

Parking Management Strategy



September 2024

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1. Introduction

- 1.1 This document sets out the Parking Management Strategy for Hertsmere Borough Council. The Strategy is designed to assist the Borough Council in its management of parking demand from residents, shoppers, long-stay visitors and commuters, principally in the Borough's residential and town centre locations.
- 1.2 Managing the supply and cost of car parking are effective means of addressing on-street congestion and encouraging the use of alternatives to the car, where this is possible. In addition, managing parking space in residential areas can improve the quality of residents' streetscene and local environment. Whilst seeking to manage on and off-street car parking provision, the Council accepts that many journeys will continue to need to be made by car for a variety of reasons and the Council will not introduce on-street parking restrictions where they cannot be justified. Passenger transport links in Hertfordshire are not as well developed as they are in London, particularly for those travelling from east to west and so the parking controls set by the Council reflect this.
- 1.3 This updated Strategy is based in the Council's experiences following the decriminalisation of parking enforcement in 2006 and takes account of the high level of demand for greater parking controls, particularly within residential areas. This document does not consider off-street parking requirements for new development, which are set out in the Council's Parking Standards Supplementary Planning Document (last updated in 2014).
- 1.4 The Council's parking enforcement policy sets out in detail how the Council issues and enforces Penalty Charge Notices (PCNs), and specific examples of how the policy is applied.

2. Background to Decriminalised Parking Enforcement

- 2.1 In 2006, Hertsmere Borough Council took over responsibility from Hertfordshire Constabulary for the enforcement of all parking restrictions in the Borough. The Council's Civil Enforcement Officers (CEOs) enforce all yellow lines and other waiting restrictions throughout the Borough, as well as the Council car parks.
- 2.2 The Road Traffic Act 1991 permitted highway authorities to apply to the Secretary of State to become a Special Parking Area (SPA). Once an SPA application is approved, the power to enforce parking, loading and waiting restrictions passes from the police to the local authority. Previously, the fines collected by the police went to central government. Under the new arrangements income generated is invested into local transportation and parking.
- 2.3 Income generated from Penalty Charge Notices is invested into local transportation and parking.
- 2.4 Parking offences are no longer classified as criminal offences, hence the term Decriminalised Parking Enforcement (DPE). The highway authority (Hertfordshire County Council) has agreed that Hertsmere Borough Council will introduce traffic schemes for Controlled Parking Zones, loadings bays, 'Pay and Display' bays and other minor parking matters. Hertsmere Borough Council also undertakes the enforcement of parking on behalf of Hertfordshire County Council under a Highways Agency Agreement. The County Council retains responsibility for introducing safety schemes such as traffic calming, pedestrian crossings and double yellow lines around junctions.
- 2.5 The Police are not responsible for enforcing any permanent waiting, loading or parking restrictions, with the exception of some temporary waiting restrictions e.g. for street parades and carnivals. The Police continue to deal with obstruction and all moving traffic offences and Police Community Support Officers (PCSOs) have powers to deal with certain minor traffic offences. The Council will work with Hertfordshire Constabulary to identify how PCSOs can best utilise their powers in dealing with certain traffic and parking issues. In particular, provisions within the Traffic Management Act 2004 have introduced powers to enforce against vehicles blocking areas where the footway has been lowered for pedestrians, cyclists or vehicles.

Local Enforcement

- 2.6 Decriminalisation allows the Council to provide an improved level of enforcement that meets local needs. Local enforcement helps to keep Hertsmere moving, reduce dangerous and inconsiderate parking, support local businesses and improve conditions in resident parking areas.
- 2.7 Income from enforcement only comes from drivers who have contravened parking regulations. Hertsmere retains the proceeds of Penalty Charge Notices (PCNs) to help fund the cost of providing the enforcement and parking service. Decriminalised parking is required, by law, to be self-financing and any surplus income must be used specifically for local transport related purposes. This may include, amongst other things, improved parking, traffic management, public transport, and facilities for cyclists. The Council reviews its fees and charges annually to ensure the service is self-financing.

3. Policy and Strategy Context

3.1 The Borough has high levels of car ownership and many residents, employees and visitors rely on the private car and alternatives are poor especially when compared with London. Post-covid journeys by car have returned to approximately 10% under pre-covid levels (source Hertfordshire County Council traffic monitoring). There remains considerable pressure for parking on roads close to stations in Borehamwood and Elstree, Potters Bar and Radlett. The Community Strategy

3.2 A series of higher level strategies and plans reflect this and provide the context for the Hertsmere Parking Management Strategy. These are:

- [Hertsmere Vision 2024-27](#)
- [Transport Planning | Hertfordshire County Council](#)
- [Parking Standards Supplementary Planning Document - Hertsmere Borough Council](#)

4. Parking Management Strategy

- 4.1 The Council defines its priorities, in terms of meeting car-parking demand, as follows:
Priority 1 - residents being able to park as close to their homes as is reasonably and practicably possible.
Priority 2 - short stay and shopper parking.
Priority 3 - long stay parking if capacity allows.
Priority 4 – allowing on-street commuter parking close to stations where it does not conflict with any of the higher priorities.
- 4.2 In residential areas, the council will:
- Consider the needs of local residents (and in particular disabled badge holders) when introducing traffic regulations;
 - Prioritise requests for the introduction of urgent CPZ schemes and revisions to current CPZ schemes on an annual basis and other than this, as part of a regular rolling review;
 - Consider the needs of local residents, to protect their amenity and access but ensure any parking controls are not disproportionate in terms of their hours of operation / geographic extent and maintaining use of the public highway for all road users wherever possible;
 - Retain or introduce parking schemes and restrictions close to railway stations and schools where necessary for traffic safety or amenity reasons and
 - Remove or reduce unnecessary, existing parking restrictions, including significantly underutilised CPZ bays, which do not meet the aims of this Strategy.
- 4.3 In existing town centres, off-street car parking managed by the Council, will continue to operate on a Pay and Display basis. The Council will continue to maintain the security and lighting of these facilities to encourage greater utilisation by visitors and aim to achieve relevant quality standards for all of its car parks. A rolling programme of car park refurbishment will be maintained.
- 4.4 The Council will consider the needs of the community in determining suitable locations for all on-street parking spaces including a review of all of the existing facilities and periodic reviews of its parking charges. Hertsmeres will also seek to:
- Encourage greater use of off-street car parks to free up spaces for short stay shopping visits, the Council will retain appropriate controls on the use of the existing on-street parking spaces across the borough;
 - Ensure a uniformity of enforcement of the parking regulations and other traffic regulations under its Decriminalised Parking Enforcement powers;
 - Encourage the use of parking controls, similar to existing off-street car parks, for all new parking associated with retail developments;
 - Review parking restrictions close to railway stations and schools when necessary; and consider the potential for traffic orders to prevent verge parking.
- 4.5 Off-street parking in support of new development will be guided by the requirements in the Council's Parking Standards SPD. The scope for reducing off-street parking for new developments within identified accessibility zones will be considered through the planning process having regard to a range of factors including the availability of on-street parking within the locality. The need for new or extended on-street parking controls will also be considered as part of the determination of planning applications in areas of particular parking stress and the use of alternative modes of transport, as well as car sharing schemes, will be sought wherever possible to reduce demand for car parking spaces.
- 4.6 Elsewhere in the Borough, the Council will:
- Support the business needs of retailers and other employers through the introduction of appropriate parking controls;
 - Prioritise waiting restrictions (e.g. yellow lines) ahead of marked out, parking bays where properties have off-street parking but there is still a need for some parking controls;

- Ensure that any parking controls are not disproportionate in terms of their hours of operation or geographic extent
- Encourage the development and improvement of stations' car parking facilities to support the needs of the commuters using the railway stations;
- Continue to protect the main traffic routes from unnecessary parking and to protect junctions and other facilities to ensure the free and safe movement of traffic; and
- Seek to limit verge and footway parking by enforcing Traffic Regulation Orders covering the full width of the public highway on the side specified
- Remove or reduce unnecessary, existing parking restrictions which do not meet the aims of this Strategy.

4.7 4.7 The Council currently operates a total of fourteen off-street car parks in Borehamwood, Potters Bar, Bushey and Radlett.

Borehamwood	Bushey	Potters Bar	Radlett
Civic Offices	Kemp Place	The Wyllyotts Centre	Newberries
Brook Road	Bushey Country Club	Barnet Road	
Clarendon Road	Bushey Heath	High Street	
Furzehill Road	High Road (Opposite St Peter's Church)	Salisbury Close	
	High Road (The Rutts)	Manor Road	

4.8 The Council will not normally lease spaces in its off-street car parks to businesses for their sole use. However, businesses will be able to apply for Business Permits as set out on the Council's website. Commuters are also able to apply for permits in certain Council car parks in Borehamwood and Radlett and in a limited number of locations.

4.9 Pay and Display parking machines operate on streets in town and village centres, particularly outside of local shops and businesses. The Council's on-street parking charges offer value for money providing 30 minutes of free parking in key shopping centres, to ensure a turnover of visitors and to reduce the scope for the abuse of parking controls. The Council allows an initial 30 minutes of free parking in town centres, to ensure a continued turnover of visitors, to offer flexibility to shoppers who may only need to park for a short time and to reduce the scope for the abuse of parking controls. Parking charges are kept under review to ensure the Council delivers a fair parking enforcement regime across the borough.

The Council will aim to ensure that options for payment of parking fees reflect customer demand.

Review of parking local regulations

4.10 The Council operates a program for the review of Controlled Parking Zones (CPZ) across its four largest settlements. The review of a particular location undergoes five stages. The first stage investigates parking issues which have been reported in roads along the edge of existing CPZs, identifying excessive (existing) waiting restrictions and under-utilised parking spaces which reduce wider parking availability. Existing TROs, signs and road markings will also be checked. The second stage involves informal consultation and the refinement of any proposals which have been published. The third stage, if there is sufficient local support to proceed, involves the necessary statutory consultation. Subject to the outcome of that process, the last two stages involve implementation and finally, monitoring and evaluation.

- 4.11 Requests for new, extended or amended parking schemes will generally be considered at the same time as the CPZ review for that area. This is to avoid the problems of addressing individual changes in isolation which can simply lead to displacement of any parking problem into other roads. The exception to this approach will be disabled bays within CPZs and any minor or exceptional requests deemed to be a very urgent and clear priority. Requests for parking controls on traffic safety grounds remain the responsibility of Hertfordshire County Council.
- 4.12 In view of the large number of requests received by the Council, they are prioritised in consultation with the Council's Streetscene Portfolio Holder. All requests for parking management measures will be held on a database of parking requests and most will be reviewed annually and if prioritised for action, added to the work program. Priority 1 cases can be added to the work programme as and when required due to their overriding urgency. The categories of requests are as follows:
- PRIORITY 1 – Cases where there are urgent access issues, such as emergency services or other vehicles unable to enter a road. These should be straightforward and require limited consultation. They are unlikely to be opposed during formal and informal consultation stages.
 - PRIORITY 2 – Cases where residents are frequently competing with commuters/local workers for limited road space. Requests which meet the criteria set out in paragraph 4.15 will be considered by the Council. Where this occurs outside of the scheduled review of that area, they will be added to the Council's work programme.
 - PRIORITY 3 – These are non-urgent cases where alternative on-street parking is readily available elsewhere within street, or there is an existing CPZ, or the issue(s) to be resolved is not considered to be in need of urgent attention. These will only be considered as part of a wider scheduled review.
- 4.13 In designing new and reviewing existing CPZs, a number of general principles will be followed. All schemes will be designed to be self-financing. Whilst the Council will pay for the initial cost of introducing a CPZ scheme and the subsequent administering of permits and enforcement of the restrictions, these costs are recovered over a number of years through permit fees. The effectiveness of the Council's parking schemes is heavily reliant on regular parking enforcement which itself is funded through income from both residents permits and PCNs. In areas where the take up of permits is particularly low, the Council will review whether existing controls can be justified.
- 4.14 The introduction of a new CPZ may decrease the number of parking spaces available to road users because the design will take into account highway best practice guidelines on junction protection, visibility and road safety. However, this may be compensated by the removal of all-day parking of cars that do not belong to local people. Reviews of existing CPZs will take into account the level of permit take-up. Where take-up is low consideration may be given to reducing or removing the geographical extent of the CPZ designation.
- 4.15 Priority in new parking schemes will be geared towards residents and their visitors. Where space allows, provision will also need to be made for people with blue badges, shoppers, general visitors and businesses will then be provided. Any remaining space will be allocated to local workers and finally commuters. Where residents have enough off street parking, but there is a genuine problem caused by excessive all day parking, such as an inability to safely enter/exit driveways, then consideration may be given to waiting restrictions only (e.g. single yellow lines), along sections of roads where there is a perception of danger or where genuinely obstructive parking exists. This may be on one or both sides of the road although the hours of restriction will vary according to the needs of the area. However, the public highway is for use by all road users and the Council will **not** introduce or extend a CPZ or parking restrictions because residents do not want other people parking outside their houses.
- 4.16 In addition, the Council is not able legally to allocate parking spaces (including disabled bays) specifically for the use of an individual person or property but CPZ permits are made available to residents, who can also obtain temporary permits for their visitors. Further details about permits are set out later in this strategy and it is important for residents and businesses to be aware that the introduction or extension of a CPZ will not guarantee them a parking space for their own use outside their property.

Criteria for new or extended CPZs

- 4.17 The Council will expect initial requests to be made in writing, individually, from at least 20% of properties (residential and commercial) in the relevant road before undertaking any investigation or consultation on possible CPZ options. Residents should write in individually for their request to count towards the 20% threshold. The Council will not include identical copied letters in assessing whether the 20% threshold has been reached. Requests should be received within a 2 year timescale in order to count towards the total.
- 4.18 In the case of a road(s) with more than 100 properties (residential and commercial), the Council will look at the number of requests made on its individual merits but will expect that approximately 20% of properties within any group of 100 neighbouring properties within the affected street(s) to have made such a request, before undertaking any investigation into CPZ options. In particular, in short roads the request should come from either 3 properties or 20% of properties, whichever is the greater. The Council wishes to receive 60% level of support or higher, from local households and businesses who respond to consultations on a proposed scheme, before it is progressed further. Where these thresholds are not met then results will be discussed with the Portfolio Holder and ward Councillors. If there is a desire to consider options further a report will be made to Cabinet. Should it be determined that a scheme will not progress, the reasons for this will be recorded. Similar requests for review will only be considered after two years have elapsed.
- 4.19 Following receipt of initial requests, in line with paragraph 4.15, the Council will take account of the following, before prioritising the request for action and agreeing to prepare a parking scheme for consultation:
- a survey of the current and potential availability of off-street parking;
 - carriageway width and the associated ability of traffic to flow freely and safely, having regard to the minimum required widths for on-street parking (5.5m for parking on one side of the carriageway and 7m for parking on both sides of the carriageway);
 - the actual extent and frequency of any on-street, non-residential parking and any associated technical assessments/surveys to measure parking stress; and
 - the road location and distance from the cause of the parking problem; the Council is unlikely to consider introducing CPZs where the cause of the problem, such as a railway station, is more than 1 to 1.2 miles from the road in question
 - Whether parking restrictions in other nearby roads have led to displacement or the scope for changes to those existing restrictions to ameliorate the reported problem

It may also be necessary for investigations to cover a wider area than that requested by residents if displacement of existing parking from within the initially identified area is likely to occur.

- 4.20 An assessment of the current and potential availability of off-street parking will be guided by the Council's approved standards for off-street residential parking for new development. These are set out in the Parking Standards SPD. Where properties in an area are capable of accommodating this level of off-street parking and traffic is able to flow freely and safely, a parking scheme will not be considered necessary. If limited junction protection or other safety measures alone are required outside of a CPZ, these would normally be the responsibility of Hertfordshire County Council to consider and introduce as necessary.
- 4.21 In certain locations within *existing* CPZs, the Council is aware that some residents have significant difficulties finding a space to park close to their home despite having purchased a permit. In some instances, this can be due to residents commuting within their own zone, in order to be closer to a station or high street. Subject to the provision of available resources, the Council will exceptionally review the allocation of parking spaces in residential areas where complaints have been received even though it would be outside of the four year review cycle outlined in 4.9 above. This may result in an existing zone being split into smaller zones and/or restrictions as to which roads permit holders may park in within an existing zone.

- 4.22 In considering the need for such ad hoc reviews, the Council will take account of the fact that residents within an area may have differing parking needs and experiences. The Council will need to be confident that any changes which may be put forward in response to a specific issue will not result in new problems for other residents. Any proposals brought forward will be subject to the necessary local and statutory consultation.
- 4.23 All reviews of on-street parking will examine parking restrictions on a street by street basis to ensure that the maximum road space is being made available without compromising road safety or traffic congestion. This will require a balance between space reserved for residents and their visitors, blue badge holders, shoppers and businesses. In some areas there may be a need to limit the number of future permits issued to each household in certain zones, to balance the availability of parking spaces with the level of demand. This will include, for example, where residents already have some dedicated, off-street car parks serving their development.
- 4.24 In the future, there may also be a demand for “mini” parking schemes consisting of only a small number of controlled parking spaces for local shopping parades, particularly on main roads. It is most likely that most of those schemes will include Pay and Display machines. Space will also have to be considered for loading where required. Where there are requests for additional parking and loading restrictions in local shopping parades, the Council will require an initial request in writing, individually, from at least 20% of businesses and/or residents before undertaking any investigation or consultation on possible parking options. Businesses and/or residents must write in separately and the Council will not include identical copied letters in assessing whether the 20% threshold has been reached. Requests should be received within a 2 year timescale
- 4.25 The design of new on-street parking bays will be appropriate to the area and will aim to maximise the availability of parking spaces throughout the day; defining individual spaces within bays in residential streets is unlikely to be appropriate as it can result in less efficient use of the bay. Consideration of marking individual bays may be more appropriate in areas where there is a higher turnover of vehicles, particularly in town and district centres. The Council will seek to incorporate some unrestricted parking bays for general use in new and extended CPZs to reduce the level of parking displacement. In such cases the number of bays will be based on an assessment of demand by residents and the parking capacity of the particular road.
- 4.26 There will be a presumption against the introduction of CPZs on unadopted roads and developers and occupiers of new residential schemes should be aware that Hertfordshire County Council will not adopt the majority of roads within new housing developments. The County Council's *Roads in Hertfordshire* (2011) design guide clarifies that

On developments with no through route, only the main access road will be considered for adoption. Residential access roads serving underground car parks, supported by structures or taking the form of short cul-de-sac with no wider highway benefit will not be considered for adoption.(page 39, Section 3)

Permits

- 4.27 Vehicles parking in a resident parking bay, within a CPZ, need to display a valid permit, although in the case of health visitors, doctors or other essential services, special permits can be applied for by the organisation for this purpose. Visitors to relatives and friends who live in the CPZ area and need to park in a resident parking bay during the zone times, also need to display a visitors parking permit.
- 4.28 A permit allows a vehicle to park within the stated zone. The Council will keep under review the case for sub-dividing some CPZs into smaller sub-areas which, if introduced, would require new permits to be issued.
- 4.29 A range of other permits are available in certain locations for local businesses and commuters and covering different periods of time. Details of the different types of permits are set out on the Council's website which will be kept up to date, in line with any changes to the range of permits available.

- 4.30 The Council will also consider making part-time commuter permits available, as well as expanding the number of car parks where commuter permits can be obtained, in order to ease the pressure on local residential streets. Presently, commuter permits can only be obtained for Furzehill Road car park in Borehamwood and Newberries car park in Radlett. However, subject to the level of use of other car parks, it may be appropriate to issue commuter permits for other car parks including those in Potters Bar. The Council will also engage with Network Rail with a view on the setting of station car park tariffs at an appropriate level.
- 4.31 Where feasible, the Council makes school permits, which provide for 30 minutes free parking during school drop-off periods, available at car parks across the borough which are located in close proximity to local schools. The various charges for all of the Council's permits are set out on the Council's website. www.hertsmere.gov.uk/transportstreets/parking/controlledparkingzones01

Any changes to the cost and/or availability of permits will require the preparation of a new or amended TRO which will be advertised in accordance with the latest statutory requirements.

Issuing of new residential permits

- 4.32 Each household that is eligible for a residential permit will be charged each year, with up to a maximum of four permits available to eligible households. The number of permits which may be available to each household in a CPZ will be subject to an assessment of the availability of spaces in the CPZ.
- 4.33 Where new residential developments are built within or close to existing CPZs, the Council will expect sufficient off-street parking to be provided. The Council will not normally issue residential permits to occupiers of new build developments within or close to existing CPZs. If the development involves the extension or sub-division of an existing residential building within a CPZ, the number of permits being issued will be no greater than the number which would have been available for the original property. Any new permits that may be issued will be issued directly to the householder, not to any third party such as a developer.
- 4.34 The issuing of a permit(s) for residential properties which are on the edge of a new or existing CPZ will depend on whether the principal vehicular or pedestrian access to the property is located within the CPZ itself. Where the principal access is located outside of the CPZ, the address will not be eligible for a permit. Where a property is addressed outside of a CPZ and does not have any off street car parking but has the main front door facing onto a CPZ road, the resident may apply for a resident's permit. In general, however, only the eligible addresses listed in the traffic order or those addresses originally consulted when the scheme was introduced will be permitted resident permits. For visitors to addresses immediately adjacent to a CPZ, the Council will consider the issuing of visitor permits to those properties on a case by case basis.

Disabled Bays

- 4.35 Blue badges are issued in the Borough by Hertfordshire County Council to allow cars carrying people who are registered blind or people who have severe walking difficulties to be parked near their homes, shops, stations and other facilities.
- 4.36 Many older bays are advisory which means that they have no legal backing and therefore cannot be enforced should they be misused. The Council is unlikely to have the resources to prepare a TRO for all of these advisory bays and subsequently to enforce them, given their dispersed and often isolated location across the borough. However, consideration will be given to undertaking an audit and review of all existing bays, as and when resources permit, to ensure that disabled bays can have the necessary legal backing. Where an advisory disabled bay is no longer required, the Council may proceed to remove the lining from the highway.
- 4.37 A smaller number of existing disabled bays are supported by a TRO and misusers can be issued with a penalty ticket. Where there are currently existing CPZs, the Council is responsible for the installation of

new disabled persons parking bays. Outside of the CPZs, these remain the responsibility of Hertfordshire County Council, as the highway authority. Due to the larger dimensions of a disabled persons parking bay (6.6 metres by 2.7 metres), it is not always possible to install them due to the road width.

Whilst Hertsmere Borough Council can consider installing an enforceable disabled persons parking bay in a CPZ area, for blue badge holders, it is not always possible to do so and the Council will consult nearby addresses of any proposals. Note that disabled bays cannot be allocated to individual blue badge holders and are available for use by any vehicle with a valid blue badge.

4.38 The council will only consider installing a bay, following a request from a blue badge holder, where the following criteria are met:

- it is safe to do so;
- there is room to provide such a bay;
- there is no existing driveway;
- there are no communal disabled parking spaces available to that property;
- there is no garage for the use of the household whether on the property or nearby, capable of being accessed by a disabled driver and/or passenger; and
- an existing garden is not capable of providing an accessible off-street parking space;

In some residential streets, there can already be several disabled parking bays. Whilst the Council will seek to accommodate requests, subject to meeting the above criteria, it is important to ensure that there is sufficient on-street parking for non-blue badge holders, including drivers who may be elderly or infirm but do not consider themselves as disabled. The Council will, therefore, seek to ensure that no more than 10% of available on-street parking within any single street in a CPZ, is set aside for disabled bays. This proportion reflects the off-street car disabled parking requirements set out in the Council's Parking Standards SPD. Where only part of a road is located within a CPZ, the Council will take into consideration the availability/proximity of on-street parking and any other disabled bays on the remainder of the road.

4.39 Disabled parking places for carers or community transport are usually not considered. The council receives many requests for disabled parking places during the year and due to the cost of the legal process, advertising and installation, the Council presently will only consult on and implement any new bays once a year. Where a request for a disabled bay is submitted by a blue badge holder an administration fee will be payable.

4.40 Periodic reviews will be undertaken to ascertain whether existing disabled bays are still required. Where they are no longer required by a blue badge holder they will be removed.

Dropped Kerbs within Controlled Parking Zones

4.41 Hertfordshire County Council is responsible for dropped kerb instalation in the Borough. Hertsmere does not have the Legal Powers to do physical road works, however we are entirely responsible for parking restrictions in CPZ's. When residents in controlled parking zones makes applications for dropped kerbs there is often a need to alter existing parking restrictions to enable safe access into the drive. To achieve this the council will have to progress a new TRO (Traffic Regulation Order) and get the signs and markings altered at the same time that the dropped kerb is being installed which can be very difficult due to conflict work programs. The council does not receive any funds from the Highway Authority for dropped kerbs built in CPZ roads.

A stand-alone TRO for every single dropped kerb application made in a Controlled Parking Zone will be cost prohibitive whether it is funded by the authority or by the resident who is benefiting from the dropped kerb.

Advertising and consulting on parking schemes

- 4.42 The Road Traffic Regulation Act 1984 dictates how and when the Council is required to promote a TRO. Hertsmere Borough Council has delegated power to promote certain parking Orders from the highway authority Hertfordshire County Council. In the first instance, affected local residents, businesses and other land owners will be consulted on whether they would support the idea of a parking scheme (subject to the criteria in paragraph 4.15) and where there is the required level of support, they will be given an opportunity to comment on an indicative and/or detailed design. For very large schemes, an indicative design may be produced before detailed plans are published.

Once drafted detailed plans will be published on the Council's website and deposited at the Civic Offices with copies available to view at relevant area offices and local libraries. Local residents and businesses, when consulted on draft schemes, will also be notified when a TRO is subsequently advertised and made. The process of advertising notices, which inform the public of proposed traffic orders, follows a strict procedure. The official notice is advertised in a local newspaper for 21 days, on the council website and several copies of the notice of proposal are placed on lampposts on the street to which the proposal applies.

- 4.43 Any objections to the TRO are considered by the Portfolio Holder for Streetscene where the options available are:
- to stop the progress of the proposed scheme;
 - to amend the scheme; or
 - to overrule the objections and proceed with the proposal
- 4.44 If the proposed scheme is to continue it will be necessary to complete the legal process of signing and sealing the TRO and advertise a 'notice of making'. A further period of six weeks is allowed for any further objections which have to be made to the High Court.
- 4.45 The process of advertising notices in local newspapers continues to be reviewed by the government and it is possible the necessity to advertise in newspapers will no longer be required. Currently the cost of advertising in newspapers is very expensive and the benefits limited, given the other ways in which the local community can be informed of the Orders. Should the legislation change, the Council would cease using local newspapers to routinely advertise TROs.

Enforcement of Parking Regulations

- 4.46 In summary, the Council will enforce all lines on the public highway and other control measures as permitted under the delegated authority from the County Council. The Council will pursue offenders and attempt to recover penalty charges where necessary using Traffic Penalty Tribunal (TPT) and civil debt recovery options. Current Penalty Charge Notice levels are subject to periodic review. Disabled badge holders are able to park free of charge and without time limit in the Council's off-street car parks.

Inconsiderate parking

- 4.47 The Council often receives complaints that vehicles are parked in an inconsiderate way, particularly within residential areas. Obstruction is a matter for the police and where individuals experience difficulties parking or driving their vehicles due to obstructive parking, this should be reported to the police.
- 4.48 The Council is aware that there are locations in the Borough where use of on-street parking spaces can be monopolised by a particular business or other organisation to the significant detriment of conditions for others living and working in the same area. Where the Council is satisfied on reasonable grounds that this conduct is having a persistent or continuing detrimental effect on the quality of life of those in the locality and is unreasonable, consideration will be given to using the provision under section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014 which enables the Council to issue a Community Protection Notice (CPN). A CPN would only be considered where there are no other appropriate solutions available

to address the problem and can impose:

- a requirement to stop doing specified things
- a requirement to do specified things
- a requirement to take reasonable steps to achieve specified results

- 4.49 The requirements of the CPN must be reasonable, and intended to reduce the detrimental effect or to prevent or reduce the risk of the detrimental effect from continuing or recurring. Under the same legislation, the Council may also exceptionally consider using Public Space Protection Orders where dangerous parking in particular locations persistently puts the public at risk. For example near schools where parking practices at drop-off/pick-up time are such that, despite actions taken by this Council, the County Council and the school, a serious public safety risk continues to exist.

Verge Parking

- 4.50 Parking on grass verges in various locations across the Borough is an on-going concern. The County Council as Highway Authority is responsible for highway verges.
- 4.51 Appropriate measures and funding arrangements to address verge parking will therefore need to be determined in consultation with Hertfordshire County Council as well as local residents. The reasons for and consequences of verge parking vary considerably depending on local circumstances, as do the most appropriate response in any particular location. In areas where verge parking is an issue and before any measures can be considered, consideration will need to be given to:
- the nature and severity of the problem and its impact on local residents and businesses and road
 - pedestrian safety
 - the effect of displacing verge parking
 - the value and limitations offered by imposing waiting restrictions; and
 - the practicality and cost of undertaking physical measures to either remove the opportunity for verge parking or to increase authorised parking capacity in the area.
- 4.52 The introduction of bollards or trees can act as an effective and self-enforcing means of preventing verge parking but this would need to be undertaken by Hertfordshire County Council and the necessary funding identified. In the absence of bollards, verge parking can occur overnight and there may be practical difficulties in enforcing any prohibition of verge parking.

In some locations, in Borehamwood and Potters Bar in particular, there may be requests to convert a small area of amenity land to facilitate off-street parking. This will require planning permission but the Council will generally not support such proposals as in line with Planning Policy SADM36 *Development proposals which would result in the loss of minor amenity land that contributes to the character and visual amenity of an area will not be permitted unless it can be demonstrated that the benefits of development to the area clearly outweigh the loss.*

Student Parking

- 4.53 The parking demands of sixth form students travelling to school by car can impact on the availability of parking spaces for local residents and businesses and, on occasions, access to local premises. Each school decides its own policy with regards to student car parking although it is recognised that there are difficulties in controlling off-site parking. Where student parking demand is not completely met on site, schools should discourage students from bringing cars to school; where students for whom on-site provision is not made and use on-street parking facilities, schools should ensure that they are aware of parking restrictions in the area, and of the importance of parking safely, legally, and considerately.
- 4.54 Schools could usefully keep a record of student car registration numbers so that any issues which may arise during the school day can be quickly resolved. Where school development is proposed, which may affect parking arrangements in the area, a Travel Plan will be required to accompany a planning application; a contribution to the cost of investigating and/or resolving local parking issues may also be required if planning permission is granted.

Some schools have particularly large catchment areas and although many children will travel by coach to these schools, it is recognised that this may not be possible for older students in the sixth form whose timetables mean they arrive and leave school at different times.

HGV Parking

- 4.55 Section 19 of the Road Traffic Act 1988 (as amended) prevents the parking of HGVs (goods vehicle with an operating weight exceeding 7.5 tonnes) on verges, central reservations and footways. Otherwise, if a vehicle is not infringing any local parking regulations there is no general prohibition on parking, including in residential roads. The parking of HGVs in residential roads, particularly during the night can, however, be a source of inconvenience to and impact on the quality of life for local residents. The Road Traffic Regulation Act 1984 enables local authorities to introduce TROs to prohibit or restrict the use of HGVs in order to preserve or improve the amenities of an area.
- 4.56 The Council will investigate the desirability of introducing TROs in residential areas in order to prevent HGV parking at night where it considers this to be necessary, having regard to the nature and degree of any problem which may currently exist, and whether the issue can alternatively be satisfactorily addressed through enforcing the Operator's license. Consideration of the need for such measures will be undertaken as part of the four year review cycle of parking regulations in the Borough's towns.

Electric vehicle charging points

- 4.57 The Council recognises and supports the growing numbers of both commercial and privately owned electric vehicles and their beneficial impact in reducing vehicle emissions and helping tackle climate change. The Council has invested in passive provision in the Council's car parks and is committed to expanding this provision both in off-street and on-street parking. A significant expansion of charging points provided in Council car parks is planned for 2024/25. The County Council has also been successful in its application for Local Electric Vehicle Infrastructure (LEVI) funding and is planning further investment in on-street charging provision.
- 4.58 As part of our car park refurbishment programme, underlying infrastructure has been installed in various car parks to enable simple installation and activation of charge points at a future date. As and when charging points are installed, TROs will be required to limit these spaces for use for the parking and charging of electric vehicles. Electric Charging bays introduced by the Council will be subject to short stay parking restrictions linked to the type of charging units in place, to ensure that there is turnover of vehicles using the spaces.
- 4.59 Typically provision in Council car parks will be rapid charging units or faster taking between three and four hours for a full charge. These are mostly used in public car parks for topping up the level of charge and parking in these bays will be limited to three hours. Where any electric charging bays are introduced with ultra rapid chargers (which can charge most vehicles in 20-30 minutes), parking will be limited to 1 hour parking. 'Trickle' chargers, which are typically installed for domestic use, require 7-8 hours for a full charge and are unlikely to be rolled out by the Council.
- 4.60 Significant numbers of electric car owners now charge their vehicles at home and so the Council intends to promote conventional and other electric charging points through a number of approaches including:
- in line with the Hertsmere Parking Standards SPD, an expectation that new developments of 50 or more new homes should include provision for electric charging points, with electric charging points encouraged on all schemes of fewer than 50 new homes
- as part of car club schemes where electric cars can be hired for a fixed period, including through s106 agreements where lower levels off-street parking can be justified subject to a contribution towards installing and maintaining charging points and/or a car club; the Council will consider partnering with car clubs in adjoining boroughs
- within specific regeneration sites such as the Elstree Way Corridor where there is scope for on-site

electric charging points within development sites and Council assets (eg Civic Offices car park) promoting electric vehicle charging opportunities for Council vehicles, contractors and staff.

Car Park Capacity

- 4.61 Off street car parks across the borough are subject to a growing range of demands; as well as providing for normal day to day parking needs they are also a potentially important source of parking to support new town centre development, and in some cases themselves offer an opportunity for new development which can support and enhance the vitality of town centres and generate income. Where appropriate, the Council will examine options for increasing car park capacity. This may be achieved as an integral element of redevelopment proposals, or as a proposal in its own right.
- 4.62 Opportunities for and feasibility of introducing additional level(s) of parking, or decks, at selected car parks will be investigated with a view to establishing whether there is a business case for promoting this approach. A range of options exist dependent on the number of spaces, their design and layout, lease or purchase options. Feasibility would need to be undertaken on a site by site basis. Any proposals to increase parking availability at any site in the borough will require careful consideration and be subject to local consultation.
- 4.63 Although the Council is not responsible for the management and enforcement of privately owned car parks, it is recognised that there are a number of other large car parks belonging to private companies and railway stations which are available to the public. The Council will aim to work with the owners and operators of these car parks to support the economic and retail function of our local town centres. As and when development proposals come forward in relation to the buildings and uses which these car parks serve, existing planning conditions and legal requirements affecting parking may need to be reviewed by the Council.
- 4.64 Parking provision in new and existing retail centres will be identified and recorded for future reviews. This will include small local shopping parades which are not necessarily near the main shopping areas of the individual settlements. Opportunities for additional cycle and motor cycle parking will be introduced to support and encourage the use of alternative modes of transport. Designated taxi ranks, loading bays and HGV parking places may also be provided at certain locations where there is scope to do so.

Development Proposals: Assessing Parking Stress

- 4.65 Where a planning application for any new development which is likely to impact on parking conditions within a CPZ is submitted, a developer will be expected to provide an analysis of on-street parking numbers as part of the planning application. This will enable parking stress in the area to be measured; it will assist the Council in making an informed decision as to whether or not the proposal is likely to have an adverse impact on local parking and highway conditions and whether mitigation measures are required. Developers may be required to make a financial contribution towards the cost of future monitoring of the impact of a development, through a s106 legal agreement.
- 4.66 The Council will look to review roads with no parking controls in any accessibility zone following any major development as defined by the *Town and Country Planning (Development Management Procedure) (England) Order 2015*. An assessment of parking will be carried out before the development is occupied and after the development has been occupied for a period of two years. Parking restrictions will be introduced if investigations indicate a significant rise in the level of parked cars. Developer contributions will also be sought through a s106 agreement for such work to be undertaken.

Special Event Road Closures

- 4.67 Community events sometimes involve the need for a road to be closed for a temporary period – usually just for the day concerned – and this may impact on existing on-street parking. Where a temporary closure may be required, the event organiser should submit a completed Event Notification Form to the Council a minimum of 8 weeks prior to the event, so that the request can be considered and if appropriate

the temporary traffic orders processed. The council will set charges that recover its costs to arrange for the relevant notices to be prepared and served by the Council. Planning road closures for road works remain the responsibility of Hertfordshire County Council.

A fee for commercial organisations (discounted for community organisations) will be charged to arrange for the relevant notices to be prepared and served by the Council. Planned road closures for roadworks remain the responsibility of Hertfordshire County Council.

Monitoring and Review

- 4.68 The Parking Management Strategy is one of the Council's key policy documents. It aims to provide a sound basis to enable the Borough Council to successfully manage parking demand from residents, shoppers, long stay visitors and commuters primarily (but not exclusively) in the Borough's residential and town centre locations in accordance with its existing powers.
- 4.69 The Strategy will be kept under regular review.

Appendix A

Future priorities

The main parking management priorities in Hertsmere are set out below. These will be reviewed as and when is considered necessary by the council:

1. To review requests for new and extended on-street parking controls, in line with the criteria set out in this document;
2. To undertake reviews of existing Controlled Parking Zones and (non-urgent) requests from residents across the borough, on settlement by settlement basis, for parking restrictions over a four year period:
 - Borehamwood and Elstree - 2013/4
 - Radlett - 2014/5
 - Potters Bar - 2015/6
 - Bushey - 2016/7
3. To review on-street parking provision on the High Road, Bushey Heath, including consideration of the introduction of pay and display machine controlled parking charges through the provision of half an hour free on-street parking, with a view to improving the turn-around of car parking spaces, discouraging unnecessary all day parking, improving short stay car parking provision in the prime retail frontage areas and protecting the economic vitality and viability of the local shopping centre.
4. Keeping on and off-street parking provision in Bushey village under periodic review, recognising that this area experiences particular parking stress because of very limited off-street parking for residents with the likelihood that any charges would impact on neighbouring streets and necessitate the introduction of a CPZ;
5. To keep under review on-street parking within key local shopping parades to ensure that an adequate turnover of parking spaces exists for the local shopping area and parking provision for local residents overnight;
6. To review on-street parking within local shopping parades as part of the four year review cycle outlined above;
7. To maintain the difference in on and off-street parking charges recognising the benefits for local businesses of maintaining a regular turnover of vehicles, on the public highway, within the borough's main shopping centres in Borehamwood, Bushey, Potters Bar and Radlett;
8. To increase, by the end of 2012, the range of business permits available for use across the borough in the council's car parks including half-week business permits, which are presently only available in Bushey Heath;
9. To consider making part-time commuter permits available and to expand the use of school permits, where feasible, to car parks located in close proximity to schools, to provide an incentive for more of these vehicles to park off-street at peak times;
10. Ensure that publicity around Traffic Regulation Orders is appropriate and proportionate followed the expected removal of the statutory requirement to place public notices in newspapers;
11. To monitor the effect of the council's on and off-street parking charges and ensure that they continue to address the need to:
 - reduce congestion and improve the flow of traffic
 - improve road safety
 - improve environmental conditions

- address the needs of local residents, shops and businesses
 - address the particular needs of people with disabilities, bearing in mind that in some cases people with disabilities are unable to use public transport and are entirely dependent on the use of a car
 - support the economic vitality and viability of the Borough's town centres
12. To improve facilities for large goods vehicles loading and unloading to reduce congestion caused by deliveries in town centre areas;
 13. To consider prohibitions to control on-street trading at inappropriate locations causing congestion, unsightly street scene or adverse environments for legitimate businesses;
 14. To adopt the full powers provided under the Traffic Management Act to deal with inconsiderate driver blocking vehicle cross overs, pedestrian dropped kerbs to improve the environment for residents, the disabled and pedestrians;
 15. To consider the introduction of TROs to allow enforcement against vehicles parking on verges, with the intention of preventing damage to verges;
 16. To standardise all disabled parking bays in town centre areas and ensure all signage is correct to allow full enforcement against those who misuse disabled bays;
 17. To standardise lines, signs and dimensions for off-street car parks and on-street parking across the borough, except within conservation areas where the advice in the council's Streetscape Manual will be followed;
 18. To ensure that the consolidation orders are created and advertised each year in line with the agreement with Hertfordshire County Council;
 19. To widen the range of payment options for on and off-street parking, in addition to existing cash payment facilities;
 20. To ensure best practice and current legislation is used where possible in the design of new parking schemes; and
 21. To work towards relevant quality standards for all council owned car parks to maintain levels of safety for drivers and their passengers.
 22. To consider the introduction of postal PCNs for drive aways and other scenarios where the issuing of a physical PCN may not be appropriate.

Appendix B

Current Charges and Standards

Permits

Permits or additional permits are chargeable as follows, as of 31 July 2011

- First permit £15
- Second additional permit £30
- Third additional permit £60
- Fourth additional permit £90

Where eligible, households issued with a residential permit/s can purchase a book or additional books of 20 half-day resident visitor parking permits, which is presently charged at £5 for each book. Where a household does not apply for a resident parking permit, a book of 20 half-day visitor parking permits will be issued free, annually.

Penalty Charge Notice Charge Level

The Penalty Charge Notice (PCN) charge levels are presently set at £70 or £50 depending on the offence, reduced to £35 or £25 if paid within 14 days. After issue of a Charge Certificate (for PCNs that remain unpaid) the PCN charge increases to £105 and £75 respectively.

Off-street parking standards for new residential development

The Council's Parking Standards Supplementary Planning Document (SPD), updated in 2010, seeks the following off-street parking provision within new residential developments:

1 bedroom housing	1.5 spaces per unit
2 bedroom housing	2 spaces per unit
3 bedroom housing	2 spaces per unit
4 bedroom housing	3 spaces per unit
5+ bedroom housing	4 spaces per unit

Appendix C

Relevant strategies and plans

National

National Planning Policy Framework (2012)

County

Hertfordshire Local Transport Plan 3 (LTP3) (2011)

Roads in Hertfordshire (3rd edition) (2012)

Potters Bar Urban Transport Plan (2011)

South West Herts Transport Strategy (2008)

Borehamwood and Elstree Urban Transport Plan (2007)

Local

Hertsmere Together Community Strategy (2009)

Hertsmere Corporate Plan (2009)

Hertsmere Revised Core Strategy (2011)

Parking Standards Supplementary Planning Document (2010)

Hertsmere Local Plan (2003)

Parking Enforcement Policy



Hertsmere Borough Council



Parking Enforcement Policy

This document is divided into two main parts. The first contains the introduction, the policy for issue and enforcement of Penalty Charge Notices (PCNs), and specific examples of how the policy is applied. The second is a list of definitions explaining terms commonly used in parking enforcement. The contents of the policy are derived from current Hertsmere Borough Council practices, accepted best practice, Traffic Penalty Tribunal (TPT) recommendations with regard to mitigation, and common practice among Hertfordshire local authorities.

In formulating this policy due regard was paid to the council's Equal Opportunities Policy, the council's Corporate Plan and The Human Rights Act.

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Policy

Introduction

This policy is primarily concerned with:

1. Who can park in restricted areas and when they may do so.
2. How challenges, representations and dispensations are dealt with, including how the council will endeavour to treat people fairly, equally and with respect, taking full account of their personal circumstances.
3. The conduct of the council's staff and the manner in which it carries out enforcement.
4. Service standards that will be adopted by Hertsmere Borough Council when carrying out parking enforcement.

It is impossible to define the approach on every case and there will be occasions when the Parking Services Manager or the Representations Officer will consider the case on its individual merits and cancel a PCN. In considering such circumstances, it will be reasonable to take into consideration whether there has been a history of the registered keeper contravening parking restrictions and pleading mitigating circumstance or reasons beyond his / her control.

Parking enforcement within the borough of Hertsmere by the borough council will:

1. Maintain and, where possible, improve the flow of traffic thereby making the borough a more pleasant and environmentally safe place to live in and visit.
2. Take into account the need to improve safety and environmental conditions.
3. Improve the quality and accessibility of public transport by discouraging the use of cars where road conditions and public transport facilities justify this, again encouraging a more environmentally friendly lifestyle.
4. Take into account the needs of local residents, shops and businesses, including making deliveries and collecting goods, thereby sustaining the borough's economic growth.
5. Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the borough.
6. Actively discourage indiscriminate parking that causes obstruction to other motorists, pedestrians, motorcyclists, pedal cyclists and people with disabilities. This will ensure that the borough remains accessible to all equally and safely.

The policy will be regularly reviewed and will take into account:

1. Existing and predicted levels of demand for parking places.
2. The availability and pricing of both on and off-street parking.
3. The nature and extent of on-street parking restrictions.
4. The adequacy, accuracy and quality of existing signs and plates, including zonal signing.
5. The levels of compliance that Hertsmere Borough Council considers to be acceptable and the level of enforcement necessary to achieve them.
6. The views of the public who will be actively consulted on all matters relating to the extension of parking restrictions.
7. The views of the Hertfordshire Constabulary, which will continue to have responsibility for traffic management.
8. The provision of suitable parking facilities for disabled people.

9. The provision of suitable parking facilities for cyclists and motorcyclists.
10. Consideration of the council's overall aims with regard to the environment, fear of crime within the Borough and the sustained economic growth of the borough.

Specific Policies

Abandoned Vehicles:

Where a vehicle remains parked in a restricted area for a period during which multiple PCNs are issued (multiple means three or more) for the same contravention, the Civil Enforcement Officer will report the vehicle as potentially abandoned. It will then be dealt with under the council's procedures for abandoned vehicles, under the provisions of the Removal and Disposal of Vehicles Regulations 1986 (as amended) made under the Refuse Disposal (Amenity) Act 1978 and the Road Traffic Regulation Act 1984.

Criteria used in identifying abandoned vehicles:

1. Untaxed or showing out of date tax disc.
2. General poor condition.
3. No evidence of movement.
4. Multiple PCNs attached to vehicle.

Whilst the vehicle is being dealt with as potentially abandoned no further PCNs will be issued. Issued PCNs will be enforced against the registered keeper of the vehicle in the normal way.

Bailiffs:

Bailiffs are not exempt from legislation and when collecting and loading goods will be considered in terms of policy relating to loading / unloading.

Bank Holidays - Restrictions Applicable:

Waiting and loading restrictions, as indicated by yellow lines / markings on the carriageway and / or kerbs may be in force throughout the year. It is only in designated parking bays (limited waiting, loading, shared use bays, pay & display etc.), that restrictions may be lifted on Bank Holidays. Reference should be made to the relative Traffic Regulation Order. Motorists cannot assume that restrictions do not apply to Bank Holidays unless this is specifically stated in the relative signage.

Bank Visits:

Claims from individuals or companies that because money is being taken to or from a bank PCNs should not be issued will not be accepted as a reason to cancel. If restrictions are in place adjacent to a bank these must be complied with by all motorists. Motorists should be advised to contact the bank about future security arrangements. It is appreciated that difficulty may be experienced when visiting banks but any exemption that may apply is in relation to bullion vehicles whilst loading / unloading large quantities of coin and cash boxes (see loading / unloading).

Blocked Access:

Drivers who claim that they were unable to gain access to their private or commercial property are not entitled to park in contravention of any parking restriction. The exception to this is when a driver has to collect a key to unlock a barrier that prevents access. This, however, should take no longer than 5 minutes. Where access to a property is being blocked and no parking restriction is in place the matter should be referred to the police, as the offence of obstruction is only enforceable by them. Where a restriction is in place a PCN may be issued to the

vehicle providing it is parked in contravention of the restriction. Only when the keeper / driver of the vehicle in question persistently contravenes will Hertsmere Borough Council consider removing the vehicle.

Broken Down Vehicles: (Also See “Vandalised Vehicles”):

Claims of alleged breakdown should be accepted if they appear to be unavoidable and if supporting evidence in the form of one or more of the following is produced:

1. Garage receipt or invoice, on headed paper, properly completed (vehicle registration mark, date, description of works carried out, costs) and indicating repair of the alleged fault within a reasonable time of the contravention.
2. Till receipt for purchase of seemingly relevant spare parts purchased on or soon after the date of contravention.
3. Confirmation letter from the RAC, AA or other similar motoring organisation.
4. Confirmation from the Civil Enforcement Officer that the vehicle was obviously broken down, supported where appropriate with a photograph.

A note left in the windscreen, stating that “the vehicle has broken down”, will not be accepted by the Civil Enforcement Officer as a reason for not issuing a PCN.

In the case of a vehicle with a smashed windscreen, it will not be necessary for supporting evidence to be produced, but the Civil Enforcement Officer must take a photograph.

Listed below are some areas of contention relative to the alleged breakdown of vehicles:

1. FLAT BATTERY

- a. The receipt for the purchase of a new battery or parts that could cause a flat battery (alternator, solenoid etc) should be requested. The receipt should not pre-date the date of the contravention or post-date it by an unreasonable length of time.
- b. In cases where it is alleged that the vehicle was bump / jump started and no other evidence received, the PCN should be enforced. (NB. Vehicles with automatic transmission cannot be bump started).
- c. If no evidence is forthcoming, the PCN should be enforced.
- d. Consideration should also be given as to how the vehicle became illegally parked in the first instance. For example, was it pushed from an unrestricted area, was it parked in contravention of a restriction before the breakdown occurred, and did it break down in reality?

2. FLAT TYRE

It is reasonable to expect that in the event of a flat tyre the driver would be with the vehicle and making efforts to change the vehicle's wheel. If the vehicle is left unattended a PCN will be issued and will be cancelled only if subsequently it is demonstrated that the driver was registered disabled and had gone to obtain assistance. In such instances evidence from the assisting party is required.

3. OVERHEATING

- a. All cases where it is claimed that the vehicle had overheated due to lack of water should be enforced unless it is directly attributable to a mechanical fault such as: broken fan belt, cracked radiator, burst hose, faulty water pump or thermostat. In such cases evidence of repair must be produced.
- b. Overheating caused by heavy traffic or hot weather will not be accepted as a valid excuse.

4. RUNNING OUT OF PETROL

- a. Unless this is due to a mechanical / electrical fault evidenced by repair all PCNs are to be enforced.

NB. If it is apparent from previous records that the same driver is continuously trying to avoid liability for PCNs by claiming that his / her vehicle is broken down or has run out of petrol, this should be considered when deciding on whether or not to accept their representations. Where representations are accepted on the second or subsequent occasion, the keeper should be informed, in writing, that previous incidents will be taken into account should another contravention be committed for the same reason.

Builders / Tradesmen:

1. **Residential Parking Zones:** All trade vehicles parked within a controlled resident zone must display the relevant and appropriate parking permit as may have been introduced by Hertsmere Borough Council.
2. **Yellow Line restrictions:** Parking will only be allowed whilst actual loading / unloading of tools and materials is taking place. At all other times the vehicle must be moved to a permitted parking area.

Bus Stops:

Bus stops can either be restricted or unrestricted:

1. **Restricted:** A restricted bus stop will show yellow lines and a time plate showing the hours of operation.
2. **Unrestricted:** An unrestricted bus stop will not have a time plate but may show advisory road markings.
3. A bus stop restriction cannot be transferred to a temporary bus stop unless a Temporary Traffic Management Order has been issued.
4. PCNs issued to vehicles, other than buses, waiting in a restricted bus stop should be enforced.

Care Organisations:

Hertsmere Borough Council does not recognise badges that may be issued by care organisations, including private ones as valid authorities to park.

1. **Parking in Residential Parking Zones:** In areas where the council has introduced residential parking zones, carers who wish to park must display such permits as may be issued by Hertsmere Borough Council. If the driver does not have such a permit, he or she will be expected to park in accordance with parking restrictions. Any abuse of such permits will result in them being withdrawn.
2. **Parking in Council Car Parks:** It is not the council's policy that there is a need for carers to park within council car parks free of charge. Consequently permits are not issued for this purpose.
3. **Parking on Yellow Lines:** Carers are not exempt from yellow line restrictions and must not contravene them. No dispensation will be issued to carers to enable them to park on a yellow line except in a medical emergency, in which case a PCN may be waived on production of appropriate documentary evidence. Medical emergency does not include delays in doctor appointments.

Challenge Against Issue of PCN:

Within 14 days of issue of a PCN the keeper of the vehicle may make a written challenge against the issue of the PCN. Within this challenge he / she can mention any mitigating circumstances as well as challenging the validity of the PCN. The council will respond, in writing, within 14 working days of receipt of the challenge and will either be given notification of acceptance of the challenge and cancellation of the PCN or rejection of the challenge. If a challenge is rejected the written notification from the council will give precise reasons why this decision has been reached.

Providing the written challenge was received within 14 days of the PCN being issued, the discounted rate will be restarted and last for 14 days from the date of the rejection notice. If a challenge is received later than 14 days from the date of the PCN issue it will be dealt with in the same way but the discounted

period will not be restarted and the full amount will be payable unless it can be shown that it was not possible to challenge the PCN at an earlier date. This fact should be included within the notice of rejection. The making of a challenge in no way detracts from the ability of the keeper to make a subsequent formal representation against the issue of the PCN to the council or to the Traffic Penalty Tribunal Service.

Civil Enforcement Officers' Pocket Book / Notebook:

The Civil Enforcement Officers shall maintain a separate pocket book in which they shall note daily details of their patrols, PCNs issued etc. These books shall be kept in addition to any details entered into their handheld computers. They will be made available to the adjudicators in the event of a PCN being challenged through the independent adjudication process and will assist the investigation of any challenge or representation received by Hertsmere Borough Council.

Each pocket book will be numbered and when issued to the CEO the number of the previous book used by that CEO entered on its cover along with the CEO's name. Similarly when a pocket book is completed the serial number of the new book issued will be entered on the cover. All completed pocket books will be retained in the office in numerical order. Each completed pocket book should have the CEO's name, the serial number of the previous book and the serial number of the next book written on the front cover.

Clamping & Removal:

The power to clamp and subsequently remove vehicles parking in contravention of parking restrictions is not at present incorporated within the relative Traffic Regulation Orders. Any such clamping or removal could only be carried out in the event of specific consent being obtained under the orders, and from the county council, and in accordance with such procedures which may be produced following such consent being obtained.

Complaints Against Civil Enforcement Officers:

Allegations that a Civil Enforcement Officer has made an error whilst issuing a PCN will be investigated under the normal representations or challenge procedures and a formal written notice of acceptance or rejection will be sent within the stipulated timescale. Any allegation of misconduct or rudeness made against a member of the enforcement staff will be investigated and dealt with by the immediate manager. The findings of the investigation will be communicated to the complainant, in writing, within the stipulated timescale. Should the findings not be acceptable to the complainant, the matter will be referred to the Director of Environment for consideration. Should the complainant remain unsatisfied, advice on how to invoke the council's formal complaints procedure will be given.

Council and Hertfordshire Highways Officers & Members

All council officers and members are expected to fully comply with parking regulations whether carrying out work or duties on behalf of the council, or not:

1. **Parking in Residential Parking Zones and / or Council car parks:** Hertsmere and Hertfordshire Highways staff or members using their own cars to carry out their official council duties must comply with all parking restrictions, with the exception of those specific locations where exemption permits are issued. Such permits must be clearly displayed and are only valid during times when official duties are being carried out. Failure to comply with any of the foregoing will result in a PCN being issued.
2. **Parking on Yellow Lines:** No dispensation will be given to allow Hertsmere or Hertfordshire Highways staff or members to park on yellow lines. In such cases PCNs will be issued and pursued.
3. **Request for Cancellation of PCN:** This will only be considered in case of emergency and must be supported by written confirmation from the relevant head of service or director.
4. The only exception to the above will be Hertsmere Borough Council Civil Enforcement Officers and Hertsmere and Hertfordshire Highways staff whilst carrying out their official duties, who are permitted to park for a period of time which is reasonable in relation to such duties, and council staff engaged on surveillance duties, which must be confirmed in advance by the relevant head of service or director.

Court Attendance:

Persons attending court must comply with the parking regulations. A claim that attendance at court took longer than expected, resulting in a PCN being issued, will not be accepted as reason for cancellation of the PCN.

Dental / Doctors Appointments:

A claim that a doctor's or dentist's appointment took longer than expected, resulting in a PCN being issued, will not be accepted as reason for cancellation of the PCN.

Description of Vehicle on PCN:

When issuing a PCN the Civil Enforcement Officer will note the make, colour and registration mark of the vehicle, and the detailed location of the vehicle, which will appear on the PCN. He / she will also note other details such as tax disc number, pay and display ticket or resident parking permit details, if applicable, and positions of tyre valves, which will form part of the supporting records.

1. **Incorrect recording of the colour:** Will not be considered as sufficient reason for cancellation of a PCN in view of the fact that similar colours may be mistaken for each other, and colours may differ widely from model to model. Where, however, there is a wide discrepancy between the recorded and actual colour, consideration will be given to the cancellation of the PCN.
2. **Incorrect make:** Although many manufacturers produce different models that look very similar it would be very difficult to enforce a PCN in respect of the wrong make. In such cases serious consideration must be given to cancelling the PCN. Exceptions would be unusual vehicles where the make is not readily apparent on external inspection.
3. **Tax Disc Number:** The one thing that is unique to the vehicle is the tax disc number, which is recorded by the Civil Enforcement Officer at the time of the PCN issue. If these match then the council have good grounds to pursue the PCN irrespective of any other error regarding colour or make.

Diplomatic Vehicles:

These fall into two categories: those with 'D' plates, which indicate that the driver has full diplomatic immunity, and those with 'X' plates, which indicate limited immunity. Where a Civil Enforcement Officer comes across a diplomatically registered vehicle in contravention of a decriminalised parking control, he / she should contact the Parking Services Manager who should check Annex 5.1 of Circular 1/95.

'D' PLATES: PCNs issued to 'D' plate vehicles should automatically be cancelled upon input to the processing system although, should the driver subsequently decide to make payment, it will be accepted. Details of these PCNs will be taken up with the Foreign & Commonwealth Office and payment may be obtained later.

'X' PLATES: In effect these PCNs should be cancelled upon input. If correspondence is received from the driver and enforcement seems appropriate a request for payment should be made.

Disabled Drivers / Passengers:

Blue badges are issued to either a disabled driver or a disabled passenger. They can only be used when the vehicle is being used to transport the disabled person. It is not permitted to use the badge for any other purpose, including shopping for the disabled person when they, themselves, are not being transported in the vehicle. If it appears evident to the Civil Enforcement Officer that neither the driver nor passenger(s) are disabled, a PCN should be issued.

Blue badges must be clearly and properly displayed whilst the vehicle is parked together with a parking disc issued by the authority issuing the blue badge. The disc must be displayed and set to show the time of arrival. Failure to do so will result in a PCN being issued for the contravention of the relative parking restriction. When considering the matter the council will take into account previous contraventions by the same vehicle and / or badge holder for failure to display a disabled badge. Where no previous

contravention has occurred the representation should be allowed, providing proof of the existence of a valid badge is supplied. In such circumstances the letter sent to the person making the representation should advise the council's policy on enforcement and disabled parking and make it clear that this contravention will be taken into account when considering any future contravention and that this may lead to future representations being rejected.

Providing the disabled badge is clearly and properly displayed together with the parking disc indicating the time of arrival the badge holder can park in:

Limited parking areas: Up to three hours.

Yellow Lines:

- Double Lines. Up to three hours - providing the vehicle is not causing an obstruction.
- Single Lines. If waiting prohibited for a period in excess of three hours the badge holder can park for three hours with no return within one hour. If less than three hours the badge holder can park at all times.
- Single / Double with a loading or unloading ban: No disabled parking while ban in force.

Resident Parking Zones (where implemented by the council): A resident or visitor parking permit must be displayed.

Council Car Parks: Free of charge and without time. Wherever possible the driver should park in a designated disabled bay.

Disabled badge holders are not allowed to park in any area where there is a loading restriction.

Parking must always be in accordance with the blue badge scheme.

Dispensations & Suspensions:

Dispensations:

The following vehicles will receive automatic dispensation from waiting restrictions:

1. Police, fire brigade or ambulances whilst on operational duties.
2. Vehicles, other than cars, involved in contracted highway maintenance where there is a need for them to be parked adjacent to the work site. Cars will not be regarded as such vehicles and will be expected to be parked in accordance with parking restrictions.
3. Livered council vehicles carrying out statutory duties such as refuse or recycling collection, street cleansing and highway maintenance.
4. Vehicles displaying valid disabled permits (see relevant section).
5. Livered Royal Mail vehicles engaged in the collection and / or delivery of letters in accordance with the statutory duty of the Post Office.

Dispensations may be granted for the following:

1. Funerals - For the hearse and cortege vehicles.
2. Weddings - Bridal vehicles.
3. Maintenance and repairs to adjacent buildings, where there is a need to park adjacent to the building and it is not possible to park off the road.
4. Furniture removals.
5. Any other reason accepted by the council. In all cases, the period of parking must be reasonable in relation to the reason for parking.

Applications for dispensations must be received, where possible, at least 10 working days prior to the required date and must be made to the council's Parking Services Manager. The council's decision is final. If granted, dispensations will be issued to the applicant by way of written authority, which must be clearly displayed on the

vehicle whilst parked. The patrolling Civil Enforcement Officer will hold details and a further copy kept, with the application, by the Parking Services Manager. A charge of £10 per vehicle per week, will be made except in the cases of wedding and funeral vehicles.

Suspensions:

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

1. To allow maintenance of adjacent property where highway access is required for deliveries, essential vehicles, skips etc. (Cars will not be considered as "essential vehicles" and will be expected to park in accordance with parking restrictions).
2. Maintenance to highway trees.
3. At the request of the police.
4. For security reasons.
5. Any other reason accepted by the council.

Applications for suspensions must be received, where possible, at least 10 working days prior to the required date and must be made to the council's Parking Services Manager. The council's decision is final.

If granted, suspensions of parking bays / spaces will be clearly sign-posted by means of temporary signs which will indicate exact location and extent of the suspension with the start and finish dates and times. These signs will be displayed at least five days before the suspension comes into operation. Any vehicles parked in contravention of a suspension will receive a PCN. A charge, per bay / space, will be made and is payable upon application.

Drink Driving or Other Arrest:

If the driver of a vehicle has been arrested and, as a direct result, has been forced by a police officer to leave the vehicle in contravention of a parking restriction any resultant PCN should not be enforced unless the driver has had ample time to safely remove the vehicle after his / her release from custody. (In the case of drink driving a period of at least 12 hours should be allowed for safe removal of the vehicle).

In all cases of arrest claims, the driver should be asked to provide date, time and evidence of arrest including custody number, officer and police station involved. Where written evidence of the arrest cannot be supplied, confirmation should be obtained from the relevant police station, by the council, before the PCN is cancelled. Failure to supply or obtain supporting evidence of the arrest will lead to the PCN being enforced.

Dropping Off - Picking Up Passengers:

Any vehicle will be allowed a reasonable amount of time to drop-off or pick up passengers irrespective of any waiting or loading restriction in force, except on designated clearways, double yellow lines and zigzag (schools and pedestrian crossing) restrictions. It is deemed that two minutes is sufficient allowance for this unless it involves the elderly, disabled persons, young children or large amounts of luggage etc., when five minutes will be allowed.

Special consideration will be given to hackney carriages or private hire vehicles who may require additional time to announce their arrival and accept payment, but waiting time will be limited to five minutes.

Emergency Duties:

Doctors, nurses, midwives engaged on emergency duties are, wherever possible, expected to park legally in accordance with parking restrictions. Should a PCN be issued, it will be cancelled only upon evidence of the emergency being provided. Regular or programmed visits will not be considered an emergency.

See 'Health Emergency Badge Scheme' below.

Estate Agents:

Estate agents visiting a client's property within a residential parking zone should display a relevant and appropriate permit. Estate agents are not exempt from parking restrictions and PCNs will always be enforced.

Exempt Vehicles:

The following vehicles are considered to be exempt from parking restrictions:

1. Fire brigade vehicles when attending emergency situations, or other situations requiring them to be parked in a specific place.
2. Marked police vehicles whilst on operational duties.
3. Ambulances when attending emergency situations or transporting less mobile persons for hospital appointments

The following vehicles are exempt in the circumstances described:

1. Hertsmere Borough Council and Hertfordshire County Council vehicles (or those of their contractual agents), whilst being used to carry out statutory duties (e.g. refuse or recycling collection, street cleansing, highway maintenance), or whilst carrying out duties that require the vehicle to be in close proximity (e.g. verge grass cutting), including Civil Enforcement Officers vehicles.
2. Post Office and other vehicles engaged in the delivery of postal packets (i.e. courier companies such as UPS). This does not include private vehicles used by postmen / women whilst carrying out letter deliveries. The council will expect such vehicles to be parked in compliance with any parking restriction.
3. Electricity, gas, water companies, British Telecom or other telecommunications companies (and / or their appointed contractors), whilst actively laying or undertaking repairs to pipes, cables or other apparatus.
4. Furniture vans whilst moving furniture to and from a dwelling, office or depository. Wherever possible these vehicles should not be parked in contravention of loading restrictions.
5. Public service vehicles and other company vehicles whilst waiting at an authorised stopping place, terminus or turning point.
6. Vehicles involved in building, excavating and demolition work whilst lawfully and actively engaged on those duties.

All exempt vehicles should be liveried, not private cars or unmarked vans and the exemption does not apply to sub-contractor's vehicles unless specified above. In all cases the exemption applies when the vehicles are actively engaged in the relevant activity and has been authorised in advance by the council's appropriate manager.

FOOTWAY PARKING:

It is not generally a contravention for a vehicle to be parked on a footway. The exceptions to this are:

1. HGVs (Sect.19, RTA 1988).
2. Cycle tracks (Sect.21, RTA 1988).
3. Where a Traffic Regulation Order prohibits such parking.

The following vehicles are exempt from any such prohibition only under the circumstances indicated:

1. Marked vehicles used by police, fire brigade and ambulance services whilst on operational duties.
2. Vehicles used for street / street light cleaning and refuse or recycling collection providing that they are actively involved in the function.
3. Vehicles actively involved in road works.

A PCN can only be issued to a vehicle parked in such a manner if the restriction is specifically incorporated in the relevant TRO, in which case the PCN should be issued for contravention of the restriction.

Formal Representation Against Issue of PCN:

If a PCN is not paid within 28 days of issue, the council can serve a Notice to Owner (NtO) on the person who appears to be the keeper of the vehicle at the time the alleged contravention occurred. The keeper of a vehicle is given the opportunity to make a formal representation against a PCN once the NtO is sent to him / her by the council. This representation must be made within 28 days of receipt of the NtO, and must be in writing.

Formal representation can only be made on the following grounds:

1. The recipient was not the owner / keeper of the vehicle at the time.
2. The alleged contravention did not occur.
3. The alleged contravention occurred whilst the vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.
4. The relevant TRO was invalid.
5. The recipient is a vehicle-hire firm and the vehicle was hired from the firm under a vehicle hiring agreement, the person hiring it having signed a statement of liability in respect of PCNs, and the hire- firm shall have supplied the name of the hirer.
6. The penalty exceeded the amount applicable in the circumstances of the case.
7. There has been a procedural impropriety by the enforcement authority.
8. The Notice to Owner should not have been served because the penalty had already been paid.

Where an owner has received a notice indicating the full payment is required as the discounted payment has not been received within the stated period, the registered keeper may claim that the discounted payment was in fact made within the appropriate period and that the demand for the full amount should not have been issued. Where this is confirmed, the increased payment may not be demanded and a letter will be sent cancelling the demand.

Funerals & Weddings:

Vehicles actively involved in a funeral or a wedding will be given due consideration and respect and PCNs will not be issued. Any PCN issued to vehicles associated with a funeral or wedding should be considered with due respect and PCNs will only be enforced when blatant disregard to restrictions has been confirmed.

Garages - Vehicles Left Unattended:

When a garage employee parks a vehicle on a highway, in contravention of a parking restriction, any PCN issued is the ultimate responsibility of the registered keeper of the vehicle. Any dispute between the owner and the garage is not a matter for the council.

Glaziers:

Claims from glazier companies that a vehicle needed to be parked close to the location of an emergency repair should be treated leniently. It must be confirmed from the Civil Enforcement Officer's notes, that such activity was taking place at the time of the issue of the PCN and the vehicle was removed from the restricted area as soon as its need to be parked there was not necessary. PCNs will not be cancelled when issued to vehicles that are not actively involved in the work. Cars will not benefit from this exemption.

Government Department Vehicles:

Unless the reason for parking the vehicle was under exceptional circumstances PCNs issued to vehicles owned or operated by government departments should be enforced. They are not exempt purely by virtue of the fact that a government department operates them. If the vehicles are involved in exceptional activities, such as surveillance by Customs & Excise or the Benefits Agency, evidence to support this, in the form of a written statement from a senior manager on headed notepaper must be supplied. Wherever possible government agencies involved in such activities should be encouraged to give the council advance notice and details of the vehicle(s) involved.

Hackney Carriages / Private Hire Vehicles:

1. Hackney carriages and private hire vehicles operating within the borough are licensed by Hertsmeire Borough Council and carry a numbered license plate that must be displayed on the rear of the vehicle.
2. Hackney carriages and private hire vehicles, like all vehicles, may stop to allow passengers to board or alight for as long as is reasonably necessary for the purpose (held to be two minutes in a recent judgement). It is not an exempted activity to assist passengers into premises and to leave the carriage unattended. If a licensed hackney carriage or private hire vehicle is left unattended it is liable to receive a PCN.
3. Each case, especially those involving elderly, infirm or disabled passengers should be treated on its merits and due allowance should be made in such incidents. Evidence must be provided before the council will consider cancelling a PCN.
4. It should be borne in mind that when a hackney carriage or private hire vehicle is called to an address to pick up passengers the driver must be allowed time to announce his / her arrival.

Hazardous Chemicals / Substances:

Claims by companies that toxic or dangerous substances were being delivered or collected from premises and, as a result a PCN should be cancelled, should be given careful consideration. If the PCN was issued for contravention of a no waiting restriction it can be established from the Civil Enforcement Officer's notes whether the activity of loading was taking place. If so, the PCN should be cancelled. If no loading activity was taking place, the PCN should be enforced. There is no reason, in this case, to differentiate between toxic and non-toxic deliveries as it is the driver's responsibility to ensure that the vehicle is moved immediately once the loading / unloading activity is complete. (See definition of Loading / Unloading).

If the PCN was issued for contravention of a no loading restriction, the Civil Enforcement Officer's notes should be viewed to establish whether the loading activity was taking place. If so then serious consideration should be given to the cancellation of the PCN in view of the health and safety of the public. Any such representation should be accompanied by documentary evidence showing the nature of the goods being delivered.

Health Emergency Badge Scheme:

Hertsmeire Borough Council does not currently operate a Health Emergency Badge (HEB) scheme but will review this, should the need for such a scheme arise.

Hiring Agreement:

In the case of a hired vehicle, responsibility for a PCN is that of the hirer of the vehicle at the time. Consequently, in this case, the responsibility does not rest with the registered keeper, the hire-company, providing they provide to the council a formal statement following receipt of the Notice to Owner. A copy of the relevant hire agreement must accompany this representation. In all cases this agreement must clearly state: the name and address of the hirer, the start and finish dates for the hire period and the hirer's signature. It must also include a statement regarding the hirer's liability for any PCNs incurred during the hire period. Should any of the aforementioned be unclear, absent or in contradiction of the date / time of issue of the PCN then the PCN will be enforced against the hire company and a notice of rejection of the representation sent to it with the reasons clearly stated therein.

Holidays:

Vehicles are often left parked in one place whilst the keeper is away on holiday. In such cases a PCN could be issued for being parked in a suspended parking place.

1. Suspended Bay:

- a. The council has the power to suspend parking within a designated parking bay to allow access by a specific vehicle or highway / bay maintenance to be carried out. In such cases advance notice is placed alongside the bay and is distributed to nearby properties giving the date, times and length of the suspension.
- b. If these notices are posted and distributed after the keeper departed on holiday then any PCN issued should be cancelled. Evidence must be provided showing departure date and time (e.g. flight tickets

etc.). This should be compared with records relative to the display and distribution of the notices. In essence the suspension cannot operate retrospectively.

2. Residential parking zone using an Annual Visitors Permit:

- a. It is sometimes the case that a vehicle belonging to a non-resident, is left in a parking zone for more than one day displaying an annual visitor's permit.
- b. Annual visitor's permits are intended for visits to a resident's property and are valid only on the day of the visit. If advanced notices have been distributed and posted advising that a bay has been suspended it will be considered that these vehicles belong to people who are not genuinely visiting the residential property and, therefore, the PCN will be enforced.

Intervention in Challenge and Representation Processes by Members and Other Officers:

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 the independent arbitrator (TPT).

To preserve the integrity of these procedures they will be managed and carried out by the operational management of car parking services. No undue external pressure shall be brought, either by members of the council or senior officers, designed to influence unduly the decisions by virtue of their position alone.

Legislation:

The statutory acts governing parking enforcement are The Road Traffic Act (1991), The Road Traffic Regulation Act (1984) and Traffic Management Act 2004 Part 6. If a driver is querying the legislation it should be explained to him / her in simple terms. There is no need to supply specific reference unless especially requested. When such a request is made, the council will make reference to specific, relevant paragraphs and will quote them verbatim within any correspondence. The council will not supply full copies of the relevant acts, which can be obtained from the HMSO or via the internet.

If the keeper is specifically querying the authority behind a specific restriction then reference should be made to the relevant Traffic Regulation Order, held by the council. Prior to any correspondence with the keeper this TRO should be checked to ensure the validity of the PCN. If any doubt exists then the PCN should be cancelled and the decision communicated to the keeper.

Loading / Unloading:

Vehicles will be permitted to park in contravention of waiting restrictions, including resident parking zones, whilst carrying out the legitimate activity of loading or unloading provided:

1. Loading / unloading activity, involving the vehicle, is observed by the Civil Enforcement Officer whilst the vehicle is parked. The observation period shall be for five minutes and a PCN shall only be issued if no activity is seen during this period.
2. Generally a maximum of 20 minutes will be allowed to enable loading / unloading to be completed. Exceptions will be made when the nature of the goods being loaded / unloaded require more time, e.g. house moving or very heavy goods being handled.
3. The goods being delivered or collected are heavy or bulky.
4. Due consideration will be given to elderly or disabled people in assessing compliance with 3 above.
5. Due allowance will be given to allow the driver to complete delivery paperwork.
6. Where a PCN is issued, a challenge will be considered if supported by evidence confirming that the driver was delayed or was involved in moving heavy goods.

Location - Incorrect:

When a PCN is issued the location of the vehicle is stated on the PCN itself. If this is recorded incorrectly then this is deemed to be a material error and the PCN should be cancelled.

Lost Keys:

Where it is claimed that car keys have been lost, stolen or locked in a car thus preventing removal of the car from a parking area which in turn resulted in the issue of a PCN, then due consideration should be given to its cancellation. When considering this, the representation must be accompanied by supporting evidence from the police, motoring organisations or relatives.

The following should also be considered: if the vehicle was parked in a pay & display car park, did the loss of the keys prevent purchase of additional parking time? If the vehicle was parked on a yellow line, should it have been parked there in the first place?

Meter / Pay & Display Machines - Did Not Realise There Was One There:

Claims from drivers / keepers that they did not see or realise that they had to use a meter or pay & display machine will normally be dismissed as clear sign posting must by law be provided. If it should be claimed that in a particular instance the signage was defective, removed, damaged, or is or was obstructed, then, after investigation, consideration shall be given to cancelling the PCN.

Meter / Pay & Display Machines - Not Working:

Where it is claimed that a machine is not working then reference must be made to the maintenance records, the Civil Enforcement Officer's notes and any machine test records. If it is confirmed that the machine was not working at the time then consideration should be given to cancelling the PCN. But if there was an alternative machine, in working order in the same car park or the same length of street then it is reasonable to expect that the driver would use this machine and the PCN would not be cancelled.

Mis-Spelling of Keeper's Name:

The mis-spelling of the keeper's name and / or address on the Notice to Owner does not invalidate it or discharge the liability of the person receiving it. The onus is still on the genuine keeper to deal with the matter. Such names and addresses are, in most cases, obtained from the DVLA and are supplied by the keepers themselves. It is also incumbent upon the keeper to ensure that these are correct. If any mis-spelling is discovered then alterations must be made immediately to ensure that future notices are sent out correctly. When the mis-spelling is severe and is radically different from the correct spelling consideration should be given to the cancellation of the PCN.

Mitigating Circumstances:

Each case will be treated on its individual merits and particular circumstances are referred to elsewhere within this document. However, the following are provided as guidelines:

1. Delays:

Delays due to queues at shops, banks, etc., meetings taking longer than expected, caught up in crowds, etc. are not considered as valid reasons to cancel a PCN. Allowance should be made for such delays when purchasing parking time as they are a regular occurrence and part of normal life. (See emergencies below).

2. Children / Elderly People:

- a. Claims are often made by people, accompanied by young children or elderly people, that they were delayed because of them. Again this should not be considered as a reason to cancel a PCN because allowance should be made for this when purchasing parking time. (see emergencies below).
- b. Claims that PCNs issued whilst children were being dropped-off or collected from schools etc., should not be cancelled unless a reasonable amount of time was not allowed by the Civil Enforcement Officer. The normal 5-minute observation period should be enough time in such circumstances.

3. Emergencies:

An emergency is an unforeseen situation that prevented the driver from moving his / her vehicle. They are usually of a medical nature and leniency should be exercised where it can be seen that the driver could not have foreseen the situation. Claims should be supported by independent evidence.

Motorcycle Bays:

Any vehicle, other than a motorcycle, parked in a marked out motorcycle bay is parked in contravention of the surrounding restriction, and any PCN will be enforced.

Notice of Rejection or Acceptance of Formal Representation:

Within 28 days of receipt of a formal representation from the keeper of the vehicle a written Notice of Acceptance or Rejection will be sent by the Council:

1. **Notice of Acceptance:** This will confirm that the representation has been accepted and that the person's liability for the PCN has been cancelled. Any monies already paid will be refunded.
2. **Notice of Rejection:** This formally rejects the representation and gives detailed reasons why the council has come to this conclusion. The notice must state that a charge certificate may be served unless the penalty charge is paid within a further 28 days. The rejection is also accompanied by the necessary forms and instruction on how a further representation can be made to the independent Traffic Penalty Tribunal Service (TPT). This representation must be made within 28 days of receipt of the notice of rejection.

Observation Period - Prior to Issue of PCN:

Prior to the issue of a PCN, the Civil Enforcement Officers will allow a period of at least five minutes to elapse between first observing the vehicle illegally parked in an on-street permit parking bay and the issue of the PCN. Where vehicles are parked in a pay and display parking places or in the council's off-street car parks the period allowed will be at least two minutes. The details of the vehicle will be entered into the Civil Enforcement Officer's handheld computer (HHC) when first seen and the computer will prevent issue of the PCN within either two or five minutes of that time. The observation time and the PCN issue time will appear on the face of the PCN itself and will be recorded by the enforcement software system.

Pay & Display Tickets:

Most of Hertsmer Borough Council's car parks operate as pay and display, with provision for business permits and commuter permits in certain locations. Pay and display car parks and the conditions for parking therein are clearly marked. Pay and display parking is also operative on-street in Borehamwood, Potters Bar, Radlett and Bushey particularly in the town centres outside of shops and local facilities. Pay and display requires the purchase of a ticket at the time of parking for the amount of time required. Where payment is not required a free ticket must be obtained. All tickets display the expiry date and time on them along with the fee paid where appropriate and car park (in the Civic Offices, Borehamwood and in the Newberries, Radlett pay and display car parks, the driver is required to enter part of the vehicle's registration mark into the machine. This will also appear on the ticket and is designed to prevent unlawful transfer of the ticket from one vehicle to another). The car park fee tariff is clearly displayed adjacent to each machine.

Pay and display tickets must be:

1. Clearly displayed whilst the vehicle is parked. (The tickets are designed to adhere to the windscreen of the car using a peel off, adhesive backing).
2. For the date shown.
3. Un-expired.
4. For the car park indicated and must correspond with the appropriate pay and display machine numbers.

5. For the vehicle indicated (Pay and Display tickets are not transferable or interchangeable between vehicles).

PCNs will be issued for:

1. Failing to display a valid ticket.
2. Displaying a ticket that has expired.
3. The vehicle was not parked wholly within a marked bay.
4. Misuse of a registered disabled person's parking bay.
5. Vehicle returned to parking place within 1 or 2 hours (where applicable from the end of previous period).
7. Misuse / non-compliance of terms and conditions of parking permit issued by the borough of Hertsmere (including not displaying a valid road fund licence).
8. Meter feeding - parked with additional payment made to extend the stay beyond the expiry of the time initially purchased.

Representations made because the driver did not have change will not be upheld. Representations made because of delays returning to the car park will be dealt with in accordance with 'mitigating circumstances' above.

The council will not cancel PCNs issued to persons who persistently contravene.

Penalty Charge Notice (PCN) - Discount Period:

There are differential charges for parking contraventions in Hertsmere, the higher level is set at £70 and lower level is set at £50. This is subject to regular review. If the PCN is paid within 14 days of issue a discounted amount of 50% will be accepted in full settlement of the matter. If a challenge is received from the keeper within 14 days of issue of the PCN the discounted period will be frozen pending the council's decision. Should the challenge be rejected the discount period will restart from the date of the notice of rejection. This fact is included within the notice itself. If the challenge is received more than 14 days from issue of the PCN the discount period will not be frozen and the original full amount will be payable in the event of the challenge being rejected.

If a Notice to Owner (NtO) is sent to the keeper who subsequently states that the PCN was not received at the time of the contravention, the discounted amount will be accepted if paid within 14 days. This should be communicated in writing to the keeper with the restarted discount period starting from the date of the letter.

When it is claimed that the PCN was not received, the computer system will be checked as to whether the same person has previously made such claims. If there is a history of such claims, the discounted period should not be restarted and the full amount paid unless it can be proven that the PCN was not served.

Penalty Charge Notice - Early Issue:

Claims that a PCN was issued before the time that a contravention is deemed to be committed require careful investigation. Handheld computers carried by each Civil Enforcement Officer control the issue of PCNs. These computers have in-built clocks, which are calibrated and synchronised on a regular basis. They will always impose a predefined observation period prior to allowing a PCN to be issued, which will be appropriately indicated on the PCN. The computer system will prevent any subsequent alteration to these times.

The normal procedure is for a Civil Enforcement Officer to enter the observation details into the computer and to complete the issue of the PCN. In all cases the defined minimum time period must be allowed between observation and issue.

Penalty Charge Notices - Time to Pay / Instalment Payments:

As a general rule, Hertsmere Borough Council will neither offer time in which to pay PCNs nor will it enter into instalment payment arrangements. Exceptions to this are only made in cases of demonstrated genuine financial hardship. The council will not consider such arrangements if bailiff warrant(s) has been issued for recovery of the amount due.

Application for time to pay by instalments must be in writing and will be responded to within normal council response times. The application must contain proposal for payment and be accompanied by any evidence

supporting the claim of financial hardship.

The council's response will signify acceptance or rejection of the proposal. A rejection will be accompanied by the council's counter proposal which will be the final offer based on:

- The settlement, normally, of at least two PCNs per month, where the debt involves multiple PCNs. If the applicant evidences financial hardship, this may be reduced to at least one PCN per month, by decision of the Parking Services Manager.
- The payments being applied to the oldest PCN first, thereby preventing the payment of discounted PCNs first.
- A minimum payment of £10 per week in other circumstances.

Wherever possible, payment is to be made by post-dated cheques, to be held by the council for presentation on the due dates. Non-payment of any cheque will result in enforcement action being recommenced and all un-banked cheques being returned to the drawer with a letter stating that the arrangement is cancelled.

Payments may be made by post, the telephone automated service, the council's web-site or by digital payment at the council's Civic Offices. The council will maintain a separate active file for each arrangement reached which, will be reviewed by the relevant manager each month.

Penalty Charge Rate:

There are differential charges for parking contraventions in Hertsmere. The higher level is set at £70 and lower level is set at £50. Any increase will have to be approved by members of the council, the county council, and the Secretary of State.

If paid within 14 days of issue the PCN rate is discounted by 50% and will be accepted in full settlement

Permits:

Residents', Visitors', Annual Visitors', Business, Commuter, School and Special:

When such permit schemes are introduced, the rules of operation will be in accordance with the applicable Traffic Regulation Order.

Plumbers, Electricians, Gas Fitters:

Emergency call out: An emergency is considered to last as long as it takes to make the premises safe i.e. to turn off the main supply. After which any vehicle should be moved to a permitted parking place before any subsequent repairs are undertaken.

Heavy Equipment: Dealt with as loading / unloading.

Police Officers on Duty:

PCNs should not be issued to marked police vehicles when on official duty. Requests for cancellation of any PCN issued to an unmarked police vehicle must be made in writing by the officer's area inspector or equivalent. They should contain confirmation that the officer was on official business and that it was necessary for the vehicle to be parked where it was.

PCNs issued to unmarked police vehicles regularly parked outside of a police station should not automatically be cancelled as this can be deemed to be parking at a place of work and therefore no different from any other employed person.

Police Officer or Civil Enforcement Officer Gave Permission to Park:

Where details of the officer concerned are given, confirmation should be sought prior to cancellation of the PCN. Where these details are not given then the PCN should be enforced unless they are supplied subsequently.

Pre-Debt Registration Letter:

There is no requirement for a local authority to send a further reminder once a Charge Certificate has been issued. Hertsmere Borough Council will however send a pre-debt registration letter 17 days after the issue of the Charge Certificate. The debtor will be informed that unless the matter is settled within 14 days the debt will be formally registered at the Transport Enforcement Centre (TEC) and the matter placed into the hands of the Council's bailiffs who will have the right to recover the debt by seizing goods to the value thereof. Past experience has demonstrated that such letters do generate responses in the majority of cases and will lead to a good proportion being settled.

Pregnancy- Mothers With Young Children:

Generally pregnancy is not considered to be a disability and delays caused by young children should not normally lead to the cancellation of a PCN. However, this is a sensitive area and each case should be treated on its merits. For example if the delay was short (up to 10 minutes) or was caused by a minor medical emergency e.g. child being sick or mother feeling unwell, leniency should be shown, but medical emergency does not include delays in doctor appointments. If the delay was caused by the mother not allowing additional time enough to deal with young children or her own condition, both of which she is fully aware of, then the PCN should be enforced.

Private Property:

Parking restrictions placed on private property are not the concern of Hertsmere Borough Council and are outside the scope of its enforcement operation. Private landlords, residents etc can impose any reasonable restriction on their own property, i.e. the need for permits, clamping etc. Enforcement of such restrictions, however, is also their responsibility although it may be sub-contracted to other companies. Hertsmere Borough Council would not act as a sub-contractor in such a case. Any person querying such an area should be referred to the relevant landlord or resident.

Public Utility Vehicles:

These vehicles will be exempt from restrictions if necessary if the following criteria apply:

1. The vehicle is on an emergency call and is actually involved in the emergency work.
2. The vehicle is involved in non-emergency maintenance of apparatus.
3. A board or note showing the address and nature of the emergency is clearly displayed in the vehicle.
4. The activity should normally be seen to be taking place.

If abuse is suspected, a PCN should be issued and the Civil Enforcement Officer should note the reason why in his / her notebook, e.g. 'vehicle parked, no activity observed, no indication of location of any emergency'. In such cases the PCN should be enforced, unless supporting evidence of the emergency or maintenance work is supplied by the utility company.

A public utility vehicle is any vehicle, with the exception of a car, involved in the mains supply of gas, electricity, water, cable or telephone.

Registered Keeper's Liability:

Under the Road Traffic Act 1991 and the Civil Enforcement of Parking Contravention (England) General Regulations 2007, the responsibility for any PCN rests with the Registered Keeper of the vehicle as recorded at the Driver & Vehicle Licensing Agency (DVLA). If the keeper was not the driver at the time of the contravention it remains his / her responsibility to pay the PCN and any recompense from the driver should be obtained by the keeper. (See 'Notice to Owner').

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. Generally restrictions are as follows:

1. **Permitted Parking Bays:** As per signing.
2. **Yellow Lines:**
 - a. Single: No waiting during times shown on adjacent sign
 - b. Double: No waiting at any time.
3. **Loading Restrictions - Yellow Kerb Markings:**
 - a. Two Lines: No loading at any time.
 - b. One Line: During the working day or as specified by adjacent signs.
4. **Designated Loading Bays:** Indicated on adjacent sign.
5. **Disabled Bays - Mandatory:** Indicated on adjacent sign.
6. **Bus Stops:** Usually 7am - 7pm any day but can vary - see adjacent sign.

Road Signs / Markings - Missing, Obscured or Broken.

Yellow Lines:

- a. Where it is claimed that a yellow line(s) is worn away or has been covered by a highway repair the area should be promptly inspected and photographed in case of referral to TPT, and remedial work undertaken.
- b. Where weather conditions (i.e. snow or heavy leaf fall) have obscured the lines then prompt remedial action to clear them will be requested from the county council.
- c. If it is confirmed that the claim is valid the PCN should be cancelled. Where the lines can be clearly seen, even though they may be partially worn, the PCN should be enforced but remedial action to renew the lines should be undertaken.

Kerb Markings: (Loading Restrictions):

- a. As per yellow lines above.

Obscured Signs:

- a. 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 (graffiti, weather or overhanging trees etc.) the sign will be promptly inspected, photographed, in case of referral to TPT, and remedial action taken if necessary. If the claim is proved to be correct the PCN should be cancelled.
- b. If the sign can be easily read, then the PCN should be enforced.

Missing Signs:

- a. If a sign is claimed to be missing it should be inspected promptly and, if confirmed, arrangements made for its prompt replacement (except in the case of double yellow lines, which, under the Traffic Signs Regulations and General Directions 2002, are not required to be signed). Where a sign is missing the PCN should be cancelled.

Royal Mail Vehicles:

Royal Mail vehicles being used for the collection or delivery of postal packets are exempt from the regulations as long as they can be seen to be actively involved in such activity. Royal Mail vehicles parked for long periods with no activity observed are subject to the same restrictions as ordinary motorists and a PCN should be issued.

Cancellation of a PCN will only be considered if written confirmation is received from the area manager

that the vehicle was actively involved in the collection / delivery of mail.

School Bays / Areas:

Zigzag markings outside of schools can be either restricted or unrestricted and are installed for the protection of the children. Any markings that are restricted are governed by the relevant Traffic Regulation Order and have yellow lines and a time plate showing hours of operation. (An unrestricted bay will not have a time plate and will show advisory road markings, usually in white).

Any vehicle parked in a restricted bay / area, during the times shown on the plate, will be issued with a PCN which will not be cancelled under any circumstances (other than compassionate grounds, which must be evidenced), including the claim that the driver was picking-up or dropping-off children.

Security:

The Chief Constable of Hertfordshire or his representative can, at any time, give notice to suspend the use of a parking space for up to 28 days where he / she considers such suspension as necessary for maintaining security in an adjacent premises. PCNs issued for contravention of such suspensions should always be enforced.

Security Vans:

Secure cash vans are occasionally required to park in close proximity to premises in order to effect safe delivery or collection of cash. PCNs issued under such circumstances should be cancelled upon receipt of a representation from the security company confirming such an activity at the time, unless it can be clearly shown that the vehicle was parked for longer than was necessary. Security vans involved in the delivery of mail or other such low value items must comply with parking restrictions.

Suspended Bays:

Where a representation is received claiming that a vehicle was parked at the location without having received notice of the suspension and, upon investigation the claim is found to be valid, the PCN should be cancelled, providing that a valid permit was displayed. It is normally the case that the responsibility for ensuring a vehicle is parked in accordance with any possible suspension rests with the driver. However, when a vehicle is parked legally within a designated bay, which is subsequently suspended, it is deemed to be legally parked as it cannot be made illegal retrospectively by the suspension. The keeper will have to demonstrate however that, if the vehicle remains parked in contravention of the suspension for a considerable time, he / she remained unaware of the suspension (e.g. on holiday etc).

Tariffs / Charging Levels for Parking - On & Off-Street:

Hertsmere Borough Council will review its charging levels when considered necessary for parking both on and off- street. Officers will conduct this review and any recommendations for change will be placed before members of the executive for their approval or otherwise. The review shall, inter-alia, take into account the following policy matters referred to previously:

- a. The need to maintain and, where possible, improve the flow of traffic.
- b. The need to improve safety and environmental conditions.
- c. Improving the quality and accessibility of public transport by discouraging the use of cars where road conditions and public transport facilities justify it.
- d. The needs of the local community, including residents, shops and businesses.
- e. The particular needs of people with disabilities, bearing in mind that some of these people are unable to use public transport.
- f. Existing and projected levels of demand for parking places.

Taxi Ranks:

Notices are displayed at each rank showing its limits, how many hackney carriages may stand on it and any special regulations applicable. Vehicles, other than hackney carriages, (including private hire vehicles) parked in such ranks will be issued with a PCN. Any vehicle, including a hackney carriage, parked outside of the rank and in contravention of a parking restriction will be issued with a PCN.

Time / Date Calibration of Handheld Computers and Pay & Display Machines:

Prior to commencement of each shift the Civil Enforcement Officer shall calibrate their hand held computers to ensure that they reflect the correct time and date. The time will be checked against an atomic clock.

Pay and display machines will be tested at the outset of each patrol to ensure that they are showing the correct time and date. That is done by obtaining a test ticket from the machines, which are kept as part of a daily report function.

Unauthorised Movement of a Vehicle:

Movement of any vehicle by the police is considered to be authorised. Unless there is clear evidence that a vehicle has been moved by an unauthorised person, then all PCNs should be enforced.

1. Stolen Vehicle: confirmation from the police that the vehicle was reported stolen including the relative crime report number, the time and date the vehicle was reported stolen and the date, time and location when the vehicle was recovered. A crime reference number without an accompanying letter from the police will not be acceptable.
2. Unauthorised use of a vehicle by another family member or a friend is difficult to substantiate and under these circumstances the PCN should be enforced unless it can be demonstrated that the matter was reported to the police prior to or just after the issue of the PCN. Subsequent report will not lead to the cancellation of the PCN.

Uniforms - Civil Enforcement Officer:

The RTRA 1984 (Section 63A[4]) & TMA 2004 Part 6 (Section 76 (3A)) states:

- Civil Enforcement Officers will wear such uniform as may be determined by the enforcement authority in accordance with guidance issued by the appropriate national authority.

All Civil Enforcement Officers will carry council identification cards, which will not carry their names for personal security reasons.

Vandalised Vehicle:

When a vehicle has been vandalised to an extent that prevents it from being safely moved any PCN issued will be cancelled providing acceptable supporting evidence is provided. This evidence should be from either:

1. The police - quoting the recorded crime number.
2. Motoring organisation / garage service who removed the vehicle from site.

Civil Enforcement Officer observation from his / her pocket book must also be considered providing that it clearly states the extent of the damage. Failure to provide supporting evidence or the absence of Civil Enforcement Officer observation will lead to the PCN being enforced.

Vehicles Left Unattended to Gain Access:

When a driver has to collect a key to gain access to a property this should take no longer than five minutes and will be covered by the five minutes Civil Enforcement Officer's observation time. In such circumstances vehicles should not be left for longer periods or in contravention of a total 'no waiting' or loading restriction.

Vehicle Not at Scene:

Where a keeper receives a Notice to Owner and claims that his / her vehicle was not parked in the area at the time a written request should be made to the keeper to confirm the make, colour and tax disc serial number relative to the vehicle. If these match the records of the council, the PCN should be enforced. If they do not, then the PCN should be cancelled. The key element is the tax disc number, which is unique to the vehicle.

Should the keeper refuse to supply the required information, written application should be made to the DVLA to supply the number of the last tax disc issued to the vehicle. A reference for this can be obtained from the VQ5 document received when they supplied the keeper's details.

Visitor to Britain:

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. 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.

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.

Definitions

The following are definitions of terms commonly used in conjunction with parking enforcement.

Charge Certificate:

A Charge Certificate is issued:

1. 35 days after a Notice to Owner (NtO) is issued and no formal representation has been received.
2. 35 days after a Notice of Rejection to a formal representation is sent where no appeal has been made to TPT.
3. 14 days after any appeal to TPT is withdrawn (i.e. withdrawn before hearing).
4. 35 days after rejection of appeal by TPT.

When a Charge Certificate is issued the amount of the penalty is increased by 50% (currently from £50 to £75 or £70 to £105). The Charge Certificate is sent to the debtor requiring payment within 28 days of the full increased amount.

Controlled Parking Zone (CPZ):

A Controlled Parking Zone is one in which all on-street parking is controlled by way of bays in which parking is permitted under certain conditions (i.e. for valid permit holders only), and / or yellow line restrictions in respect of waiting and / or loading. Every entrance road into a controlled zone will carry a sign, which explains that a driver is entering a zone, and give details of the times that the restrictions are in force. There is no need for additional signs on additional roads unless the restrictions differ from this, e.g. individual waiting/loading restrictions that apply for longer or even shorter periods. The local sign will always take precedence over the sign controlling the entrance to the zone.

Debt Registration:

This is done at the Traffic Enforcement Centre at Northampton County Court (TEC) electronically on or after 18 days from the issue of a charge certificate. The council must confirm issue of the charge certificate to the court and there is a fee payable to the court of £7 for each registration. This is added to the amount owed to the council.

Debt Registration - Notice of:

Once the debt has been registered at TEC an order for recovery and statutory declaration form is sent to the debtor advising him / her that they have 21 days in which to pay the amount owed or swear a Statutory Declaration. Failure to do either will lead to a Warrant of Execution being applied for by the council at TEC. Once issued this will enable the council to instruct bailiffs to collect the debt on their behalf.

Dispensation:

Formal permission given by the council for a vehicle to park in contravention of a resident, or business parking place, pay and display parking place or waiting or loading restriction, for example to allow maintenance work to be carried out to an adjacent property.

Driver & Vehicle Licensing Agency (DVLA)

The agency responsible for maintaining records of all vehicles, their registered keepers and driving licenses.

Goods - Definition of When Related to Loading / Unloading:

In claims of loading / unloading permitted 'goods' are deemed to be any that are of sufficient bulk and / or weight that requires the vehicle to be parked adjacent to the point of collection or delivery. If a delivery is being carried out to a trade or business premises by a commercial vehicle this will be seen as compliant with the above. The delivery / collection of small portable items, such as shopping, to or from a private vehicle will not constitute loading / unloading unless an elderly, disabled or infirm person is involved and enforcement of the restriction would cause hardship. In all cases the vehicle should never be parked for longer than is necessary but allowance should be made for delivery notes etc, to be signed.

Mandatory and Advisory Parking Bays:

Where restrictions apply to a particular bay (e.g. disabled bay, doctor's bay etc.), which is covered by a Traffic Regulation Order, it is said to be mandatory (obligatory). In this case there must be a time plate above the bay displaying the restrictions. When the bay is not covered by an order then it is deemed to be 'advisory' and, therefore, unenforceable. If in doubt the relative Traffic Regulation Order should be checked.

Traffic Penalty Tribunal (TPT):

An independent body supported by subscriptions from local authorities by means of a levy on each PCN issued plus an annual fee. Once a formal representation against a PCN has been rejected the keeper of the vehicle is given the opportunity to appeal to TPT within 28 days of the rejection. TPT will review the case and make an independent decision as to the validity of the ticket based purely on its legality. TPT will not take mitigating circumstances into account but will, realistically, expect the council to do this prior to the matter being sent to them. If they feel that mitigating circumstances do apply they will not uphold the appeal but will make their view known to the Local Authority. TPT's decision is final and binding on both parties.

To ensure that appeals are not upheld the council must have watertight cases as any element of doubt will be given to the appellant and the PCN cancelled.

Non-Fee Paying Enquiry & Response to DVLA - VQ4 & VQ5:

When a PCN remains unpaid for 28 days Hertsmere Borough Council will make a non-fee paying enquiry to DVLA (VQ4) to ascertain the identity of the keeper of the vehicle. This enquiry is made electronically via the council's parking enforcement system. The response (VQ5) from DVLA is also electronic and is automatically fed into the council's system. Responses are usually received within 3 days of enquiry.

Notice To Owner (NtO):

If a PCN remains unpaid for 28 days Hertsmere Borough Council will make an enquiry with DVLA to ascertain the identity of the registered keeper. Once this is done a legal Notice to Owner (NtO) will be sent to the keeper advising him / her that the relative PCN remains unpaid.

The notice will contain full details of the PCN issued and requests payment within 28 days of receipt or it gives the keeper the opportunity to make a Formal Representation against the issue of the PCN, which also must be done within 28 days of receipt.

Penalty Charge Notice (PCN):

Issued at the time of the alleged contravention and must be affixed to the vehicle within a sealed plastic carrier or handed to the driver - failure to do either will invalidate the PCN.

The PCN will identify the:

1. Vehicle registration number.
2. Make and colour of the vehicle.
3. Location of the vehicle.
4. Contravention code and description of alleged contravention.
5. Date and time of the alleged contravention.
6. PCN number and the Civil Enforcement Officer's number
7. Details of Penalty payable
8. Instruction about how and where to pay.
9. Instructions on how and when an enquiry and / or a formal representation against the issue of the penalty may be made.

Registered Keeper:

The person(s) or organisation who are registered at DVLA as being legally responsible for the vehicle. The registered keeper is not necessarily the owner or the driver.

Suspension of Parking Bay:

Suspension of parking within a designated parking bay(s). Notified by display of adjacent signs and notices sent, in advance, to nearby properties.

Transport Enforcement Centre (TEC):

The TEC is located in Northampton and is a branch of the county court, which specifically deals with motoring offences. All communication with TEC is carried out electronically either by fax or on line modem link via a parking enforcement computer system.