

GUIDE TO THE PROVISIONS OF PERMIT PARKING SCHEMES AND TERMS AND CONDITIONS OF USE OF BOTH VIRTUAL AND PHYSICAL PERMITS 2020.

Conditions Applying Only to On-Street Parking Schemes and Permits (including visitor permits)

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. 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). In the case of properties that are registered with the Council as a property in multiple occupation, only the landlord of the property will be entitled to apply for and administer the permits on behalf of their tenants, subject to clause 2.
4. When applying for a permit and providing the requested documentation, the permit will be vehicle specific. In the event of changing your vehicle, you will need to update your online account or in the case of physical permit, contact the Council to enable your permit to be valid.
5. 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 considered 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.
6. The Council may revoke a permit by sending correspondence to the resident advising of this action 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.

7. The Council may revoke the permit where the permit-holder ceases to be a resident of a permit area, payment is dishonoured, or where there is evidence of abuse of the permit, and similarly in respect of any permit type issued by the council. In these circumstances the Council will send correspondence to the permit holder to give notice that the permit is revoked. This provision in no way overrides the Council's powers described at 13 below, to issue a penalty charge notice for a permit irregularity that constitutes a parking contravention.

8. The following vehicles are exempt from requiring 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 actively 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

9. 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.

10. The Council may suspend or revoke the permit for any actual or suspected 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.

11. The Council may suspend or revoke the permit for any use on a vehicle that is or suspected to be unroadworthy (under the Road Traffic Regulation Act 1984 and all subsequent legislation)

12. A physical permit must always be displayed while parking in the designated area. The permit must be displayed in the windscreen of the vehicle with all permit details clearly visible. A virtual permit is only valid when registered with the correct vehicle registration number.

13. Under civil parking enforcement legislation the Council may issue a penalty charge notice to a vehicle that fails to display a valid permit, or to a vehicle that is not registered as holding a valid permit and for parking during periods when permit parking is prohibited.

14. The Council may amend the terms and conditions of the scheme and the charges for permits.

15. 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).

16. 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 June 2020