

**RUSHMOOR BOROUGH COUNCIL  
(PARKING PERMIT REGULATIONS)(CONSOLIDATION) ORDER 2002 (AND  
SUBSEQUENT AMENDMENTS)  
AND OFF- STREET PARKING ORDERS 2014)(AND SUBSEQUENT  
AMENDMENTS)  
GUIDE TO THE PROVISIONS OF PERMIT PARKING SCHEMES AND  
TERMS AND CONDITIONS OF USE OF PERMITS**

**Conditions Applying Only to On-Street Parking Schemes and Permits  
(including Scratchcards)**

1. The schemes are limited to residences in streets contained within the Orders that (in the opinion of the Council), have insufficient off-street parking facilities and no alternative means of providing them, and:
2. The resident is the owner of a vehicle or, with the owner's permission, the user of a vehicle upon which he is dependent and which must be parked in the parking area defined by the scheme on a regular basis.
3. The Council has extended the schemes to allow the proprietor or employees of businesses to park within the schemes (the parking zones) but subject to the same assessment of eligibility applying to residents. This concession does not include eligibility to receive the annual allocation of free daily use scratchcards or to purchase them or to use scratchcards acquired by any other means to provide proprietor, employee or customer parking.
4. A maximum of two permits may be issued per residence unless the individual scheme specifies otherwise and at the sole discretion of the Council (a residence is defined as a household comprising a separate unit of accommodation that has its own liability for Council Tax or in the case of a business NNDR, unless the property is registered with the Council as a property in multiple occupation).
5. When applying for a permit and providing your vehicle V5 documentation, the permit will be vehicle specific and only valid when displayed in the vehicle that has the same registration number as printed on the permit. In the event of changing your vehicle, you will need to update the Council to enable your permit to be valid.
6. Where there is a dispute over whether or not a property offers off-street parking, or the number of spaces it provides, the Council will, with the owner's permission, measure the areas of the property designated as parking space or capable of being used as parking space. As a guide, a space 4.5 metres in length and 2.4 metres in width will be deemed sufficient for one vehicle, and 9 metres in length and 2.4 metres in width for two vehicles. In making this assessment no overhang of the pavement will be taken into account but overhang of surrounding grass, soil or low borders within the property will be taken into account. The Council will not vary its allocation policy simply because the applicant has a vehicle that is too large to fit in the designated parking space. If evidence shows that the resident parks a vehicle in a disputed parking space or on any other area of land accessible from a public carriageway, whether or not it is hard surfaced, that space or area of land will be deemed to be an off-street parking space.
7. The Council may revoke a permit by sending a letter advising of this action by first class post to the applicant for the permit where the applicant or owner or occupant of a property converts that property to provide additional parking space during the period of validity of the permit or reverts a parking space to other use temporarily in order to obtain a parking permit
8. The Council may revoke the permit where the permit-holder ceases to be resident, ceases to own a vehicle, or payment is dishonoured, or where there is evidence of abuse of the permit, and similarly in respect of business premises. In these

circumstances the Council will write to the permit holder at the last known address and give notice that the permit is revoked. This provision in no way overrides the Council's powers described at 12 below, to issue a penalty charge notice for a permit irregularity that constitutes a parking contravention.

9. The following vehicles are exempt from displaying a permit in a residents' permit parking area:
  - a. Any vehicle actively dropping off/picking up persons
  - b. Emergency services or vehicles undertaking road works or works to services in the road
  - c. Royal mail deliveries/collections
  - d. Removal vehicles and delivery vehicles (while actually loading/unloading)
  - e. Any vehicle given a Dispensation by the Council
  - f. Any vehicle under the authority of a police officer or a Civil Enforcement Officer.

### **Conditions Applying to On and Off – Street Parking Schemes and Permits**

10. The Council may suspend any scheme or permit parking area or part thereof, or any permit for reasons of works, access or safety, whether on or off-street.
11. The Council may suspend or revoke the permit for any actual or suspected falsification, copying, defacement, resale, loan, use by a person not eligible or entitled to use it within the intent of the scheme, or any other improper use of the permit.
12. The Council may suspend or revoke the permit for any use on a vehicle that is or is suspected to be unroadworthy (under the Road Traffic Regulation Act 1984 and all subsequent legislation)
13. The permit must be displayed at all times while parking in the designated area. The permit must be displayed in the windscreen of the vehicle with all permit details clearly visible.
14. Under civil parking enforcement legislation the Council may issue a penalty charge notice for any failure to display the original permit, for the display of any altered, defaced or copied permit, and for parking during periods when permit parking is prohibited.
15. The Council may amend the terms and conditions of the scheme and the charges for permits from time to time.
16. The purchase of a permit does not guarantee a parking space or convey the right to reserve a parking space, nor does it render the Council liable within the context of the transaction for matters of security (such as damage to the vehicle, theft of vehicle or contents, or the security of users of the vehicle by virtue of the parking location).
17. This document is not intended to conflict with the Regulations of any Order that provides for parking facilities or the provisions for enforcement within the Road Traffic Act 1991 (as amended)– it is intended only as a guide to permit users and applicants. In the event of conflict the relevant legislation will prevail.

Effective from 1 September 2003

Updated 25 January 2005

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Updated 18 May 2009 (clause 5 modified, clause 6 added)