

The Highland Council

Parking Operations

Decriminalised Parking Services

Appendix 5a

PARKING ENFORCEMENT PROTOCOL

Issue v 1.7 – 8th May 2022

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REVISION INDICATOR			
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Issue 1.5	Oct 2016	First Issue following Decriminalised Parking Enforcement in Highland	SPM
Issue 1.6	Nov 2021	Minor Updates to include revisions to Permit Parking	SPM
Issue 1.7	Jun 2022	Minor Updates and addition of example signing	SPM

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INTRODUCTION

This document details the parking enforcement procedures in the Highland Council. The purpose of the Enforcement Protocol document is to:

- ensure that enforcement requirements and policies are clear to members of the public, Parking Enforcement Officers and all members of the Parking Services team;
- have a centrally held document where enforcement policy is documented and can be easily updated when necessary; and
- have a single point of reference for the Highland Council, any parking enforcement operatives, and members of the public.

Each type of parking restriction is covered by a separate section which clarifies the associated restrictions and also lists each of the exemptions to enforcement (e.g. Section 1 covers yellow lines). Each section also includes a graphical representation, showing how the restrictions are indicated on the streets of Highland.

Exemption Notes

The exemptions listed in this document will not be applied to vehicles which are considered to be persistent evaders of Penalty Charge Notices (i.e. vehicles which have five or more unpaid Penalty Charge Notices outstanding).

Parking Enforcement Officers will issue a Penalty Charge Notice (PCN) to any broken-down vehicles which are parked in contravention of the regulations, however the PCN may then be cancelled upon appeal to the Council if proof of the breakdown is provided.

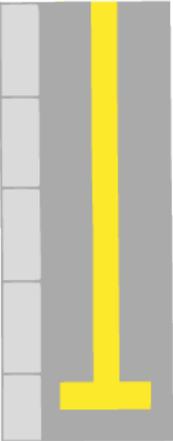
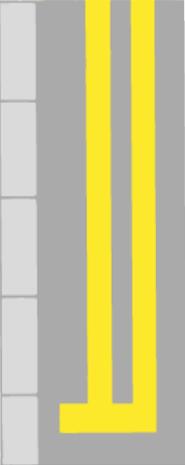
No Penalty Charge Notices should be issued until the parking restrictions have been in force for a full five minutes. i.e., no Penalty Charge Notice should be issued prior to 08:05 if the restriction starts at 08:00.

Any vehicle issued with a Penalty Charge Notice can be removed to the Council's car pound. Section 10 of this document outlines the relevant procedures and exemptions.

The only days on which parking restrictions will not be enforced are Christmas Day, Boxing Day*, New Years Day and Easter Monday.

*The Boxing Day holiday will carry over to 27th December should 26 December fall on a Sunday.

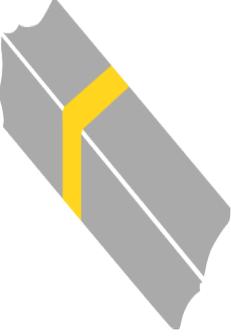
Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
<p>fig 1 – syl</p>   <p>fig 2 – dyl</p> 	<p>1) Yellow Line areas outwith any loading restrictions</p> <p>PCN Code 01 On Street, PCN Code 81 Off Street ‘Parked in a restricted street during prescribed hours’ ‘Parked in a restricted area in a car park’</p> <p>Single Yellow Line (syl) (fig 1)</p> <ul style="list-style-type: none"> No waiting during the restricted hours (as displayed on the associated time plate) <p>Double Yellow Line (dyl) (fig 2)</p> <ul style="list-style-type: none"> No waiting at any time Time plates are not required at double yellow line areas with no loading restrictions <p>NOTES</p> <ul style="list-style-type: none"> Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes provided it is necessary for the vehicle to be waiting at the location Vehicles can be granted longer periods to carry out loading and unloading activities by applying for a dispensation (see Appendix 1) Parking Enforcement Officers will observe a private vehicle on a yellow line for a full TEN minutes, or a marked goods vehicle for a full TEN minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN) Vehicles should be moved on by a Parking Enforcement Officer if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue Penalty Charge Notice after TEN minutes constant observation Vehicles are not permitted to return to a location to load and unload again until 30 minutes have elapsed since the termination of the last period of waiting Goods should not be deposited on the carriageway, except immediately at the rear of the vehicle, and no goods should be permitted to remain on the carriageway before the arrival or after the departure of the vehicle <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> vehicles while being used for fire and rescue, ambulance, or police purposes vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or stopped. taxis while: <ol style="list-style-type: none"> waiting upon a duly authorised taxi stance; and the driver is within the vehicle; and the vehicle is available for immediate hire. invalid carriages or motor vehicles which are being driven or used by disabled persons and which conspicuously display, so as to be clearly visible from the front of the vehicle, a valid disabled persons badge vehicles waiting while goods are being sold or offered for sale by a

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch</p> <p>(6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <ul style="list-style-type: none"> a. building operation; or b. demolition; or c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or d. excavation, <p>provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(7) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:</p> <ul style="list-style-type: none"> a. cleansing or lighting of any restricted road; or b. removal of any obstruction to traffic on any restricted road; or c. maintenance or improvement or reconstruction of any restricted road; or d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road. <p>(8) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(9) when the person in control of the vehicle is:</p> <ul style="list-style-type: none"> a. required by law to stop; or b. is obliged to stop in order to avoid an accident; or c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(10) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(11) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ul style="list-style-type: none"> a. addressed to premises adjacent to that road are being unloaded from the vehicle; or b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or d. are being loaded onto the vehicle.

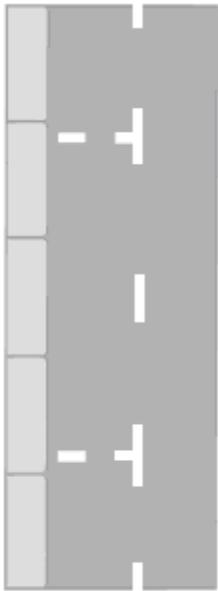
Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
<p>fig 1 – skm</p>  	<p>2) Yellow Line areas with loading restrictions</p> <p>PCN Code 02 – ‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’</p> <p>Single Kerb Marking (skm) (fig1)</p> <ul style="list-style-type: none"> • No loading / waiting during hours of loading prohibition (as displayed on time plate) • Loading restrictions are usually found on main traffic routes or near to schools, prohibiting drivers from waiting at the roadside during hours of peak traffic flow <p>Double Kerb Marking (dkm) (fig2)</p> <ul style="list-style-type: none"> • No loading / waiting at any time (as displayed on time plate) <p>NOTES</p> <ul style="list-style-type: none"> • Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked at a yellow line during a loading prohibition • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue an instant Penalty Charge Notice
<p>fig 2 – dkm</p>  	<p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any: <ol style="list-style-type: none"> a. building operation; or b. demolition; or c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or d. excavation, provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road. (2) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any: <ol style="list-style-type: none"> a. cleansing or lighting of any restricted road; or b. removal of any obstruction to traffic on any restricted road; or c. maintenance or improvement or reconstruction of any restricted road; or d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road. (3) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes; (4) when the person in control of the vehicle is: <ol style="list-style-type: none"> a. required by law to stop; or b. is obliged to stop in order to avoid an accident; or c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p style="text-align: center;">movement, or otherwise, of traffic on the road;</p> <p>(5) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(6) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(7) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ul style="list-style-type: none"> a. addressed to premises adjacent to that road are being unloaded from the vehicle; or b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or d. are being loaded onto the vehicle.

Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
 <p>Example plates:</p>    	<p>1) Pay and Display</p> <p>PCN Code 05 On Street, PCN Code 82 Off Street ‘Parked after the expiry of paid time’</p> <ul style="list-style-type: none"> In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Enforcement Officer will wait until TEN minutes after the printed expiry time on the voucher before issuing an instant Penalty Charge Notice (PCN) <p>PCN Code 11 On Street, PCN Code 73 Off Street ‘Parked without payment of the parking charge’</p> <ul style="list-style-type: none"> If a vehicle is not clearly displaying a valid pay and display voucher or other permitted identifier/permit and does not have a valid cashless parking session, then a Parking Enforcement Officer will observe the vehicle for a full TEN minutes before issuing a Penalty Charge Notice (PCN). This TEN minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine If a vehicle is displaying a valid residents’ permit for the zone but has no valid pay and display voucher or cashless parking session, then a Parking Enforcement Officer will issue a PCN but the vehicle should not be authorised for removal If a vehicle is displaying an obscured pay & display voucher, or if the voucher is face down, the Parking Enforcement Officer should issue an instant PCN but should not authorise the vehicle for removal. A Parking Enforcement Officer should not issue a PCN if the pay & display voucher is slightly obscured but the relevant details can still be verified <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher, purchased from an appropriate ticket issuing machine, has another permitted identifier/permit or has a valid cashless parking session A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the place or individual bay, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that place Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same tariff or to move their vehicle to another public parking place with a fully functioning ticket machine If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing tariff and maximum stay are identical If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction Motorcycles are exempt from payment of charges in pay and display parking places when occupying specific, motorcycle only, parking bays when provided

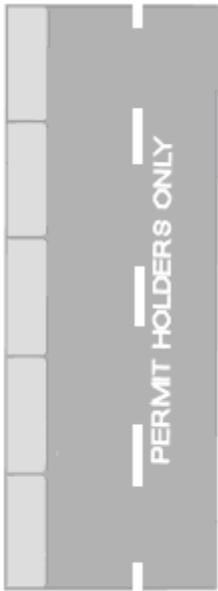
Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p data-bbox="470 338 826 371"><u>Exemptions to Enforcement</u></p> <p data-bbox="518 398 1353 479">(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a Parking Enforcement Officer may approve, to enable a person to board or alight from the vehicle;</p> <p data-bbox="518 506 1331 645">(2) the vehicle is waiting owing to the driver being: a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</p> <p data-bbox="518 672 1310 728">(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p data-bbox="518 754 1369 893">(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p data-bbox="518 920 1369 976">(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p data-bbox="518 1003 1362 1279">(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets: a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle.</p> <p data-bbox="518 1305 1362 1827">(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of: a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p data-bbox="518 1854 1294 1968">(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p data-bbox="518 1995 1334 2029">(9) the vehicle is in actual use in connection with a funeral undertaking;</p>

Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none">a. are being unloaded from the vehicle; orb. having been unloaded from the said vehicle, are being delivered; orc. are being collected from premises adjacent to that road for loading onto the vehicle; ord. having been collected from the said premises, are being loaded onto the vehicle.

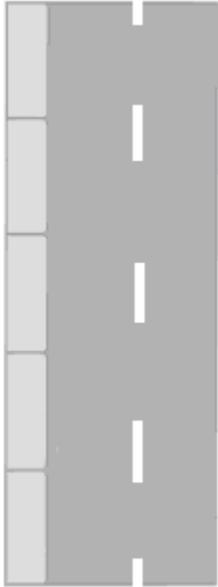
Section 3 – PERMIT PARKING BAYS

Restrictions	Enforcement Protocols
 <p>Example plates:</p>   	<p>1) Permit Parking Places</p> <p>PCN Code 16 On Street, PCN Code 85 Off Street ‘Parked in a permit space or zone without clearly displaying a valid permit’</p> <ul style="list-style-type: none"> Permit parking places can be identified by white road markings with an associated legend stating ‘PERMIT HOLDERS ONLY’ and may also have a related time plate indicating the permit zone <p>NOTES</p> <ul style="list-style-type: none"> A vehicle may be parked in a permit parking place provided it is clearly displaying a valid residents’ permit, business permit or visitor permit, trade permit for the zone in which it is parked Parking Enforcement Officers will issue a Penalty Charge Notice to any vehicles parked in a permit parking place which are not displaying a valid permit after observing the vehicle for TEN minutes to ensure the vehicle is not loading/unloading. A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place. If a vehicle is displaying a valid pay and display voucher for the street in which it is parked then the vehicle should be issued with an instant PCN but the vehicle should not be authorised for removal. When a Parking Enforcement Officer is instructed by the Council to take enforcement action as a result of a permit being altered or copied, the vehicle can be issued with an instant PCN and authorised for removal. Details of this action must be forwarded to the Council’s Fraud Prevention Officer at the earliest opportunity In instances where the vehicle is displaying an expired permit for the zone in which it is parked, the Parking Enforcement Officer should only issue a PCN if the permit has expired by FOURTEEN days or more. The vehicle can be removed if the permit has been expired for over 1(one) month. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> the vehicle is waiting for a period not exceeding two minutes, or such longer period as a Parking Enforcement Officer may approve, to enable a person to board or alight from the vehicle; the vehicle is waiting owing to the driver being: <ol style="list-style-type: none"> obliged to stop in order to avoid an accident; or prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; the vehicle is being used for fire and rescue, ambulance or police purposes; the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting; the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;

Section 3 – PERMIT PARKING BAYS

Restrictions	Enforcement Protocols
	<p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ol style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
 <p data-bbox="188 1019 375 1048">Example plate</p> 	<p data-bbox="470 347 845 376">1) Shared Use Parking Places</p> <p data-bbox="470 409 1077 465">PCN Code 05 On Street, PCN Code 82 Off Street ‘Parked after the expiry of paid time’</p> <ul data-bbox="518 477 1348 589" style="list-style-type: none"> • In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Enforcement Officer will issue an instant Penalty Charge Notice (PCN) <p data-bbox="470 600 1077 656">PCN Code 11 On Street, PCN Code 73 Off Street ‘Parked without payment of the parking charge’</p> <ul data-bbox="518 667 1372 1115" style="list-style-type: none"> • If a vehicle is not clearly displaying a valid parking permit or visitor permit for the zone in which it is parked, or is not displaying a valid pay and display voucher and does not have a valid cashless parking session, a Parking Enforcement Officer will observe the vehicle for a full TEN minutes before issuing a Penalty Charge Notice. This TEN minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine • If a vehicle is displaying an obscured permit or pay & display voucher, or if the voucher is face down, the Parking Enforcement Officer should issue an instant Penalty Charge Notice but should not authorise the vehicle for removal. A Parking Enforcement Officer should not issue a Penalty Charge Notice if the permit or pay & display voucher is slightly obscured but the relevant details can still be verified <p data-bbox="470 1149 566 1178">NOTES</p> <ul data-bbox="518 1189 1372 2056" style="list-style-type: none"> • Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher (purchased from an appropriate ticket issuing machine), a valid cashless parking session, or a valid parking permit, issued for the zone in which it is parked • A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place • Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same charge or to move their vehicle to another parking place with a fully functioning ticket machine • In instances where the vehicle is displaying an expired permit for the zone in which it is parked and has no other payment for parking, the Parking Enforcement Officer should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the permit has been expired for over 1 month. • If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing the charge and maximum stay are identical; • If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction;

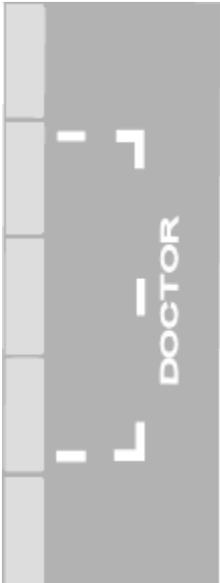
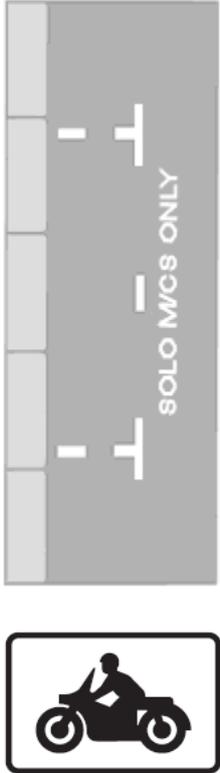
Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p><u>Exemptions to Enforcement</u></p> <p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a Parking Enforcement Officer may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods</p>

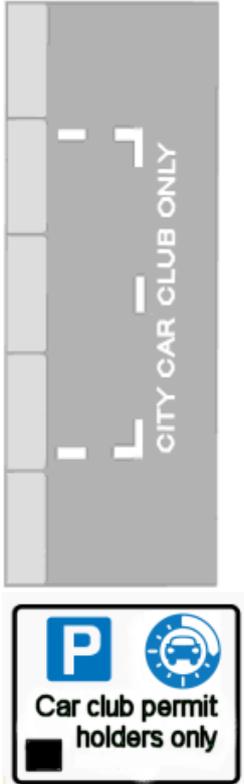
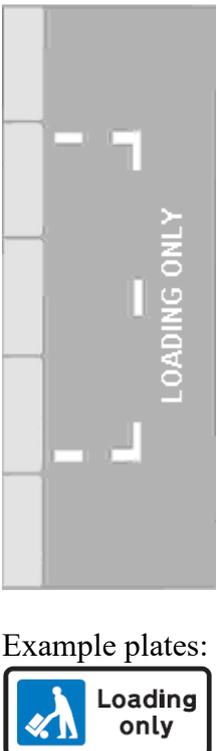
Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>1) Doctors' Parking Places</p> <p>PCN Code 16 On Street, PCN Code 85 Off Street 'Parked in a permit space without displaying a valid permit'</p> <ul style="list-style-type: none"> Doctors parking places can be identified by white bay markings with an associated road legend stating 'DOCTOR' and also a related time plate <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted provided the vehicle is clearly displaying a valid doctors' permit for the place in which the vehicle is parked Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked in a doctors parking place which is not displaying a valid doctors permit for that bay
	<p>2) Solo Motorcycle Parking Places</p> <p>PCN Code 23 On Street, PCN Code 91 Off Street 'Parked in a parking place not designated for that class of vehicle'</p> <ul style="list-style-type: none"> Solo Motorcycle parking places can be identified by white bay markings with an associated road legend stating 'SOLO M/Cs ONLY' or 'SOLO M/Cs' <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted for any bicycle which is propelled by mechanical power (without a sidecar attachment) Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked in a solo motorcycle parking place which is not a solo motorcycle A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>3) Car Club Parking Places</p> <p>PCN Code 23 On Street, PCN Code 91 Off Street 'Parked in a parking place not designated for that class of vehicle'</p> <ul style="list-style-type: none"> Car Club parking places can be identified by white bay markings with an associated road legend stating 'CAR CLUB and a related time plate <p>NOTES</p> <ul style="list-style-type: none"> Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked in a Car Club place which is not owned (and clearly liveried) by the Car Club A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay Parking Enforcement Officers may authorise a vehicle for immediate removal unless the vehicle is displaying a Blue Badge.
 <p>Example plates:</p>	<p>4) Loading Place</p> <p>PCN Code 25 On Street, PCN Code 70 Off Street 'Vehicle waiting in a loading place without loading taking place'</p> <ul style="list-style-type: none"> Loading places can be identified by white bay markings with an associated road legend stating 'LOADING ONLY' and also a related time plate <p>NOTES</p> <ul style="list-style-type: none"> Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes in a loading place Parking Enforcement Officers will observe a private vehicle in a loading place for a full TEN minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN) Vehicles should be moved on by a Parking Enforcement Officer if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue Penalty Charge Notice after TEN minutes constant observation A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> Disabled Badge Holders are subject to the same restrictions in <u>Loading Bays as all other users.</u>
Restrictions	Enforcement Protocols
 <p>Example plate:</p> 	<p>4) Disabled Parking Place</p> <p>PCN Code 40 On Street, PCN Code 87 Off Street 'parked in a designated disabled persons' parking place without displaying a valid disabled persons' parking badge'</p> <ul style="list-style-type: none"> Disabled parking places can be identified by white bay markings with an associated road legend stating 'DISABLED' and also an associated time plate <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted provided the vehicle is clearly displaying a valid blue disabled badge Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle not displaying a valid blue disabled badge A Parking Enforcement Officer can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Fraud Prevention Officer at the earliest opportunity or Police Scotland contacted at time of observation.
Restrictions	Enforcement Protocols
<p>Example Plate:</p> 	<p>5) Electric Vehicle recharging point bay</p> <p>PCN Code 23 On Street, PCN Code 71 Off Street 'Parked in a parking place designated for electric vehicles'</p> <ul style="list-style-type: none"> Electric Vehicle recharging point parking places can be identified by white bay markings with an associated road legend stating 'ELECTRIC' and also an associated time plate <p>NOTES</p> <ul style="list-style-type: none"> Parking Enforcement Officers will observe a vehicle in an Electric Vehicle recharging point bay for a full FIVE minutes, to check for charging activity before issuing a Penalty Charge Notice (PCN) Parking Enforcement Officers will not authorise a vehicle for removal unless a period of 1 hour has elapsed without charging taking place.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>6) Police Parking Places</p> <p>PCN Code 42 On Street, PCN Code 94 Off Street 'Parked in a parking place designated for Police vehicles'</p> <ul style="list-style-type: none"> • Police parking places can be identified by white bay markings with an associated road legend stating 'POLICE' and also an associated time plate <p>NOTES</p> <ul style="list-style-type: none"> • Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle which is not a clearly marked Police car or is not displaying a recognised Police identifier

Section 5 – OTHER DESIGNATED PARKING PLACES

	Exemptions to Enforcement
	<p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a Parking Enforcement Officer may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs</p>

Section 5 – OTHER DESIGNATED PARKING PLACES

Exemptions to Enforcement	
	<p>(iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ol style="list-style-type: none"> are being unloaded from the vehicle; or having been unloaded from the said vehicle, are being delivered; or are being collected from premises adjacent to that road for loading onto the vehicle; or having been collected from the said premises, are being loaded onto the vehicle.

Section 6 – PARKING OUTSIDE SCHOOLS

Restrictions	Enforcement Protocols
	<p>1) School Keep Clear Markings</p> <p>PCN Code 02 – 'Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force'</p> <ul style="list-style-type: none"> School keep clear markings can be identified by a single yellow line along the roadside, the road legend 'SCHOOL KEEP CLEAR' (as shown in fig 1) and also an associated time plate indicating the hours of restriction <p>NOTES</p> <ul style="list-style-type: none"> Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked at school keep clear markings Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue an instant Penalty Charge Notice

Section 6 – PARKING OUTSIDE SCHOOLS

Restrictions	Enforcement Protocols
<p>Example plate:</p> 	<p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the lengths of road so referred to, or the execution in any of the said lengths of road of road works as defined in the New Roads and Street Works Act 1991; (2) to enable the vehicle, if it cannot conveniently be used for such purposes in any other road to be used in pursuance of statutory powers and duties; (3) to enable the vehicle to be used for fire brigade, ambulance or police force purposes; or (4) to enable the vehicle to be used as a contractual bus.

Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
 <p>Example plates:</p>  	<p>1) Bus Stop Clearways</p> <p>PCN Code 47 – ‘Parked on a restricted Bus Stop’</p> <ul style="list-style-type: none"> • Bus Stop Clearways can be identified by yellow bus stop bay markings, a thick (150mm) single yellow line through the bus stop and also an associated road legend stating ‘bus stop’. There will also be a time plate at the location stating ‘no stopping except buses’ • Bus Stop Clearways are in operation 24 hours a day, 365 days a year unless the time plate states otherwise <p>NOTES</p> <ul style="list-style-type: none"> • Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked at a Bus Stop Clearway • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue an instant Penalty Charge Notice <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary: <ol style="list-style-type: none"> a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes); b. to enable passengers to board or alight from the bus; or c. to enable the crew of the bus to be changed. (2) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary <ol style="list-style-type: none"> a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes); b. to enable passengers to board or alight from the bus; or c. to enable the crew of the bus to be changed. (3) a vehicle being used for fire brigade, ambulance or police purposes. (4) anything done with the permission or at the direction of: <ol style="list-style-type: none"> a. a constable in uniform; b. a traffic warden; or c. where the clearway is in a special parking area designated under Part II of the Road Traffic Act 1991 or Schedule 3 to that Act, a Parking Enforcement Officer appointed under section 63A of the 1984 Act(1); (5) a vehicle which is prevented from proceeding by circumstances beyond the driver’s control or which has to be stopped in order to avoid injury or damage to persons or property. (6) a taxi which is stationary only for so long as may be reasonably necessary for a passenger to board or alight and to load or unload any luggage of the passenger. (7) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected.

Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p>(8) a vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers;</p> <p>(9) a vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway.</p> <ul style="list-style-type: none"> a. any operation involving building, demolition or excavation; b. the removal of any obstruction to traffic; c. the maintenance, improvement or reconstruction of a road; d. constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure; or e. the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

Section 8 – RESTRICTED ZONES

Restrictions	Enforcement Protocols
 	<p>1) Restricted Zone</p> <p>PCN Code 02 – ‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’</p> <ul style="list-style-type: none"> • Restricted Zones are identified by Entry signs indicating the start of the Zone and the restrictions that apply. • A Restricted Zone prevents all vehicles from parking out with signed bays without the need for yellow lines and loading restrictions. • Restricted Zones can be in operation 24 hours a day, 365 days a year unless the time plate states otherwise <p>NOTES</p> <ul style="list-style-type: none"> • Parking Enforcement Officers will issue an instant Penalty Charge Notice to any vehicle parked out with a bay in a Restricted Zone. • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue an instant Penalty Charge Notice <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) vehicles while being used for fire and rescue, ambulance or police force purposes (2) vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or stopped. (3) taxis while: <ol style="list-style-type: none"> a. waiting upon a duly authorised taxi stance; b. and the driver is within the vehicle; c. and the vehicle is available for immediate hire. (4) vehicles waiting while goods are being sold or offered for sale by a person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch (5) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or out with the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any: <ol style="list-style-type: none"> a. building operation; or b. demolition; or c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or d. excavation, provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.

Section 8 – RESTRICTED ZONES

Restrictions	Enforcement Protocols
	<p>(6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or out with the prohibited hours, to be used in connection with any:</p> <ol style="list-style-type: none"> a. cleansing or lighting of any restricted road; or b. removal of any obstruction to traffic on any restricted road; or c. maintenance or improvement or reconstruction of any restricted road; or d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road. <p>(7) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(8) when the person in control of the vehicle is:</p> <ol style="list-style-type: none"> a. required by law to stop; or b. is obliged to stop in order to avoid an accident; or c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(9) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ol style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(11) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ol style="list-style-type: none"> a. addressed to premises adjacent to that road are being unloaded from the vehicle; or b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or d. are being loaded onto the vehicle.

Section 9 – SUSPENDED PARKING BAYS

Restrictions

Example Sign
fig 1



fig 2



Enforcement Protocols

SUSPENDED PARKING PLACES

PCN Code 21 – ‘Parked in a suspended bay or space or part of bay or space’

- Bay suspensions are denoted by bay suspension signs (fig 1) located along the length of the suspension, no parking cones (fig 2) positioned in each of the suspended bays
- No loading / waiting is permitted during hours of loading prohibition (as displayed on suspension sign – (fig 1))

NOTES

- If a vehicle was parked in a suspended place prior to the suspension coming into effect then the Parking Enforcement Officer will issue a Warning Notice and authorise the vehicle for relocation in order to clear the suspended place
- Parking Enforcement Officers will issue an **instant** Penalty Charge Notice to any vehicle which parks in a suspended parking place after the suspension has come into effect
- Vehicles should be moved on if the driver is present. If the driver is not present, or the driver refuses to move, the Parking Enforcement Officer will issue an **instant** Penalty Charge Notice

Acceptable reasons for suspending parking places (and exemptions to enforcement)

- (1) for the purpose of facilitating the movement of traffic or promoting its safety;
- (2) for the purpose of:
 - a. any building operation, demolition or excavation in or adjacent to the place;
 - b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or
 - c. the maintenance or cleansing of gullies in or adjacent to the place;
 - d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or
 - e. the placing, maintenance or removal of any traffic sign or parking meter;
- (3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;
- (4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
- (5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.

Section 10 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
<p data-bbox="185 378 368 439">Example Signs fig 1</p>  <p data-bbox="185 797 240 831">fig 2</p>  <p data-bbox="185 1173 240 1207">fig 3</p> 	<p data-bbox="553 409 1155 439">TEMPORARY TRAFFIC REGULATION ORDERS</p> <p data-bbox="553 470 1241 530">PCN Code 01 – 'Parked in a restricted street during prescribed hours'</p> <p data-bbox="553 562 1291 651">PCN Code 02 – 'Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force'</p> <ul data-bbox="603 685 1374 931" style="list-style-type: none"> • Temporary Traffic Regulation Orders (TTROs) are indicated by street bills (fig 1), corex suspension signs (fig 2) and no parking cones (fig 3) positioned along the length of the TTRO • No loading and/or waiting is generally permitted during hours of the Temporary Traffic Regulation Order as denoted on the associated street bills located along the length of the TTRO (fig 1). Some TTROs allow for vehicles to load and unload. <p data-bbox="553 965 647 994">NOTES</p> <ul data-bbox="603 999 1374 1335" style="list-style-type: none"> • If a vehicle was parked in an area affected by a TTRO prior to the TTRO coming into effect then the Parking Enforcement Officer will issue a Warning Notice and authorise the vehicle for relocation in order to clear the TTRO • Parking Enforcement Officers will issue a Penalty Charge Notice as appropriate to any vehicle which parks in an area affected by the TTRO after it has come into effect • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Enforcement Officer will issue an instant Penalty Charge Notice <p data-bbox="553 1368 1270 1429"><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></p> <ol data-bbox="603 1458 1374 1973" style="list-style-type: none"> (1) for the purpose of facilitating the movement of traffic or promoting its safety; (2) for the purpose of: <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the place; b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or c. the maintenance or cleansing of gullies in or adjacent to the place; d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or e. the placing, maintenance or removal of any traffic sign or parking meter;

Section 10 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
	<p>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</p> <p>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</p> <p>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</p>
Restrictions	No Waiting Cones
<p>Example Signs fig 1</p> 	<p>Emergencies and temporary obstructions.</p> <p>The use of Yellow No Waiting Cones for a period not exceeding 7 days without a Temporary Traffic Regulation Order.</p> <p>Road Traffic Regulation Act 1984'</p> <p>Section 67 - Emergencies and temporary obstructions</p> <p>(1)A constable, or a person acting under the instructions (whether general or specific) of the chief officer of police, may place on a [road], or on any structure on a [road], traffic signs (of any size, colour and type prescribed or authorised under section 64 of this Act), indicating prohibitions, restrictions or requirements relating to vehicular traffic, as may be necessary or expedient to prevent or mitigate congestion or obstruction of traffic, or danger to or from traffic, in consequence of extraordinary circumstances; and the power to place signs conferred by this subsection shall include power to maintain a sign for a period of 7 days or less from the time when it was placed, but no longer.</p> <p>(2) Section 36 of the Road Traffic Act 1988] (drivers to comply with traffic directions) shall apply to signs placed in the exercise of the powers conferred by subsection (1) above.</p> <p>(3) Regulations under section 64 of this Act prescribing any type of object or device for warning traffic of a temporary obstruction may include provisions for authorising (subject to such conditions as may be specified in the regulations) persons not otherwise authorised to do so to place an object or device of that type on or near roads, or on or near any description of road so specified, in such circumstances and for such periods as may be so specified.</p>

Section 11 – VEHICLE REMOVALS AND CLAMPING

VEHICLE REMOVALS AND RELOCATIONS

- Any vehicle may be authorised for removal after the issue of a Penalty Charge Notice.
- The Council prioritises the removal of certain contraventions over others. The removal priorities are outlined in Appendix 3.
- In certain cases, the vehicle will be left in position, or possibly relocated to a nearby area if it is deemed to be causing an obstruction, rather than be removed to a car pound, for example:
 - If the vehicle is displaying a valid disabled badge
 - If the vehicle is displaying a valid Parking Permit
 - If the vehicle is parked in a pay and display parking place and displaying a valid permit for the zone in which it is parked
- Any vehicles displaying an altered blue disabled badge should be issued with an **instant** PCN and be authorised for removal. Details of this action must be forwarded to the Council's Fraud Prevention Officer at the earliest opportunity
- Should a vehicle which has been authorised for removal be deemed to large to be lifted by a Council removal truck, then arrangements may be made to have the offending vehicle towed to the car pound through a private contractor.

PERSISTENT EVADERS

- Any vehicle which has five or more outstanding parking tickets (parking tickets which have not been paid), is considered to be a Persistent Evader.
- Vehicles classed as Persistent Evaders are deemed to be high priority removals after being issued with a Penalty Charge Notice.
- Persistent Evader vehicles which have high levels of debt (above £500) are classed as High Value Debtors.
- Vehicles classed as Persistent Evaders and High Value Debtors are not entitled to the standard observation periods, with **instant** Penalty Charge Notices issued in most circumstances.

CLAMPING

- Any vehicle which is classed as a Persistent Evader or High Value Debtor and has more than 5 Penalty Charge Notices outstanding may also be clamped.
- Vehicle owners must provide the Council with current address details and pay the clamp release fee in order to have their vehicle unclamped.
- Any vehicle which remains clamped through the day will be removed or towed to the car pound. In such cases the clamping fee will be waived, and the higher removal fee will become payable.

APPENDIX 1 - DISPENSATION AND SUSPENSION PROCEDURES

DISPENSATIONS

- Motorists requiring longer periods for loading/unloading can apply for dispensation
- Dispensation is an extension of the half-hour loading/unloading period that is permitted on a single yellow line
- Dispensation does not permit a vehicle to wait for extended periods whilst carrying out works within adjacent premises. Vehicle must be required as part of the activity e.g. vehicle has a generator on board
- Except in emergency situations the details of vehicles requiring dispensation must be provided to the Council's Central Parking Service, at least 48 hours in advance of work commencing
- The Dispensation Policy may vary from time to time and is available separately on request.

SUSPENSIONS

- If a vehicle is essential to works being undertaken and it would be helpful to park outside a property for an extended period of time then it is possible to arrange for a number of public or permit parking bays to be suspended
- There may be a charge for this service and where possible at least 7 days' notice should be given when applying for a permit bay suspension and two days notice for the suspension of public parking bays
- Should a suspension request involve over 1% of the permit parking bays within a parking zone or over 20% of the permit bays in any street and the suspension is to last for a period of time greater or equal to three days then the Council will grant a parking dispensation to allow any resident's immediately affected by the suspension to park in nearby public parking places

In the case of either a dispensation or suspension, the request should be lodged with the Council's Central Parking Service. The telephone number for dispensations and parking bay suspensions is **01463 239786**. Email parking@highland.gov.uk website www.highland.gov.uk/parking

APPENDIX 2 – PARKING PERMIT SCHEMES

All Permits issued by the Highland Council will be subject to review annually at which time tariffs will be updated and published by notice.

Permits may take the form of printed vouchers, printed tickets to the approved standard of the Highland Council. Permits may also be Virtual permits (data stored electronically against the Vehicle Registration Mark).

Residents Permit (RP)Scheme

- Residents parking permits are available to any resident residing at a qualifying address.
- Residents parking permits allow residents to park within permit holders or shared use parking place within their street or zone.
- Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
 - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Permit Zone
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for resident parking permits are currently flat rate.
In the future charges for residents parking permits may be based on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit will be issued at the standard price (Permit 1 charge) additional permits will incur a surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Blue badge holders and motorcyclists are entitled to an exempt (free) first residents parking permit.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits.
- **Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.**

“Trade” Permit (TP) Scheme (not live as at 08/6/2022)

- Trades permits are available to qualifying medical practitioners, carers and tradespeople such as plumbers, joiners, roofers etc.
- Trades parking permits allow the vehicle to park in a pay and display parking place at all times and in permit holders parking places during the bay operational hours. Trades permits can also be used in residential permit area purely for the delivery of their prescribed service.
- Applicants must sign a declaration confirming that their vehicle is fully liveried and essential for business use or they qualify for a “trade” permit as a medical practitioner or carer.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for

APPENDIX 2 – PARKING PERMIT SCHEMES

business use. The business rates bill should be provided if available.

- There is no limit to the number of permits that a business can apply for and no limit to the number of vehicles that can be registered to use a “trade” parking permit. All vehicles must meet the requirements of the scheme.
- Permits cannot be used for storage of the vehicle on-street, ie when not undertaking the approved “trade” related activity.
- “Trade” permits are issued solely at the discretion of the Highland Council and are subject to immediate withdrawal in the event of misuse as adjudged by the Highland Council.
- The decision on issue or withdrawal of “trade” permits is without appeal and users will be refunded on a pro rata basis subject to the proportion of the annual usage that has been used.

Business Permit (BP) Scheme

- Business parking permits allow the vehicle to park in permit holders or shared use parking places within the street or zone in which the business is located.
- The business must be carrying out a class 2 business activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
- There is a maximum of 2 permits permitted per business, with a maximum of 1 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

Residents Visitors Permit (RVP) Scheme

- Residents residing in permit street/zone are entitled to purchase 1 visitors parking permit.
- Visitors parking permits can be used to park in permit holders or shared use parking places within the appropriate street/zone.

Business Visitor Permit (BVP) Scheme

- Qualifying Businesses operating in a permit street/zone are entitled to apply for visitor permits to be used solely by customers visiting their business.

APPENDIX 2 – PARKING PERMIT SCHEMES

Temporary Residents Parking Permit Scheme

- A temporary residents parking permit is available to residents when they have a temporary vehicle, for example a courtesy vehicle or to a resident when they are moving home.
- The temporary permit allows a resident the same concessions as an ordinary permit holder.
- Temporary permits are issued free of charge for 14 day periods.
- In order to obtain a temporary residents permit the customer must already be in possession of a valid residents parking permit and will have met the eligibility criteria in order to obtain said permit.
- The permit holder must produce proof that a temporary permit is required, for example proof that repairs are to be carried out on the existing vehicle etc.
- The temporary permit will be Virtual in that the Vehicle registration number will be the vehicles permit.

Virtual Parking Permits (VPP)

- A virtual permit allows a driver the same concessions as an ordinary permit without having to display a physical permit.
- The virtual permit reduces the problems associated with displaying a residents parking permit as all the relevant details are recorded in the Parking Enforcement Officer's handheld computer.
- Virtual permits greatly reduce the risk of fraudulent misuse.

Essential User Permit (EUP) Scheme (not live as at 8/6/2022)

- Essential User Permits are designed for use by care professionals who are required to visit residents to provide domiciliary care at their dwelling.

APPENDIX 3 – VEHICLE REMOVAL PRIORITIES

VR 19

VEHICLE REMOVALS PRIORITIES

Vehicles can be removed if they are parked in contravention of the regulations, irrespective of the actual contravention committed. The Council does, however, prioritise vehicles for removal in the following order:

Priority	Manner of Parking
HIGH	Where the vehicle presents a risk to safety and/or is obstructing traffic flow, such as Greenways and Bus Stop Clearways.
	Persistent Evaders Applies to all vehicles with 5 or more open tickets on the High Value Debtor list. For all persistent evaders with a monetary value of £500 or more awaiting payment , in such circumstances, there is no restriction on the number of times a vehicle can be impounded. This should continue until the monetary value is reduced to £150 or until otherwise advised by Parking Services.
	Foreign Vehicles Applies to all foreign vehicles with 5 or more open tickets on the High Value Debtor list
	Where the vehicle is parked in a disabled bay without displaying a valid blue badge
MEDIUM	Where the vehicle is parked in a permit parking bay (e.g. residents' or doctors bay), without displaying a valid permit * (see note below)
	Where the vehicle is parked on a double yellow line when loading or unloading is prohibited ** (see note below)
	Where the vehicle is parked on a single yellow line when loading or unloading is prohibited ** (see note below)
	Where the vehicle is parked in a bay for which it is not designed or approved, e.g. motor cycle or City Car Club bays
	Where a vehicle is parked on a length of street where loading and unloading is prohibited due to a Temporary Traffic Regulation Order (TTRO) and Suspended Bays
	Where a vehicle is parked on a double yellow line, outwith any loading prohibition (arrangements must be made to remove the offending vehicle on the same day the PCN is issued)
	Where the vehicle is parked in a public parking bay and upon issue of the 2 nd PCN for the same contravention.
LOW	Where the vehicle is parked on a waiting restriction (single yellow line where loading is permitted but the vehicle is not being loaded or unloaded). The vehicle should not be removed until 1 hour has elapsed since the issue of the PCN.

* Where a vehicle is parked in a residents' bay, solo motorcycle bay or on a waiting restriction, but is also displaying a valid voucher, it should not be removed until 15 minutes after the voucher has expired **(unless the vehicle belongs to a persistent offender)**.

Non City Car Club vehicles parked in a City Car Club Bays should be removed regardless of the fact that it may be displaying a valid voucher.

** For vehicles issued with a PCN for an O2, arrangements to be made to remove the offending vehicle prior to the offence changing to a O1 offence

JFS
20/07/11

APPENDIX 4 – Additional Off Street Contraventions and Guidelines For Parking Out with Bay Markings

PCN Code 74 Off Street

Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited – Instant Ticket

PCN Code 80 Off Street

Parked for longer than permitted – Instant Ticket

PCN Code 81 Off Street

Parked in a restricted area or zone

PCN Code 82 Off Street

Parked after the expiry of paid for time – Instant Ticket

PCN Code 83 Off Street

Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock – 10 minute observation

PCN Code 84 Off Street

Parked with payment made to extend the stay beyond initial time – Instant Ticket

PCN Code 89 Off Street

Vehicle parked exceeds maximum weight or height or length permitted – Instant Ticket

PCN Code 90 Off Street

Re-parked in the same car park within one hour after leaving – Instant Ticket

PCN Code 92 Off Street

Parked causing an obstruction – Instant Ticket

PCN Code 93 Off Street

Parked in car park when closed – Instant Ticket

PCN Code 94 Off Street

Parked in a parking place for a purpose other than that designated – Instant Ticket

PCN Code 24 On Street, PCN Code 86 Off Street

Vehicles will be classed as parked out with marked bays if at least two wheels of the vehicle are outside the bay without touching the bay markings.

NOTES: Parking Enforcement Officers will issue an **instant** Penalty Charge.

Traffic Management & Control Team

The Highland Council

Parking Services Office

Rose St Multi Storey Car Park

Faraline Park

Inverness

IV11NH

01463239786