
WATFORD COUNCIL
TRAFFIC REGULATION ORDER

2022 No. ..

THE BOROUGH OF WATFORD
(CALLOWLAND, WATFORD)
(CONTROLLED PARKING ZONE NA EXTENSION)
ORDER 2022

Sealed:
Coming into operation :



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Watford Borough Council, pursuant to arrangements made under Section 19 of the Local Government Act 2000 and the Local Government (Arrangements for Discharge of Functions) (England) Regulations 2000 with the Hertfordshire County Council, and in exercise of the powers conferred on that County under sections 1, 2, 4, 32, 35, 45, 46, 46A, 47, 49, 51 and 53 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991 and Part 6 of The Traffic Management Act 2004 and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby makes the following Order:

PART 1 - PRELIMINARY

Citation and commencement

1 This Order shall come into operation on or at a later date and may be cited as the Borough of Watford (Callowland, Watford) (Controlled Parking Zone NA Extension) Order 2022.

Interpretation

2 (1) In this Order, except where the context otherwise required, the following expressions have the meaning hereby respectively assigned to them:

“the permitted hours” means the period during which the regulations are applied (in Watford Zone NA) being the period between 8 a.m. and 10 a.m. and between 5 p.m. and 10 p.m. on Monday to Saturday inclusive which shall be known as ‘The Callowland Hours’;

“bus” has the same meaning as in Regulation 22 of the Traffic Signs Regulations and General Directions 2002;

“business permit” means a business permit issued under the provisions of Article 51;

“business permit holder” means a person to whom a business permit has been issued under the provisions of Article 51;

“charging post” means an installation adjacent to a parking place for the purposes of recharging the batteries of an electric vehicle or hybrid vehicle by means of a connecting lead.

“civil enforcement officer” has the same meaning as is given in Section 76(5) of The Traffic Management Act 2004;

“Council” means Watford Borough Council and includes any parking services contractors or authorised agent appointed by and acting on behalf of the Council for the purposes of any function under the provisions of this Order;

“Controlled Parking Zone” or “CPZ” is an area in which all the streets are subject to waiting restrictions other than lengths of road where parking places are designated.

“designated officer” means an officer of Watford Council nominated by the Head of Transport and Infrastructure for Place Shaping or equivalent to carry out Council functions associated with the provisions of this Order;

“disabled person’s badge” and “disabled person’s vehicle” have the same meaning as in The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 1986 and the Disabled Persons (Badges for Motor Vehicles) Amendment Regulations 1992 and as amended by the Local Authorities Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000.

“doctor and health visitor parking permit” means a permit issued under the provisions of Articles 81 and 82;

“doctor and health visitor parking permit holder” means a person to whom a permit has been issued under the provisions of Articles 81 and 82;

“driver”, in relation to a vehicle waiting in a parking place or restricted waiting area, means the person driving the vehicle at the time it was left in the parking place or restricted waiting area;

“electric charging bay” means an area within the parking place as defined by Article 13

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

“enactment” means any enactment, whether public, general or local, and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment;

“entitled business user” means a person who occupies, for the purposes of their business, premises the postal address of which is in any street or part of a street described in Schedule 8 and which has no off-street parking space provided or authorised by any planning consent related to the premises and who is liable for payment of business rates on that premises;

“goods” means goods of any kind whether animate or inanimate and includes postal packets of any description; and “delivering” and “collecting” in relation to any goods includes checking the goods for the purpose of their delivery or collection;

“goods carrying vehicle” or “goods vehicle” means a motor vehicle which is constructed or adapted for use for the carriage of goods or burden of any description and which is not drawing a trailer;

“household” means a dwelling with a separate entry on the Council’s Council Tax register;

“hybrid vehicle” means an electric vehicle which has at least one other energy source for traction purposes.

‘motor-cycle’ has the same meaning as that in the Road Vehicles (Construction and Use) Regulations 1986;

“motor trader” means the operator of a motor trade business premises the postal address of which is in any street or part of a street within Zone NA described in Schedule 4 and who is liable for payment of business rates on that premises and is providing servicing, maintenance, repair, post-repair services and delivery and collection facilities to the public and who can demonstrate that business premises have insufficient off-road parking space to accommodate the vehicles of the regular trade customers.

“Motor Trade Permit” means a permit issued under the provisions of Article 51 solely in relation to motor trade premises;

“one-way street” means a highway in which the driving of vehicles otherwise than in one direction is prohibited”;

“open permit” means either a residents’ permit or special parking permit issued in connection with any eligible motor vehicle used by the residents’ permit holder or special parking permit holder or a business permit issued in connection with any operational vehicle used by the entitled business user which is not restricted to a particular vehicle or vehicles by the inclusion of a registration mark or marks but is marked “OPEN”;

“operational vehicle” means a vehicle operated by the entitled business user for the purposes of making deliveries, collections, servicing or such other business purposes as the Council shall approve and registered to the company or head or area office address of the entitled business user;

“owner”, in relation to a vehicle, means the person by whom such vehicle is kept and used;

“parking bay” means a parking area within the parking place as defined in Article 5(2);

“parking place” means any area on a highway designated as a parking place by this Order;

“parking zone” means an area identified in Schedule 4 as a parking zone comprising the streets listed under the name of the zone;

“passenger vehicle” means a motor vehicle (other than a motor-cycle or invalid carriage) constructed or adapted solely for the carriage of not more than twelve passengers (exclusive of the driver) and their effects and not drawing a trailer;

“Penalty Charge” and “Reduced Penalty Charge” have the same meaning as the charges set by the Council in accordance with The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 and the provisions of Part 6 and Schedule 9 of The Traffic Management Act 2004;

“prohibited waiting area” means an area designated under Article 3;

“protective cover” means a transparent cover designed to protect a permit displayed under the provisions of Articles 40, 50, 60, 80 and 90;

“provision of a universal postal service”, “universal service provider” and “postal packet” have the same meaning as in the Postal Services Act 2000;

“relevant position” has the same meaning as given Regulation 4 of the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England) Regulation 2000;

“resident” means a person whose usual place of abode is at premises the postal address of which is in any street or part of any street described in Schedule 4;

“residents’ permit” means a permit issued under the provisions of Article 41;

“residents’ permit holder” means a person to whom a permit has been issued under the provisions of Article 41;

“residents’ visitor permit” means a permit issued under the provisions of Article 61;

“residents’ visitor permit holder” means a person to whom a visitor permit has been issued under the provisions of Article 61;

“restricted waiting area” means an area designated under Article 4;

“special parking permit” means a permit issued under the provisions of Articles 71 and 72;

“special parking permit holder” means a person to whom a permit has been issued under the provisions of Articles 71 and 72;

“taxi” means a vehicle licensed by Watford Borough Council under Section 37 of the Town Police Clauses Act 1847 or any other similar enactment;

“telecommunication system” has the same meaning as in the Telecommunications Act 1984 (c.12);

“virtual” used in conjunction with a type of parking permit refers to the range of Parking Permits designated under Articles 36 and 37.

- (2) Any reference in this Order to a numbered Article or Schedule shall, unless the context otherwise requires, be construed as a reference to the Article or Schedule bearing that number in this Order.
- (3) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
- (4) For the purposes of this Order a vehicle shall be regarded as displaying a disabled person’s badge in the relevant position when it is so regarded for the purposes of Regulation 3 of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 1986, as amended by the Local Authorities Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000.
- (5) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

PART II - RESTRICTIONS AND PARKING PLACES

Section 1 – Provisions of the Order

Prohibited Waiting Areas Within the Controlled Parking Zones

- 3 (1) Subject to the provisions of this Order, the sides of street referred to in Schedule 1 are hereby designated as being prohibited waiting at any time.
- (2) Subject to paragraph (3) below, no person shall cause or permit any vehicle to wait in the same place in any area designated as no waiting at any time except for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the street.
- (3) A disabled person's vehicle which displays in the relevant position a disabled person's badge issued by any Local Authority may be left in a prohibited waiting area for no longer than three hours.
- (4) A prohibited waiting at any time area shall be delineated on the highway by a double yellow line but the obscuring or obliteration of such a line, or any part thereof, shall not render the restriction contained in paragraph (2) ineffective.

Restricted Waiting Areas Within the Controlled Parking Zones

- 4 (1) Subject to the provisions of this Order, the sides of street referred to in Schedule 2 are hereby designated as being restricted waiting.
- (2) Subject to paragraph (3) below, no person shall cause or permit any vehicle to wait in the same place in a restricted waiting area in the CPZ as referred to in Schedule 2 during the Permitted Hours except for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the street.
- (3) A disabled person's vehicle which displays in the relevant position a disabled person's badge issued by any Local Authority may be left in a restricted waiting area for no longer than three hours.
- (4) A restricted waiting area shall be delineated on the highway by a single yellow line but the obscuring or obliteration of such a line, or any part thereof, shall not render the restriction contained in paragraph (2) ineffective.

Designation of Parking Places

- 5 (1) Each area on a highway comprising the length of carriageway of a street specified in column 3 of Schedules 3, which shall, be bounded on one side of that length by the

edge of the carriageway and having a width throughout of 1.83 metres, is hereby designated as a parking place.

- (2) Each area on a highway comprised within a parking place and signed for the purposes of parking at the entrance to the zone in accordance with the provisions of this Order and not comprised within a restricted waiting area, is hereby designated as a parking bay.

Parts of Parking Places in which vehicles may not be left

- 6 No person shall cause or permit any vehicle to wait in an area designated as a parking place unless authorised by the subsequent provisions of this Order.

A vehicle waiting upon the direction or with the permission of an authorised person

- 7 Nothing in Articles 3, 4, 5, 6, 8, 9, 10, 11, 12 and 13 shall render it unlawful for a person to cause or permit any vehicle to wait on the sides of the road or in the lengths of the road referred to therein if it shall be upon the direction or with the permission of a Police Constable in uniform or of a designated officer.

Vehicles for which parking places are designated

- 8 (1) Subject to the provisions of this Order, parking places may be used for the leaving during the permitted hours of vehicles of the following class, that is to say, passenger vehicles, goods carrying vehicles (the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 6.0 metres), motor cycles and invalid carriages.
- (2) Parking places referred to in Schedule 3 may be used for the leaving during the permitted hours of such vehicles of the class specified in paragraph (1) above -
 - (a) as display in the manner specified in Article 40 a valid residents' permit issued in respect of that vehicle; or
 - (b) as display in the manner specified in Article 60(1) a valid residents' visitor permit; or
 - (c) as display in the manner specified in Article 50 a valid business or motor trader permit issued in respect of that vehicle; or
 - (d) as display in the manner specified in Article 70 a valid special parking permit issued in respect of that vehicle and that parking place; or
 - (e) as display in the manner specified in Article 80 a valid doctors and health visitors parking permit issued in respect of that vehicle; or
 - (f) as displayed in the manner specified in Article 90 a valid staff parking permit issued in respect to that vehicle.

Display of a Permit on a Covered Vehicle.

9 Where a vehicle is covered by a protective cover such that a Permit cannot be displayed on the vehicle and the particulars made visible as required by Articles 40, 50, 60, 70, 80 & 90 then the Ticket or Permit may be displayed in a protective pocket or pouch attached to the cover in such a manner that the particulars are then visible as required. The Designated Officer may also agree arrangements for the display of Permits or Tickets to deal with exceptional circumstances but in any event the decision is final.

Alteration of position of a vehicle in a parking place

10 Where any vehicle is standing in a parking place in contravention of the provisions of Article 8 or of the provisions of Article 20, a civil enforcement officer may alter or cause to be altered the position of the vehicle in order that its position shall comply with those provisions.

Removal of a vehicle from a parking place

11 Where a civil enforcement officer is of the opinion that any of the provisions contained in Articles 3(2), 4(2) or 23(2) have been contravened or not complied with in respect of a vehicle left in any part of a parking place or restricted waiting area they may remove or cause to be removed the vehicle from the parking place or restricted area and, where it is so removed, shall provide for the safe custody of the vehicle.

Movement of a vehicle in a parking place in an emergency

12 In the case of an emergency a police constable in uniform, or a civil enforcement officer may move or cause to be moved to any place they think fit, any vehicle left in a parking place or a restricted waiting area.

Article Nos. 13, 14 & 15 reserved for future use.

Section 2 – Relationship with other traffic regulation orders

Traffic Regulation Orders revoked by this Order

16 The provisions of the Orders listed in Schedule 5 are hereby revoked but only so far as they are affected by the restrictions imposed by this Order:-

Article Nos. 17 to 19 reserved for future use.

PART III - SUPPLEMENTARY PROVISIONS

Section 1 - General

Manner of standing in a parking place

20 Every vehicle left in a parking place in accordance with the foregoing provisions of this Order shall so stand:

- (a) in the case of a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place are specified in column 3 of the Schedule 3, as to be in accordance with those provisions;
- (b) in the case of any other parking place -
 - (i) if the parking place is not in a one-way street, that the left or near side of the vehicle is adjacent to the left-hand edge of the carriageway; and
 - (ii) that the distance between the edge of the carriageway and the nearest wheel of the vehicle is not more than 300 millimetres.
- (c) as to not obstruct the use of a driveway serving residential or business premises. In the event that
 - (i) a permit holder repeatedly obstructs such a driveway causing the Council to receive a complaint from the owner or user of the driveway then a warning notice in writing may be sent to the offending permit holder using the procedure described in Article 44 (2);
 - (ii) the same permit holder continues to repeatedly obstruct the driveway subsequent to receiving the warning notice then this will be held to be an event of sufficient reason as appropriate with Articles 44 (1), 54 (1), 64 (1), 74 (1), 84 (1) & 94 (1) and the permit shall be withdrawn as appropriate in accordance with Articles 44 (2), 54(2), 64 (2), 74 (2), 84 (2) and 94 (2).

Power to suspend the use of a parking place

21 (1) Any person duly authorised by the Council or the Police may suspend the use of a parking place or any part thereof whenever they consider such suspension reasonably necessary:

- (a) for the purpose of facilitating the movement of traffic or promoting its safety;
- (b) for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the highway or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration or repair in or adjacent to the parking place of any sewer or of any main, pipe, or apparatus for the supply of gas, water or

- electricity or of any telecommunication system or the placing, maintenance or removal of any traffic sign;
 - (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture to or from one office or dwelling-house adjacent to the parking place from or to a depository, another office or dwelling-house;
 - (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
 - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals, or on other special occasions.
- (2) A police constable in uniform may suspend for not longer than twenty-four hours the use of a parking place or any part thereof whenever they consider such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.
- (3) Any person or police constable suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1) or, as the case may be, paragraph (2) of this Article shall thereupon place or cause to be placed in or adjacent to that parking place or part thereof a traffic sign indicating that waiting by vehicles is prohibited.
- (4) No person shall cause or permit a vehicle to be waiting at a parking place or any part thereof during which such period as there is in or adjacent to that parking place or part thereof a traffic sign placed in pursuance of paragraph (3) above provided that nothing in this paragraph shall apply -
- (a) in respect to any vehicle being used for fire brigade, ambulance or police purposes or any vehicle which is waiting for any reason specified in Article 23 (1)(b), (d) or (e); or
 - (b) to anything done with permission of the person suspending the use of the parking place or part thereof in pursuance of paragraph (1) of this Article or a police constable in uniform.

Restriction on the use of a parking place

22 During the permitted hours no person shall use any parking place or any vehicle while it is in a parking place in connection with the sale or offering or exposing for sale of any goods to any person in or near the parking place or in connection with the selling or offering for sale of their skill in handicraft or their services in any other capacity:

Provided that nothing in this Article shall prevent the sale of goods from a vehicle -

- (a) if the vehicle is a passenger vehicle, a goods carrying vehicle, a motor cycle or an invalid carriage and the goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale is effected; or
- (b) if the vehicle is one to which the provisions of Article 23 (1)(h) apply.

Restriction on waiting by a vehicle in a parking place

23 (1) Notwithstanding the foregoing provisions of this Order any vehicle may wait during the permitted hours in any part of a parking place if the use of that part has not been suspended and if:

- (a) the vehicle is waiting for so long as may be necessary for the purpose of enabling any person to board or alight from the vehicle or load thereon or unload therefrom their personal luggage;
- (b) the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond their control or to such waiting being necessary in order to avoid an accident;
- (c) the vehicle is being used for fire brigade, ambulance or police purposes or, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait in the place in which it is waiting;
- (d) the vehicle is waiting for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;
- (e) the vehicle is waiting -
 - (i) while postal packets addressed to premises adjacent to the parking place in which the vehicle is waiting are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered; or
 - (ii) while postal packets are being collected for the loading on the vehicle from premises or posting boxes adjacent to the parking place in which the vehicle is waiting or, having been so collected, are being unloaded thereon;
- (f) the vehicle not being a passenger vehicle is waiting only for as long as may be reasonably necessary to enable it to be used for the purpose specified in Article 21 (1)(b);
- (g) the vehicle is in actual use in connection with the removal of furniture to or from an office or a dwelling-house adjacent to the parking place from or to a depository, another office or dwelling-house;
- (h) in any other case the vehicle is waiting for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the parking place in which the vehicle is waiting and the vehicle does not

wait for a period exceeding twenty minutes or for such longer period as a police constable in uniform or a parking attendant may approve.

- (2) Except as provided by this Order, the driver or person in charge of a vehicle shall not cause or permit a vehicle to wait in a parking place during the permitted hours.
- (3) Nothing in the provisions of this Order shall be taken as authorising anything which would be a contravention of any regulations made or having effect as if made under Section 25 of the Road Traffic Regulation Act 1984.

Manner of waiting in a parking place

24 No person shall cause or permit a vehicle to wait in a parking place by virtue of the provisions of paragraph (1) (e), (f), (g), or (h) of the last preceding Article otherwise than:

- (a) in the case of a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place are so specified in column 3 of the Schedule 3, so that the vehicle shall stand:
 - (i) unless the length of the vehicle precludes compliance with this sub-paragraph, in accordance with those provisions and so that every part of the vehicle is within the limits of the parking place; or
 - (ii) if the length of the vehicle does preclude compliance with the last preceding sub-paragraph, so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway nearest to the vehicle and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres; and
- (b) in the case of any other parking place, so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway nearest to the vehicle and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres; and
- (c) so that no part of the vehicle obstructs any vehicular means of ingress to or egress from premises adjacent to the side of the road on which the vehicle is waiting.

For the purposes of the last preceding sub-paragraph, the expression “premises” shall not include any premises to or from which any furniture is being removed by virtue of the provisions of paragraph (1)(g) of the last preceding Article or to or from which goods are being delivered or collected by virtue of the provision of paragraph (1)(h) of that Article.

Placing of traffic signs, etc.

25 The Council shall:

- (a) place and maintain Zone terminal traffic signs indicating the extents of the Permit Parking Area or Zone and any other restriction within the zone.
- (b) place and maintain in or in the vicinity of each parking bay traffic signs of a design approved by the Secretary of State for Transport indicating that such parking bays may be used during the permitted hours for the leaving only of the vehicles specified in Article 8; and
- (c) carry out such other work as is reasonably required for the purposes of the satisfactory operation of a parking place.

Parking permits governed by Special Provisions

26 In exceptional circumstances the Council may at its discretion vary the provisions of Section 7 of this Order in respect of a particular household or business premise as regards:-

- (a) the number of permits that can be issued,
- (b) the charge for a permit and / or
- (c) the period for which a permit is valid.

Such a household or business premise shall be listed by its address or a description of its location and by showing each special condition and the type of permit to which it applies.

Article Nos. 27 to 29 reserved for future use.

Section 2 – Penalty Charge Payments

Liability for penalty charge

- 30
- (1) If a vehicle (other than a vehicle otherwise exempted by this Order) is left within the Controlled Parking Zone during the permitted hours in contravention of any provision of this Order a penalty charge shall be payable.
 - (2) If a vehicle (other than a vehicle otherwise exempted by this Order) is left within the Controlled Parking Zone during the hours outside the permitted hours in contravention of any no waiting regulation a penalty charge shall be payable.
 - (3) In the case of a vehicle in respect of which a penalty charge is payable, a penalty charge notice showing the information required by section 66(3) of the Road Traffic Act 1991 may be issued by a civil enforcement officer in uniform in accordance with the requirement of section 66(1) of the said Act.

Manner of payment of the penalty charge

31 The penalty charge shall be paid to the Council by cheque or such other method deemed appropriate by the Council which shall be delivered or sent by post to the Council at the

address indicated on the penalty charge notice and in accordance with the instructions on that notice, to arrive not later than:-

- (a) the twenty-eighth day from the date of the notice; or
- (b) in the case of a reduced penalty charge, the fourteenth day from the date of the notice;

Provided that, if the said twenty-eighth day or, as the case may be, fourteenth day, falls upon a Sunday or public holiday or a day which the said Council's offices are closed, the period within which payment of the said charge shall be extended until the next full day on which the said offices are open.

Period for which a vehicle may be left after the penalty charge has been incurred

32 The period for which a vehicle may be left in a parking place during the permitted hours after the penalty charge has been incurred shall not exceed one hour.

Restriction on the removal of notices

33 Where a notice has been attached to a vehicle in accordance with the provisions of Article 30, no person, not being the driver of the vehicle, shall remove the notice from the vehicle unless authorised to do so by the driver of the vehicle:

Provided that nothing herein shall apply to a civil enforcement officer or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by the police constable by or under the regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Article Nos. 34 and 35 reserved for future use.

Preliminary to Sections 3 to 8 - Virtual Parking Permits

Virtual Parking Permits

36 A Virtual Parking Permit is a permit in electronic form issued, recorded and accessed on a database maintained by the Council. It may represent any of the types of Parking Permit contained in Sections 3 to 8 of this Order.

Provisions relating to Virtual Parking Permits

37 The provisions of the type of parking permit as set out in the Section appropriate for that type of parking permit apply to the corresponding Virtual Permit excepting as follows:-

- a) Articles 40, 50, 60, 70, 80 and 90 in respect of the display of permits on vehicles,

b) Articles 46, 56, 66, 76, 86 and 96 in respect of the unauthorised removal of a permit on display on a vehicle,

c) The requirement in Articles 47, 57, 67, 77, 87 and 97 for a permit to be in writing.

Holders of Virtual Parking Permits

38 Where the term ‘Virtual’ is used in conjunction with a type of Parking Permit Holder the Parking Permit Holder holds a Parking Permit of the type described in Article 36.

Messaging

39 Requirements in Articles 44, 54, 64, 74, 84 and 94 for an application, notice or request to be in writing are extended to allow an application, notice or request to be made by an on-line electronic message.

Section 3 - Residents’ Permits

Residents’ permits to be displayed on vehicles left in parking places

40 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place mentioned in Schedule 3 during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle a valid residents’ permit relating to the parking zone within which that vehicle is left issued in respect of that vehicle, so that all the particulars referred to in Article 47 are readily visible from the front or near side of the vehicle.

Application for and issue of residents’ permits

41 (1) For the purposes of this Article an applicant applying for a residents’ parking permit for the first time in respect of a household is required to produce evidence to satisfy the Council that they intend to be a ‘resident’ within the terms of Article 2 for a minimum period of six months

(2) Any resident who is the owner of a vehicle of the class specified in Article 8(1) and who resides within the CPZ area may apply to the Council for the issue of a residents’ permit relating to the parking zone within which they reside in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.

(3) The Council may at any time require an applicant for a resident’s permit or a residents’ permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a residents’ permit made to them as they may reasonably call to verify any particulars or information given to them or in

respect of any residents' permit issued by them as they may reasonably call for to verify that the residents' permit is valid.

- (4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (4) of this Article, the Council upon being satisfied that the applicant is a resident and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore a residents' permit for the leaving during the permitted hours in a parking place of the vehicle to which such residents' permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward.
- (5) The charge referred to in paragraph (3) of this Article shall be as follows:-
 - (a) in respect of a first residents' permit which shall be valid for a period of twelve months running from the date on which the residents' permit first becomes valid, twenty five pounds; or
 - (b) in respect of a second residents' permit which shall be valid for a period of twelve months running from the date on which the residents' permit first becomes valid, fifty five pounds, except in the case of motor-cycles for which the charge shall be as for a first residents' permit as specified in Article 41 (5)(a).
 - (c) in respect of any one first residents' permit or second residents' permit issued to a disabled person holding a valid disabled person's badge or a parent or guardian of a child, being under 18 years of age, who holds a valid disabled person's badge, in either instance issued by any Local Authority, free of charge and any other residents' permit issued to a resident in the same household for any part of the same period shall be at the rate provided for in sub paragraph (a) or (b) above.

Limit on the number of residents' permits to be issued to a household

42 The Council shall not issue a residents' permit during a period of one year to a resident in any household in respect of which 2 other residents' permits have been issued and remain valid during that period, subject to the provision of Article 44.

Refund of charge paid in respect of a residents' permit

43 A residents' permit holder who surrenders a residents' permit to the Council whether before or after it becomes valid will not be entitled to a refund of the charges paid unless the Council in its discretion considers that there are exceptional circumstances to justify refunding the charge in full or in part. In the event that a refund is made the Council at its discretion may make an administrative charge

Surrender, withdrawal and validity of residents' permits

- 44 (1) A residents' permit holder may surrender a residents' permit to the Council at any time and shall surrender a residents' permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council agent may, by notice in writing served on the residents' permit holder by sending the same by the recorded delivery service to the residents' permit holder at the address shown by that person on the application for the residents' permit or at any other address believed to be that person's place of abode, withdraw a residents' permit if it appears to the Council or authorised agent that any of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the residents' permit holder shall surrender the permit to the Council or authorised agent within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are -
- (a) the residents' permit holder ceasing to be either a resident within the parking zone;
 - (b) the residents' permit holder ceasing to be the owner of the vehicle in respect of which the residents' permit was issued;
 - (c) the withdrawal of such residents' permit by the Council under the provisions of paragraph (2) of this Article;
 - (d) the vehicle in respect of which such residents' permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Article 8;
 - (e) the issue of a duplicate residents' permit by the Council under the provisions of Article 45;
 - (f) the residents' permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article and the provisions of the next following paragraph, a residents' permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (b), (c), (d) or (e) of this Article, whichever is the earlier.
- (5) Where a residents' permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the residents' permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such residents permit was issued by sending the same by recorded delivery service to the residents permit holder at an address shown by that person on the

application for the residents' permit or at any other address believed to be that person's place of abode, require that person to surrender the residents permit to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and issue of duplicate residents' permits

- 45 (1) If a residents' permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the residents' permit has become altered by fading or otherwise, the residents' permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate residents' permit and the Council, upon receipt of the residents' permit, shall issue a duplicate residents' permit, so marked. Upon such issue the residents' permit shall become invalid.
- (2) If a residents' permit is lost or destroyed, the residents' permit holder may apply to the Council for the issue to them of a duplicate residents' permit and the Council, upon being satisfied as to such loss or destruction shall issue a duplicate residents' permit, so marked, and upon such issue the original residents' permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate residents' permit and an application therefor as if it were a residents' permit or, as the case may be, an application therefor.

Restriction on the removal of residents' permits

- 46 Where a residents' permit has been displayed in accordance with the provisions of Article 40, no person, not being the driver of the vehicle, shall remove the residents' permit unless authorised to do so by the driver of the vehicle.

Provided that nothing herein shall apply to a civil enforcement officer or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by the police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of residents' permits

- 47 A residents' permit shall be in writing and shall include the following particulars:
- (a) the registration mark of the vehicle in respect of which the residents' permit has been issued unless at the discretion of the Council's Designated Officer the permit has been issued as an open permit;
- (b) the period during which, subject to the provisions of Article 44, the residents' permit shall remain valid.

- (c) an indication that the residents' permit has been issued by the Council; and
- (d) an indication of the parking zone or zones within which the use of the residents' permit is valid and the parking zone in which the resident resides if this is different.

Article Nos. 48 and 49 reserved for future use.

Section 4 – Business and Motor Trader Permits

Business or motor trader permits to be displayed on vehicles left in parking places

50 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place mentioned in Schedule 3 during the permitted hours and where in the case of a motor trader permit that parking place is located in Parking Zone NA , the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle a valid business permit as issued in respect of that vehicle, so that all the particulars referred to in Article 57 are readily visible from the front or near side of the vehicle.

Application for and issue of business or motor trader permits

- 51
- (1) Any entitled business user who is the owner of an operational vehicle of the class specified in Article 8(1) may apply to the Council for the issue of a business permit relating to the parking zone within which their business premises are situated in respect of no more than two of those vehicles and any such application shall be made on a form issued by and obtainable from the Council and shall include the specified fee particulars and information required by such form to be supplied.
 - (2) Any entitled motor trader operating a motor trade business located at a premises within Zone NA who is in possession at the behest of the owners of the class specified in Article 8(1) for the sole purpose of servicing, maintenance or repair may apply to the council for the issue of a motor trader permit relating to that parking zone and any such application shall be made on the form issued by and obtainable from the council and shall include the specified fee particulars and information required by such form to be specified.
 - (3) A motor trader permit is not authorised for use for the parking of employee vehicles, for vehicles that are for sale or for hire or to enable vehicles to be maintained or repaired on the highway.
 - (4) The Council may at any time require an applicant for a business or motor trader permit or a business or motor trader permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a business or motor trader permit made to them as they may reasonably call for to verify any

particulars or information given to them or in respect of any business or motor trader permit issued by them as they may reasonably call for to verify that the business or motor trader permit is valid.

- (5) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (4) of this Article, the Council, upon being satisfied that the applicant is an entitled business user and is the owner of a vehicle or vehicles of the class specified in paragraph (1) of this Article, shall issue to the applicant therefor one business permit for the leaving during the permitted hours in a parking place of the vehicle or either of the vehicles to which such business permit relates (but not both of them at the same time) by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward:
- (5) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (7) of this Article, the council, upon being satisfied that the applicant is an entitled motor trader and is authorised by the owner to be in possession of a vehicle or vehicles of the class specified in paragraph (2), shall issue to the applicant therefor one motor trader permit for the leaving during the permitted hours in a parking place of the vehicle to which such motor trader permit relates by the owner of such vehicle or by the motor trader or any person authorised by the motor trader in connection with the purposes described in paragraph (2).
- (7) The charge referred to in paragraph (3) of this Article shall be one hundred and fifty pounds in respect of a business permit which shall be valid for a period of twelve months running from the date on which the business permit first becomes valid.

Limit on the number of permits to be issued

- 52 (1) The Council shall not issue a business permit to any business during the period of validity of any business permit previously issued in respect of the business, subject to the provisions of Article 54.
- (2) The Council shall issue no more than four motor trader permits in respect of one motor trade premises at any given time, subject to the provisions of Article 54.

Refund of charge paid in respect of business or motor trader permits

- 53 A business or motor trader permit holder who surrenders a business or motor trader permit to the Council whether before or after it becomes valid will not be entitled to a refund of the charges paid unless the Council in its discretion considers that there are exceptional

circumstances to justify refunding the charge in full or in part. In the event that a refund is made the Council at its discretion may make an administrative charge.

Surrender, withdrawal and validity of business or motor trader permits

- 54 (1) A business or motor trader permit holder may surrender a business or motor trader permit to the Council at any time and shall surrender a business or motor trader permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the business or motor trader permit holder by sending the same by the recorded delivery service to the business or motor trader permit holder at the address shown by that person on the application for the business or motor trader permit or at any other address believed to be that person's place of business, withdraw a business or motor trader permit if it appears to the Council that any of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the business or motor trader permit holder shall surrender the permit to the Council or authorised agent within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are -
- (a) the business or motor trader permit holder ceasing to be an entitled business or motor trader user within the parking zone in respect of which the business or motor trader permit was issued;
 - (b) the business or motor trader permit holder ceasing to be the owner of the vehicle or vehicles in respect of which the business permit was issued;
 - (c) the withdrawal of such business or motor trader permit by the Council under the provision of paragraph (2) of this Article;
 - (d) the vehicle or vehicles in respect of which such business or motor trader permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Article 8;
 - (e) the issue of a duplicate business or motor trader permit by the Council under the provisions of Article 55;
 - (f) the residents' permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) (a) Without prejudice to the foregoing provisions of this Article, a business permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (b), (c), (d) or (e) of this Article whichever is the earlier.

- (b) a motor trader permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (c) or (e) whichever is the earlier.
- (5) Where a business or motor trader permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the business or motor trader permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such business or motor trader permit was issued by sending the same by recorded delivery service to the business or motor trader permit holder at the address shown by that person on the application for the business or motor trader permit or at any other address believed to be that person's place of abode, require that person to surrender the business or motor trader permit to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and issue of duplicate business or motor trader permits

- 55 (1) If a business or motor trader permit is mutilated or accidentally defaced or the figure or particulars thereon have become illegible or the colour of the business or motor trader permit has become altered by fading or otherwise, the business or motor trader permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate business or motor trader permit and the Council, upon receipt of the business or motor trader permit, shall issue a duplicate business or motor trader permit, so marked, and upon such issue the business or motor trader permit shall become invalid.
- (2) If a business or motor trader permit is lost or destroyed, the business or motor trader permit holder may apply to the Council for the issue to them of a duplicate business or motor trader permit and the Council, upon being satisfied as to such loss or destruction, shall issue a duplicate business or motor trader permit, so marked, and upon such issue the original business or motor trader permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate business or motor trader permit and an application therefor as if it were a business or motor trader permit or, as the case may be, an application therefor.

Restriction on the removal of business or motor trader permits

- 56 Where a business or motor trader permit has been displayed on a vehicle in accordance with the provisions of Article 50, no person, not being the driver of the vehicle shall remove the business or motor trader permit unless authorised to do so by the driver of the vehicle.

Provided that nothing herein shall apply to a civil enforcement officer or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101,

101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of business or motor trader permits

- 57 A business or motor trader permit shall be in writing and shall include the following particulars:
- (a) the registration marks of the vehicles in respect of which the business or motor trader permit has been issued unless at the discretion of the Council's Designated Officer the permit has been issued as an open permit;
 - (b) the period during which, subject to the provisions of Article 54 (4), the business permit shall remain valid;
 - (c) an indication that the business or motor trader permit has been issued by the Council;
 - (d) an indication of the parking zone within which the business permit is valid.

Article Nos. 58 and 69 reserved for future use.

Section 5 - Residents' Visitor Permits

Residents' visitor permits to be displayed on vehicles left in parking places

- 60 (1) At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place mentioned in Schedule 3 during the permitted hours, the driver thereof shall cause to be displayed a valid residents' visitor permit. For the purposes of Article 8 a residents' visitor permit is displayed on a vehicle in the prescribed manner if –
- (a) the permit is exhibited on the dashboard or fascia of the vehicle, or
 - (b) where the vehicle is not fitted with a dashboard or fascia, the permit is exhibited in a conspicuous position on the vehicle,
- so that the front of the permit is clearly legible from the outside of the vehicle.
- (2) A valid residents' visitor permit shall indicate on the obverse face, in accordance with the instructions on the reverse face –
- (a) the time, the day of the week, the date in the month and the year in which the vehicle was first left in a parking place;
 - (b) an indication of the parking zone within which the residents' visitor permit is valid;

Application for and issue of residents' visitor permits

- 61 (1) Any resident may apply to the Council for the issue of a residents' visitor permit for a vehicle of the class referred to in Article 8(1) and any such application shall be

made on a form issued by and obtainable from the Council and shall include particulars and information required by such form to be supplied.

- (2) The Council may at any time require an applicant for a residents' visitor permit or a residents' visitor permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a residents' visitor permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any residents' visitor permit issued by them as they may reasonably call for to verify that the residents' visitor permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the relevant charge specified in Article 62 (1) below, the Council upon being satisfied that the applicant is a resident, shall issue to the applicant therefore a residents' visitor permit, of a type specified in Article 62 (1) and 63/73(1) below, for the leaving of a vehicle of the class specified in paragraph (1) above in a parking place during the permitted hours.

Short stay residents' visitor permits

62 (1) A residents' visitor permit shall authorise parking for up to a maximum of 1 hour from the time and date indicated on the permit, subject to Article 60 and the charge shall be four pounds fifty pence (but two pounds twenty five pence if the applicant is aged 60 years or over) for 40 permits

Or where virtual permits apply the charge shall be eleven pence (but six pence if the applicant is aged 60 years or over) for 1 permit.

- (2) The Council shall not during a period of one year issue a residents' visitor permit to a resident in any household in respect of which other residents' visitor permits have been issued with a cumulative duration of 290 hours (but 580 hours if the resident is aged 60 years or over) and which have not been surrendered or withdrawn under Article 63 (2) or (3).

Long stay residents' visitor permits

63 (1) Except as provided in Article 68 a long-stay residents' visitor permit shall authorise parking as follows:-

- (a) or up to a maximum of one day from the time and date indicated on the permit, subject to Article 60, and the charge therefore shall be four pounds fifty pence (but two pound twenty five pence if the applicant is aged 60 years or over) for five permits.
- or (b) for up to a maximum of seven days from the time and date indicated on the permit, subject to Article 60, and the charge therefore shall be four pounds fifty pence (but two pound twenty five pence if the applicant is aged 60 years or over) per permit.

- (2) The Council shall not during a period of one year issue:-
- (a) a long stay residents' visitor permit of the type referred to in Paragraph (1) (a) to a Resident in any household in respect of which other long stay residents' permits of that type have been issued with a cumulative duration of 8 days (but 16 days if the resident is aged 60 years or over) and which have not been surrendered or withdrawn under Article 64 (2) or 3),
 - (b) a long stay residents' visitor permit of the type referred to in Paragraph (1) (b) to a resident in any household in respect of which other long stay residents' permits of that type have been issued with a cumulative duration of 7 days (but 14 days if the resident is aged 60 years or over) and which have not been surrendered or withdrawn under Article 64 (2) or (3).

Surrender, withdrawal and validity of residents' visitor permits

- 64 (1) A residents' visitor permit shall cease to be valid for use in accordance with Article 60 on the expiration of the year indicated on the permit.
- (2) A visitor permit holder may surrender a visitor permit to the Council at any time and shall surrender a visitor permit to the Council on the occurrence of the visitor's permit holder ceasing to be a resident in the parking zone in respect of which the visitor permit was issued.
- (3) The Council may, by notice in writing served on the visitor permit holder by sending the same by the recorded delivery service to the visitor permit holder at the address shown by that person on the application for the visitor permit or at any other address believed to be that person's place of abode, withdraw a visitor permit:-
- (a) if it appears to the Council that the visitor permit holder has ceased to be a resident,
 - (b) if it appears to the Council that the resident visitor permit holder has used one or more visitor permits for a purpose other than facilitating the parking in a permit bay of a vehicle in use by a visitor to their premises,
and the visitor permit holder shall surrender the permit to the Council within 48 hours of the receipt of the aforementioned notice

Exchange of unused residents' visitor permits

- 65 A resident applying for residents' visitor permits according to the provisions of Article 61 is not entitled to exchange unused residents' visitor permits unless the Council in its discretion considers there are exceptional circumstances to justify an exchange in which case a new residents' visitor permit valid for the subsequent year will be supplied in exchange for the unused residents' visitor permit.

Restrictions on removal of residents' visitor permits

66 Where a residents' visitor permit has been displayed in accordance with the provisions of Article 60, no person, not being the driver of the vehicle, shall remove the residents' visitor permit unless authorised to do so by the driver of the vehicle.
Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by the police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of residents' visitor permit

67 A residents' visitor permit shall be in writing and shall include the particulars described in Article 60(2).

Article Nos. 68 and 69 reserved for future use.

Section 6 - Special Permits

Special parking permits to be displayed on vehicles left in parking places

70 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place mentioned in Schedule 3 during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle the valid special parking permit issued in respect of that vehicle, so that all the particulars referred to in Article 77 are readily visible from the front or near side of the vehicle.

Application for and issue of special parking permits

- 71 (1) Any resident (or any person acting on behalf of a resident) may at any time apply to the Council for the issue of a special parking permit in respect of a vehicle of the class specified in Article 8(1) identifying the user of the vehicle. The decision to issue a special parking permit is at the discretion of the Council's Designated Officer. Without prejudice to the generality of the Council's Designated Officer's discretion the following circumstances may be relevant to an application:
- (a) the applicant's exceptional medical needs;
 - (b) the applicant's exceptional social needs;
 - (c) any exceptional difficulty experienced by a carer for any resident.
 - (d) the applicant's exceptional employment situation which requires that the applicant's vehicle be parked of necessity for business purposes near the applicant's home
- (2) The Council may at any time require an applicant for a special parking permit or a special parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a special parking permit made to

them as they may reasonably call for to verify any particulars or information given to them or in respect of any special parking permit issued by them as they may reasonably call for to verify that the special parking permit is valid.

Terms and effects of special parking permits

- 72 (1) A special parking permit shall be issued subject to such terms and conditions as the Council's Designated Officer shall think fit.
- (2) A special parking permit shall authorise the user of the vehicle identified by the applicant to leave the vehicle specified therein:
- (a) in any parking place, or part thereof, or any restricted waiting area, or part thereof, and
 - (b) on such day or days, during such periods and at such times during the permitted hours, and
 - (c) subject to such conditions or limitations as shall be indicated on the permit.
- (3) A special parking permit shall be valid for such a period as the Council's Designated Officer shall think fit but in any event no longer than a period of twelve months from the date the permit first becomes valid.
- (4) The Council's Designated Officer may issue any special parking permit free of charge or may make such a charge as appears to be reasonable in the circumstances of each application having due regard to the charges for resident and business permits.
- (b) The charge made under the provisions of paragraph (4) of this Article shall not exceed the charge for a first residents' parking permit or a second residents' parking permit for the CPZ.

Refund of charge paid in respect of special parking permits

- 73 A special permit holder who surrenders a special permit to the Council whether before or after it becomes valid will not be entitled to a refund of the charges paid unless the Council in its discretion considers that there are exceptional circumstances to justify refunding the charge in full or in part. In the event that a refund is made the Council at its discretion may make an administrative charge.

Withdrawal and validity of special parking permits

- 74 (1) The Council may, by notice in writing served on the special parking permit holder by sending the same by the recorded delivery service to the special parking permit holder at the address shown by that person on the application for the special parking permit or at any other address believed to be that person's place of abode, withdraw

a special parking permit if it appears to the Council's Designated Officer that there are sufficient reasons to justify withdrawal of the special parking permit having regard to the circumstances of the permit holder, so far as they may be known, and the permit holder shall surrender the permit to the Council within 48 hours of receipt of the aforementioned notice.

- (2) Without prejudice to the foregoing provisions of this Article, a special parking permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of the events set out in paragraph (1) of this Article, whichever is the earlier.
- (3) Where a special parking permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the special parking permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such permit was issued by sending the same by recorded delivery service to the permit holder at the address shown by that person on the application for the special parking permit or at any other address believed to be that person's place of abode, require that person to surrender the special parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and issue of duplicate special parking permits

- 75
- (1) If a special parking permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the special parking permit has become altered by fading or otherwise, the special parking permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate special parking permit and the Council, upon receipt of the special parking permit, shall issue a duplicate special parking permit, so marked, and upon such issue the original special parking permit shall become invalid.
 - (2) If a special parking permit is lost or destroyed, the special parking permit holder may apply to the Council or authorised agent for the issue to them of a duplicate special parking permit and the Council upon being satisfied as to such loss or destruction, shall issue a duplicate special parking permit, so marked, and upon such issue the original special parking permit shall become invalid.
 - (3) The provisions of this Order shall apply to a duplicate special parking permit and an application therefor as if it were a special parking permit or, as the case may be, an application therefor.

Restrictions on the removal of special parking permits

76 Where a special parking permit has been displayed on a vehicle in accordance with the provisions of Article 70, no person, not being the driver of the vehicle, shall remove the special parking permit unless authorised to do so by the driver of the vehicle.

Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of special parking permits

77 A special parking permit shall be in writing and shall include the following particulars:

- (a) the registration mark of the vehicle in respect of which the special parking permit is being issued unless at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
- (b) the period during which, subject to the provisions of Article 74, the special parking permit shall remain valid;
- (c) an indication that the parking permit has been issued by the Council;
- (a) an indication of the parking zone in which the special parking permit is valid.

Article Nos. 78 and 79 reserved for future use.

Section 7 - Doctor and Health Visitor Permits

Doctor and health visitor parking permits to be displayed on vehicles left in parking places

80 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle the valid doctor and health visitor parking permit issued in respect of that vehicle, so that all the particulars referred to in Article 87 are readily visible from the front or near side of the vehicle.

Application for and issue of doctor and health visitor parking permits

81 (1) Any medical or health practitioner as described in paragraph (2) and currently registered and practising at a practice or unit serving the Borough of Watford and required on a regular basis to visit patients who are resident within the zones of the Controlled Parking Zone Scheme may at any time apply to the Council for the issue of a doctor and health visitor parking permit in respect of a vehicle of the class specified in Article 8 (1) identifying the user of the vehicle. The decision to issue a doctor and health visitor parking permit is at the discretion of the Council's

Designated Officer. Such application may be made on behalf of the medical or health practitioner by a practice or unit manager.

- (2) The Council may at any time require an applicant for a doctor and health visitor parking permit or a doctor and health visitor parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a doctor and health visitor parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any doctor or health visitor parking permit issued by them as they may reasonably call for to verify that the doctor and health visitor parking permit is valid.
- (3) At the discretion of the Council's Designated Officer the term doctor or health practitioner may include the following for the purposes of this Article:-
 - (a). A General Practitioner,
 - (b). A District Nurse or Midwife acting on the instructions of an N. H. S. Unit or a GP Practice,
 - (c). A Practice Nurse acting on the instructions of a GP Practice,
 - (d). An Occupational Therapist acting on instructions of an N. H. S. Unit,
 - (e). Other Health Practitioners carrying out an essential medical or health service requiring attendance at a resident's home.
- (4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (5) of this Article, the Council upon being satisfied that the applicant meets the criteria of paragraph (3) and is the owner or user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefor a doctor and health visitor permit for the leaving during the permitted hours in a parking place of the vehicle to which such doctor and health visitor permit relates by the owner or user of such vehicle.
- (5) The charge referred to in paragraph (4) of this Article shall be as follows:-
 - (a) in respect of each of the first five doctor and health visitor permits which shall be valid for a period of twelve months running from the date on which the doctor and health visitor permit first becomes valid, twenty five pounds;
or
 - (b) in respect of any further doctor and health visitor permit issued within a twelve month period and which shall be valid for a period of twelve months running from the date on which the residents' permit first becomes valid, fifty five pounds.

Terms and effects of doctor and health visitor parking permits

- 82 (1) A doctor and health visitor parking permit shall be issued subject to such terms and conditions as the Council's Designated Officer shall think fit.

- (2) A doctor and health visitor parking permit shall authorise the user of the vehicle identified by the applicant to leave the vehicle specified therein:
 - (a) in any parking place, or part thereof, or any restricted waiting area, or part thereof, and
 - (b) on such day or days, during such periods and at such times during the permitted hours, and
 - (c) subject to such conditions or limitations as shall be indicated on the permit.

- (3) A doctor and health parking permit shall be valid for such a period as the Council's Designated Officer shall think fit but in any event no longer than a period of twelve months from the date the permit first becomes valid.

Refund of charge paid in respect of doctor and health visitor parking permits

83 A doctor and health visitor permit holder who surrenders a doctor and health visitor permit to the Council whether before or after it becomes valid will not be entitled to a refund of the charges paid unless the Council in its discretion considers that there are exceptional circumstances to justify refunding the charge in full or in part. In the event that a refund is made the Council at its discretion may make an administrative charge.

Withdrawal and validity of doctor and health visitor parking permits

- 84 (1) The Council may, by notice in writing served on the doctor and health visitor parking permit holder or the representative of the organisation who made application on their behalf by sending the same by the recorded delivery service to the permit holder or representative at the address shown by that person on the application for the doctor and health visitor parking permit or at any other address believed to be that person's place of abode, withdraw a doctor and health visitor parking permit if it appears to the Council's Designated Officer that there are sufficient reasons to justify withdrawal of the doctor and health visitor parking permit having regard to the circumstances of the permit holder, so far as they may be known, and the permit holder shall surrender the permit to the Council within 48 hours of receipt of the aforementioned notice.
- (2) Without prejudice to the foregoing provisions of this Article, a doctor and health visitor parking permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of the events set out in paragraph (1) of this Article, whichever is the earlier.

 - (3) Where a doctor and health visitor parking permit is issued to any person or organisation upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the doctor and health visitor parking permit shall cease to be of any effect and the Council shall by notice in writing served on the person or organisation to whom such permit was issued by sending the same by recorded delivery service to the permit holder at the address shown by that person or organisation on the

application for the doctor and health visitor parking permit or at any other address believed to be the place of abode of that person or organisation, require that person or organisation to surrender the doctor and health visitor parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and issue of duplicate doctor and health visitor parking permits

- 85 (1) If a doctor and health visitor parking permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the doctor and health visitor parking permit has become altered by fading or otherwise, the doctor and health visitor parking permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate doctor and health visitor parking permit and the Council, upon receipt of the doctor and health visitor parking permit, shall issue a duplicate doctor and health visitor parking permit, so marked, and upon such issue the original doctor and health visitor parking permit shall become invalid.
- (2) If a doctor and health visitor parking permit is lost or destroyed, the doctor and health visitor parking permit holder may apply to the Council or authorised agent for the issue to them of a duplicate doctor and health visitor parking permit and the Council upon being satisfied as to such loss or destruction, shall issue a duplicate doctor and health visitor parking permit, so marked, and upon such issue the original doctor and health visitor parking permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate doctor and health visitor parking permit and an application therefor as if it were a doctor and health visitor parking permit or, as the case may be, an application therefor.

Restrictions on the removal of doctor and health visitor parking permits

- 86 Where a doctor and health visitor parking permit has been displayed on a vehicle in accordance with the provisions of Article 80, no person, not being the driver of the vehicle, shall remove the doctor and health visitor parking permit unless authorised to do so by the driver of the vehicle.

Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of doctor and health visitor parking permits

- 87 A doctor and health visitor parking permit shall be in writing and shall include the following particulars:

- (a) the registration mark of the vehicle in respect of which the doctor and health visitor parking permit is being issued unless at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
- (b) the period during which, subject to the provisions of Article 84, the doctor and health visitor parking permit shall remain valid;
- (c) an indication that the parking permit has been issued by the Council;"

Section 8 - Staff Parking Permits

Staff parking permits to be displayed on vehicles left in parking places

90 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle the valid staff parking permit issued in respect of that use, so that all the particulars referred to in Article 97 are readily visible from the front or near side of the vehicle.

Application for and issue of staff parking permits

- 91 (1) Staff parking permits may only be issued to Service Departments of Watford Borough Council or Three Rivers District Council for the purpose of staff members carrying out their official business. The manager or representative of such a Department or Service may at any time apply for the issue of one or more Staff Parking Permits in respect of a user or pool of users from that Department or Service who must be identified. Users must be employing a vehicle of the class specified in Article 8(1) and the ability to leave a vehicle on-street within the Controlled Parking Zones must form an essential part to them carrying out their official duties. The decision to issue a staff parking permit is at the discretion of the Council's Designated Officer.
- (2) The Council may at any time require an applicant for a staff parking permit or a staff parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a staff parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any staff parking permit issued by them as they may reasonably call for to verify that the staff parking permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (4) of this Article, the Council upon being satisfied that the applicant meets the criteria, shall issue to the applicant therefore one or more staff parking permits as per the application for the leaving during the permitted hours in a permit parking place of any vehicles to which such staff parking permit relates by the users of such vehicles.

- (4) The charge referred to in paragraph (3) of this Article shall be one hundred pounds in respect of each staff parking permit which shall be valid for a period of twelve months running from the date on which the staff parking permit first becomes valid,

Terms and effects of staff parking permits

- 92
- (1) A staff parking permit shall be issued subject to such terms and conditions as the Council's Designated Officer shall think fit.
 - (2) A staff parking permit shall only authorise the user of a vehicle to leave the vehicle in a permit parking bay, or part thereof, and the leaving shall be subject to such conditions or limitations as shall be indicated on the permit.
 - (3) A staff parking permit shall be valid for such a period as the Council's Designated Officer shall think fit but in any event no longer than a period of twelve months from the date the permit first becomes valid.

Refund of charge paid in respect of staff parking permits

- 93
- A staff parking permit holder who surrenders a staff parking permit to the Council whether before or after it becomes valid will not be entitled to a refund of the charges paid unless the Council in its discretion considers that there are exceptional circumstances to justify refunding the charge in full or in part. In the event that a refund is made the Council at its discretion may make an administrative charge.

Withdrawal and validity of staff parking permits

- 94
- (1) The Council may, by notice in writing served on the staff parking permit holder, whether a Department, Service or individual, by sending the same by the Council's internal delivery service to the staff parking permit holder at the address shown by that person or representative on the application for the staff parking permit, withdraw a staff parking permit if it appears to the Council's Designated Officer that there are sufficient reasons to justify withdrawal of the staff parking permit having regard to the circumstances of the permit holder, so far as they may be known, and the permit holder shall surrender the permit to the Council within 48 hours of receipt of the aforementioned notice.
 - (2) Without prejudice to the foregoing provisions of this Article, a staff parking permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of the events set out in paragraph (1) of this Article, whichever is the earlier.
 - (3) Where a staff parking permit is issued to any person and the payment is subsequently dishonoured, the staff parking permit shall cease to be of any effect and the Council's Designated Officer shall by notice in writing served on the person or representative to whom such permit was issued require that person or representative to surrender the

staff parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and issue of duplicate staff parking permits

- 95 (1) If a staff parking permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the staff parking permit has become altered by fading or otherwise, the staff parking permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate staff parking permit and the Council, upon receipt of the staff parking permit, shall issue a duplicate staff parking permit, so marked, and upon such issue the original staff parking permit shall become invalid.
- (2) If a staff parking permit is lost or destroyed, the staff parking permit holder may apply to the Council or authorised agent for the issue to them of a duplicate staff parking permit and the Council, upon being satisfied as to such loss or destruction, may issue, on receipt of the charge specified in Article 91 (4), a duplicate staff parking permit, albeit at the discretion of the Council's Designated Officer, so marked, and upon such issue the original staff parking permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate staff parking permit and an application therefor as if it were a staff parking permit or, as the case may be, an application therefor.

Restrictions on the removal of staff parking permits

- 96 Where a staff parking permit has been displayed on a vehicle in accordance with the provisions of Article 90, no person, not being the driver of the vehicle, shall remove the staff parking permit unless authorised to do so by the driver of the vehicle.

Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

Form of staff parking permits

- 97 A staff parking permit shall be in writing and shall include the following particulars:
- (a) an identifying title where the staff parking permit is issued in respect of a Council Department or Council Service or of a pool of users therein
 - (b) the registration mark of the vehicle in respect of which the special parking permit is being issued except when at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
 - (c) the period during which, subject to the provisions of Article 94, the special parking permit shall remain valid;

- (d) an indication that the parking permit has been issued by the Council;
- (e) where appropriate an indication of the parking zone or zones in which the staff parking permit is valid.

Section 9 – Summary of Charges

Summary of the charges made for permits

100 The charges applying to the various forms of parking permit are summarised in the following table:

Table One: Summary of Charges for Permits

Relevant Article of Order	Type of Permit	Proposed Cost
41	First CPZ Residents' permit	£25 per permit
41	Second CPZ Residents' permit	£55 per permit; £25 per permit for a motorcycle
51	CPZ Business & Motor Trader permit	£150 per permit
62	CPZ Residents' Visitor - short stay - one hour permit	11p per permit or 6p if 60 years or over. £4.50 for 40 permits; £2.25 for 40 permits if 60 years or over
63	CPZ Residents' Visitor - long stay - one day	£4.50 for 5 permits £2.25 for 5 permits if 60 years or over
63	CPZ Residents' Visitor - long stay - seven days	£4.50 per permit £2.25 per permit if 60 years or over
72	CPZ Special permit	not greater than £25 if first in household or £55 per permit if second.
81	Full-time CPZ Doctor and Health Visitor permit	£25 per permit for the first five for a Practice or Unit; £55 per permit for each additional permit
91	Full-time CPZ Staff permit	£100 per permit

THE COMMON SEAL of)
WATFORD BOROUGH COUNCIL)
was hereunto affixed on the xxth day)
of month 2022)
in the presence of:)

Group Head of Democracy and Governance

SCHEDULE 1

Schedule 1: Waiting Prohibited: At Any Time:
Watford Callowland: Zone NA Extension

COLUMN 1	COLUMN 2	COLUMN 3
STREET NAME	SIDE OF STREET	LOCATION
Ashby Road	North	From its junction with Gammons Lane for a distance of 15 metres in a westerly direction
Ashby Road	North	From its junction with Sussex Road for a distance of 16.5 metres in an easterly direction
Ashby Road	South	From its junction with Gammons Lane for a distance of 16 metres in a westerly direction
Brighton Road	North	From its junction with Gammons Lane for a distance of 15.5 metres in a westerly direction
Brighton Road	South	From its junction with Gammons Lane for a distance of 17 metres in a westerly direction

SCHEDULE 2

Schedule 2: Waiting Restricted: Monday to Saturday inclusive: 8.00am to 6.30pm
Watford Callowland: Zone NA Extension

COLUMN 1	COLUMN 2	COLUMN 3
STREET NAME	SIDE OF STREET	LOCATION
Brighton Road	North	From a point 15.5 metres west of its junction with Gammons Lane for a distance of 17 metres in a westerly direction.
Jubilee Road	North	From its junction with Leavesden Road for a distance of 9 metres in a westerly direction.
Jubilee Road	South	From its junction with Leavesden Road for a distance of 9.5 metres in a westerly direction.
Diamond Road	North	From its junction with Leavesden Road for a distance of 10.5 metres in a westerly direction.
Diamond Road	South	From its junction with Leavesden Road for a distance of 11.5 metres in a westerly direction.

SCHEDULE 3

Schedule 3: Parking for Permit Holders Only: Monday to Saturday inclusive: 8.00am to 10.00am & 5.00pm to 10.00pm
Watford Callowland: Zone NA Extension

COLUMN 1	COLUMN 2	COLUMN 3
STREET NAME	SIDE OF STREET	LOCATION
Ashby Road	North	From a point 15 metres west of its junction with Gammons Lane to a point 16.5 metres East of its junction with Sussex Road.
Ashby Road	South	From a point 16 metres west of its junction with Gammons Lane to its junction with Sussex Road.
Brighton Road	North	From a point 32.5 metres west of its junction with Gammons Lane to its junction with Sussex Road.
Brighton Road	South	From a point 17 metres west of its junction with Gammons Lane to its junction with Sussex Road.
Jubilee Road	North	From a point 9 metres west of its junction with Leavesden Road to its junction with Sussex Road.
Jubilee Road	South	From a point 9.5 metres west of its junction with Leavesden Road to its junction with Sussex Road.
Diamond Road	North	From a point 10.5 metres west of its junction with Leavesden Road to its junction with Sussex Road.
Diamond Road	South	From a point 11.5 metres west of its junction with Leavesden Road to its junction with Sussex Road.

COLUMN 1	COLUMN 2	COLUMN 3
STREET NAME	SIDE OF STREET	LOCATION
Sussex Road	West	From its junction with Diamond Road for its entire length.
Sussex Road	East	From its junction with Diamond Road for its entire length.

SCHEDULE 4

Schedule 4: Addresses within Parking Zone NA

- Ashby Road
- Brighton Road
- Diamond Road
- Jubilee Road
- Sussex Road
- Gammons Lane – West side, Odd Numbers from 61-69 & 77-93

SCHEDULE 5

Schedule 5: Traffic Regulation Orders Partly Revoked By This Order.

THE BOROUGH OF WATFORD, (NORTH WATFORD & GARSTON AREA) (PROHIBITION & RESTRICTION OF WAITING) ORDER 1998

THE BOROUGH OF WATFORD, (LEAVESDEN ROAD & SIDE ROADS) (PROHIBITION & RESTRICTION OF WAITING) ORDER 1981

THE BOROUGH OF WATFORD, (GAMMONS LANE/LEAVESDEN ROAD/LONGSPRING/BRIGHTON ROAD JUNCTION) (PROHIBITION OF WAITING) ORDER 1981

