

Appendix G – Enforcement Policy

London Borough of Barnet

Parking Client Team

PARKING PROCESS

Version 1

18/11/2017

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Introduction

This guide is to be used to assist Representation and Appeal officers at the London Borough of Barnet in the processing of enquiries/representations/appeals.

It provided details the contraventions, their codes and details of information to be recorded in each case in order to prove that the contravention took place.

Postal Penalty Charge Notices (PCN) refer to regulation 10 PCNs i.e. the PCN is served by post because the Civil Enforcement Officer (CEO) was either prevented from serving the PCN or the vehicle had driven away. The London Borough of Barnet does not issue regulation 10 PCNs.

Under the Traffic Management Act (TMA) 2004, service is considered to take effect on the 2nd working day after posting, with correspondence sent via 1st class post. We should post on the same date we print. However, we may miss the last post collection and therefore we allow 3 days for service of correspondence by.

If an E-mail is received an automated response, the same day it is received. However, if made on line a receipt confirmation if shown on the screen.

Offering the chance to pay the 'reduced amount' can be made at any stage of the recovery process if it is considered suitable according to the circumstance and discretion.

N.B. Bus Lane PCNs are not yet covered under the TMA and as such will continue to be issued and enforced under the Road Traffic Regulation Act 1984 (as amended) and the London Local Authorities Act 1996 (as amended).

Glossary of terms

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|---------------------------|--|
| BAILIFFS | See Enforcement Agent |
| BAY/PLACE/SPACE | Bay/Place - Area of the carriageway designated for vehicles to park. Can be during prescribed hours or a free bay/place (at any time). Space – Is an individual marked area, for one vehicle to park, within a designated Bay/Place. |
| BOARDING/ALIGHTING | A vehicle is permitted to stop for as long as may be necessary (no more than 2 minutes) to allow a passenger to board or alight and/or to load or unload personal luggage. If a passenger has a disability additional time should be allowed to board or alight. A driver would not be permitted to leave a vehicle unattended and this exemption does not apply to a vehicle stopped within a pedestrian zone (during prescribed hours). |
| BUS LANE | Area of the carriageway designated for public transport vehicles (buses), to drive unobstructed during prescribed hours. |
| CEO | Civil Enforcement Officer |
| CPZ | Controlled Parking Zone - Relates to a single yellow line within a designated zone, where a timed restriction applies. If a single yellow line is enforced at different times within the CPZ, this should be signed (time plate) accordingly. |
| DUAL USE BAY | These bays have different restrictions, which can operate at the separate times e.g. Pay to Park 9am-5:30pm, with Residents permit 5.30-10pm. |
| EA | Enforcing Authority - In this case the London Borough of Barnet. |
| ELECTRONIC PERMIT | Permit issued to a vehicle to allow it to park within a designated bay/space, for which it holds a valid zone code identifier. |
| EN | Enforcement Notice |
| ENFORCEMENT AGENT | Formally known as bailiffs, who collect outstanding debt on behalf of the EA. |
| HHC | Hand held computer - As used by CEO's |
| LEGISLATION | An act of Parliament, instructs the processes and procedures that the Enforcing Authority can act upon or can introduce a specific parking/traffic contravention, either nationally (England & Wales) or regionally (London). These may also be referred to as Statutory Instruments. |
| LONDON TRIBUNAL | Also known as the - Environment & Traffic Adjudicator. This is where a drivers/registered keeper/keeper cases can be heard by an independent adjudicator separately away from an enforcing authority, and whose decision is binding by both parties. |
| LOADING/UNLOADING | Loading or unloading must be continuous while the vehicle is parked in restricted areas. This includes taking goods to/from a premise's, waiting for them to be checked, getting delivery or collection documents signed and returning to the vehicle. |
| MTC | Moving Traffic Contravention |
| NTO | Notice to Owner |
| OBSERVATION TIME | An observation period is an amount of time during which a vehicle is monitored to ensure that it is complying with the appropriate restrictions. |

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| PAYBYPHONE | Designated bay, where a driver is required to make the necessary payment to park, using a mobile phone. |
| P&D | Pay and Display, where a driver parked in a PaybyPhone bay, has the option to pay using an on street payment machine. |
| PCN | Penalty charge notice |
| PERMIT IDENTIFIER | Black tile on the time plate that shows the permitted zone code for that the CPZ. Vehicle should hold a corresponding zone code identifier. |
| PRESCRIBED HOURS | The time period for when a restriction applies and is enforced. |
| SHARED USE BAY | Bays that combines two restrictions operation during the same period e.g. 'pay and display' and 'permit'. This helps to make parking flexible, but not operation just one restriction. |
| STATUTORY INSTRUMENT | See Legislation. |
| TIME PLATE | Sign that indicates' parking restrictions and the time restrictions apply. There is no requirement for time plates Double Yellow Line (24 hours a day restriction). |
| TMO | Traffic Management Orders – rules that outline restrictions which operate on the Public Highway or car parks. |
| TEC | Traffic Enforcement Centre - where debts are registered prior to an Order of Recovery being served. |
| VRM | Vehicle Registration mark - unique identifier allocated to each vehicle. |

Legislation

Road Traffic Regulation Act 1984 – Overnight waiting ban is implemented under Section 6 and pedestrian crossings.

Road Traffic Act 1988 – Section 36, requires a driver to adhere with traffic signs.

Road Traffic Act (RTA) 1991 – Decimalisation of parking and passing powers to a local authority to undertake enforcement of parking contraventions by a Parking Attendant on the public highway.

Traffic Management Act (TMA) 2004 – Enhances the RTA and provides additional powers on a local authority and now known as an Enforcement Authority. Parking Attendants are now known as Civil Enforcement Officers (CEO).Part 3 –Permit scheme, Part 6 – Civil enforcement of traffic contravention.

Greater London Authorities (GLA) General Powers Act 1974 – introduces restriction on footway parking.

London Local Authorities Act (LLA) 2000 - Section 15, added additional footway enforcement powers

London Local Authorities (LLA) and Transport for London Act 2008 – extends footway ban to grass verges, central reservations, ramps linking private properties and pedestrian crossings.

Statutory Instrument 2000 No.682 and 683 – use of blue disabled badge and clock card and requirement of displaying of.

Traffic Signs Regulation and General Directions (TSRGD) 2002 - regulation of signage and road markings on the public highway.

Traffic Signs Regulation and General Directions (TSRGD) 2016 – amendment of the 2002 regulations.

London Local Authorities Act (LLA) 1996 – allows local authorities to enforce bus lanes and use of cameras to undertake enforcement.

London Local Authorities Act and Transport for London (LLA) Act 2003 – Enforcement of Box Junctions and moving traffic contraventions.

Road Vehicles (Registration and Licensing) Regulation 2002 – Requires a keeper to notify the DVLA of any changes to it and any changes to name and address.

Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

The 2010 Equality Act and associated Regulations which outline the provisions of the Public Sector Equality Duty (PSED) - This legislation places a legal obligation on the Council to pay due regard to equalities in an appropriate and proportionate manner in relation to protected characteristics including Age, disability, gender, gender reassignment marriage, civil partnership, pregnancy, maternity, sexual orientation, religion or belief.

Data Protection Act 1999 – This Legislation ensures that a Local Authority or Government department does not pass on information pertaining to an individual to a third party, without their specific authorisation that this information may be disclosed. As such an Enforcing Authority may request a signed authorisation to represent from the relevant party, for information to then be disclosed to the authorised third party.

Penalty Progression process.

| Action | CEO Issued PCNs and Bus Lane | Postal (Reg 10) PCNs and MTC PCNs |
|---|---|---|
| PCN Service | <p>PCN must be handed to the driver or affixed to the vehicle.</p> <p>Bus Lane PCN - served by post within 14 days of contravention.</p> | <p>PCN must be issued before the end of the 14 day period beginning with the date of the contravention.</p> <p>N.B. The PCN also serves as the Notice to owner (NTO).</p> |
| Discount Period | The 14 day period beginning with the date that the notice is served. | The 14 day period beginning with the date that the notice is served. |
| Pre-NTO/EN correspondence (within discount period) | <p>Respond by the end of the period of 14 days beginning with the date that the correspondence was received. A further 14 days is given to pay the discount amount from the date of service of a rejection response.</p> <p>Corporate target is 10 working days.</p> | See Representations |
| Pre-NTO/EN correspondence (after discount period) | <p>Respond by the end of the period of 14 days beginning with the date that the correspondence was received.</p> <p>A further 28 days are given to pay the full amount from the date of service of the response.</p> <p>Corporate target is 10 working days.</p> | See Representations |
| NTO/EN Service | <p>Issued no less than 28 days after the date of issue of the PCN.</p> <p>MUST be served before the end of the period of 6 months</p> | The PCN acts as the NTO for Regulation 10 PCNs and MTC PCNs. |
| Representations | <p>Must be made within 28 days beginning with the date of service of the NTO.</p> <p>At discretion we can offer the chance to pay the penalty at the reduced amount within 14 days.</p> <p>We can also accept (at discretion) late representations received after 28 days or service of the CC.</p> <p>Please ensure any surcharge incurred</p> | <p>Must be made within 28 days beginning with the date of service of the PCN/NTO</p> <p>Even if a Notice of Rejection is issued, if the representations are received within 14 days, we MUST offer the chance to pay the penalty at the reduced amount.</p> <p>We can also accept (at discretion) late representations received after 28 days or service of the CC.</p> <p>Please ensure any surcharge incurred is</p> |

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| | is reversed. | reversed. |
| Notification of outcome of Representations | <p>Representations MUST be responded to within 56 days of receipt of the representation</p> <p>Representations older than 56 days should be cancelled as “out of time”.</p> <p>Corporate target is within 10 working days to issue either a Notice of Rejection or a Notice of Acceptance.</p> | <p>Representations MUST be responded to within 56 days of receipt of the representation.</p> <p>Representations older than 56 days should be cancelled as “out of time”.</p> <p>Corporate target is within 10 working days to issue either a Notice of Rejection or a Notice of Acceptance.</p> |
| Notice of Acceptance | Advises that the PCN and associated NTO is cancelled. | Advises that the PCN/NTO is cancelled. |
| Notice of Rejection | Advises that payment must be made or an appeal lodged with the Enforcement Tribunal service before the end of the 28 day period beginning with the date that the NoR was served. If neither option is taken up a CC may be served and the penalty increases by 50% | Advises that payment must be made or an appeal lodged with the Enforcement Tribunal service before the end of the 28 day period beginning with the date that the NoR was served. If neither option is taken up a CC may be served and the penalty increases by 50% |
| <p>Appeals - Enforcement Tribunal</p> <p>N.B. There is no legal right to appeal if payment of the PCN is made. It is at Enforcement Tribunal discretion.</p> | <p>An independent adjudicator at the Enforcement Tribunal will review the case and evidence submitted by the EA and the appellant. They will either “allow” the appeal and direct the EA to cancel the NTO and associated PCN or “refuse” the appeal and direct the appellant to pay, within 28 days.</p> <p>The adjudicator could also make a “recommendation” (see below) and ask the EA to accept additional evidence and/or mitigation and cancel the NTO/PCN</p> <p>The adjudicator may also award costs, where the appellant or EA is considered to have acted frivolously.</p> | <p>An independent adjudicator at the Enforcement Tribunal will review the case and evidence submitted by the EA and the appellant. They will either “allow” the appeal and direct the EA to cancel the NTO and associated PCN or “refuse” the appeal and direct the appellant to pay, within 28 days.</p> <p>The adjudicator could also make a “recommendation” (see below) and ask the EA to accept additional evidence and/or mitigation and cancel the NTO/PCN</p> <p>The adjudicator may also award costs, where the appellant or EA is considered to have acted frivolously.</p> |
| Adjudicator Recommendation | <p>The EA, must issue either a Notice of Rejection of the Adjudicators Recommendation or a Notice of Acceptance. This must be sent before the end of the period of 35 days beginning with the date of the Adjudicators decision</p> <p>If we accept we will cancel the NTO and PCN, if we reject the</p> | <p>The EA, must issue either a Notice of Rejection of the Adjudicators Recommendation or a Notice of Acceptance. This must be sent before the end of the period of 35 days beginning with the date of the Adjudicators decision</p> <p>If we accept we will cancel the NTO and PCN, if we reject the recommendation, we will pursue recovery of the unpaid PCN</p> |

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| | recommendation, we will pursue recovery of the unpaid PCN | |
| CC Service | <p>Not before the end of the 28 day period beginning with the date of service of the NTO or the NoR or an adjudicator's decision – whichever is latest.</p> <p>If a CC is issued before an appeal is decided, an adjudicator can direct the EA to cancel the PCN on the grounds of Procedural Impropriety</p> | <p>Not before the end of the 28 day period beginning with the date of service of the PCN/NTO or the NoR or an adjudicator's decision – whichever is latest.</p> <p>If a CC is issued before an appeal is decided, an adjudicator can direct the EA to cancel the PCN on the grounds of Procedural Impropriety</p> |
| Correspondence at CC stage | <p>No legal right to make representation/appeal.</p> <p>Late representations can be accepted (at discretion) if received after of service of the CC.</p> <p>Individual circumstances may be considered and appellant could be offered the chance to pay a lower amount or the PCN cancelled.</p> | <p>No legal right to representation/appeal.</p> <p>Late representations can be accepted (at discretion) if received after of service of the CC.</p> <p>Individual circumstances may be considered and appellant could be offered the chance to pay a lower amount or the PCN cancelled.</p> |
| Notice of Registration of a Debt | <p>If a PCN is not paid after 14 days from the date of service of the CC a EA can apply to TEC (Traffic Enforcement Centre) to recover the increased charge.</p> <p>Must allow 21 days from the date of the CC before registering.</p> <p>A debt registration application fee of £8.00 is added onto the charge.</p> | <p>If a PCN is not paid after 14 days from the date of service of the CC a EA can apply to TEC (Traffic Enforcement Centre) to recover the increased charge.</p> <p>Must allow 21 days from the date of the CC before registering.</p> <p>A debt registration application fee of £8.00 is added onto the charge.</p> |
| Order for Recovery (OOR) | TEC will send the EA a sealed authority to issue an OOR to recover the outstanding amount which may include – the unpaid penalty charge, any costs awarded by an adjudicator plus the registration fee | TEC will send the EA a sealed authority to issue an OOR to recover the outstanding amount which may include – the unpaid penalty charge, any costs awarded by an adjudicator plus the registration fee |
| Service of an OOR | <p>The EA MUST send the OOR within 7 days of receiving the sealed authority.</p> <p>The OOR advises that within 21 days of the date of service of the OOR the recipient must either pay or make a “Witness Statement”.</p> | <p>The EA MUST send the OOR within 7 days of receiving the sealed authority.</p> <p>The OR advises that within 21 days of the date of service of the OR the recipient must either pay or make a “Witness Statement”.</p> |

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| Warrant of Execution | An EA can ask TEC for authority to prepare a warrant if: -21 days have elapsed since service of the OOR -Full payment has not been received -no extension time for making a Witness Statement has been approved -The motorist lives in England or Wales. | An EA can ask TEC for authority to prepare a warrant if: -21 days have elapsed since service of the OOR -Full payment has not been received -no extension time for making a Witness Statement has been approved -The motorist lives in England or Wales. |
| Service of a Warrant of Execution | Warrant MUST be produced within 7 days of receipt of the authorisation from TEC. Case passed to a designated Enforcement Agency (bailiff) and Warrant of Execution is served. | Warrant MUST be produced within 7 days of receipt of the authorisation from TEC. Case passed to a designated Enforcement Agency (bailiff) and Warrant of Execution is served. |

Statutory Notice (Legislative) and Council Time Scale

All statutory documents and Notice of Rejections should be sent via 1st Class Post in accordance with the Authority's procedures. See below table for reference:

| Document | Legislative Time Scale | Council Required Time Scale |
|-------------------------------|---|---|
| Postal PCN | 28 days after contravention recorded | 2 days after receipt of keeper details from DVLA or 14 days after contravention recorded |
| Notice to Owner | 28 days after PCN issued | 32 days after PCN issued |
| Enforcement Notice | 28 days after PCN issued | 32 days after PCN issued |
| Charge certificate | <ul style="list-style-type: none"> · 28 days after the issue of a Postal PCN, Notice to Owner, or Enforcement Notice; or · 28 days after a Notice of Rejection of Representations has been dispatched; or · 28 days after the refusal of an Appeal to the Parking Adjudicator; or · 14 days after an Appeal to the Parking Adjudicator has been withdrawn | <ul style="list-style-type: none"> · 35 days after the issue of a Postal PCN, Notice to Owner, or Enforcement Notice; or · 35 days after a Notice of Rejection of Representations has been dispatched; or · 35 days after the refusal of an Appeal to the Parking Adjudicator; or · 19 days after an Appeal to the Parking Adjudicator has been withdrawn |
| Request for Debt Registration | 14 days after charge certificate issued | 21 days after charge certificate issued |
| Order for Recovery | Within 7 days of debt registration authorisation | Within 7 days of debt registration authorisation |
| Request for bailiff Warrant | 21 days after Order for Recovery issued | 28 days after Order for Recovery issued |
| Bailiff Warrant | Within 7 days of Warrant authorisation | Within 7 days of Warrant authorisation |

Grounds for Representations / Statutory Declaration

Grounds for making Representations (Parking).

| Grounds for Representation |
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| <ul style="list-style-type: none">• The alleged contravention did not occur.• I never was the owner of the vehicle or I was not the owner of the vehicle at the time of the alleged contravention or I became its owner after that date (provide relevant details).• The vehicle had been permitted to remain at rest in that place by a person who was in control of the vehicle without the consent of the owner (provide relevant details).• I am/We are a hire firm and the vehicle in question was at the material time hired under a hiring agreement; and the person hiring it has signed a statement accepting liability in respect of any penalty charge involving the vehicle during the period of the hiring agreement (provide relevant details).• The penalty charge exceeds the amount appropriate in the circumstances of the case.• The Traffic Order which is alleged to have been contravened is invalid• There has been a procedural impropriety on the part of the enforcement authority• That the penalty charge has already been paid in full, or has been paid at the reduced amount within the specified period. |

Grounds for making Representations (Bus Lane).

| Grounds for Representation |
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| <ul style="list-style-type: none">• There was no breach of the bus lane regulations.• I was never the owner of the vehicle (provide relevant details).• I ceased to be the owner before the date of the alleged contravention (provide relevant details).• I became the owner of the vehicle after the date of the alleged contravention (provide relevant details).• The person in control of the vehicle at the time of the alleged contravention was in control without my consent (provide relevant details). |

Grounds for making Representations (MTC).

| Grounds for Representation |
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| <ul style="list-style-type: none">• The recipient never was the owner of the vehicle in question;• The recipient had ceased to be its owner before the date on which the penalty charge was alleged to have become (provide relevant details).• The recipient became its owner after that date (provide relevant details).• There was no:<ul style="list-style-type: none"><input type="checkbox"/> contravention of a prescribed order; or<input type="checkbox"/> failure to comply with an indication; or<input type="checkbox"/> contravention of the lorry ban order,• At the time the alleged contravention took place the person who was in control of the vehicle was in control of the vehicle without the consent of the owner (provide relevant details).• We are a vehicle-hire firm and<ul style="list-style-type: none"><input type="checkbox"/> the vehicle in question was at the material time hired from us under a vehicle hiring agreement;and |

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| <ul style="list-style-type: none"> □ the person hiring it had signed a statement of liability acknowledging his/her liability in respect of the vehicle during the currency of the hiring agreement (provide relevant details). • The Penalty Charge exceeded the amount applicable in the circumstances of the case. |
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Grounds for making an Appeal (Parking) – London Tribunal.

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| <p>Grounds for Appeal</p> <ul style="list-style-type: none"> • The contravention did not occur. • You were not the owner of the vehicle at the relevant time. • The vehicle was parked by someone in control of it without the owner’s consent. • The vehicle is owned by a hire firm who have supplied the name and address of the hirer and there is a signed formal agreement accepting liability for penalty changes. • The penalty charge exceeded the amount applicable in the circumstances of the case. • There has been a procedural impropriety on the part of the Enforcement Authority. • The Traffic Order allegedly contravened is invalid. • The civil enforcement officer was not prevented by some person from fixing the Penalty Charge Notice to the vehicle or handing it to the person in charge of the vehicle. This only applies when the Enforcement Authority sent the Penalty Charge Notice to you by post because they say that someone prevented the civil enforcement officer from issuing the Penalty Charge Notice at the scene. (This cannot apply where a Penalty Charge Notice has been sent by post after a contravention has been seen on CCTV). • The penalty charge has already been paid. |
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Grounds for making an Appeal (Bus Lane) – London Tribunal

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| <p>Grounds for Appeal</p> <ul style="list-style-type: none"> • I was not the owner of the vehicle at the material time. • There was no breach of the bus lane order/regulation. • The person who was in control of the vehicle at the time was in control of it without my consent. • The police are already taking action. |
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Grounds for making an Appeal (MTC) – London Tribunal

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| <p>Grounds for Appeal</p> <ul style="list-style-type: none"> • The contravention alleged by the Authority on the Penalty Charge Notice did not occur. • At the time of the alleged contravention the vehicle was in the control of someone without your consent • We are a hire firm and have supplied the name of the hirer. This only applies to hire firms where the hirer has signed a formal agreement accepting liability for penalty charges. • I was not the owner at the material time. Note: under the London Local Authorities and Transport for London Act 2003 the owner, not the driver, is liable for the penalty charge. • The penalty exceeded the amount applicable in the circumstances of the case. • The Penalty Charge Notice has not been served or was served out of time. The |
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Authority should normally send you the PCN within 28 days of the alleged contravention, but they sometimes have longer.

Statutory Declaration and Witness Statement (TE9):

Grounds for making a Witness Statement

- I did not receive the penalty charge notice
- I made representations about the penalty charge to the Charging Authority concerned, within 28 days of the service of the Penalty Charge Notice, but did not receive a rejection notice.
- I appealed to an adjudicator against the Charging Authority's decision to reject my representation, within 28 days of service of the Rejection notice, but have either:
 - Had no response to the appeal, or
 - The appeal had not been determined by the time that the charge certificate had been served, or
 - The appeal was determined in my favour.
- The penalty charge has been paid in full.

General Exemptions

Blue Badge Holders

Blue badges generally permit parking on yellow lines for up to 3 hours (not on a loading/unloading restriction). On yellow lines or in restricted bays a blue badge time clock must also be displayed showing the time of arrival of the vehicle.

Specially designated bays may be provided for blue badge holders and these may restrict the length of stay. It also grants free parking in selected designated marked bays with no time limit (unless signed otherwise) e.g. payment to park, resident and permit holders bays). It is worth noting this is a Barnet policy and other boroughs do not permit this, some give no exception for blue badge holders. A badge holder is required to check with any relevant Enforcement Authority.

Blue badges are valid for 3 years and show the name of the holder, serial number, expiry date and the issuing authority and hologram. The badge must be displayed on the nearside front windscreen (dashboard) or in a conspicuous position on the vehicle with the front of the badge facing forward with the expiry date of the permit being visible to the CEO.

A blue badge is not valid for footway parking.

A vehicle displaying a disabled badge will not normally be clamped or removed to a car pound but if the vehicle is dangerously or obstructively parked, it may be repositioned nearby. (Barnet Parking Client Team do not do this, although a contractor may move if obstruction to carriageway works being undertaken or the Police if causing an obstruction to the public highway).

Blue Disabled badges suspected of fraudulently being used (not used by the badge holder or badge holder not with the vehicle at the time), or is a copy/suspected stolen, can be reported to the Corporate Anti-Fraud Team (CAFT), to investigate. CEO's on street may be instructed to issue a PCN to a blue badge suspected of being misused. The CEO should note if they have been instructed to enforce by a CAFT officer.

Health Emergency Badge (HEB) Holders (London Only)

The Transport for London and the London Boroughs operate a parking scheme for doctors and others involved in primary health care in the capital. The badge is called the Health Emergency Badge (HEB).

The badge does not apply if the vehicle is causing a serious obstruction and cannot be used for routine home visits. Parking outside hospitals and clinics and parking on doctors, ambulance or hospital bays is not covered by the HEB badge scheme.

The badge can only be used when visiting a patient to provide emergency or urgent healthcare, and should be clearly displayed in the rear view mirror and must contain the visiting address.

Badge users can park on payment to park bays, resident's and permit bays, and on yellow lines if no other spaces exist.

A HEB is not valid for footway parking.

Hatzola

Hatzola is a volunteer emergency medical service serving mostly Jewish communities.

A member of the Jewish faith may be reluctant to violate Sabbath rules when receiving medical attention may be more at ease and easily convinced of the medical urgency, when the paramedic is a

fellow Orthodox Jew. A female worried about physical modesty and contact is helped by knowing that a Jewish provider is aware of the details of her concerns, and will act to reduce the problem as much as possible.

Permit holders attending a medical emergency can park in Paybyphone/P&D and resident's/permit bays. If no alternative parking bay is available, they can also park on yellow lines.

Permits cannot be used for parking at a place of work, parking for routine or non-emergency home visits, parking in doctors, ambulance, hospital or bays allocated to other users. Any use of a permit outside of these terms may result in the receipt of a penalty charge notice and the individual permit, or all permits issued to the organisation being withdrawn.

The permit should be clearly displayed on the front windscreen of the vehicle whilst on an emergency call out.

Vehicles Always Exempt from PCNs (in Barnet)

- Fire, police and ambulance vehicles on official business.
- A vehicle which is military or visiting military forces.
- A vehicle which has been told to wait by a police constable in uniform or has to stop in order to avoid an accident.

Local Authorities and Statutory Work Undertaken

Local authorities and statutory work being undertaken are permitted to park any vehicles associated with works being carried out on the highway within the area required for the works to be carried out. This area could be coned and / or barriers.

Red Board User.

Some London Borough or Barnet, Highways and Green space officers may display a road board in their vehicle, to indicate that they are a local authority representative, undertaking statutory duties. Their vehicle should be registered on a current user Red Board list, provided by Highways.

Utilities Companies

Gas, electricity, water utility, communications and cable and signals companies will from time to time need to carry out emergency works on or off the highway. Vehicles carrying out such emergency works may park in restricted streets as long as a notice is displayed in the windscreen. If necessary, CEOs may ask drivers to move such vehicles to a more suitable location.

All vehicles being used for commercial servicing or installation work must park correctly.

Loading and Unloading.

Loading/unloading or delivering/collecting goods is allowed for commercial vehicles in most places where restrictions apply. However, these activities are not allowed where loading prohibitions apply, for example:

- 1) where there are kerb stripes (loading/unloading restriction);
- 2) where there is a temporary ban on loading; or
- 3) On bus stop clearways or school keep clear markings.

Loading / unloading is generally restricted as follows:–

- (a) In designated parking places – 40 minutes
- (b) On yellow lines – 40 minutes (or as long as considered necessary)

A vehicle may only remain in place for as long as it takes to perform the loading or unloading operations and is required to be a continuous activity. It is defined as being the movement of goods to or from the vehicle or business, the checking of said goods and the completion of any necessary paperwork. The purchase of goods at that time or after a contravention is not covered by the exemption, e.g. parking in order to go shopping is not covered, however collection of prepaid goods could be considered.

If loading/unloading is allowed a CEO should observe the vehicle for a period of time to ascertain whether loading/unloading is being carried out. If a goods vehicle is being observed then it is recommended that the observation time is longer.

If loading or unloading is seen after the PCN is issued, this should be noted by the CEO on their hand held computer.

However, a loading/unloading exemption does not apply if after delivery of goods/tools, the driver remains parked to undertake work i.e. fitting of good having been delivered or repairs. If works are to be undertaken, that the vehicle should be moved to an alternative location, where it is not in contravention or if applicable a visitor voucher validated and displayed accordingly.

Funeral

If a vehicle (hearse) has stopped whilst undertaking duties with a deceased, when enforcement action should not be taken. Vehicle may have stopped outside a Church or place of worship for a service to take place. It should however be noted that in some faiths, they may have the deceased at their personal property and hold a service there. Also, in some cultures, they are required to bury the deceased within 24 hours. As such Enforcement Officers should be respectful of this. If the deceased relatives or funeral parlour makes the Parking Client Team or Enforcement Team aware, then Civil Enforcement Officers should be briefed accordingly with a steer on enforcement.

General Notes

Motorcycles

In restricted areas, motorcycles may normally only park correctly in payment to park (unless signed otherwise), resident's and permit places bays. Also, in designated motorcycle bays (although not in motorcycle permit bays, without a valid permit. Not permitted if a bay is designated for a specific used i.e. disabled permit, doctors or business bays.

Diplomatic Vehicles

Diplomatic vehicles are identified by special number plates, for example:

- 123 X 456
- 789 D 012

Being a diplomatic vehicle does not grant the driver an exemption from a parking or moving traffic contraventions and are still required to comply with the Highway Code. However, recovery of PCN's follows a separate path. Penalties are still required to be paid, but may not progress to Charge Certificate stage. However, outstanding penalty details may be requested by the Foreign and Commonwealth Office (FCO) relating to a vehicle registration mark (VRM) or embassy, and the FCO may request the ambassador to ensure their diplomats pay.

Heavy Goods and Commercial Vehicles

These are covered by two contraventions - the overnight ban on commercial vehicle parking (code 55) and the ban on footway parking by heavy commercial vehicles (code 61).

Overnight Waiting Ban

The overnight ban applies to commercial vehicles over 7.5 tonnes maximum gross weight (MGW) and buses. Unfortunately, there is no clear external identification of these vehicles. The MGW is shown on a plate on the vehicle, but this might be shown only inside the cab.

The ban does not apply to passenger carrying vehicles designed to carry fewer than 13 passengers (excluding the driver).

Footway Parking Ban

Code 62 applies to vehicles less than 7.5 tonnes MGW parked on a footway, while Code 61 applies to vehicles over 7.5 tonnes MGW parked on a footway. The former is a contravention under London local legislation whereas the latter is covered by national legislation.

Currently in Barnet, if there has been no footway parking enforcement for a period of 3 months, the enforcement team will notify (in writing) ward Councillors of their intention to commence enforcement for a particular purpose. They in turn will feedback any concerns that they may have and whether there is an objection to commencing enforcement. Subsequent to this, if there are no objections, enforcement commences with the issuing of warning notices (WW) initially (for a period of at least 48 hours), followed by enforcement and the issuing of penalty charge notices.

The footway parking policy is under review and staff will be updated as changes are implemented.

Grace period – 10 minute

Where a vehicle has been parked on street or a car park, in a designated payment to park bay (PaybyPhone or P&D), a paid for parking session for that location has expired and the vehicle remains parked, then a grace period of 10 minutes should be applied, under the relevant contravention code. CEO's should therefore not process a penalty, until the 10 minute exemption has expired e.g. payment to park expired 10:40, grace period (10 minute) expires 10:50, PCN should not be processed until 10:51.

Bay Suspensions

If residents or utility company within a Controlled Parking Zone (CPZ) require a bay to be suspended, e.g. moving house or having building work done that requires a large vehicle to deliver/collect goods or requires a skip, undertaking utility work (gas, electric, water communications) then they may require a bay to be suspended (sometimes this will be done by the removal firm or builder/skip hirer).

This is done by contacting the Council's Parking Permit Team either in writing or by e-mail, specifying the location, date and time for which the suspension is required, how much room is needed and how much time is required. The Parking Office will then look into the request and if feasible will inform the applicant of what charges (if any) there are.

If accepted an invoice will be sent out for the charges. The location will have Suspension notices erected at the location before the date (usually 5 days) of the bay suspension. This signage should provide location details (if required number of spaces, if a long bay and suspension does not cover whole bay), date/time from start and finish (if not required all day (00:01 – 23:59) then times of suspension may be varied to requirement and indicated on signage accordingly), reason for suspension.

The Council do not place cones on street where there is a suspension although a contractor may coned off a suspended place.

Please Note: The Council do not suspend yellow lines.

Warning Notices

If a new restriction is being introduced and comes into operation on the public carriageway (parking/MTC), a Civil Enforcement Officer could issue a Warning Notice to the vehicle or from an MTC contravention via post. This is to let the driver know that they are parked/undertaking a contravention at a location that a new restriction applies or now being enforced. Warning Notices can be issued for 10-14 days, but on occasion this may be extended to one month.

There may be occasions where a Civil Enforcement Officer, issues a Warning Notice to inform a driver that they are parked at a restricted location, rather than serve a penalty. This may occur where a restriction has not been enforced/contravention observed for a period time. There is no charge for Warning Notices and these are therefore issued at a £0 amount. However, some drivers may write in to the council when a Warning Notice is received and a general correspondence response should be issued accordingly.

Completion and Issue of PCNs and Collection of Supporting Evidence

PCNs for parking contraventions are issued using a Hand Held Computer (HHC).

Essential information to be recorded by the CEO and shown on the PCN

1. Date the Notice is Served
2. Grounds of issue, namely:
 - a. Vehicle registration mark (VRM)
 - b. Date and time of alleged contravention
 - c. Contravention description and code (optionally with suffixes as appropriate)
 - d. Location of alleged contravention (street name)
3. PCN number
4. Name of Enforcing Authority
5. Penalty charge amount
6. Methods of payment
7. Payment periods (i.e. statutory payment and discount periods)
8. Address for payment and correspondence
9. How to challenge the PCN

Recommended Information to be recorded by the CEO and Shown on the PCN

1. Vehicle make
2. CEO number
3. Detailed location (reference to meter or parking bay number, house number, lighting column or post number, or nearest road junction as appropriate)
4. Observation times (if applicable)

On completion, the PCN must be affixed to the vehicle or handed to the person appearing to be in charge of the vehicle. Generally if this is not done then the PCN is not valid and should be cancelled / voided.

However a postal PCN can be issued in two situations.

- If the CEO attempted to serve the PCN by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person.
- If the CEO had begun to write the PCN but the vehicle was driven away before the PCN could be served.

If the Civil Enforcement Officer is unable to affix or hand the PCN to the vehicle or the driver, then clear and detailed evidence should be recorded. Notes should be kept of: what stage of the issuing

process the vehicle left the scene, clear details of any conversations with the driver, driver description and if attempts were made to serve the PCN.

The VRM should be taken from the vehicle number plate. CEOs should be aware of the presence of vehicles on the road with incorrect number plates due to improper spacing of the numbers and letters (although this is an offence, to incorrectly display a VRM, this is a matter for the Police).

Other Supporting Information.

The following Information should be collected on the HHC or in the pocket book.

1. Whether the PCN was affixed to the windscreen or handed to the driver.
2. Whether the CEO was prevented from serving the PCN by some person, or the vehicle drove away before the CEO had had time to complete the PCN.
3. Whether the driver was seen and any conversation with the driver.
4. Any evidence of loading or unloading activity after the PCN had been issued.
5. Expiry time of pay and display ticket or arrival time or value shown on vouchers.
6. Details of any permit / badge displayed.
7. Adjacent meter reading (duplex parking meters). – *Not relevant to the London Borough of Barnet*
8. Any evidence of breakdown.
9. Details of any notes in or on the vehicle, including any alleged P&D machine faults.
10. Tyre valve positions.
11. Pocket book reference (if there is a relevant entry).
12. Details of suspensions and signage in relation to the vehicle.
13. Details of any road works likely to affect parking.
14. Details of yellow lines (single, double or broken), and nearest plate (where appropriate).
15. Any other information which is likely to be useful.

Photographic Evidence.

Photographs should be taken whenever possible. Whilst they are not compulsory the evidence provided is extremely useful to support the issue of the penalty.

Photographs should be taken of:

- The vehicle parked in contravention, including registration number.
- The dashboard showing any blue disabled badge, permit, visitor/voucher, pay and display tickets.
- Any signs or time plates relating to the contravention (signage should be clear so can be read).
- Vehicle location to signage.
- The PCN affixed to the vehicle.
- The condition of any applicable road markings.

Client Request.

Residents' who have a dropped kerb crossover (sole use) outside their property, may request a Civil Enforcement Officer to attend their location and undertake enforcement against a vehicle that may be

parked adjacent to dropped kerb crossover. The resident would have been requested to confirm their and relevant vehicles details (e.g. VRN, make, model, colour) and the officer should only take action against a reported vehicle and no other. For a vehicle to be parked adjacent to a dropped kerb, the wheel base should be adjacent to the kerb dropped to meet the level of the carriageway. If park of a vehicle overhangs a dropped kerb e.g. bumper, although this may cause an inconvenience to a resident, no enforcement action should be taken.

Observation period

There is no legal requirement under the Traffic Management Act 2004, for an observation period and a penalty can be served once a Civil Enforcement Officer, observes a vehicle in contravention.

A Civil Enforcement Office could be expected to have observed a vehicle for a period up to 2 minutes and up to 5 minutes in a payment to park bay, prior to serving a penalty. Where a vehicle is used for loading/unloading 3 minutes could be given to private vehicle and 10 minutes for commercial vehicles. A 10 minutes grace period should be observed when a payment to park has expired.

For a commercial vehicle parked in a designated Loading bay, then an observation period of at least 5 minutes should be observed, to ascertain if loading/unloading is being undertaken. This is to allow a driver to deliver goods to a premises and return to their vehicle (repeating the loading/unloading if there are multiple packages to be delivered, or the weight is more than a person could safely carry). A driver should also be allowed to get their paperwork signed, but should not undertake any other duties, whilst within a Loading bay. The Enforcement Officer should take into consideration, if the vehicle is used to deliver fragile items, that could pose a risk to members of the public i.e. glass.

Driver identification.

Civil Enforcement Officers will use an description of the driver, which will include a IC codes (Identity Code), These are used by the British police in radio communications to describe the apparent ethnicity of a suspect. Codes are based on an officer's perceived view of an individual's ethnicity based on a visual assessment.

| Code | Ethnicity |
|--------------|---|
| IC1 | White - North European |
| IC2 | White - South European |
| IC3 | Black |
| IC4 | South Asian |
| IC5 | Chinese, Japanese, or other Southeast Asian |
| IC6 | North African or Arabic |
| IC9 / IC0 | Unknown |

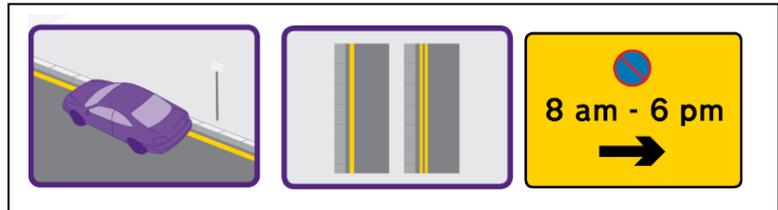
Contravention codes

On Street

CODE: 01

Penalty charge level: Higher

Code description:



Parked in a restricted street during prescribed hours.

Code contravention:

The contravention occurs when a vehicle waits during the prescribed hours in a restricted street (i.e. on a yellow line).

Extra information to be recorded:

- Details of yellow lines/stripes on kerbs
- Details of kerbside plates.

Loading/unloading allowed: Yes – commercial vehicle up to 40 minutes (continuous).

Observation period: Yes

Exemptions: ABCDEFGHIJKLMNOPQ

Notes:

Time plates are not required in CPZs except where the times of restriction differ from the CPZ hours.

Time plates are not required on double yellow lines.

Time plates are not required in pedestrianised streets

Yellow lines may not be needed in pedestrianised or restricted streets.

Where a Blue Badge holder is permitted to park on a yellow line for a specified period of time and stays for longer than this period, code 30 should be issued rather than code 01.

Suffixes:

a = temporary traffic order

o = Blue Badge holder

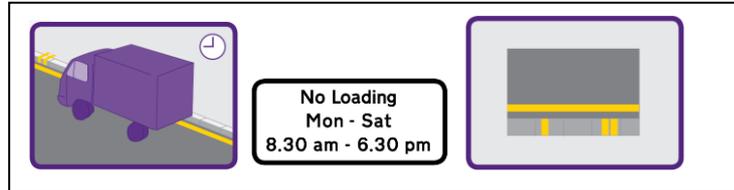
y = obscured/illegible permit

z = out of date permit

CODE: 02

Penalty charge level: Higher

Code description:



Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force.

Code contravention:

The contravention occurs when a vehicle waits or loads/unloads during prescribed hours in a street where there are loading/unloading restrictions as well as waiting restrictions.

Extra information to be recorded:

- Details of yellow lines/stripes on kerbs
- Details of kerbside plates.

Loading/unloading allowed: No

Observation period: No

Exemptions: ABCDEFGJLNOP

Suffixes:

a = temporary traffic order

o = Blue Badge holder

CODE: 05

Penalty charge level: Lower

Code description:

Parked after the expiry of paid for time.

Code contravention:

The contravention occurs when a vehicle waits in a parking bay during controlled hours and the purchased time has expired.

Extra information to be recorded:

- Expiry time on pay and display ticket
- Expiry time of mobile phone paid time
- Exact location of vehicle using mobile phone payment
- Arrival time and value of voucher(s)
- Serial number(s) of ticket and voucher(s).

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Suffixes:

c = buses only

p = pay and display bay

s = shared use bay

u = mobile phone parking

v = voucher

1 = electric vehicles bay



CODE: 06

Penalty charge level: Lower

Code description:

Parked without clearly displaying a valid pay and display ticket or voucher.

Code contravention:

The contravention occurs when a vehicle waits in a pay and display bay during controlled hours and a valid voucher or ticket has not been clearly displayed in the vehicle.

Extra information to be recorded:

- Details of any tickets, vouchers or permits displayed.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Suffixes:

c = buses only

i = wrong type of voucher

p = pay and display

v = voucher

1 = electric vehicles bay



CODE: 11

Penalty charge level: Lower

Code description:

Parked without payment of the parking charge.

Code contravention:

The contravention occurs when a vehicle waits in a bay during controlled hours and fails to pay the parking charge (usually by mobile phone).

Extra information to be recorded:

None

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Suffixes:

g = motor cycle bay

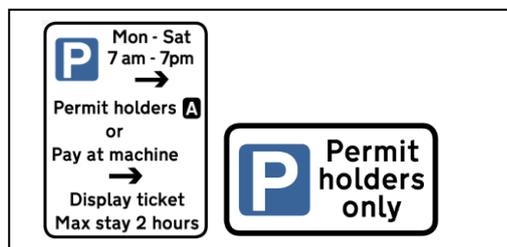
u = mobile phone parking



CODE: 12

Penalty charge level: Higher

Code description:



Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge.

Code contravention:

The contravention occurs when a vehicle waits in a residents' or shared use bay during controlled hours and either fails to display a permit, pay and display ticket or voucher or fails to pay the appropriate charge for that parking place.

Extra information to be recorded:

- Details of any pay and display tickets, permits or vouchers displayed, with reasons why they are invalid for that place.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Notes:

If a previously valid permit has expired then code 19 should be issued.

For payments that relate to the day of issue, e.g. pay and display tickets and vouchers which have been validated by a third party, then code 19 should be used.

For vouchers and scratch cards which have user input, in cases where the wrong date is filled in or scratched off then code 19 applies.

Suffixes:

r = residents' bay

w = wrong parking zone

s = shared use bay

y = obscured/illegible permit

t = voucher/P&D ticket used in permit bay

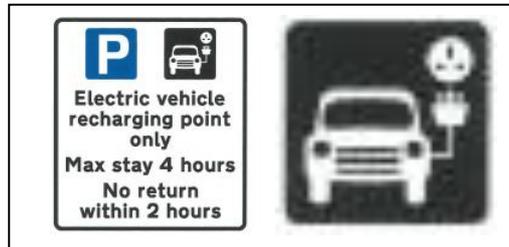
4 = virtual permit

u = mobile phone parking

CODE: 14

Penalty charge level:

Higher



Code description:

Parked in an electric vehicles' charging place during restricted hours without charging.

Code contravention:

The contravention occurs when a vehicle waits in an electric vehicles' charging bay without charging the vehicle.

Extra information to be recorded:

- Details of whether the vehicle is electric
- Whether there is any attachment to the charge point.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEIJKLNOP

Suffixes:

None

CODE: 16

Penalty charge level: Higher

Code description:

Parked in a permit space or zone without clearly displaying a valid permit.

Code contravention:

The contravention occurs when a vehicle waits in a permit space without displaying a valid parking permit.

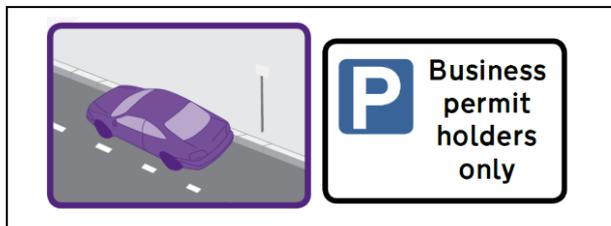
Extra information to be recorded:

- Details of any out of date or incorrect permit
- Details of any other permit displayed

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP



H1 – Not valid in a bay designated for a specified user:- d,e,h,q,5,6

Notes:

Suffix 's' only for use where bay is completely non-resident. In shared use bays where residents' permits are valid, codes 12 and 19 should be used as appropriate.

Suffixes:

b = business bay

d = doctors' bay

e = car club bay

h = hospital bay

q = market traders' bay

s = shared use bay

t = voucher/P&D ticket used in permit bay

w = wrong parking zone

x = incorrect VRM

y = obscured/illegible permit

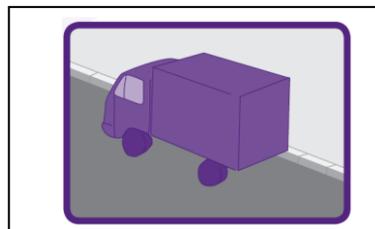
z = out of date permit

4 = virtual permit

5 = dedicated disabled bay

6 = hotel bay

CODE: 18



Penalty charge level: Higher

Code description:

Using a vehicle in a parking place in connection with the sale, offering or exposing for sale of goods when prohibited.

Code contravention:

The contravention occurs when a vehicle waits in a parking place during controlled hours, for the sole use of offering, selling or advertising the sale of goods.

Extra information to be recorded:

None

Loading/unloading allowed: No

Observation period: No

Exemptions:

Q

Suffixes:

b = business bay

m = parking meter

c = buses only

p = pay and display

d = doctors' bay

r = residents' bay

e = car club bay

s = shared use

f = free parking bay

v = voucher bay

h = hospital bay

CODE: 19

Penalty charge level: Lower

Code description:



Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time.

Code contravention:

The contravention occurs when a vehicle waits in a residents' or shared use parking place or zone displaying an invalid permit voucher or pay and display ticket that would have been valid for that parking place at some time or after the expiry of paid for time.

Extra information to be recorded:

- Details of any out of date or incorrect permit
- Details of any other permit displayed
- Details of any pay and display ticket
- Arrival time and value of voucher(s)
- Serial number(s) of ticket and voucher(s)
- Details of the expiry of paid for time

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Notes:

If a previously valid permit has expired then code 19 should be issued.

For payments that relate to the day of issue, e.g. pay and display tickets and vouchers which have been validated by a third party, then code 19 should be used.

For vouchers and scratch cards which have user input, in cases where the wrong date is filled in or scratched off then code 19 applies.

Suffixes:

i = wrong type of voucher

r = residents' bay

s = shared use bay

u = mobile phone parking

w = wrong parking zone

x = incorrect VRM

y = obscured/illegible permit

z = out of date permit

4 = virtual permit

CODE: 20



Penalty charge level: Higher

Code description:

Parked in a part of a parking place marked by a yellow line where waiting is prohibited.

Code contravention:

The contravention occurs when a vehicle waits on a yellow line in part of a parking place during the controlled hours.

Extra information to be recorded: None

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNOP

Notes:

Blue Badge holders can park on a loading gap, except in the Royal borough of Kensington and Chelsea, the London borough of Camden (south of the Euston Road), the City of London and the City of Westminster.

Suffixes:

j = camera enforcement

CODE: 21

Penalty charge level:

Higher

Code description:

Parked wholly or partly in a suspended bay or space.

Code contravention:

The contravention occurs when a vehicle waits in a suspended parking place or in a suspended part of a parking place.

Extra information to be recorded:

- Description and location of signs displayed
- Details of location of vehicle in relation to suspension.

Loading/unloading allowed: No

Observation period: No

Exemptions: DKNP

Suffixes:

b = business bay

c = buses only

d = doctors' bay

e = car club bay

f = free parking bay

g = motor cycle bay

h = hospital bay

l = loading place

m = parking meter



p = pay and display

r = residents' bay

s = shared use bay

q = market traders' bay

u = mobile phone parking

v = voucher bay

1 = electric vehicles bay

2 = goods vehicle loading bays

5 = dedicated disabled bay

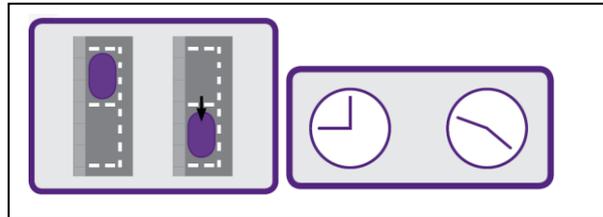
n = red route (not applicable by Barnet CEO's)

6 = hotel bay

CODE: 22

Penalty charge level:

Lower



Code description:

Re-parked in the same parking place or zone within one hour after leaving.

Code contravention:

The contravention occurs either when a vehicle departs from a parking place and subsequently returns to any bay or space in the same parking place, or moves to another bay or space within the same parking place, within the time specified on the signs.

Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Vehicle valve positions.

Second observation (within the specified period):

- VRM to match that made on first observation
- Valve positions to differ from those made on first observation.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKLNP

H1 – Not valid in a bay designated for a specified user:- c,l

Notes:

This does not apply to permit holders in permit parking places. If an amount of time is specified on the PCN then it must be correct – ‘one hour’ is used here only as an example and may be varied to another time period or “the prescribed time period”.

Suffixes:

c = buses only

o = Blue Badge holder

f = free parking bay

p = pay and display

l = loading place

s = shared use bay

m = meter bay

v = voucher bay

n = red route (not applicable by Barnet CEO's)

CODE: 23

Penalty charge level:

Higher

Code description:

Parked in a parking place or area not designated for that class of vehicle.

Code contravention:

The contravention occurs when a vehicle which is not of the class authorised to wait in the parking place or area is observed doing so during controlled hours.

Extra information to be recorded:

- Details of the class of vehicle and, where appropriate, size.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ABDEH1IJKLNOP

H1 – Not valid in a bay designated for a specified user:- c,d,e,g,h,k,l,1,2,3

Notes:

A suffix is required to fully describe the contravention.

Suffixes:

b = business bay

c = buses only

d = doctors' bay

e = car club bay

f = free parking bay

g = motorcycle bay

h = hospital bay

l = loading place

p = pay and display

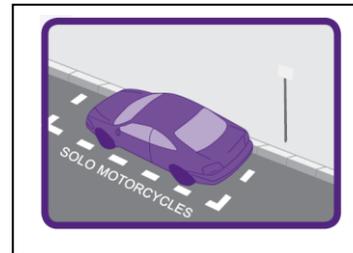
r = residents' bay

s = shared use bay

v = voucher bay

1 = electric vehicles bay

2 = goods vehicle loading bays



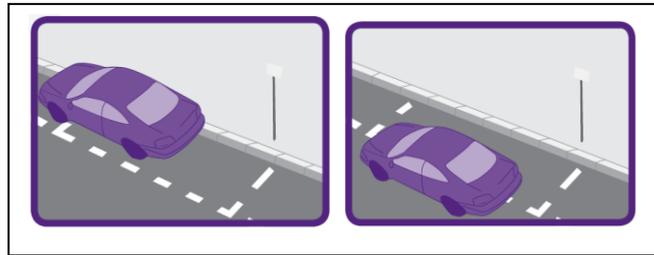
k = ambulance bay

3 = bicycle bay

CODE: 24

Penalty charge level: Lower

Code description:



Not parked correctly within the markings of the bay or space.

Code contravention:

The contravention occurs when a vehicle waits with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay.

Extra information to be recorded:

- Details of the position of the vehicle in relation to the markings
- A photograph is desirable.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEIJKLNOP

Suffixes:

b = business bay

c = buses only

d = doctors' bay

e = car club bay

f = free parking bay

h = hospital bay

l - loading place

m = parking meter bay

p = pay and display

q = market traders' bay

r = residents' bay

s = shared use bay

v = voucher bay

1 = electric vehicles bay

2 = goods vehicles loading bays

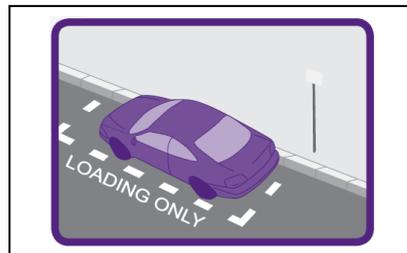
5 = dedicated disabled bay

6 = hotel bay

CODE: 25

Penalty charge level: Higher

Code description:



Parked in a loading place or bay during restricted hours without loading.

Code contravention:

The contravention occurs when a vehicle waits in a parking place designated as an on-street loading bay during restricted hours without loading or unloading taking place.

Extra information to be recorded:

- Details of the sign at the location advising of loading
- Details of the vehicle type.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEIJKLNOP

Suffixes:

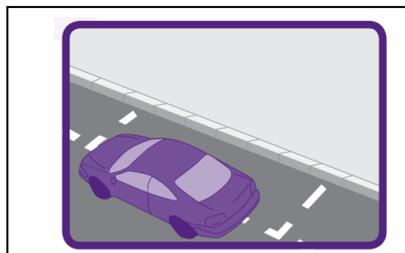
n = red route (not applicable by Barnet CEO's)

2 = goods vehicle loading bays

CODE: 26

Penalty charge level: Higher

Code description:



Parked in a special enforcement area more than 50cm from the edge of a carriageway and not within a designated parking space.

Code contravention:

The contravention occurs when a vehicle waits more than the specified distance from the edge of the carriageway and not within a designated parking place.

Extra information to be recorded:

- Details of the position of the vehicle in relation to the markings
- A photograph is desirable.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEIJKLNOP

Notes:

Where a vehicle is parked incorrectly within the markings of a bay or space, but is not more than 50cm from the edge of the carriageway, code 24 should be used.

The correct distance must be specified on the PCN – in England and Wales this is set by the Traffic Management Act 2004 at 50cm.

The edge of the carriageway is not limited to the side of the carriageway – if there is an edge in front of or behind the vehicle then that edge must also be more than 50cm away from the vehicle.

Suffixes:

n = red route (not applicable by Barnet CEO's)

CODE: 27

Penalty charge level: Higher

Code description:



Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway.

Code contravention:

The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the footway, cycle track or verge lowered to meet the level of the carriageway.

Extra information to be recorded:

- A photograph is desirable.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEIJKNOP

Exemptions also include:

- A vehicle that is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised
- A vehicle parked outside a residential premises by or with the consent of the occupier of the premises (but not in the case of a shared driveway).

Notes:

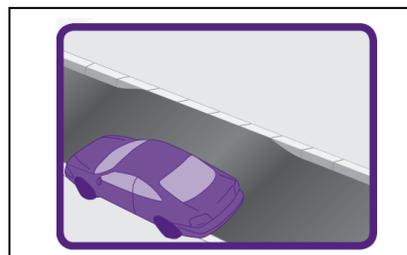
Enforcements can only take place where the carriageway has been lowered for the purpose of:

- assisting pedestrians across the carriageway
- assisting cyclists entering and leaving the carriageway
- assisting vehicles entering and leaving the carriageway

Suffixes:

n = red route (not applicable by Barnet CEO's)

o = Blue Badge holder

CODE: 28**Penalty charge level:** Higher**Code description:**

Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge.

Code contravention:

The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the carriageway has been raised to meet the level of the footway, cycle track or verge, or the carriageway has been raised to meet the level of the footway, cycle track or verge.

Extra information to be recorded:

- A photograph is desirable.

Loading/unloading allowed: Yes**Observation period:** Yes**Exemptions:** ADEIJKNOP

Exemptions also include:

- A vehicle that is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised.
- A vehicle parked outside a residential premises by or with the consent of the occupier of the premises. (NOT in the case of a shared driveway).

Notes:

Enforcements can only take place where the carriageway has been raised for the purpose of:

- assisting pedestrians across the carriageway
- assisting cyclists entering and leaving the carriageway
- assisting vehicles entering and leaving the carriageway

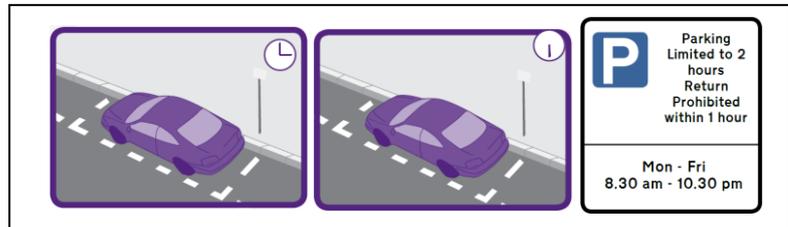
Suffixes:

n = red route (not applicable by Barnet CEO's)

o = Blue Badge holder

CODE: 30

Penalty charge level: Lower



Code description: Parked for longer than permitted.

Code contravention:

The contravention covers a number of circumstances in which a vehicle waits for longer than the permitted period.

Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Vehicle valve positions.

Second observation (after expiry of permitted time):

- VRM and valve positions to match those made on first observation
- Amount of time past the maximum period.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1JKLNOP

H1 – Not valid in a bay designated for a specified user:- I,1

H1 – Not valid in a designated bay, that specifies a maximum time limit on the use of a disabled badge and clock card, after the specified designated maximum time for the displayed disabled badge clock card has expired.

Notes:

Examples of circumstances in which a code 30 can be issued:

- A vehicle in a free parking bay that stays for longer than the maximum permitted time

- A vehicle in a mobile phone payment bay that stays beyond the expiry of paid for time or for longer than the maximum permitted time.

Suffixes:

f = free parking bay

l = loading place

m = parking meter

n = red route (not applicable by Barnet CEO's)

o = Blue Badge holder

p = pay and display

s = shared use bay

u = mobile phone parking

1 = electric vehicle bay

CODE: 40

Penalty charge level: Higher

Code description:

Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner.

Code contravention:

The contravention occurs when a vehicle waits in a disabled person's parking place without displaying a valid disabled person's parking badge and/or clock.

Extra information to be recorded:

- Details of any out of date or invalid badges
- Details of the Blue Badge clock, if appropriate, including the time being displayed.

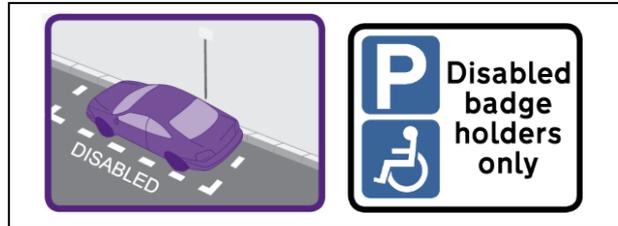
Loading/unloading allowed: Yes

Observation period: Yes

Exemptions: ADEH1IJKNP

Suffixes:

n = red route (not applicable by Barnet CEO's)



CODE: 45

Penalty charge level: Higher

Code description:

Stopped on a taxi rank.

Code contravention:

The contravention occurs when a vehicle that it is not a licensed taxi with a licence plate on the rear waits on a taxi rank marked 'TAXIS'.

Extra information to be recorded:

None

Loading/unloading allowed: No

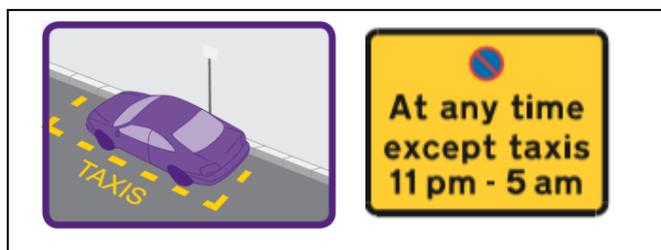
Observation period: No

Exemptions: DJKNP

Suffixes:

n = red route (not applicable by Barnet CEO's)

w = amends the contravention code description to change the wording from 'stopping' to 'waiting'



CODE: 47

Penalty charge level: Higher

Code description:

Stopped on a restricted bus stop or stand

Code contravention:

The contravention occurs when a vehicle other than a public service vehicle operating a scheduled service waits during prescribed hours on a restricted bus stop or bus stop clearway/red route marked by yellow markings and the words BUS STOP or BUS STAND.

A bus can only stop in a bus stop for the following reasons without causing a contravention:

- for so long as may be necessary to pick up or set down passengers
- for so long as may be necessary to change drivers
- for a maximum of two minutes in order to regulate the service.

Extra information to be recorded:

None

Loading/unloading allowed: No

Observation period: No

Exemptions: CDEJKNP

Suffixes:

j = camera enforcement

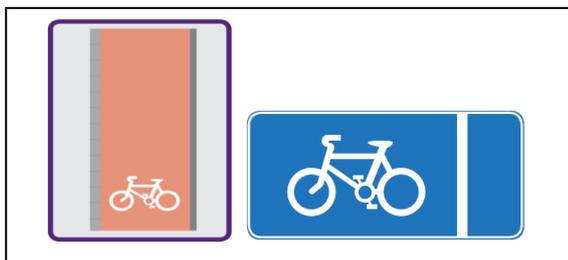
n = red route (not applicable by Barnet CEO's)



CODE: 49

Penalty charge level: Higher

Code description:



Parked wholly or partly on a cycle track or lane.

Code contravention:

The contravention occurs when a vehicle waits on a cycle track or lane.

Extra information to be recorded:

None

Loading/unloading allowed: Only in a cycle lane.

Observation period: Only in a cycle lane.

Exemptions: DENP

Notes:

A cycle track is part of a highway for use only by pedal cycles.

A cycle track is not a cycle lane.

A cycle lane is part of the carriageway and is marked by a white line and cycle logos. Parking in a mandatory cycle lane is a contravention under code 01 or 02 above.

Parking in an advisory cycle lane (with no yellow lines) is not a contravention.

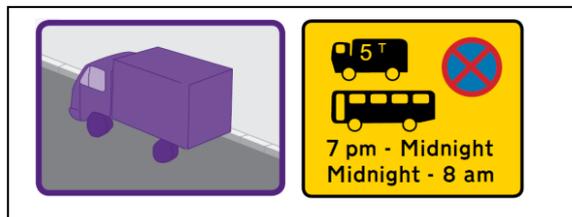
Suffixes:

None

CODE: 55

Penalty charge level: Higher

Code description:



A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban.

Code contravention:

The contravention occurs when a commercial vehicle over the indicated max gross weight (usually either 5 or 7.5 tonnes excluding passenger carrying vehicles designed to carry fewer than 13 passengers) waits in a restricted street during the prescribed hours.

Extra information to be recorded:

- Details of type and size of vehicle and MGW if shown.

Loading/unloading allowed: Yes

Observation period: Yes

Exemptions:

ACDEGKLNOPQ

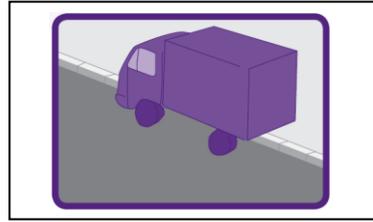
Notes:

Whether a vehicle over 5 tonnes or 7.5 tonnes is considered to be parked in contravention depends upon the local authority traffic order.

Most London boroughs operate an overnight ban on parking by commercial vehicles. The ban does not apply to all boroughs in London or in England and Wales. Boroughs where this does apply may have exempted streets.

Suffixes:

None

CODE: 61**Penalty charge level:** Higher**Code description:**

A heavy commercial vehicle wholly or partly parked on a footway, verge or land in between two carriageways.

Code contravention:

The contravention occurs when a heavy commercial vehicle waits on any part of the footway. The vehicle must weigh more than 7.5 tonnes maximum gross weight (MGW).

Extra information to be recorded:

- Number of wheels on the footway
- Diagram or photograph of the parking position.

Loading/unloading allowed: Yes, but only if it is essential so as not to cause an obstruction and cannot be carried out elsewhere.

Observation period: If essential as described above, then yes.

Exemptions: DNOP

Notes:

A footway means a way comprised in a road which also comprises a carriageway, being a way over which the public have a right of way on foot only.

This contravention applies nationally to vehicles with an operating weight of more than 7.5 tonnes, as defined in Section 20 of the Road Traffic Act 1988.

Suffixes:

1 = one wheel on footway

2 = partly on footway

4 = all wheels on footway

c = on vehicle crossover

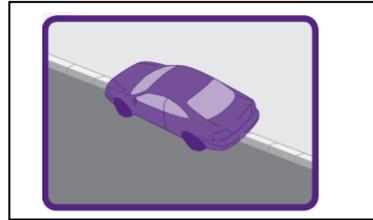
g = on grass verge

n = red route (not applicable by Barnet CEO's)

CODE: 62

Penalty charge level: Higher

Code description:



Parked with one or more wheels on or over a footpath or any part of the road other than a carriageway.

Code contravention:

The contravention occurs when a vehicle waits on any part of a footpath or footway.

Extra information to be recorded:

- Number of wheels on the footway
- Diagram or photograph of the parking position.

Loading/unloading allowed: Yes, but only if it is essential so as not to cause an obstruction and cannot be carried out elsewhere.

Observation period: If essential as described above, then yes.

Exemptions: DNOP

Notes:

A footway means a way comprised in a road which also comprises a carriageway, being a way over which the public have a right of way on foot only.

A footpath means a highway over which the public have the right of way on foot only, not being a footway.

Footway parking is allowed where signs and markings officially authorise them.

Suffixes:

1 = one wheel on footway

2 = partly on footway

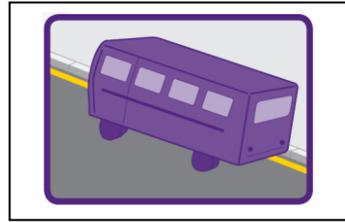
4 = all wheels on footway

c = on vehicle crossover

g = on grass verge

n = red route (not applicable by Barnet CEO's)

CODE: 63



Penalty charge level: Lower

Code description:

Parked with engine running where prohibited.

Code contravention:

The contravention occurs when a vehicle, usually a coach, is parked with its engine running where prohibited.

Extra information to be recorded:

None

Loading/unloading allowed: Not applicable

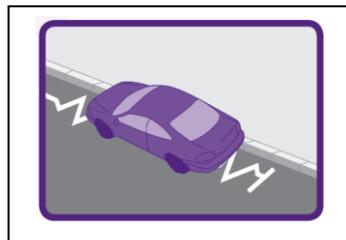
Observation period: Not applicable

Exemptions: ACDEFIKLNOP

Suffixes:

c = buses only

CODE: 99



Penalty charge level: Higher

Code description:

Stopped on a pedestrian crossing or crossing marked by zigzags.

Code contravention:

The contravention occurs when a vehicle waits on a pedestrian crossing marked by zig zags.

Extra information to be recorded:

- Photograph of the parking position.

Loading/unloading allowed: No

Observation period: No

Exemptions: DNP

Suffixes:

n = red route (not applicable by Barnet CEO's)

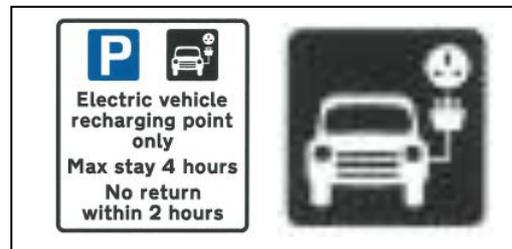
o = Blue Badge holder

Off Street Enforcement

CODE: 71

Penalty charge level: Higher

Code description:



Parked in an electric vehicles' charging place during restricted hours without charging.

Code contravention:

The contravention occurs when a vehicle waits in an electric vehicles' charging bay without charging the vehicle.

Extra information to be recorded:

- Details of whether the vehicle is electric
- Whether there is any attachment to the charge point.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Suffixes:

None

CODE: 73

Penalty charge level: Lower

Code description:

Parked without payment of the parking charge.

Code contravention:

The contravention occurs when a vehicle waits in a bay during controlled hours and fails to pay the parking charge (usually by mobile phone).

Extra information to be recorded:

None

Loading/unloading allowed: No

Observation period: Yes

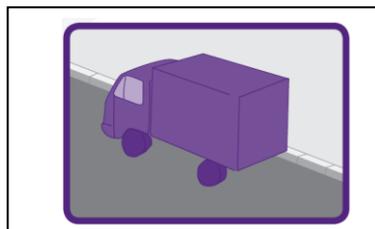
Exemptions:

Suffixes:

u = mobile phone parking



CODE: 74



Penalty charge level: Higher

Code description:

Using a vehicle in a parking place in connection with the sale, offering or exposing for sale of goods when prohibited.

Code contravention:

The contravention occurs when a vehicle waits in a parking place during controlled hours, for the sole use of offering, selling or advertising the sale of goods.

Extra information to be recorded:

None

Loading/unloading allowed: No

Observation period: No

Exemptions:

Suffixes:

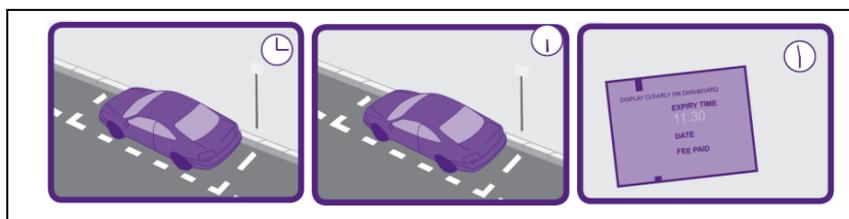
p = pay and display

r = residents' bay

s = shared use

CODE: 80

Penalty charge level: Lower



Code description: Parked for longer than permitted.

Code contravention:

The contravention covers a number of circumstances in which a vehicle waits for longer than the permitted period.

Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Vehicle valve positions.

Second observation (after expiry of permitted time):

- VRM and valve positions to match those made on first observation
- Amount of time past the maximum period.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Notes:

Examples of circumstances in which a code 30 can be issued:

- A vehicle in a free parking bay that stays for longer than the maximum permitted time
- A vehicle in a mobile phone payment bay that stays beyond the expiry of paid for time or for longer than the maximum permitted time.

Suffixes:

u = mobile phone parking

CODE: 81

Penalty charge level: Higher

Code description:

Parked in a restricted area in a car park

Code contravention:

The contravention occurs when a vehicle waits in an unmarked area (non bay) or a restricted area.

Extra information to be recorded:

- Details of location of vehicle.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Suffixes:

o = Blue Badge holder

CODE: 82

Penalty charge level: Lower

Code description:

Parked after the expiry of paid for time.

Code contravention:

The contravention occurs when a vehicle waits in a parking bay during controlled hours and the purchased time has expired.

Extra information to be recorded:

- Expiry time on pay and display ticket
- Expiry time of mobile phone paid time
- Exact location of vehicle using mobile phone payment
- Arrival time and value of voucher(s)
- Serial number(s) of ticket and voucher(s).

Loading/unloading allowed: No

Observation period: Yes

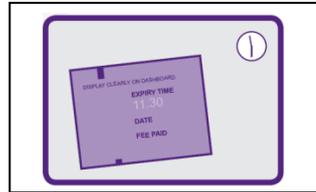
Exemptions:

Suffixes:

p = pay and display bay

u = mobile phone parking

v = voucher



CODE: 83

Penalty charge level: Lower

Code description:

Parked in a car park without clearly displaying a valid pay and display ticket or voucher or parking clock.

Code contravention:

The contravention occurs when a vehicle waits in a pay and display bay during controlled hours and a valid voucher or ticket has not been clearly displayed in the vehicle.

Extra information to be recorded:

- Details of any tickets, vouchers or permits displayed.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Suffixes:

None



CODE: 85



Penalty charge level: Higher

Code description:

Parked without clearly displaying a valid permit where required

Code contravention:

The contravention occurs when a vehicle waits in a permit space without displaying a valid parking permit.

Extra information to be recorded:

- Details of any out of date or incorrect permit
- Details of any other permit displayed

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Notes:

Suffix 's' only for use where bay is completely non-resident. In shared use bays where residents' permits are valid, codes 12 and 19 should be used as appropriate.

Suffixes:

b = business bay

y = obscured/illegible permit

r = residents' bay

z = out of date permit

t = voucher/P&D ticket used in permit bay

4 = virtual permit

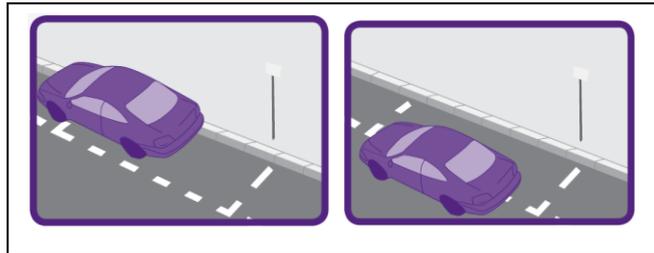
w = wrong parking zone

5 = dedicated disabled bay

CODE: 86

Penalty charge level: Lower

Code description:



Not parked correctly within the markings of the bay or space.

Code contravention:

The contravention occurs when a vehicle waits with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay.

Extra information to be recorded:

- Details of the position of the vehicle in relation to the markings
- A photograph is desirable.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Suffixes:

p = pay and display

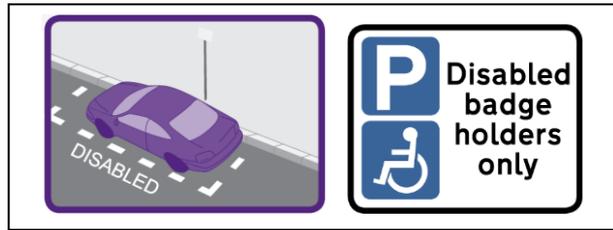
r = residents' bay

s = shared use bay

CODE: 87

Penalty charge level: Higher

Code description:



Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner.

Code contravention:

The contravention occurs when a vehicle waits in a disabled person's parking place without displaying a valid disabled person's parking badge and/or clock.

Extra information to be recorded:

- Details of any out of date or invalid badges
- Details of the Blue Badge clock, if appropriate, including the time being displayed.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Suffixes:

None

CODE: 91

Penalty charge level:

Higher

Code description:

Parked in a car park or area not designated for that class of vehicle.

Code contravention:

The contravention occurs when a vehicle which is not of the class authorised to wait in the car park or area is observed doing so during controlled hours.

Extra information to be recorded:

- Details of the class of vehicle and, where appropriate, size.

Loading/unloading allowed: No

Observation period: Yes

Exemptions:

Notes:

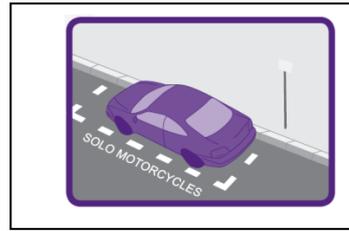
A suffix is required to fully describe the contravention.

Suffixes:

c = buses only

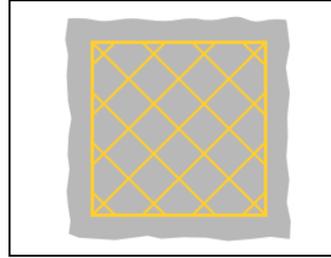
g = motorcycle bay

1 = electric vehicles bay (not authorised as yet for use).



Moving Traffic Contraventions

CODE: 31



Penalty charge level: n/a

Code description:

Entering and stopping in a box junction when prohibited

Code contravention:

The contravention occurs when a vehicle enters and is restricted from exiting, due to another vehicle.

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: DNP

If a vehicle is making a right hand turn and restricted from completing the manoeuvre by an oncoming vehicle

Suffixes:

J = camera enforcement

CODE: 32



Penalty charge level: n/a

Code description:

Failing to drive in the direction shown by the arrow on a blue sign

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator blue sign and travels in a direction contrary to the instruction on the blue sign

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

d = proceeding in the wrong direction

t = turning in the wrong direction

w = one way traffic

CODE: 33



Penalty charge level: n/a

Code description:

Using a route restricted to certain vehicles

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator sign and travels along a route restricted to the vehicle type designated on the signage

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

h = local buses and cycles only

b = buses only

i = local buses, cycles and taxis only

c = buses and cycles only

k = local buses and taxis only

e = buses, cycles and taxis only

q = tramcars and local buses only

f = buses and taxis only

r = tramcars only

g = local buses only

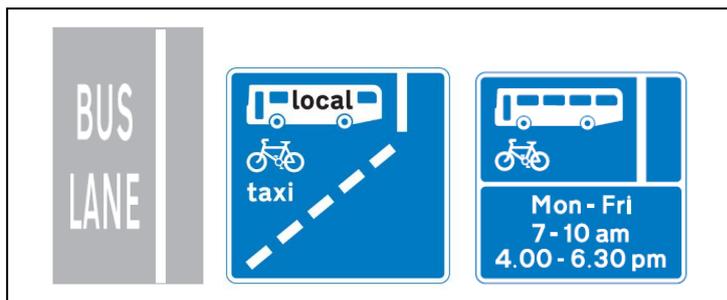
s = tramcars and buses only

CODE: 34

Penalty charge level: n/a

Code description:

Being in a bus lane



Code contravention:

The contravention occurs when a vehicle enters and travels in a bus lane during the prescribed hours

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions:

Vehicle when used for fire brigade, ambulance or police purposes.

Hackney carriage with a licence plate on the rear

The vehicle is used to carry in excess of 14 persons (including driver)

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

ADDITIONAL.

Entering a bus lane in order to stop to allow passengers to board or alight. The vehicle should exit bus lane immediately and not proceed along it.

Crossing at access adjacent premises or enter a side street.

Suffixes:

j = camera enforcement

0 = local buses / trams only

CODE: 37

Penalty charge level: n/a

Code description:

Failing to give way to oncoming vehicles

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator give way signage and obstructed oncoming vehicles

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

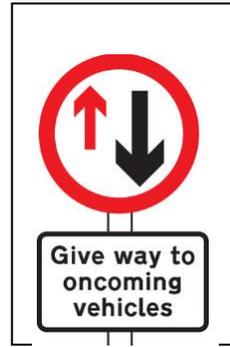
Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

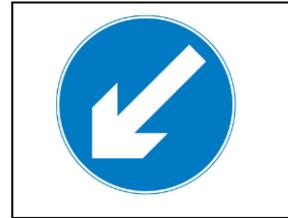
Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement



CODE: 38



Penalty charge level: n/a

Code description:

Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator signage and passes contrary to the signage directions, obstructed oncoming vehicles

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

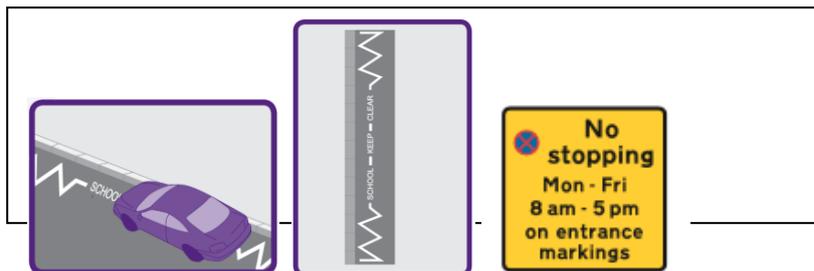
l = must pass to the left

r = must pass to the right

CODE: 48

Penalty charge level: Higher

Code description:



Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited.

Code contravention:

The contravention occurs when a vehicle waits during prescribed hours on a section of carriageway outside a school, hospital or fire, police or ambulance station with SCHOOL KEEP CLEAR, (or HOSPITAL or FIRE, or POLICE or AMBULANCE) written on the road with accompanying zigzag markings and a sign describing times of control.

Extra information to be recorded:

None

Loading/unloading allowed: No

Observation period: No

Exemptions: DNP

Notes:

Outside of the prescribed times there is no contravention unless the area is marked with an ordinary yellow line indicating that a waiting restriction also applies.

Suffixes:

j = camera enforcement

CODE: 50



Penalty charge level: n/a

Code description:

Performing a prohibited turn

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator sign and travels in a direction contrary to the instruction on the sign. Sign usually has a red boarder the white centre indicating a direction of travel (not to be taken) with a red line struck through it.

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

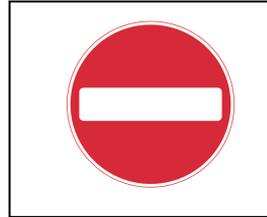
j = camera enforcement

l = no left turn

r = no right turn

u = no U-turn

CODE: 51



Penalty charge level: n/a

Code description:

Failing to comply with a no entry restriction

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator sign and travels in a direction contrary to the instruction on the sign. Sign usually has a red background the white centre line, indicating a direction of travel not to be taken.

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

CODE: 52**Penalty charge level:** n/a**Code description:**

Failing to comply with a prohibition on a certain types of vehicle

Code contravention:

The contravention occurs when a commercial vehicle over the indicated max gross weight (usually either 5 or 7.5 tonnes excluding passenger carrying vehicles designed to carry fewer than 13 passengers) enters a street where a designated weight of vehicle is not permitted to proceed along.

Extra information to be recorded:

- Details of type and size of vehicle and MGW if shown.

Loading/unloading allowed: No**Observation period:** No**Notes:**

This is usually a residential street, narrow road or where commercial vehicles may attempt to take a short cut. Whether a vehicle over 5 tonnes or 7.5 tonnes is considered in contravention depends upon the local authority traffic order.

Most London boroughs operate a ban on certain streets on commercial vehicles. The ban does not apply to all street within boroughs in London or in England and Wales. Boroughs where this does apply may have a time period exempting streets and this would be signed accordingly.

Exemptions:

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

g = goods vehicles exceeding max gross weight indicated

m = motor vehicles

s = solo motorcycles

v = all vehicles except non-mechanically propelled ones being pushed

x = motor vehicles except solo m/cycles

CODE: 53

Penalty charge level: n/a

Code description:



Failing to comply with a restriction on vehicles entering a pedestrian zone

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator sign and travels in a direction entering a designated pedestrian zone.

A pedestrian zone can operate within prescribed hours, which drivers are required to adhere with.

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

CODE: 54

Penalty charge level: n/a

Code description:



Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone

Code contravention:

The contravention occurs when a vehicle fails to comply with a regulator sign and travels in a direction entering a designated pedestrian zone and waiting within the designated pedestrian zone.

A pedestrian zone can operate within prescribed hours, which drivers are required to adhere with.

Extra information to be recorded: None

Loading/unloading allowed: No

Observation period: No

Exemptions: D

If a vehicle is instructed to make a contrary manoeuvre by a police constable in uniform.

Vehicle when used for fire brigade, ambulance or police purposes.

Suffixes:

j = camera enforcement

Exemptions

- A. Setting down and/or picking up of passengers, or to load or unload any personal luggage
- B. A solo motorcycle or moped in a designated area
- C. Public service vehicles operating a Transport for London Bus Service (as defined by the Greater London Authority Act 1999), waiting at an authorised stopping place, terminal or turning point
- D. Vehicles when used for fire brigade, ambulance or police purposes but not for convenience parking
- E. A vehicle on the service of the local authority providing that it is being used in the exercise of a statutory power or duty of that, and it is necessary for the vehicle to wait in that location
- F. Licensed taxis waiting on an authorised taxi rank
- G. A vehicle taking in petrol, oil, water or air at the kerbside e.g. a roadside garage
- H. 1. A vehicle displaying a disabled person's badge
2. A vehicle displaying a disabled person's badge and clock
- I. A vehicle used for removal of furniture to or from adjacent premises
- J. A vehicle is prevented from moving by circumstances beyond the driver's control
- K. A vehicle involved in the removal of any obstruction to traffic
- L. A vehicle which is being used for loading/unloading, delivering/collecting of postal packets to or from a postal box or premises
- N. A vehicle which is used by or in the services of military or visiting military forces
- O. A vehicle waiting while a gate or barrier is opened/closed to allow access or departure to/from premises
- P. A vehicle which has been told to wait by a police constable in uniform or has to stop in order to avoid an accident
- Q. A stationary vehicle selling goods from a pitch on a restricted street whilst holding a licence from the council to do so.

Standard PCN Codes v6.7.5

On-Street

| Code | General suffix(es) | Description | Diff. level | Notes |
|------|----------------------|--|-------------|---|
| 01 | aoyz | Parked in a restricted street during prescribed hours | Higher | Suffixes y & z for disabled badge holders only |
| 02 | ao | Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force | Higher | |
| 04 | cs | Parked in a meter bay when penalty time is indicated | Lower | |
| 05 | cpsuv1 | Parked after the expiry of paid for time | Lower | |
| 06 | cipv1 | Parked without clearly displaying a valid pay & display ticket or voucher | Lower | |
| 07 | cmprsv | Parked with payment made to extend the stay beyond initial time Lower | Lower | 'meter feeding' |
| 08 | c | Parked at an out-of-order meter during controlled hours | Lower | Electronic meters only |
| 09 | ps | Parked displaying multiple pay & display tickets where prohibited | Lower | |
| 10 | ps | Parked without clearly displaying two valid pay and display tickets when required | Lower | "two" may be varied to another number or "multiple". |
| 11 | gu | Parked without payment of the parking charge | Lower | |
| 12 | rstuw4 | Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge | Higher | |
| 13 | | ---- RESERVED FOR TfL USE (LOW EMISSION ZONE) ---- | n/a | |
| 14 | | Parked in an electric vehicles' charging place during restricted hours without charging | Higher | |
| 16 | bdehqrstwxyz456 | Parked in a permit space or zone without clearly displaying a valid permit | Higher | Suffix "s" only for use where bay is completely non-resident |
| 17 | | ---- RESERVED FOR ROAD USER CHARGING USE ---- | n/a | |
| 18 | bcdefhmpsv | Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited | Higher | |
| 19 | irsuwxyz4 | Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time | Lower | |
| 20 | | Parked in a part of a parking place marked by a yellow line where waiting is prohibited | Higher | |
| 21 | bcdefghlmnpqrsuv1256 | Parked wholly or partly in a suspended bay or space | Higher | |
| 22 | cflmnopsv | Re-parked in the same parking place or zone within one hour after leaving | Lower | "one hour" may be varied to another time period or "the prescribed time period" |

| | | | | |
|----|------------------|--|--------|---|
| 23 | bcdefghklprsv123 | Parked in a parking place or area not designated for that class of vehicle | Higher | Higher Suffix required to fully describe contravention |
| 24 | bcdefhlmprsv1256 | Not parked correctly within the markings of the bay or space | Lower | |
| 25 | n2 | Parked in a loading place or bay during restricted hours without loading | Higher | On-street loading bay or place |
| 26 | n2 | Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place | Higher | "50 cm" may be varied to another distance in Scotland. |
| 27 | no | Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway | Higher | |
| 28 | no | Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge | Higher | |
| 30 | flmnopsu1 | Parked for longer than permitted | Lower | |
| 31 | j | Entering and stopping in a box junction when prohibited | n/a | London only |
| 32 | jdtw | Failing to drive in the direction shown by the arrow on a blue sign n/a | n/a | Code-specific suffixes apply. London only |
| 33 | jbcefgghikqrs | Using a route restricted to certain vehicles | n/a | Code-specific suffixes apply. London only |
| 34 | j0 | Being in a bus lane | n/a | |
| 35 | | Parked in a disc parking place without clearly displaying a valid disc | Lower | |
| 37 | j | Failing to give way to oncoming vehicles | n/a | London only |
| 38 | jlr | Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign | n/a | Code-specific suffixes apply. London only |
| 40 | n | Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner | Higher | |
| 41 | | Stopped in a parking place designated for diplomatic vehicles Higher | Higher | |
| 42 | | Parked in a parking place designated for police vehicles | Higher | |
| 43 | | Stopped on a cycle docking station parking place | Higher | |
| 45 | nw | Stopped on a taxi rank | Higher | "stopped" may be varied to "waiting" |
| 46 | n | Stopped where prohibited (on a red route or clearway) | Higher | |
| 47 | jn | Stopped on a restricted bus stop or stand | Higher | |
| 48 | j | Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited | Higher | CCTV can be used on a restricted area outside a school only |
| 49 | | Parked wholly or partly on a cycle track or lane | Higher | |
| 50 | jlru | Performing a prohibited turn | n/a | Code-specific suffixes apply. London only |
| 51 | j | Failing to comply with a no entry restriction | n/a | London only |
| 52 | jgmsvx | Failing to comply with a prohibition on certain types of vehicle | n/a | Code-specific suffixes apply. London only |

| | | | | |
|----|--------|---|--------|---|
| 53 | j | Failing to comply with a restriction on vehicles entering a pedestrian zone | n/a | London only |
| 54 | j | Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone | n/a | London only |
| 55 | | A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban | Higher | |
| 56 | | Parked in contravention of a commercial vehicle waiting restriction | Higher | Non- overnight waiting restriction |
| 57 | | Parked in contravention of a bus ban | Higher | Non- overnight waiting restriction |
| 58 | | Using a vehicle on a restricted street during prescribed hours without a valid permit | n/a | London Lorry Control Scheme |
| 59 | | Using a vehicle on a restricted street during prescribed hours in breach of permit conditions | n/a | London Lorry Control Scheme |
| 61 | 124cgn | A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways | Higher | Code-specific suffixes apply. |
| 62 | 124cgn | Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway | Higher | Code-specific suffixes apply. |
| 63 | | Parked with engine running where prohibited | Lower | |
| 64 | 124 | Parked in contravention of a notice prohibiting leaving vehicles on a grass verge, garden, lawn or green maintained by a local authority | n/a | Code-specific suffixes apply. For use in Essex only |
| 65 | 124 | Parked in contravention of a notice prohibiting leaving vehicles on land laid out as a public garden or used for the purpose of public recreation | n/a | Code-specific suffixes apply. For use in Essex only |
| 66 | 124cg | Parked on a verge, central reservation or footway comprised in an urban road | n/a | Code-specific suffixes apply. For use in Essex only |
| 72 | | - - - RESERVED FOR BUILDERS' SKIPS CONTRAVENTIONS - - - | | London only |
| 75 | | - - - RESERVED FOR LITTERING FROM MOTOR VEHICLES - - - | | London only |
| 76 | | - - RESERVED FOR WASTE RECEPTACLE CONTRAVENTIONS - - | | London only |
| 99 | no | Stopped on a pedestrian crossing or crossing area marked by zigzags | Higher | Pedestrian Crossings |

Off-Street

| | | | | |
|----|-----|--|--------|--------------------------|
| 70 | | Parked in a loading place or bay during restricted hours without loading | Higher | Off-street loading areas |
| 71 | | Parked in an electric vehicles' charging place during restricted hours without charging | Higher | Off-street car parks |
| 73 | u | Parked without payment of the parking charge | Lower | Off-street car parks |
| 74 | prs | Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited | Higher | Off-street car parks |
| 77 | | - - - RESERVED FOR DVLA USE - - - | n/a | |
| 80 | u | Parked for longer than permitted | Lower | Off-street car parks |
| 81 | o | Parked in a restricted area in a car park | Higher | Off-street car parks |

| | | | | |
|----|----------|--|--------|---|
| 82 | puv | Parked after the expiry of paid for time | Lower | Off-street car parks |
| 83 | | Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock | Lower | Off-street car parks |
| 84 | u | Parked with payment made to extend the stay beyond initial time | Lower | Off-street car parks |
| 85 | btrwyz45 | Parked without clearly displaying a valid permit where required | Higher | Off-street car parks |
| 86 | prs | Not parked correctly within the markings of a bay or space | Lower | Off-street car parks |
| 87 | | Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner | Higher | Off-street car parks |
| 89 | | Vehicle parked exceeds maximum weight or height or length permitted | Higher | Off-street car parks |
| 90 | psuv | Re-parked in the same car park within one hour after leaving | Lower | Off-street car parks. "one hour" may be varied to another time period or "the prescribed time period" |
| 91 | cg | Parked in a car park or area not designated for that class of vehicle | Higher | Off-street car parks |
| 92 | o | Parked causing an obstruction Higher Off-street car parks | Higher | Off-street car parks |
| 93 | | Parked in car park when closed | Lower | Off-street car parks |
| 94 | p | Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required | Lower | Off-street car parks. "two" may be varied to another number or "multiple" |
| 95 | | Parked in a parking place for a purpose other than that designated | Lower | Off-street car parks |
| 96 | | Parked with engine running where prohibited | Lower | Off-street car parks |

Suffixes

General suffixes:-

- | | | | |
|--------------------------------|-----------------------|-----------------------------|--|
| a) temporary traffic order | b) business bay | c) buses only | d) doctor's bay |
| e) car club bay | f) free parking bay | g) motor cycle bay | h) hospital bay |
| i) wrong type of voucher | j) camera enforcement | k) ambulance bay | l) loading place |
| m) parking meter | n) red route | o) blue badge holder | p) pay & display |
| q) market traders' bay | r) residents' bay | s) shared use bay | t) voucher/P&D ticket used in permit bay |
| u) electronic payment | v) voucher | w) wrong parking zone | x) incorrect VRM |
| y) obscured / illegible permit | z) out of date permit | 0) local buses / trams only | 1) electric vehicles bay |
| 2) goods vehicle loading bays | 3) bicycle bay | 4) virtual permit | 5) dedicated disabled bay |
| 6) hotel bay | | | |

Taxi Ranks (code 45) only

- w) amends the contravention code description to change the wording from 'stopped' to 'waiting'

Footway parking (codes 61, 62, 64, 65 and 66) only:-

- | | | |
|-------------------------|----------------------|--------------------------|
| 1) one wheel on footway | 2) partly on footway | 4) all wheels on footway |
| c) on vehicle crossover | g) on grass verge | |

Moving traffic contraventions only:-

- | | | | |
|---|--|---------------------------------------|-------------------------------|
| 32 d) proceeding in the wrong direction | t) turning in the wrong direction | w) one way traffic | |
| 33 b) buses only | c) buses and cycles only | e) buses, cycles and taxis only | f) buses and taxis only |
| g) local buses only | h) local buses and cycles only | i) local buses, cycles and taxis only | k) local buses and taxis only |
| q) tramcars and local buses only | r) tramcars only | s) tramcars and buses only | |
| 38 l) must pass to the left | r) must pass to the right | | |
| 50 l) no left turn | r) no right turn | u) no U-turn | |
| 52 g) goods vehicles exceeding max gross weight indicated | m) motor vehicles | s) solo motorcycles | |
| v) all vehicles except non-mechanically propelled ones being pushed | x) motor vehicles except solo m/cycles | | |

Supplement to the Notes

Suffix 'j' identifies a contravention that can be used on highways other than red routes using CCTV. The suffix itself is not required on a PCN.

Mitigation Reason.

| Mitigation Reason | Guidelines |
|--|--|
| Bankruptcy | Official paperwork from a company representing the appellant advising that they are bankrupt and that the company is dealing with their financial obligations |
| Blue Badge Holder | <p>No previous penalties cancelled under similar circumstance.</p> <p>Photographic evidence and CEO notes are unable to confirm that no badge was displayed.</p> <p>If the badge was incorrectly displayed, seek advice from a supervisor.</p> <p>Any badge seen by the CEO must be the same as that submitted as evidence by the appellant.</p> |
| Breakdown of vehicle | <p>Check CEO notes and photographs</p> <p>Evidence must be on official letterhead, signed, location, dated and the date of the work correspond with the date of the contravention</p> <p>Check the regularity of this appeal versus the history of previous PCN's</p> |
| Bus Lane Taxi | <p>Copy of valid vehicle registration and Hackney Carriage License document</p> <p>Check video/stills to confirm that the vehicle was not parked</p> |
| Bus Lane mini bus | <p>Copy of vehicle registration and license document verifying that it is licensed to carry > 8 people</p> <p>Check video/stills to ensure that the vehicle was not parked</p> |
| Vehicle on Official Police Business | A signed document from the officer, countersigned by the supervising officer that the vehicle was either parked on the carriageway or driving in a bus lane whilst involved in official police business |
| Vehicle already issued with a PCN by the police | An official copy of the police issued PCN |
| Postal Vehicle | <p>For bus lane PCN's, check that the vehicle is identifiable (livery) as a postal van</p> <p>Valid proof from the appellant that the vehicle is a postal van and on duty at the time of the contravention</p> <p>Check that the CEO has permitted sufficient time for L/UL for static PCN's</p> |

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| Permit Holders – Other | For BUSINESS permit holders, ensure that the VRM has a valid permit and was parked in a relevant bay (check CEO photographs for proof of why the electronic permit was not considered valid at the time of the contravention) |
| | For Resident permit holders, ensure that the VRM has a valid permit and was parked in a relevant bay (check CEO photographs for proof of why the electronic permit was not considered valid at the time of the contravention) |
| | For Event Day permit holders, ensure that the VRM has a valid permit and was parked in a relevant bay (check CEO photographs for proof of why the electronic permit was not considered valid at the time of the contravention) |
| | For CARERS permit holders, ensure that the VRM has a valid permit and was parked in a relevant bay. Check for additional information (check CEO photographs for proof of why the permit was not seen at the time of the contravention) |
| | For MEMBERS permit holders (as above) |
| Health Emergency Badge Holders | <p>A copy of the valid HEB must be provided</p> <p>Check CEO notes and photographic evidence as to why the permit was not displayed</p> <p>Ask for evidence of the callout</p> |
| Deceased | <p>A copy of the death certificate must be provided and deceased after date of contravention.</p> <p>Ensure that correspondence is NOT sent in the name of the deceased.</p> |
| Dispensation | Check that any dispensations issued to the vehicle registration cover the date of the contravention and location. |

| | |
|------------------------------------|---|
| Incorrect Bay Markings | <p>Check that the CEO notes support the contravention code</p> <p>Check the photographs</p> <p>Check maintenance</p> <p>Request a site investigation to verify the compliance of the markings</p> |
| Incorrect Location | <p>Produce a tour guide report to verify that the CEO was in the area</p> <p>Check that the CEO notes, PCN details and photographic evidence verify the location recorded</p> <p>Check Traffweb map as necessary</p> <p>Request a site check to confirm if the CEO could have made an error</p> |
| Incorrect Registration/Make | <p>Check the make and model recorded by the CEO against what the DVLA have provided us with.</p> <p>Check the CEO photographs or the MTC video/still to ensure that the correct VRM was recorded</p> |
| Visitor Voucher | <p>A copy/original of the valid Visitor Voucher must be provided</p> <p>Check CEO notes and photographic evidence as to why the Visitor Voucher was not displayed.</p> <p>Ensure that the Visitor Voucher has been fully validated and covers date, time and location. If a voucher has been incorrectly validated e.g. wrong day/date, then penalty may be upheld.</p> |
| Hatzola badge | <p>A copy of the valid Hatzola badge must be provided</p> <p>Check CEO notes and photographic evidence as to why the permit was not displayed</p> <p>Ask for evidence of the callout</p> |
| Invalid Contravention | <p>Check the CEO notes, PCN details and photographic evidence to ensure that the contravention code is supported with correct lines, signs etc.</p> <p>Check Traffweb map to verify the restrictions at the location</p> <p>Request a site check as appropriate</p> |

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|---|---|
| <p>Incorrect Lines and Signs/ Lines and Signs Obscured</p> | <p>Check the CEO notes PCN details and photographic evidence to ensure that the contravention code is supported with correct lines, signs etc.</p> <p>Check Traffweb map to verify the restrictions at the location Request a site check as appropriate</p> <p>Check that no work has been done subsequent to the issue of the PCN and the appeal</p> <p>Check if requests need to be made for leaves to be cut, and/or weather reports to confirm inclement weather may have obscured lines and signs i.e. winter time and snow on carriageway, obscuring road markings</p> <p>If there is a pole and sufficient break in road marking, we cannot enforce the restriction. Could need to advise Highways to undertake repairs.</p> |
| <p>Loading or Unloading at the time</p> | <p>Was the vehicle parked where L/UL is permitted (check kerb markings/signage).</p> <p>Has the CEO observed the vehicle to verify if loading was taking place?</p> <p>Evidence must take the form of a valid invoice, delivery note etc which confirms the address, date and time (preferably signed)</p> |
| <p>P&D Machine Fault</p> | <p>Check the spreadsheet used for fault reporting – was there a problem with the machine on the date/time.</p> <p>Machines are credit card and contactless only and if card reader not working then contactless may still work. Alternative payment options available with PaybyPhone and Paypoint.</p> <p>Check the CEO notes.</p> |
| <p>Medical Emergency/ It was a medical emergency.</p> | <p>Check the CEO notes and photographs.</p> <p>Proof from a doctor/hospital letter confirming the nature of the emergency, covering date and time.</p> <p>That legible proof be sent that a medical emergency had taken place.</p> <p>A copy of the Hospital admittance slip, or proof that an ambulance had been requested.</p> <p>The definition of a Medical Emergency is where a life threatening illness has occurred, i.e. had a heart attack, stroke or gone into labour while driving the vehicle.</p> |

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|---|---|
| | <p>It does not constitute an emergency if a person is sick in the vehicle, collects a prescription from a chemist or just does not feel well.</p> <p>Seek advice from a supervisor, if required.</p> |
| No/Insufficient CPZ signs | <p>Check CEO notes, PCN details and photographic evidence</p> <p>Ensure all signs are in place (site check as necessary).</p> <p>Advise that there are sufficient signs at all entry points to the CPZ and that they are compliant with the TSRGD.</p> |
| Not in Bus Lane | <p>Check, make, colour, reg etc against the video/stills.</p> <p>Ensure that vehicle has crossed the solid white line and during period that the bus lane is operational (signage).</p> <p>Establish that the vehicle has travelled in excess of 20 metres (4 car length or 1 bus length), the PCN is enforceable.</p> |
| Valid PaybyPhone payment record or P&D ticket provided | <p>Check to see if it covers the location, date and time of the contravention.</p> <p>Check the CEO notes, PCN details and photographic evidence.</p> <p>Has the appellant had previous penalties cancelled for similar reasons</p> |
| Penalty not Affixed | <p>Check the CEO notes, PCN details and photographic evidence.</p> <p>Ensure that the CEO has recorded if PCN handed to driver.</p> <p>Ensure that CEO has not recorded vehicle as a drive away or PCN served as a Reg 10 (served by post).</p> |
| Ringer/Cloned Vehicle | <p>Does the make and colour of the vehicle as recorded by the CEO match what the DVLA have provided?</p> <p>Check if evidence provided from DVLA, confirming vehicle reported as cloned and cover around date of contravention.</p> <p>Check against any other penalties issued to the vehicle.</p> <p>If we have a crime reference number, try to contact the police to verify what the crime reference number refers or if report confirms details support what is claimed.</p> |
| Statutory Work | <p>Check the CEO notes, PCN details and photographic</p> |

| | |
|--|--|
| | <p>evidence.</p> <p>Obtain evidence in the form of a valid work order for the date, time and location – ensure that it is signed by a senior officer.</p> |
| Stolen/The vehicle had been stolen. | <p>That legible proof be provided that the vehicle had been stolen.</p> <p>We need a crime reference number and a telephone number of the station where the crime was reported. We may need to call and verify what the reference number refers to (stolen vehicle or keys), and clarify if/when the vehicle was recovered</p> <p>If the vehicle had been stolen it should have been reported to the Police at the time and a crime reference number be given.</p> <p>Check if evidence provided from DVLA, confirming vehicle reported as stolen and cover around date of contravention</p> <p>A DVLA letter issued prior to the contravention date may also be considered.</p> <p>Check against any other penalties issued to the vehicle</p> <p>The Council would require you to provide a copy of the Police report showing that the vehicle had been stolen before the date and time of the offence, also a copy of the letter from the insurance company confirming that the vehicle had been reported stolen, before the date and time of the offence, or that the insurance had been cancelled.</p> <p>All penalties issued for the duration of the period that the vehicle is/was stolen will need to be cancelled.</p> |
| Not Known at the Address | <p>If someone has falsely used someone else’s address to register the vehicle we need confirmation.</p> <p>Copy of a Council Tax statement to verify that the person is not registered at the address</p> <p>Copy of utility bill may also show name (although may not show all inhabitants of property).</p> <p>Do a ‘Tax’ enquiry with the DVLA to see what information we get back</p> |
| Not the Keeper at the Time | <p>Proof of a Valid Sales Invoice showing the sale date as before the contravention date.</p> |

| | |
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| | <p>Proof of a valid hire/leasing agreement showing the dates that the vehicle were in possession of someone else who can legally accept liability.</p> <p>IF A VEHICLE IS USED BY A FRIEND OR FAMILY MEMBER, THE REGISTERED OWNER/KEEPER REMAINS LIABLE FOR ANY PCN'S. WE MAY CONSIDER TO OFFER THE CHANCE TO PAY THE REDUCED AMOUNT</p> |
| 1st Time contravention | <p>In circumstances for BB holders, users of VV and PaybyPhone/P&D tickets.</p> <p>If required refer to a senior member of staff if you wish to give a 1st warning that the PCN is valid, explain that further penalties issued under similar circumstances may be pursued.</p> |
| Vehicle had to park on the footway | <p>Refer to footway parking list to ascertain if street has permitted footway parking</p> <p>Check CEO notes, PCN details and photographic evidence</p> |
| Incorrect documentation sent | <p>Flag with a manager to identify what the issues may be and if any remedial work is necessary.</p> <p>If an error has occurred then cancel penalty.</p> |
| The vehicle had been sold. | <p>That legible proof be provided that the vehicle had been sold before/after the date and time of the offence.</p> <p>An official sale document showing the date and time (in cases the offence had occurred on the same day of the sale) of the vehicle's sale and the name and the address of the purchaser. The document should be signed by both parties.</p> <p>Please note, a hand written note may not be accepted nor will a copy of vehicle registration document (V5).</p> <p>If sold at auction, a copy of the auction paperwork, may also be considered. These should be dated prior to the date of the contravention.</p> |
| We have already paid this ticket. | <p>That they provide legible proof that a payment has been made by providing a copy of the bank statement.</p> <p>A photocopy of a bank statement or credit card statement showing that a payment to the London Borough of Barnet has been made and that it has cleared the account.</p> <p>It has been known for people to have more that one</p> |

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| | <p>ticket outstanding. They may have paid one ticket and not realised that there is still another outstanding, so this enables the payment department to check the records and find out what has happened and which ticket was paid.</p> |
| <p>A Disabled Badge was displayed in the vehicle and/or clock card</p> | <p>That a legible photocopy of the Disabled Badge be provided.</p> <p>A photocopy can be checked to make sure that it is valid and being used correctly, sometimes people forget to display them or incorrectly display them.</p> <p>It also has been known for some people to abuse the Disabled Badge and allow them to be used to cancel other Penalty Charge Notices (PCN). For this reason the London Borough of Barnet may only allowing a Disabled Badge to be used once to cancel a PCN.</p> |
| <p>The vehicle was on hire at the time the PCN was issued.</p> | <p>That legible proof be provided that the vehicle was on hire by providing a copy of a hire agreement.</p> <p>That a signed copy of a hire agreement be sent showing who the vehicle was hired to and their address, covering the date and time of the contravention.</p> |
| <p>We were delivering/collecting goods at the time.</p> | <p>That legible proof be provided that loading/unloading was taking place at the time.</p> <p>A photocopy of a signed delivery/collection note covering the time of the contravention, also a copy of the drivers drop list if available.</p> |
| <p>That they had made payment to park or displayed a valid Pay & Display ticket/voucher.</p> | <p>A legible photocopy of payment or the Pay & Display ticket/voucher that was displayed at the time of an offence.</p> <p>The photocopy of a Pay & Display ticket will give details of the time of purchase and the ticket number (Civil Enforcement Officers record these details when a PCN is issued if one was displayed), as well as other details which can be used to prove that the ticket provided was genuine.</p> <p>Please remember that it is an offence to ticket swap, either giving or receiving, as this constitutes a fraud.</p> <p>A ticket is only valid for the vehicle it was purchased for.</p> <p>Where a payment has been made via Pay by Phone and the driver has incorrectly provided the vehicle registration number or it is partly incorrect, then a penalty may be closed on the first time as a warning to the driver to ensure that correctly provide the vehicle</p> |

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| | <p>details in future. Pay by Phone send a confirmation text to the driver confirming the details supplied and they then have 10 minutes to correct any misinformation.</p> |
| <p>Was not in the location at the time that the PCN was issued.</p> | <p>That a legible is proof that they were unable to have been at that location, at the time of service.</p> <p>Any documentary proof that the alleged vehicle was not able to be at the location at the time of the contravention. Although photo's could be provided, these could be adjusted to change a vehicle details (swap number plate). However, if the vehicle registration document is provide, this may hold information that may also be used to support a claim i.e vehicle observed is 3 door but the registered vehicle has 5 doors, or a different style (Hatchback to estate).</p> <p>If a driver has reason to believe that their vehicle has been cloned, then this should be reported to the Police and the DVLA.</p> |
| <p>The vehicle had broken down.</p> | <p>That legible proof be provided that the vehicle had broken down at the time of issue.</p> <p>A copy garage receipt for the day in question or proof that a breakdown vehicle had been called to the vehicle at the location of the contravention.</p> <p>If the vehicle has been attended to be recovered, an AA , RAC or Green Flag job sheet may also be provided for consideration, again these should cover the vehicle, date and time.</p> |
| <p>The vehicle was not mine or I have never owned the vehicle.</p> | <p>Legible proof that the vehicle was not theirs.</p> <p>A copy of a letter from the DVLA showing that the vehicle had been registered to you incorrectly (where the DVLA has provided the details to the Council, of who the vehicle was registered to at the time of the offence), or that the DVLA had amended their records. This letter must be dated before or have a date prior to the date of the offence to be accepted.</p> <p>If the driver feels that a vehicle that has been registered incorrectly then they should inform the DVLA and request them to amend their records, also request that they provide a letter as proof.</p> |
| <p>The vehicle had been scrapped.</p> | <p>That legible proof be provided that the vehicle had been scrapped.</p> <p>If the vehicle has been scrapped the appellant needs to provide a copy of the receipt from the scrap yard, showing that the vehicle had been scrapped before the</p> |

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| | <p>date and time of the offence.</p> <p>Also, a copy of the letter from the insurance company confirming that the insurance had been cancelled.</p> |
| Incorrectly registered their vehicle with PaybyPhone | <p>Check any proof received and undertake a payment check.</p> <p>If payment is identified, made prior to time of contravention and first contravention. Allow challenge/representation with a first warning.</p> |
| Incorrectly registered their vehicle location with PaybyPhone | <p>Check any proof received and undertake a payment check.</p> <p>If payment is identified, made prior to time of contravention, around location and first contravention. Allow challenge/representation with a first warning.</p> |
| PCN issued less than 10 minutes from payment to park time expiring. | <p>Check PaybyPhone record for vehicle registration, or if provided with a copy of P&D ticket, time of expiry (ensure ticket purchased at location and not another).</p> <p>If PCN started processing less than 10 minutes from expiry time, - cancelled notice.</p> <p>If start after 10 minute exemption period - uphold service.</p> |
| Disabled Permit bay without displaying a disabled permit | <p>If a disabled badge is displayed and No previous penalties cancelled under similar circumstance - Cancel as first contravention, but future contravention would be upheld.</p> <p>Photographic evidence and CEO notes are unable to confirm that no badge was displayed – disabled badge required to be displayed along with designated permit for exemption.</p> <p>If the badge was incorrectly displayed, seek advice from a supervisor.</p> <p>Any badge seen by the CEO must be the same as that submitted as evidence by the appellant</p> |
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| | N.B. The Council will give 21 days from the date of the request letter for the driver to provide the relevant proof, if they fail to respond to the Councils request for proof the Council will automatically send a rejection letter, that proof was requested but has not been provided. At this point the ticket will be released from hold and will continue to progress though the penalty process. |
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| | Legible: means that the full details of what has been provided can be clearly read. |
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Disclaimer.

The Parking Client Team Parking Notice Processes Document, Parking Process Document and Appeal Process Document are for information reference purposes only and should be referred to together. These are subject to change at any time at the discretions of the Parking Manager, amendment to/new legislation or amendment to/new Traffic Management Order.

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