised by them, drive any vehicle in a parking place other than for the purpose of leaving that vehicle in a parking bay in accordance with the provisions of this Order or for the purpose of changing position within or departing from the parking bay.

g. No person shall use any part of a parking place or any vehicle left in a parking place:

   i. for sleeping or camping purposes; or

   ii. for cooking purposes, including the lighting of a fire for any reason; or

   iii. for the purpose of servicing, washing, cleaning, constructing, maintaining or repairing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.

h. In a parking place, no person shall erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council.

i. No person shall in a parking place without good cause shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.

j. No person shall in a parking place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.

k. Any person using a parking place as a means of passage proceeding from one road to another road or for access purposes to property or land adjacent to but not forming any part of the parking place shall be deemed to be so using by licence of the Council and not as of right.

6.Permitted Vehicles

a. The driver of a vehicle drawing a trailer having a combined length exceeding 5.50 metres shall not permit the vehicle or the trailer to wait in a parking bay unless they have been disconnected, and unless the registration number of the vehicle is clearly displayed on the trailer and for the purpose of this Order, the vehicle and the trailer shall be deemed to be separate vehicles and the said driver shall be deemed to be the driver of each of the said vehicles, unless the vehicle is a bus or coach used for the delivery or collection of passengers to or from a school or sporting facility nearby.

b. No vehicle shall be left in any parking bay if its length exceeds 5.50 metres or its height exceeds 2.30 metres or its unladen weight exceeds 1,525kg except with the written permission of the Council.

c. Notwithstanding the provisions of this Order, the Council may by notice displayed at or near a parking place close,suspend or reserve for any purpose such a parking place or part thereof for any period and no driver of any vehicle shall use such parking place or part thereof when it is so closed, suspended or reserved except with the permission of the Council.

d. If at any time in or on a parking bay or bays or in any position adjacent thereto a particular bay or bays is or are reserved by means of a sign or surface marking for the use of any person or category of persons authorised by the Council or for the leaving of solo motor cycles, no person shall leave a vehicle in any such parking bay other than for the purpose so specified.

e. The Council does not undertake to supervise any parking place and entry to and exit from and use of the parking bays is entirely at the users risk and the Council or its

servants or agents does not accept any liability for any damage to or loss of vehicles or their contents which arise from any act or omission outside their reasonable control.

7.Validity of Permits or Pay and display tickets

a. In respect of Staff Parking Permit, School Permit, Commuter Permit, Business Permit and Discretionary Permit, the Permit shall be in writing and shall include the following particulars:

   i. the registration mark of the vehicle in respect of which the permit has beenissued;

   ii. the period during which, subject to the provisions of Article 8, the Permitshall remain valid;

   iii. an indication that the Permit has been issued by the Council.

   iv. The charges for Business, Commuter and School Permits shall be in accordance with Schedule 6 of this Order. In respect of a Business Permit which, subject to the provisions of this Order shall be valid for a period of twelve months, six months or three months respectively running from the beginning of the month in which the permit first becomes valid.

   v. In respect of a Commuter Permit, which is applicable in Hertsmere Borough Council where a ticket machine parking place is located which, subject to the provisions of this Order shall be valid for a period of twelve months running from the beginning of the month in which the permit first becomes valid.

   vi. In respect of a School Permit, which is applicable in Hertsmere Borough Council where a ticket machine parking place is located which, subject to the provisions of this Order shall be valid for a period of twelve months running from the beginning of the month in which the permit first becomes valid.

   vii. The Council may at it's discretion grant a discretionary permit for a Business or service provider a permit for use by its staff or service users subject to specific terms and charges in accordance with the provisions of this Order.

b. In respect of pay and display tickets, the ticket shall be obtained from a pay and display machine and include the following particulars:

   i. the time of issue and the duration for which the ticket will remain valid.

   ii. An indication that the ticket has been issued by the Council.

   iii. The ticket obtained from the ticket machine shall be continuously displayed during the initial charge period.

8. Conditions on issue and use of Permit in Parking Places

a. Any person who is the owner of a vehicle which complies with Column 2,3 and 8 of Schedule 3 may apply to the Council for the issue of a permit for the leaving of that vehicle in a parking bay in a parking place which is specified in Schedule 3, and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.

b. The Council may at any time require an applicant for a permit or a permit holder to produce to an officer of the Council such evidence in respect of an application for a permit made to them as they may reasonably require to verify any particulars or information given to them or in respect of any permit issued by them as they may reasonably require to verify that the permit is valid.

c. On receipt of an application duly made under the foregoing provisions of this Article, and of the fee specified in Schedule 6 the Council, upon being satisfied that the applicant is either:

i. a person who has legitimate business within the Borough of Hertsmere where a Council parking place is located and is the registered keeper and/or owner of a vehicle which complies with this Article or;

ii. a person who uses either a railway station located in the Borough of Hertsmere and the main line rail network to commute to and from their place of work and is the owner of a vehicle which complies with this Article.

iii. a business which operates in the borough

iv. a person who is a parent or guardian of a child attending a nursery or school in the Borough of Hertsmere and who is the owner of a vehicle which complies with this Article,

may issue to the applicant with;

a permit with a protective cover for the leaving of the vehicle to which the permit relates by the owner or by any other person using such vehicle with the consent of the owner for the purpose of their business, other than a person to whom such vehicle has been let for hire or reward, during the permitted hours in a parking place referred to in the Schedule:

d. Subject to the provisions of Articles 13 and 14, the Council shall not issue a permit to any person which would be valid for any period during which any other permit issued to that person is or would be valid;

e. The Council shall issue free of charge to any person employed by it a permit which shall be valid for a parking place specified in Schedule 3 at any time when such person is engaged on the business of the Council but not otherwise and Article 8(3) hereof shall apply as if an application had been duly made and the fee paid.

f. The charges and period of validity for permits issued under the provisions of Article 7 and 8 shall be in accordance with Schedule 6 to this Order.

9. Conditions on short stay Free Parking Places

a. Any person who is the owner of a vehicle which complies with Column 2 and 3 of Schedule 4 may park their vehicle free of charge in the parking places identified in column 1 of Schedule 4.

b. The driver of a vehicle shall not permit it to wait in a parking place specified in Schedule 4, for longer than the maximum period permitted for waiting, specified in column 5 in relation to that parking place. When a vehicle has departed from a parking place after having being left therein that vehicle shall not return to that parking place within the period stipulated in column 6 of schedules 4.

10. Conditions on Pay and Display or Pay by Phone Parking

a. (i) The driver of a vehicle who leaves that vehicle in a parking place specified in Schedule 3 during the permitted hours shall obtain a ticket from the ticket machine and immediately display it in accordance with Article 10b(v) and 10b(vi) or display a valid permit, unless the driver has made payment by phone or other device. Instructions for making payment shall be displayed at ticket machine points. A record of pay by phone will be made electronically and no ticket will be required to be displayed.

(ii) The driver of a vehicle who leaves that vehicle in a parking place specified in Schedule 3 during the permitted hours for the periods set out in Schedule 3 shall immediately pay the appropriate initial charge as set out in Schedule 6 or where a free period is permitted shall obtain and display a valid ticket or permit, unless pay by phone is made in accordance with instructions.

b. (i) The initial charge referred to in Article 12a shall be paid by the insertion into the ticket machine provided in the parking place of a coin or coins to the charges specified in Schedule 6 dependent on the period for which payment is being made and the class of vehicle, provided that if any payment is made over the appropriate charge, the charge together with the amount of the overpayment shall be deemed to be the charge. Where pay by phone is available the appropriate charge will be taken by phone.

(ii) The Driver of a vehicle left in a parking bay shall not insert additional coins into the ticket machine after payment of the Initial Charge or display a parking ticket other than that obtained on payment of the Initial Charge or obtain an additional free ticket.

(iii) Where a ticket is not exhibited on the vehicle in accordance with paragraphs (v) and (vi) of this Article the charge shall be deemed not to have been paid and where a ticket is so displayed the amount of the charge shall be deemed to be that shown on the ticket, unless pay by phone is made in accordance with instructions.

(iv) Any ticket issued by the ticket machine is not transferable between one vehicle and another.

(v) Upon payment of a charge or where a free ticket is applicable for the first period, the driver shall exhibit on the vehicle a ticket issued by the ticket machine unless pay by phone is made in accordance with instructions:

(a) in the case of a vehicle which is fitted with a windscreen, by affixing the ticket to the inside surface of the windscreen so that it is facing forwards and can be easily seen from the front of the vehicle; or

(b) in the case of a vehicle which is not fitted with a windscreen by affixing the ticket on the front of the vehicle facing forwards not more than 1.75 metres or less than 0.75 metres above the surface of the parking bay in which the vehicle is parked;

(vi) Where the ticket shall be so exhibited the time and other particulars shown thereon shall be clearly visible inside from outside of the vehicle.

c. The following vehicles left in a parking bay shall be exempt from the payment of any charge specified in Schedule 3 to this Order:

(i) an invalid carriage;

(ii) a motor cycle;

(iii) a vehicle bearing a disabled person's badge provided the vehicle is carrying a registered disabled person at the time the vehicle enters and leaves the parking place and that person (whether the driver or a passenger) is the person to whom the badge was issued.

d. Vehicles left in a parking place designated as pay by phone only with no parking metres shall be exempt from the display of parking tickets.

Part 3 – Parking Charges and Permit Information

11. Display of Permits

a. At all times during which a vehicle is left in a parking place during the permitted hours there shall be displayed in the protective cover referred to in Article 8 in the relevant position on the front near side of the vehicle a valid Permit issued in respect of that vehicle so that all the particulars referred to in Article 7 are readily visible from the front near side of the vehicle.

12. Indications by Ticket Machine Ticket
Ticket Machine Indications as Evidence

a. (i) Payment of the initial charge for a vehicle left in a parking place referred to in Schedule 3 shall be indicated by the issue of a ticket from a ticket machine indicating that the charge has been paid in respect of an initial period of one, two, three, four, five, and over five hours, and the day and time by which the initial period for which payment was made by the initial charge or where applicable a free ticket obtained, will expire, and by the display of that ticket.

(ii) The expiry of the initial period for which the initial charge has been paid in respect of a vehicle left in a parking place referred to in Schedule 3 shall be indicated when there is displayed on the vehicle a ticket issued by a ticket machine relating to that parking place showing the day and time by which the initial period for which payment was made by the initial charge will expire, and the day so shown is the day on which the vehicle is so left and the time shown on the clock of the said ticket machine is later than the time shown on the ticket.

b.(i) If at any time while a vehicle is left in a parking place referred to in Schedule 3 during the permitted hours no ticket issued by the ticket machine relating to the parking place and relating to the day on which the vehicle is left is displayed on that vehicle in accordance with the provisions of Articles 10a and b it shall be presumed unless the contrary is proved that the initial charge has not been duly paid, or where applicable pay by phone or a free ticket obtained and be evidence in any proceedings for an offence referred to in Article 17.

(ii) If at any time while a vehicle is left in a parking place referred to in Schedule 3 during the permitted hours the ticket issued by a ticket machine, unless pay by phone, relating to that parking place and displayed on the vehicle in accordance with the provisions of Articles 10a and b and the clock on the ticket machine by which such ticket was issued gives the indication mentioned in Article 12a(i), it shall be presumed unless the contrary is proved that the initial charge or where applicable a free ticket obtained, has been duly paid in respect of that vehicle and that the initial period for which payment was made by the initial charge has already expired, or where applicable a free period has expired and that the

penalty charge has been incurred and be evidence in any proceedings of an offence referred to in Article 17.

13. Application for and Issue of Duplicate Permits

a. (i) If a permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible, the Permit holder shall either surrender it to the Council or apply to the Council for the issue to him/her of a duplicate Permit and the Council, upon receipt of such application, shall issue a duplicate Permit so marked and upon such issue the original permit shall become invalid.

(ii) If a Permit is lost or destroyed, the permit holder may apply to the Council for the issue to him of a duplicate Permit and the Council, upon being satisfied as to such loss or destruction shall issue a duplicate Permit so marked and upon such issue the original Permit shall become invalid.

b. The provisions of this Order shall apply to a duplicate Permit and an application for a duplicate Permit as if it were a permit.

c. The Council will make a charge for the issue of a duplicate Permit in accordance with Schedule 3.

14. Surrender, Withdrawal and Validity of Permits

a. (i) A permit holder may surrender a Permit to the Council at any time and shall surrender a permit to the Council on the occurrence of any one of the events set out in Paragraph b of this Article.

(ii) The Council may, by notice in writing served on the Permit holder by sending the same by the recorded delivery service to the Permit holder at the address shown by that person on the application for the Permit if it appears to the Council that any one of the events set out in Paragraph b(i), b(ii), or b(iv)of this Article has occurred and the Permit holder shall surrender the Permit to the Council within 48 hours of the receipt of the afore-mentioned notice.

b. The events referred to in the foregoing provisions of this Article are:

(i) the Permit holder ceasing in the opinion of the Council to be a person who has legitimate business under the provisions of article 8.

(ii) the Permit holder ceasing to be the owner of the vehicle in respect of which the permit was issued;

(iii) the withdrawal of such Permit by the Council.

(iv) the vehicle in respect of which such Permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Article 8a;

(v) the issue of a duplicate Permit by the Council under the provisions of Article 13 of this Order;

(vi) the Permit ceasing to be valid pursuant to the provisions of Sub-article (iv) of this Article.

c. Without prejudice to the foregoing provisions of this Article, a Permit shall cease to be valid at the expiration of the period specified thereon (which period shall be that in respect of which payment has been made) or on the occurrence of any one of the events set out in Paragraph b of this Article, whichever is the earlier.

15. <u>Refund of Charge Paid in Respect of a Permit</u>

a. A Business or Commuter permit holder who surrenders a permit to the Council before it becomes valid shall be entitled to a refund of 50% of the charge paid in respect thereof.

b. A Business or Commuter permit holder who surrenders a permit to the Council after it has become valid shall be entitled to refund of part of the charge paid in respect thereof calculated in accordance with the provisions of the next following paragraph.

c. The part of the charge which is refundable under the provisions of the last foregoing paragraph shall be calculated as follows:-

In the case of a Business or Commuter Permit for which a yearly charge was paid shall be entitled to a refund of 50% in respect of each complete six months of the period specified thereon as the period during which it shall be valid which remains unexpired at the time when the permit is surrendered to the Council or 25% in respect of any period less than six months but greater than three months. Less than three months no refund. For Business Permits valid for six months only a refund of 50% for each complete three months of the period remaining unexpired. There will be no refunds for permits having only 3 months duration.

In the case of a School Permit, no refund.

Part 4 – Supplementary Information

16. Restriction on the Removal of Permits

a. Where a permit has been displayed on a vehicle in accordance with the provisions ofArticle11a of this Order, no person, not being the driver of the vehicle, shall remove the Permit from the vehicle unless authorised to do so by the driver of the vehicle.

17. Penalty Charge

a. If a vehicle is left in a parking place during the hours of operation:

(i) after the period for which payment was made in accordance with Article 10 has expired, a penalty charge shall be payable;

(ii) without having a valid ticket exhibited on it in accordance with Article 10(v) and 10(vi) a penalty charge shall be payable;

(iii) without a valid Permit issued in accordance with Article 8 exhibited in it a penalty charge shall be payable;

(iv) without payment having been made in accordance with Article 10, a penalty charge shall be payable.

b. If a vehicle left in a parking place is not parked wholly within a parking space a penalty charge shall be payable.

c. If a vehicle is left in a parking space specifically reserved for disabled persons in accordance with Article 4d(i) is not displaying a disabled person's badge or the badge is being used fraudulently a penalty charge shall be payable.

d. If a vehicle is left in a parking place which has been closed, suspended or reserved in accordance with Article 6c and 6da penalty charge shall be payable.

e. If a vehicle is left in a parking place specified in Schedules 3 and 4 during the charging hours without complying with the requirements of this Order, a contravention shall have occurred and a penalty charge shall be payable. A penalty charge notice conforming to the requirements of the appropriate legislation or any subsequent applicable legislation may then be served by a civil enforcement officer.

f. If full payment of a penalty charge is received by the Council not later than the last day of the period of fourteen days beginning with the date on which the penalty notice was served, the amount of the penalty charge will be reduced by the specified proportion stated on the charge notice.

g. If full payment is not received by the Council before the end of the twenty eight day period or the penalty charge notice is not successfully challenged the Council may serve a Notice to Owner on the owner/keeper of the vehicle requiring payment of the penalty charge and if the charge is then not paid within 28 days it may be increased by 50% on the issue of a Charge Certificate in accordance with the provisions of the 2004 Act.

h. Where a Charge Certificate has been served on any person and the increased penalty charge provided for in the Charge Certificate is not paid before the end of the period of fourteen days beginning with the date on which the Charge Certificate is served, the Council may, if a County Court so Orders, recover the increased charge as if it were payable under a County Court Order.

18. Manner of Payment of the Penalty Charge

a. Where a penalty charge in accordance with Article 17 is payable it shall be Paid to the Council online through the Council website, over the phone or either by cheque or postal order which shall be delivered or sent by post so as toreach the Council not later than 4.00 pm on the 28th day following the day on which the penalty charge was incurred or in cash in person at the offices of the Council not later than as aforesaid.

b. The penalty charge shall be deemed to have been paid to the Council if it shall have been so paid in the manner specified in paragraph 18a above not later than 4:00pm on the 14th day following the day on which the penalty charge was incurred and provided that it is paid without any dispute challenge request for information or correspondence of any kind in connection with the notice issued pursuant to Article 17.If the said 14th day referred to in Paragraph 17f above or the said 28th day referred to in Paragraph 18a above falls upon a day on which the offices of the Council are closed, the period within which payment of the said charge shall be made to the Council shall be extended until 4.00pm on the next full day on which the said Department is open.

c. The amount of penalty charge payable is in addition to any parking charge that may have been already paid.

19. Restrictions on Removal of Notices and Tickets

a. Where a ticket has been exhibited on a vehicle in accordance with the provisions of Article 10b (v) and (vi) no person, not being the owner or driver of the vehicle, shall remove the ticket from the vehicle unless authorised to do so by the owner or driver or a civil enforcement officer.

b. Where a penalty chargenotice has been attached to a vehicle in accordance with Article 17 no person, not being the owner or driver of the vehicle or a civil enforcement officer, shall remove the penalty charge notice from the vehicle unless authorised to do so by the owner or driver or civil enforcement officer.

20. Movement or Immobilisation of a Vehicle left in a Parking Place

a. Any duly authorised Officer or agent of the Council or a police constable in uniform may move or cause to be moved, in case of emergency, to any place he/she thinks fit any vehicle left in a parking place.

b. Where any vehicle is standing in a parking place in contravention of any of the provisions contained in this Order, a person authorised in that behalf by the Council may cause to be altered the position of the vehicle or cause it to be removed.

c. Any person removing or altering the position of a vehicle by virtue of the foregoing provisions of this Article, may do so by towing or driving the vehicle or in such other manner as he may think necessary to enable him/her to remove it or alter its position, as the case may be.

d. Any person removing or arranging for the removal of a vehicle by virtue of Sub-articles a, b or c of this Article shall make such arrangements as he/she considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed and the Council or its duly authorised agents shall not be liable for any loss or damage caused to the vehicle or its contents as a result of its being moved within the parking place or removed from the parking place under the provisions of this Article.

21. Driving in Parking Places

a. Any person using a parking place as a means of passage proceeding from one road to another road or for access purposes to property or land adjacent to but not forming any part of the parking place shall be deemed to be so using by licence of the Council and not as of right.

b. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating:

   i) the entrance to or exit from the parking place; or
   ii) that a vehicle using the parking place shall proceed in a specified direction within the parking place,

   no person shall drive or cause or permit to be driven any vehicle so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or in a direction other than that specified as the case may be.

22. Disposal of Vehicles abandoned in a Parking Place

a. The Council, in respect of any vehicle which has been or could at any time be removed from a parking place in pursuance of Article 20, if it appears to them to have been abandoned, may sell or otherwise dispose of the vehicle and may recover any expenses and charges from any person responsible.

23. Right to Refuse Entry to a Parking Place

a. The Council or its civil enforcement officers may refuse entry to any person or to any vehicle.

24. Variation of Parking Charges

a. The Council may vary charges in the off-street parking places from time to time by means of a variation notice in accordance with Section 35C Road Traffic Regulations Act 1984.

Part 5- Schedules

SCHEDULE 1

The Borough of Hertsmere (Off-Street Parking Places)Order 2012

SCHEDULE 2

The Hertsmere Borough Council Off-Street Order Maps

SCHEDULE 3: PERMIT HOLDER AND PAY AND DISPLAY PARKING PLACES

1 **Name of Parking Place**	2 **Permitted Vehicles**	3 **Classes of vehicles**	4 **Days and Hours of Restrictions**	5 **Maximum Period for which vehicles may wait within Regulated times**	6 **Restrictions on Return Period**	7 **Position in which a vehicle may wait**	8 **Permits in place**
Brook Road Borehamwood (Surface level) as shown on Drawing number HBC/TRO/JY/315A/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or Discretionary permit or Hertsmere Borough Council (HBC) staff Permit or School Permits only valid at designated times.
Bushey Country Club, Bushey as shown on drawing number HBC/TRO/JY/315B/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay by phone or Pay and Display or Business Permit or Discretionary permit

	Maximum length 5.50 metres						
Furzehill Road Borehamwood (Multi-Storey) as shown on Drawing numbers HBC/TRO/JY/315C/01 and HBC/TRO/JY/315C/02	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or Commuter Permit or Discretionary permit
Clarendon Road Borehamwood (Surface level)as shown on Drawing number HBC/TRO/JY/315D/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit

Civic Offices Borehamwood- Main car park as shown on Drawing number HBC/TRO/JY/315E/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday 24hrs each day	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or Discretionary permit or Hertsmere Borough Council (HBC) staff Permit or School Permits (only valid at designated times)
Newberries Radlett (Surface Level) as shown on Drawing number HBC/TRO/JY/315F/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or Commuter Permit
Manor Road Potters Bar as shown on Drawing number HBC/TRO/JY/315G/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit

	Maximum length 5.50 metres						
Wyllyotts Place Potters Bar (Surface level and Underground) as shown on Drawing numbers HBC/TRO/JY/315H/01 And HBC/TRO/JY/315H/02	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or Hertsmere Borough Council (HBC) staff Permit
Salisbury Close Potters Bar (Surface Level) as shown on Drawing number HBC/TRO/JY/315I/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit
Highview Close Potters Bar (Surface level) as shown on Drawing number HBC/TRO/JY/315J/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit

	Maximum length 5.50 metres						
Barnet Road Potters Bar (Surface Level) as shown on Drawing number HBC/TRO/JY/315K/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit
Bushey High Road (The Rutts) as shown on Drawing number HBC/TRO/JY/315L/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or School Permits (only valid at designated times)
Bushey (High Road, Opposite St Peters Church) as shown on Drawing number HBC/TRO/JY/315M/01	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Everyday except Sundays and public holidays 8am- 6.30pm	10 ½ hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display or Pay By Phone or Business Permit or School Permits (only valid at designated times)

	Maximum length 5.50 metres						

*Disabled badge holders park for free at all times in all parking bays shown on Order Maps for Car Parks within this schedule

SCHEDULE 4: SHORT STAY PARKING PLACES

1 Name of Parking Place	2 Permitted Vehicles	3 Classes of vehicles	4 Days and Hours of Restrictions	5 Maximum Period for which vehicles may wait within Regulated times	6 Restrictions on Return Period	7 Position in which a vehicle may wait	8 Permits in place
Civic Offices-Borehamwood Bays adjacent to Civic offices Parking bays denoted by disabled logo as shown on Drawing number HBC/TRO/JY/315E/02	Motor vehicles displaying a valid disabled badge	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Normal Civic offices opening hours	3 hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	None
Civic Offices-Borehamwood Bays adjacent to Civic offices which do not have a disabled logo as shown on Drawing number HBC/TRO/JY/315E/02	Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	(i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act. (ii) Motor cycles with side cars(iii) Invalid Carriages; disabled persons vehicles.	Normal Civic offices opening hours	1 hour	No return within 2 hours of leaving the parking place	Wholly within a parking bay	None

SCHEDULE 5: ELECTRIC VEHICLE CHARGING PLACES

1	2	3	4	5	6	7	8
Name of Parking Place	Permitted Vehicles	Classes of vehicles	Days and Hours of Restrictions	Maximum Period for which vehicles may wait within Regulated times	Restrictions on Return Period	Position in which a vehicle may wait	Permits in place
Civic Offices Borehamwood- Main car park Parking bays denoted by the letter E and a number as shown on Drawing number HBC/TRO/JY/315E/01 And Bushey (The Rutts) – Parking bays denoted by the letter E and a number as shown on Drawing number HBC/TRO/JY/315L/01 And Salisbury Close Potters Bar (Surface Level) , Parking bays denoted by the letter E and a number as shown on Drawing number HBC/TRO/JY/315I/01	Electric or Hybrid Motor vehicles constructed or adapted to carry not more than 12 passengers and goods vehicles not exceeding 152kg unladen weight. Maximum height 2.30 metres Maximum length 5.50 metres	Electric or Hybrid vehicles classed as (i) Motor cars within the provisions of s.136(2)(a) of the 1984 Act.	Everyday (inclusive of Sundays & Bank Holidays) 24Hrs a day	4 hours	No return within 2 hours of leaving the parking place	Wholly within a parking bay	Pay and Display Or Pay by Phone

SCHEDULE 6

OFF STREET CAR PARKING AREAS – SCALE OF CHARGES / PERMITS / PERMITTED HOURS

	Brook Road Borehamwood	Bushey Country Club, Bushey	Furzehill Road Borehamwood	Clarendon Road, Borehamwood	Main Civic Offices, Borehamwood	Newberries, Radlett	Manor Road, Potters Bar	Wyllotts Place, Potters Bar (Surface Level)	Wyllotts Place, Potters Bar (Underground)	Salisbury Close , Potters Bar	High Road Opposite St Peters Church, Bushey	High Road (The Rutts), Bushey	Highview Close, Potters Bar	Barnet Road, Potters Bar
Up to 1 hour	£0.90	Free	£0.90	£0.90	£0.90	free	£0.90	£0.90	£0.90	£0.90	£0.90	£0.90	£0.90	£0.90
1-2 hours	£1.70	Free	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70	£1.70
2-3 hours	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20	£2.20
3-4 hours	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20	£3.20
4-5 hours	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20	£4.20
Over 5 Hours	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20	£5.20
Sunday – All day	Free	Free	Free	Free	£1.00	Free	Free	Free	Free	Free	Free	Free	Free	Free
Everyday 6.30pm to 8.00am	Free	Free	Free	Free	£1.00	Free	Free	Free	Free	Free	Free	Free	Free	Free
Business or Discretionary Permits* (3 months)	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00	£132.00
Business or Discretionary Permits* (6 months)	£253	£253	£253	£253	£253	£253	£253	£253	£253	£253	£253	£253	£253	£253
Business or Discretionary Permits* (12 months)	£440	£440	£440	£440	£440	£440	£440	£440	£440	£440	£440	£440	£440	£440
Commuter Permits - (3 months)	N/A	N/A	£132.00	N/A	N/A	£132.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Commuter Permits – (6 months)	N/A	N/A	£253	N/A	N/A	£253	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Commuter Permits – (12 months)	N/A	N/A	£440	N/A	N/A	£440	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
School Permits	£15	N/A	N/A	N/A	£15	N/A	N/A	N/A	N/A	N/A	£15	£15	N/A	N/A

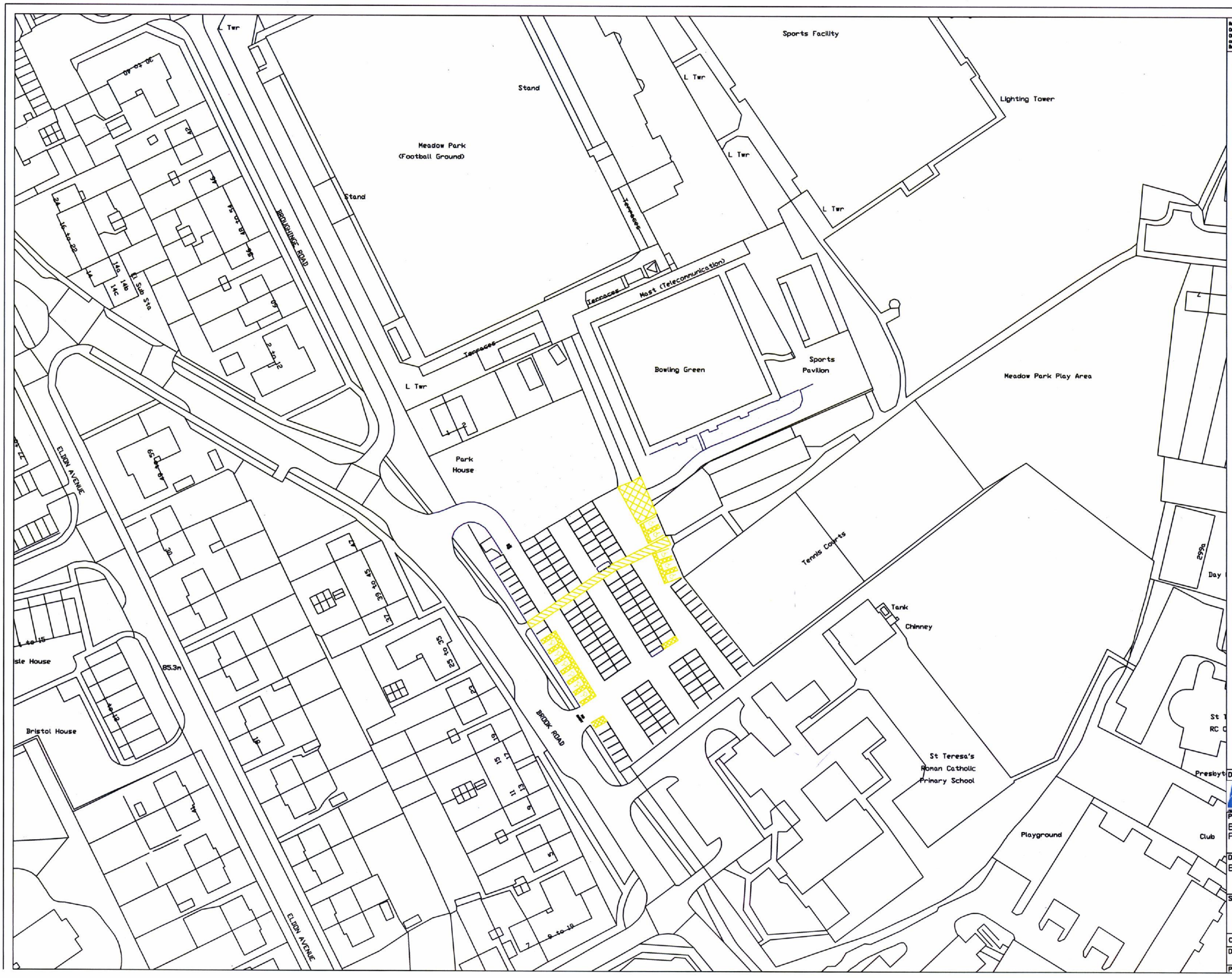
School Permit Change of vehicle	£2.50	N/A	N/A	N/A	£2.50	N/A	N/A	N/A	N/A	N/A	£2.50	£2.50	N/A	N/A
Issue of duplicate permit for lost or destroyed Business or Commuter	£15	N/A	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15
Blue Badge Holders displaying a valid badge and motor cycles	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free
Staff Parking Permit	Free	Free	N/A	N/A	Free	N/A	N/A	Free	Free	N/A	N/A	N/A	N/A	N/A
Descretionary Permit for IBIS Hotel	N/A	N/A	N/A	N/A	Free	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Visitors to the Civic offices may be refunded for up to two hours

IN WITNESS whereof the Common Seal of the Hertsmere Borough Council was hereunto affixed
This 8th day of June 2018.

The Common Seal of
Hertsmere Borough Council
was hereunto affixed in the
presence of :-

Sajida Bijle
Corporate Director



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KEY	
	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES
E	ELECTRIC CHARGING PARKING SPACES

6 of 37

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
BROOK ROAD
TRO DRAWING

Scale	Date AUG 17
1:500 @ A1	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315A/01	Rev. A
Path	

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KEY

	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

6437

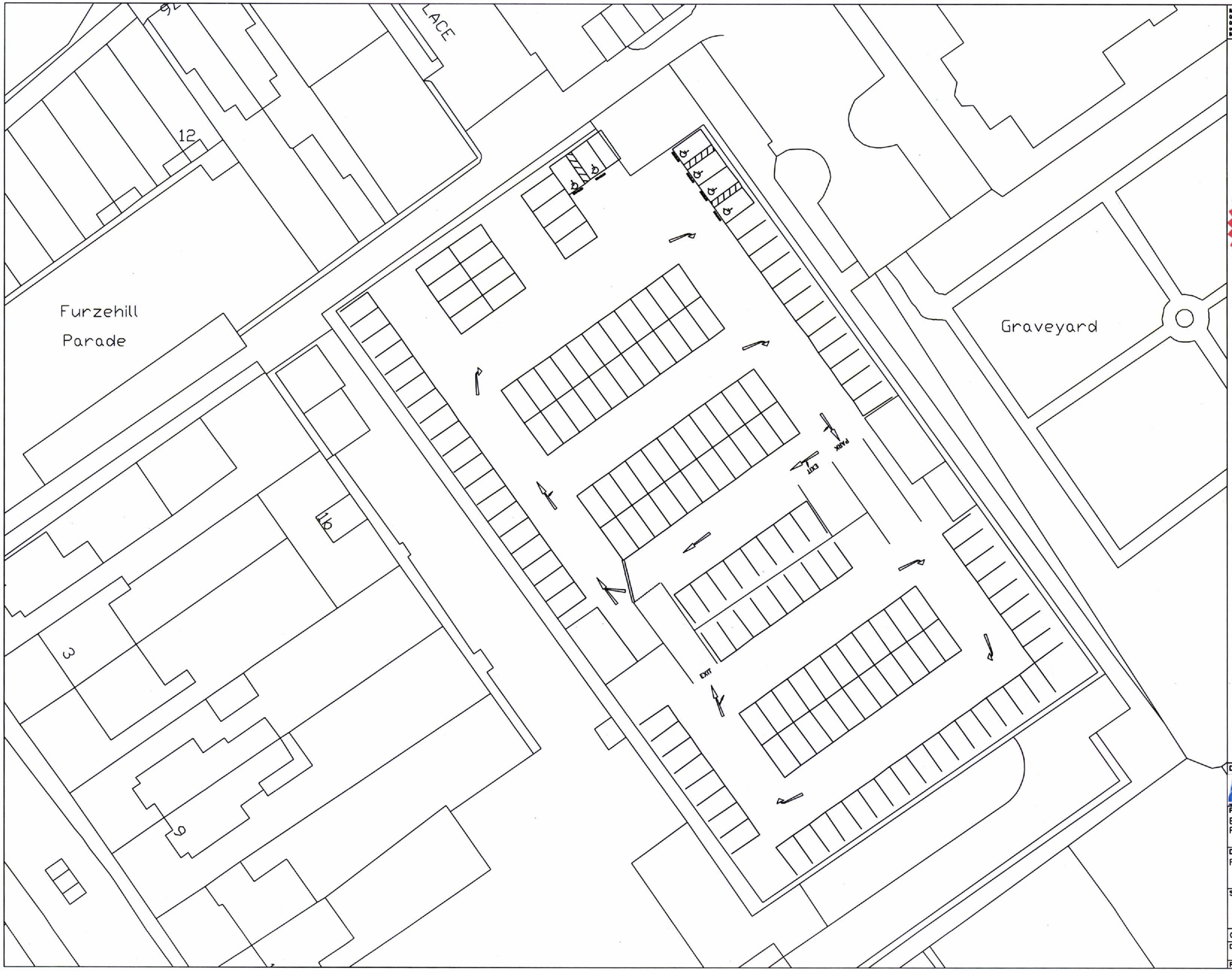
Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
BUSHEY COUNTRY CLUB TRO DRAWING

Scale 1:500 @ A1	Date AUG 17	
	Drawn AD	
	Eng. AD	
Checked TmB	Appr. TmB	
Drawing No. HBC/TRO/JT/3158/01		Rev. A
Path		



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Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES

Drawing Title
FURZEHILL UPPER LEVEL
CAR PARK
TRO DRAWING

Scale	Date AUG 17
1:200 @ A1	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315C/01	Rev.
Path	

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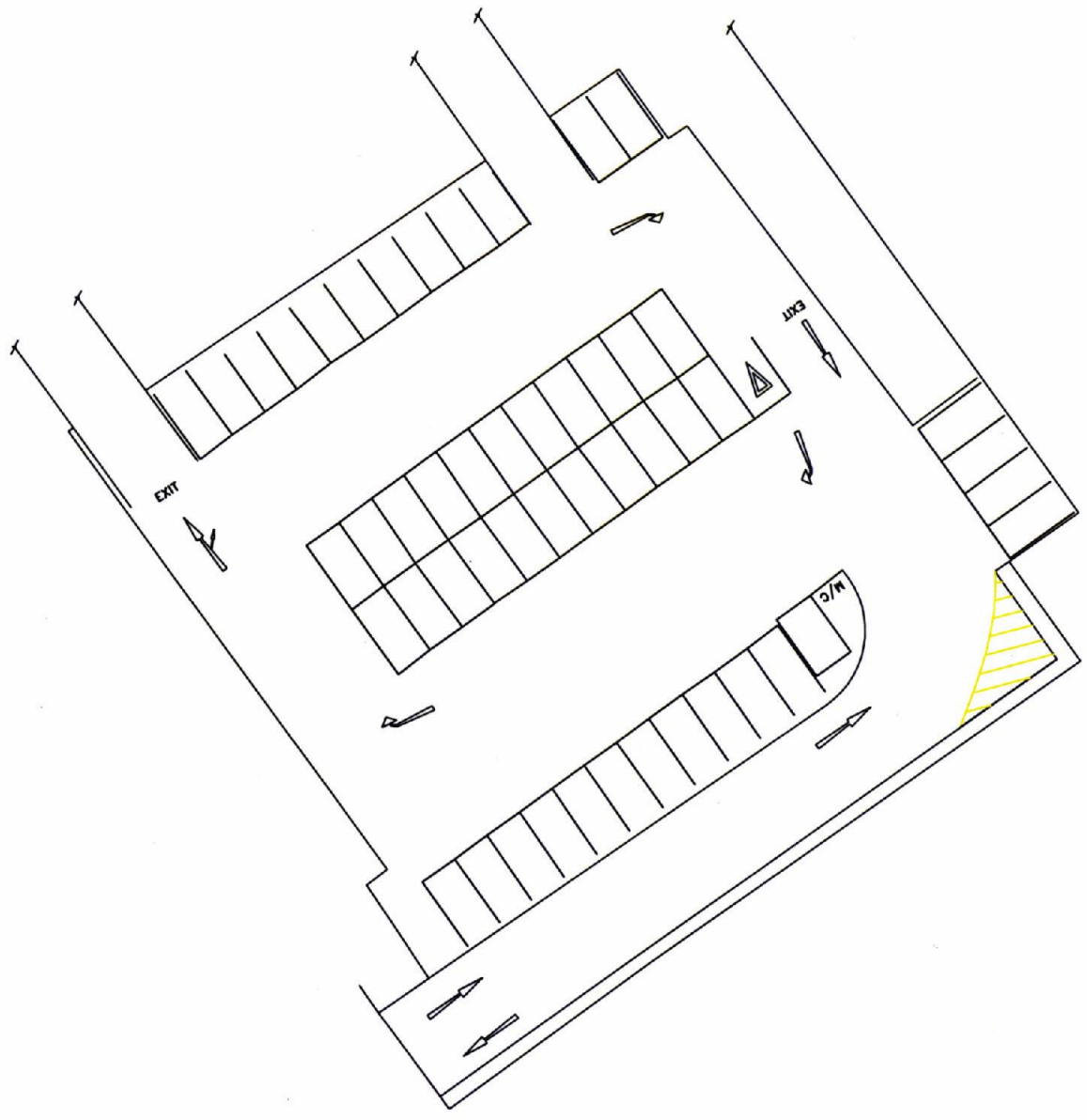

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KEY	
♿	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

GP37

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
FURZEHILL LOWER LEVEL CAR PARK
TRO DRAWING

Scale	Date AUG 17
NTS	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB

Drawing No. HBC/TRO/JY/315C/02 Rev.

Path

1 to 29

Neptune Court

13

CLARENDON ROAD

ENTRY

NO EXIT

EXIT

NO ENTRY

125

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KEY

DISABLED PARKING SPACES

STAATED USE PARKING SPACES

GA37

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
CLARENDON ROAD
BOREHAMWOOD

Scale	Date	AUG 17
1:125 @ A1	Drawn	AD
	Eng.	AD
Checked TmB	Appr.	TmB

Drawing No. HBC/TRO/JY/315D/01 Rev.

Path

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KEY

♿	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES
E	ELECTRIC CHARGING PARKING SPACES

6037

N

Electric Charging bays

Electric Charging bays

The Venue (Leisure Centre)

Health Centre

Library

286

272

258

244

71.1m

90.2m

KEEP CLEAR

COACHES ONLY

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES
Civic Offices, Elstree Way, Borehamwood, Herts. WD6 1WA
Tel: 020 8207 7462 Fax: 020 8207 3503
E-Mail: Engineering.Services@Hertsmere.gov.uk

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
CIVIC OFFICES MAIN CAR PARK TRO DRAWING

Scale 1:500 @ A2	Date	AUG. 2017
	Drawn	AD
	Eng.	AD
Checked TmB	Appr.	TmB
Drawing No. HBC/TRO/JY/315E/01		Rev.
Path		

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KEY

	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

6037

Date | Rev. | Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES
Civic Offices, Elstree Way, Borehamwood, Herts. WD6 1WA
Tel: 020 8207 7462 Fax: 020 8207 2000
E-Mail: EngineeringServices@hertsmere.gov.uk

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
CIVIC OFFICES- SHORT STAY CAR PARK
TRO DRAWING

Scale 1:250	Date	AUG 17
	Drawn	AD
	Eng.	AD
Checked TmB	Appr.	TmB
Drawing No. HBC/TRO/JY/315E/02	Rev.	B

Path

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KEY	
	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

6037

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
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Civic Offices, Elstree Way, Borehamwood, Herts. WD6 1WA
Tel: 020 8207 7492 Fax: 020 8207 3503
E-Mail: Engineering.Services@hertsmere.gov.uk

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
NEWBERRIES CAR PARK RADLETT

Scale	Date Mar 09
1:1000. at A3	Drawn TB
	Eng. TB
Checked	Appr.

Drawing No. HBC/TRO/JY/315F/01 **Rev.**

Path K:\CAD\DWGS\CS138\138-6665\6665-001B

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OUT

IN

KEEP CLEAR

KEEP CLEAR

KEEP CLEAR

KEEP CLEAR

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KEY

DISABLED PARKING SPACES

SHARED USE PARKING SPACES

6037

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
MANOR ROAD
POTTERS BAR

Scale	Date AUG 17
1:200 @ A1	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315G/01	Rev.
Path	x

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KEY

DISABLED PARKING SPACES

SHARED USE PARKING SPACES

6837

The Old Manor (PH)

11 to 17

1 to 10

4 of

Wyllyotts Place Car Park

Graham House

WYLLYOTTS PLACE

Wyllyotts Theatre

Our Lady and St Vincent Catholic Parish

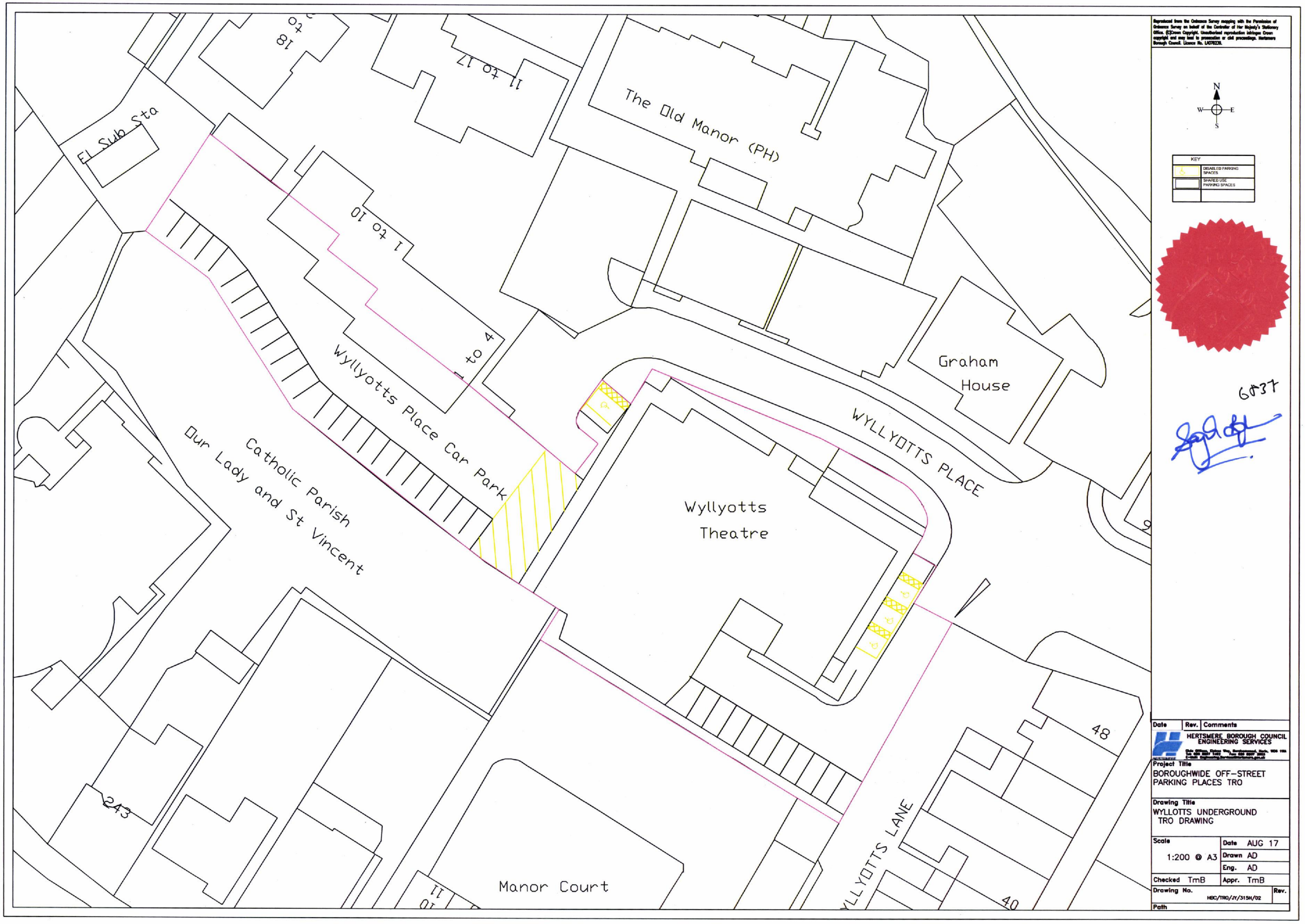
Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
WYLLOTTS PLACE SURFACE TRO DRAWING

Scale	Date AUG 17
1:100 @ A1	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315H/01	Rev.
Path	



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Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
WYLLOTTS UNDERGROUND TRO DRAWING

Scale	Date AUG 17
1:200 @ A3	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315H/02	Rev.
Path	

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KEY	
	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES
E	ELECTRIC CHARGING PARKING SPACES

6837

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

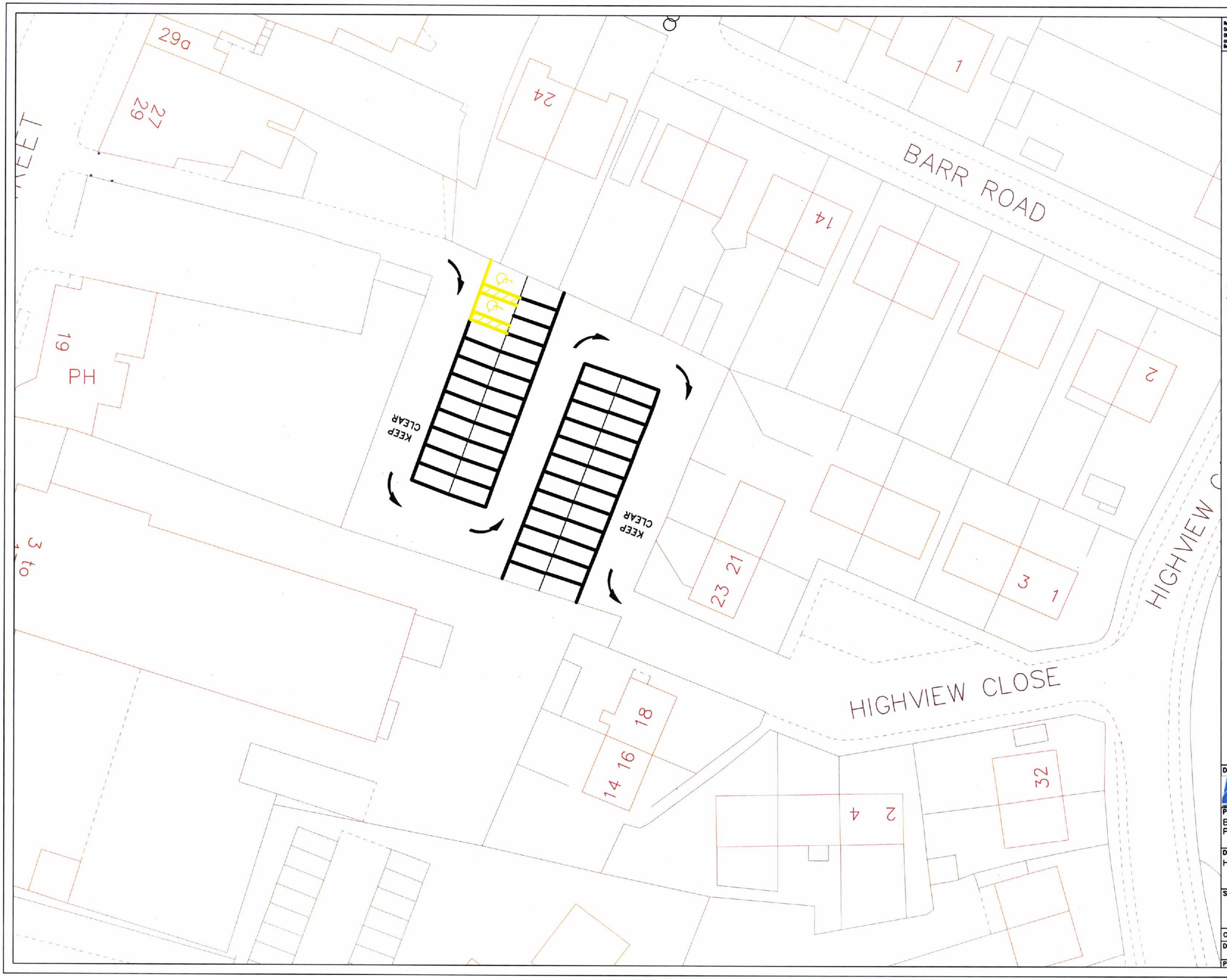
Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
SALISBURY CLOSE
CAR PARK
TRO DRAWING

Scale		
1:250	Date	AUG 17
	Drawn	AD
	Eng.	AD
Checked TmB	Appr.	TmB

Drawing No. HBC/TRO/JY/315i/01 Rev. B

Path



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KEY	
	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

6837

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
HIGHVIEW CLOSE
TRO DRAWING

Scale	Date AUG 17
1:200 @ A3	Drawn AD
	Eng. AD
Checked TmB	Appr. TmB
Drawing No. HBC/TRO/JY/315J/01	Rev.
Path	

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KEY
DISABLED PARKING SPACES
SHARED USE PARKING SPACES
6037
Date
Rev.
Comments
HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES
Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO
Drawing Title
BARNET ROAD POTTERS BAR
Scale
1:250 at A3
Date Mar 18
Drawn DB
Eng. DB
Checked JY
Appr. JY
Drawing No.
HBC/TRO/JY/315K/01
Rev.
Path
32
28
30
44c
44
44a
44b
45
DISABLED
DISABLED
DISABLED
BARNET ROAD
53
57

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KEY	
♿	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES

6037

Date	Rev.	Comments

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E-Mail: Engineering.Services@hertsmere.gov.uk

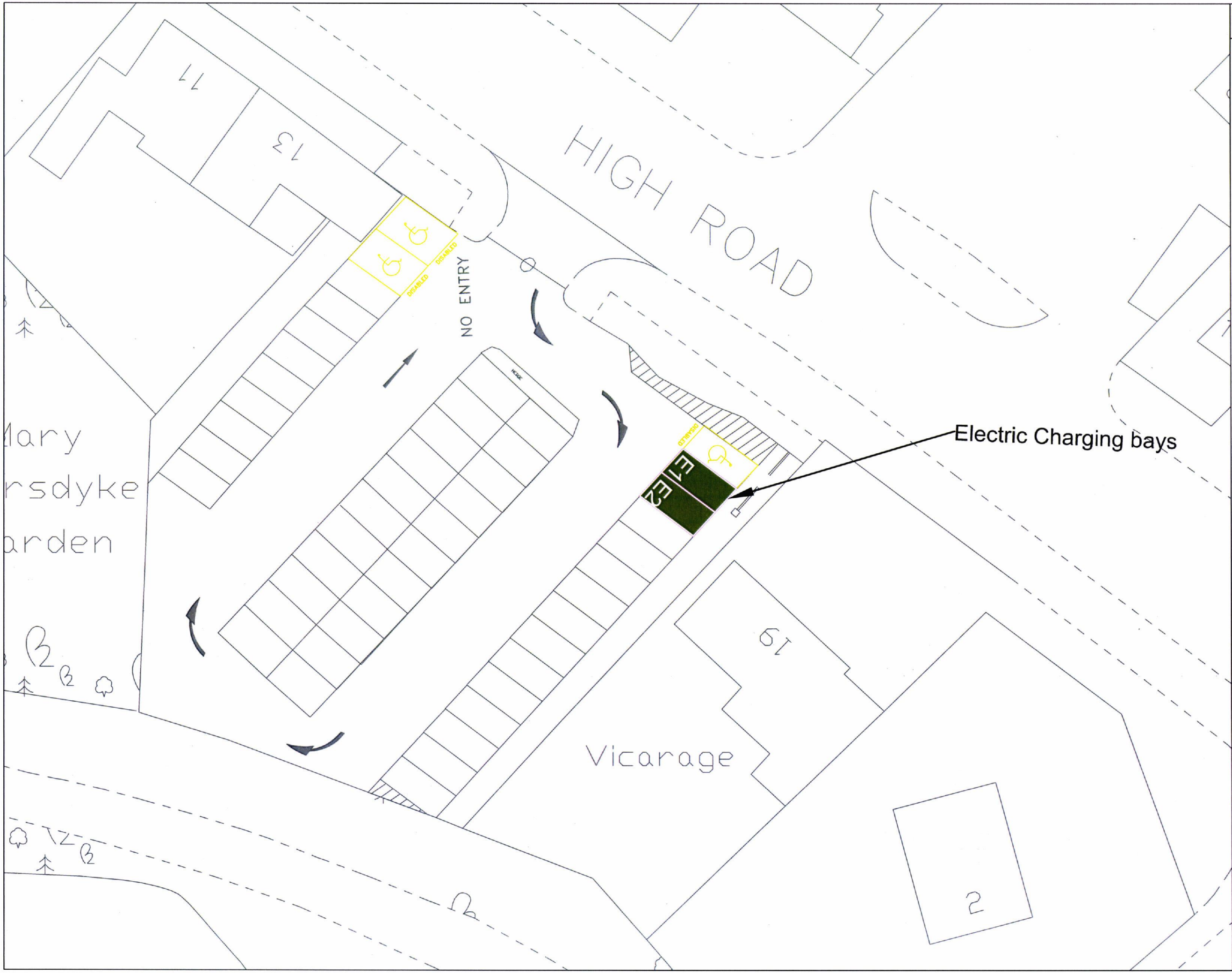
Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
THE RUTTS CAR PARK
BUSHEY

Scale	Date Mar 09
1:250 at A3	Drawn TB
	Eng. TB
Checked	Appr.

Drawing No. HBC/TRO/JY/315L/01 **Rev.**

Path K:\CAD\DWGS\CS138\138-6665\6665-001B



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KEY	
	DISABLED PARKING SPACES
	SHARED USE PARKING SPACES
E	ELECTRIC CHARGING PARKING SPACES

6837

Date	Rev.	Comments

HERTSMERE BOROUGH COUNCIL
ENGINEERING SERVICES

Project Title
BOROUGHWIDE OFF-STREET PARKING PLACES TRO

Drawing Title
ST PETER'S CLOSE CAR PARK TRO DRAWING

Scale		
1:250	Date	AUG 17
	Drawn	AD
	Eng.	AD
Checked TmB	Appr.	TmB
Drawing No. HBC/TRO/JY/315M/01	Rev.	B

Path