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**WATFORD BOROUGH COUNCIL**

**TRAFFIC REGULATION ORDER**

**2023 No. 1203**

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**THE BOROUGH OF WATFORD  
(CONTROLLED PARKING ZONE)  
(CASSIOBURY DRIVE ZONE V EXTENSION)  
ORDER 2023**

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**Sealed:** .....

**Coming into operation:** .....

## INDEX TO ORDER

### PART 1 - PRELIMINARY

- 1 Citation and Commencement
- 2 Interpretation

### PART II - RESTRICTIONS AND PARKING PLACES

#### **Section 1 – Provisions of the Order relating to Waiting, Loading / Unloading and Stopping Restrictions**

- 3 Prohibited Waiting Areas within the Controlled Parking Zones
- 4 Prohibited Loading and / or Unloading Areas within the Controlled Parking Zones
- 5 Prohibited Stopping and Waiting Areas within Controlled Parking Zones
- 6 Restricted Waiting Areas within the Controlled Parking Zones
- 7 Restricted Loading and / or Unloading Areas within the Controlled Parking Zones
- 8 Exceptions to Prohibitions and Restrictions
- 9 Exception for goods to be loaded and unloaded and for passengers to board or alight

#### **Section 2 - Provisions of the Order relating to the Use of Parking Places**

- 10 Designation of Parking Places
- 11 Parts of Parking Places in which vehicles may not be left
- 12 A vehicle waiting upon the direction or with the permission of an authorised person
- 13 Vehicles for which parking places are designated
- 14 Display of a Permit or Ticket on a Covered Vehicle
- 15 Alteration of position of a vehicle in a parking place
- 16 Movement of a vehicle in a parking place in an emergency
- 17 Exemptions from charges under this Order
- 18 Exemptions to the Regulation of Parking Places
- 19 Exception for goods to be loaded and unloaded and for passengers to board or alight at Parking Places
- 20 Loading and / or Unloading Places within the Controlled Parking Zones
- 21 Stopping and Waiting Places for Taxis within the Controlled Parking Zones
- 22 Electric Vehicle Charging Places

Articles Nos 23 and 24 reserved.

#### **Section 3 – Relationship with other Traffic Regulation Orders**

- 25 Traffic Regulation Orders consolidated within this Order
- 26 The 'Prohibition of Stopping & Restriction of Waiting outside Schools Order'

Article Nos. 27 to 30 reserved

## **PART III - SUPPLEMENTARY PROVISIONS**

### **Section 1 - General**

- 30 Manner of standing in a parking place
- 31 Power to suspend the use of a parking place
- 32 Restriction on the use of a parking place
- 33 Restriction on waiting by a vehicle in a parking place
- 34 Manner of waiting in a parking place
- 35 Removal of a vehicle from a parking place or restricted waiting area
- 36 Placing of traffic signs, etc.
- 37 Exclusions from Schedule E1.
- 38 Parking permits governed by Special Provisions

Article No. 39 reserved

### **Section 2 - 'Pay and Display' Parking Tickets**

- 40 Parking tickets to be displayed on vehicles left in parking bays
- 41 Amount of the initial charge at parking bays
- 42 Payment of the initial charge in connection with the use of parking tickets at parking bays
- 43 Restriction on the removal of parking tickets and notices
- 44 Interval before a vehicle may again be left in a parking place
- 45 Exemptions

### **Section 3 - Penalty Charge Payment**

- 46 Liability for penalty charge
- 47 Manner of payment of the Penalty Charge
- 48. Period for which a vehicle may be left after the penalty charge has been incurred
- 49 Restriction on the removal of penalty charge notices

### **Preliminary to Sections 4 to 9 – Virtual Parking Permits**

- 49A Virtual Parking Permits
- 49B Provisions relating to Virtual Parking Permits
- 49C Holders of Virtual Parking Permits
- 49D Messaging

### **Section 4 - Residents' Permits**

- 50 Residents' permits to be displayed on vehicles left in parking places
- 51 Application for and issue of residents' permits
- 52 Limit on the number of residents' permits to be issued to a household
- 53 Refund of charge paid in respect of a Resident's Permit
- 54 Surrender, withdrawal and validity of Residents' Permit
- 55 Application for and issue of duplicate Residents' Permits
- 56 Restriction on the removal of Residents' Permits
- 57 Form of Residents' Permits

Article Nos. 58 and 59 reserved

### **Section 5 - Business Permits and Motor Trader Permits**

- 60 Business or Motor Trader Permits to be displayed on vehicles left in Parking Places
- 61 Application for and issue of Business or Motor Trader Permits
- 62 Limit on the number of Permits to be issued to a Business
- 63 Refund of charge in respect of Business or Motor Trader Permits
- 64 Surrender, withdrawal and validity of Business or Motor Trader Permits
- 65 Application for and issue of duplicate Business or Motor Trader Permits
- 66 Restriction on the removal of Business or Motor Trader Permits
- 67 Form of Business or Motor Trader Permits

Article Nos. 68 and 69 reserved

### **Section 6 – Residents’ Visitor Permits**

- 70 Residents’ Visitor Permits to be displayed on vehicles left in Parking Places
- 71 Application for an issue of Residents’ Visitor Permits
- 72 Short stay Residents’ Visitor Permits
- 73 Long stay Residents’ Visitor Permits
- 74 Surrender, withdrawal and validity of Residents’ Visitor Permits
- 75. Exchange of unused Residents’ Visitor Permits
- 76. Restrictions on removal of Residents’ Visitor Permits
- 77 Form of Residents’ Visitor Permits
- 78 Maximum Cumulative Allocation of Residents’ Visitor Parking Permits

Article No. 79 reserved

### **Section 7 - Special Permits**

- 80 Special Parking Permits to be displayed on vehicles left in Parking Places
- 81 Application for and issue of Special Parking Permits
- 82 Terms and effects of Special Parking Permits
- 83 Refund of charge in respect of a Special Parking Permits
- 84 Withdrawal and validity of Special Parking Permits
- 85 Application for and issue of duplicate Special Parking Permits
- 86 Restrictions on the removal of Special Parking Permits
- 87 Form of Special Parking Permits

Article Nos. 88 and 89 reserved

### **Section 8 - Doctor and Health Visitor Permits**

- 90 Doctor and Health Visitor Parking Permits to be displayed on vehicles left in Parking Places
- 91 Application for and issue of Doctor and Health Visitor Parking Permits
- 92 Terms and effects of Doctor and Health Visitor Parking Permits
- 93 Refund of charge paid in respect of Doctor and Health Visitor Parking Permits
- 94 Withdrawal and validity of Doctor and Health Visitor Parking Permits
- 95 Application for and issue of duplicate Doctor and Health Visitor Parking Permits

- 96 Restrictions on the removal of Doctor and Health Visitor Parking Permits
- 97 Form of Doctor and Health Visitor Parking Permits

Article Nos. 98 and 99 reserved

### **Section 9 - Staff Parking Permits**

- 100 Staff Parking Permits to be displayed on vehicles left in Parking Places
- 101 Application for and issue of Staff Parking Permits
- 102 Terms and effects of Staff Parking Permits
- 103 Refund of charge paid in respect of Staff Parking Permits
- 104 Withdrawal and validity of Staff Parking Permits
- 105 Application for and issue of duplicate Staff Parking Permits
- 106 Restrictions on the removal of Staff Parking Permits
- 107 Form of Staff Parking Permits

Article Nos. 108 and 109 reserved

### **Section 10 – Summary of Charges**

- 110 Summary of the Charges made for Permits

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## List of Schedules

Schedule No.	Description
	<b>Section A: Prohibited and Restricted Waiting, Loading and Unloading</b>
A1	Waiting Prohibited: At Any Time (All Zones)
	<b>Section B: Parking Bays for Permit Holders Only or for Shared Use or for Pay and Display</b>
B5	Parking Bays for Permit Holders Only: Cassiobury Hours - Seasonal (Cassiobury Zone)

DRAFT

## List of Tables

Table No.	Description	Page No.
One	Not Used	22
Two	Maximum cumulative allocation of residents' visitor parking permits	35
Three	Summary of charges for permits	46

DRAFT

Watford Borough Council, pursuant to arrangements made under Section 19 of the Local Government Act 2000 and the Local Government (Arrangements for Discharge of Functions) (England) Regulations 2012 with the Hertfordshire County Council, and in exercise of the powers conferred on that County under sections 1, 2, 4, 32, 35, 45, 46, 46A, 47, 49, 51 and 53 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991 and Part 6 of The Traffic Management Act 2004 and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby makes the following Order:

## **PART 1 - PRELIMINARY**

### **Citation and commencement**

- 1 This Order shall come into operation on XXXX and may be cited as the Borough of Watford (Controlled Parking Zone) (Cassiobury Drive Zone V Extension) Order 2023.

### **Interpretation**

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

The Permitted Hours:

“the permitted hours” means the period during which the regulations are applied being:-  
in the Cassiobury Zones: the Cassiobury Hours,

thus:

“the Cassiobury Hours” means the period between 10.30 am and 2.30 pm on Mondays to Fridays inclusive from January 1<sup>st</sup> to June 30<sup>th</sup> and from September 1<sup>st</sup> to December 31<sup>st</sup> (both inclusive), any such day not being Christmas Day;

“ambulance” has the same meaning as in the Vehicle Excise and Registration Act 1994;

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

“business permit” means a permit issued under the provisions of Article 61 in relation to a business use;

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

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



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

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

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

“designated officer” means an officer of Watford Council nominated by the Executive Director of Place or equivalent to carry out Council functions associated with the provisions of this Order;

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

“doctor and health visitor parking permit” means a permit issued under the provisions of Articles 91 and 92;

“doctor and health visitor parking permit holder” means a person to whom a permit has been issued under the provisions of Articles 91 and 92;

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

“electric charging bay” means an area within the parking place as defined by Article 22;

“electric charging vehicle” means an electric or hybrid vehicle engaged in charging an electric storage battery which is the source of its motive power;

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

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

“provided or authorised by any planning consent related to the premises and who is liable for payment of business rates on that premises;

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

“goods carrying vehicle” or “goods vehicle” means a motor vehicle which is constructed or adapted for use for the carriage of goods or burden of any description and which, except for the purposes of Article 20, is not drawing a trailer;

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

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

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

“motor trade permit” means a permit issued under the provisions of Article 61 solely in relation to motor trade premises;

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

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

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

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

“parking attendant” is the formerly used name for a civil enforcement officer in the context of parking regulation;

“parking bay” means a parking area within the parking place as defined in Article 10(2);

‘parking permit’ or ‘permit’ except when used in conjunction with the descriptive terms ‘paper’ or ‘virtual’ means both a parking permit in paper form and a parking permit in virtual form;

‘paper parking permit’ means a permit issued in a paper form;

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

“parking zone” means an area identified in Schedule B5 as a parking zone comprising the streets listed under the name of each zone;

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

“pay by phone facility” means a “ticket parking meter” equipped with a phone facility whereby the person using a parking place may make and record the appropriate payment for that use;

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

“penalty charge notice” has the same meaning as given in Regulation 8 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“prohibited loading and / or unloading area” means an area designated under Article 4;

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

“protective cover” means a transparent cover designed to protect a permit displayed under the provisions of Articles 50, 60, 80, 90 and 100;

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

“resident” means a person whose usual place of abode is at premises the postal address of which is in any street or part of any street described in Schedule E1;

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

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

“residents’ visitor permit” means a permit issued under the provisions of Article 71;

“residents’ visitor permit holder” means a person to whom a visitor permit has been issued under the provisions of Article 71;

“restricted loading and / or unloading area” means an area designated under Article 7;

“restricted waiting area” means an area designated under Article 6;

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

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

“staff parking permit” means a permit issued under the provisions of Articles 101 and 102;

“staff parking permit holder” means a person to whom a permit has been issued under the provisions of Articles 101 and 102;

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

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

“Universal Service Provider”, “Provision of a Universal Postal Service” and “Postal Packet” shall bear the same meanings as in the Postal Services Act 2011;

“Virtual” used in conjunction with a type of Parking Permit refers to the range of Parking Permits’ designated under Articles 49A and 49B.

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

1986, as amended by the Local Authorities Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000.

- (d) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

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## **PART II - RESTRICTIONS AND PARKING PLACES**

### **Section 1 – Provisions of the Order relating to Waiting, Loading / Unloading and Stopping Restrictions**

#### **Prohibited Waiting Areas Within the Controlled Parking Zones**

- 3
- (1) Subject to the provisions of this Order, the sides of street referred to in Schedule A1 are hereby designated as being prohibited waiting at any time.
  - (2) Subject to paragraph (3) below, no person shall cause or permit any vehicle to wait in the same place in any area designated as no waiting at any time except for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the street.
  - (3) A disabled person's vehicle which displays in the relevant position a disabled person's badge issued by any Local Authority may be left in a restricted waiting area for no longer than three hours.
  - (4) A prohibited waiting at any time area shall be delineated on the highway by a double yellow line but the obscuring or obliteration of such a line, or any part thereof, shall not render the restriction contained in paragraph (2) ineffective.

#### **Prohibited Loading and / or Unloading Areas Within the Controlled Parking Zones**

- 4
- (1) Subject to the provisions of this Order, the sides of street referred to in Schedule A12 are hereby designated as being prohibited loading and / or unloading at any time.
  - (2) No person shall cause or permit any vehicle to wait in the same place in any area designated as prohibited loading and / or unloading at any time.
  - (3) A prohibited loading and / or unloading at any time area shall be delineated on the highway by a double yellow line marked transversely to the edge of the carriageway but the obscuring or obliteration of such a line, or any part thereof, shall not render the restriction contained in paragraph (2) ineffective.

#### **Prohibited Stopping and Waiting Areas within Controlled Parking Zones**

- 5
- (1) Subject to the provisions of this Order, the sides of street referred to in Schedule A1 are hereby designated as being prohibited stopping and waiting at any time.
  - (2) No person shall cause or permit any vehicle to wait in the same place in any area designated as prohibited stopping and waiting at any time.
  - (3) A prohibited stopping and waiting at any time area shall be delineated on the highway by a 'KEEP CLEAR' yellow line marking but the obscuring or obliteration of such a line, or any part thereof, shall not render the restriction contained in paragraph (2) ineffective.

**Restricted Waiting Areas Within the Controlled Parking Zones**

6 (1) Not Used

**Restricted Loading and / or Unloading Areas within the Controlled Parking Zones**

7 (1) Not Used

**Exceptions to Prohibitions and Restrictions**

- 8 (1) Nothing in Articles 3, 4, 5, 6 and 7 of this Order applies to the lengths of road restricted by those Articles (which said lengths of road are referred to in this Article as “the restricted area”) in relation to: –
- a) A vehicle being used for Fire and Rescue, Ambulance or Police purposes.
  - b) A vehicle which is prevented from proceeding by circumstances beyond the drivers control or which has stopped in order to avoid injury or damage to persons or property or when required to do so by law;
  - c) A vehicle which is stationary in order that it may be used for one or more of the purposes specified in sub-Article (2) of this Article and which cannot reasonably be used for such a purpose without stopping in the restricted area;
  - d) 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 delivered or collected.
- (2) The “purposes” referred to in sub-paragraph (1) c) of this Article are-
- 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 of any street furniture; 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 or installed for the purposes of a telecommunications code system or any other telecommunications apparatus lawfully installed in any position.

**Exception for Goods to be loaded and unloaded and for passengers to board or alight**

- 9 Nothing in Articles 3 and 6 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this article as “the restricted area”) so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary: –
- a) To enable goods to be loaded or unloaded from the vehicle from or to premises adjacent to the restricted area; or
  - b) To enable a passenger to board or alight and to load and unload luggage.

## **Section 2 – Provisions of the Order relating to the Use of Parking Places**

### **Designation of Parking Places**

- 10 (1) Each area on a highway:-
- (a) comprising the length of carriageway of a street specified in columns 1, 2 and 3 of Schedules B5 which shall, unless otherwise so specified in Schedule F1 of the Order, be bounded on one side of that length by the edge of the carriageway and having a width throughout of 1.83 metres, is hereby designated as a parking place.

### **Parts of Parking Places in which vehicles may not be left**

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

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

- 12 Nothing in Articles 3, 4, 5, 6, 7, 10, 11, 13, 14, 15, 17, 19, 20, 21, 22 and 35 shall render it unlawful for a person to cause or permit any vehicle to wait on the sides of the road or in the lengths of the road referred to therein if it shall be upon the direction or with the permission of a Police Constable in uniform, of a civil enforcement officer or of a designated officer.

### **Vehicles for which parking places are designated**

- 13 (1) Subject to the provisions of this Order, parking places may be used for the leaving during the permitted hours of vehicles of the following class, that is to say, passenger vehicles, goods carrying vehicles (the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 6.0 metres), motor cycles and invalid carriages.
- (2) Parking places referred to in Schedules B5 may be used for the leaving during the permitted hours of such vehicles of the class specified in paragraph (1) above -
- (a) as display in the manner specified in Article 50 a valid residents' permit issued in respect of that vehicle; or
  - (b) as display in the manner specified in Article 70(1) a valid residents' visitor permit; or
  - (c) as display in the manner specified in Article 60 a valid business or motor trader permit issued in respect of that vehicle; or
  - (d) as display in the manner specified in Article 80 a valid special parking permit issued in respect of that vehicle and that parking place; or
  - (e) as display in the manner specified in Article 90 a valid doctor and health visitor parking permit issued in respect of that vehicle; or
  - (f) as display in the manner specified in Article 100 a valid staff parking permit issued in respect of that vehicle.

(3-10) Not Used



**Display of a Permit or Ticket on a Covered Vehicle.**

- 14 Where a vehicle is covered by a protective cover such that a Ticket or Permit cannot be displayed on the vehicle and the particulars made visible as required by Articles 40, 50, 60, 70, 80, 90 and 100 then the Ticket or Permit may be displayed in a protective pocket or pouch attached to the cover in such a manner that the particulars are then visible as required. The Designated Officer may also agree arrangements for the display of Permits or Tickets to deal with exceptional circumstances but in any event the decision is final.

**Alteration of position of a vehicle in a parking place**

- 15 Where any vehicle is standing in a parking place in contravention of the provisions of Article 17(2) or of the provisions of Article 30, a civil enforcement officer may alter or cause to be altered the position of the vehicle in order that its position shall comply with those provisions.

**Movement of a vehicle in a parking place in an emergency**

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

**Exemptions from charges under this Order**

- 17 (1-2) Not Used

**Exemptions to the Regulation of Parking Places**

- 18 (1) Nothing in Article 13 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this Article as “the restricted area”) in relation to:-
- a) A vehicle being used for Fire and Rescue, Ambulance or Police purposes.
  - b) A vehicle which is prevented from proceeding by circumstances beyond the driver’s control or which has stopped in order to avoid injury or damage to persons or property or when required to do so by law;
  - c) A vehicle which is stationary in order that it may be used for one or more of the purposes specified in sub-Article (2) of this Article and which cannot reasonably be used for such a purpose without stopping in the restricted area;
  - d) 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 delivered or collected;
- (2) The “purposes” referred to in sub-Article (1) (c) of this Article are-
- a) Any operation involving building, demolition or excavation;
  - b) For as long as may be necessary the removal of any obstruction to traffic;
  - c) The maintenance, improvement or reconstruction of a road;
  - d) Constructing, improving, maintaining or cleaning of any street furniture; 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 or installed for the purposes of a telecommunications code system or any other telecommunications apparatus lawfully installed in any position.

**Exception for goods to be loaded and unloaded and for passengers to board or alight at Parking Places**

- 19 Nothing in Article 13 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this article as “the restricted area”) so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary –
- a) To enable goods to be loaded or unloaded from the vehicle from or to premises adjacent to the restricted area; or
  - b) To enable a passenger to board or alight and to load and unload luggage.

**Loading and / or Unloading Places within the Controlled Parking Zones**

- 20 (1) Not Used

**Stopping and Waiting Places for Taxis within the Controlled Parking Zones**

- 21 (1) Not Used

**Electric Vehicle Charging Places**

- 22 (1) Not Used

Articles Nos. 23 and 24 reserved for future use.

**Section 3 – Relationship with other traffic regulation orders**

- 25 and 26 Not Used.

**PART III - SUPPLEMENTARY PROVISIONS**

**Section 1 - General**

**Manner of standing in a parking place**

- 30 Every vehicle left in a parking place or loading and unloading place in accordance with the foregoing provisions of this Order shall so stand:
- (a) in the case of a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place are specified in column 3 of the Schedules B5 as to be in accordance with those provisions;
  - (b) in the case of any other parking place -

- (i) if the parking place is not in a one-way street, nor a parking place referred to Article 10 (1) (a) and Schedule F1, that the left or near side of the vehicle is adjacent to the left-hand edge of the carriageway; and
  - (ii) that the distance between the edge of the carriageway and the nearest wheel of the vehicle is not more than 300 millimetres.
- (c) as to not obstruct the use of a driveway serving residential or business premises. In the event that:
- (i) a permit holder repeatedly obstructs such a driveway causing to the Council receiving a complaint from the owner or user of the driveway then a warning notice in writing may be sent to the offending permit holder using the procedure described in Article 54 (2),
  - (ii) the same permit holder continues to repeatedly obstruct the driveway subsequent to receiving the warning notice then this will be held to be an event or sufficient reason as appropriate with Articles 54 (3), 64 (3), 84 (1), 94 (1) and 104 (1) and the permit shall be withdrawn as appropriate in accordance with Articles 54 (2), 64 (2), 84 (1), 94 (1) and 104 (1).

**Power to suspend the use of a parking place**

- 31 (1) Any person duly authorised by the Council or the Police may suspend the use of a parking place or any part thereof whenever they consider such suspension reasonably necessary:
- (a) for the purpose of facilitating the movement of traffic or promoting its safety;
  - (b) for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the highway or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration or repair in or adjacent to the parking place of any sewer or of any main, pipe, or apparatus for the supply of gas, water or electricity or of any telecommunication system or the placing, maintenance or removal of any traffic sign;
  - (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture to or from one office or dwelling-house adjacent to the parking place from or to a depository, another office or dwelling-house;
  - (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
  - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals, or on other special occasions.
- (2) A police constable in uniform may suspend for not longer than twenty-four hours the use of a parking place or any part thereof whenever they consider such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.
- (3) Any person or police constable suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1) or, as the case may be, paragraph (2) of this Article shall thereupon place or cause to be placed in or

adjacent to that parking place or part thereof a traffic sign indicating that waiting by vehicles is prohibited.

- (4) No person shall cause or permit a vehicle to be waiting at a parking place or any part thereof during which such period as there is in or adjacent to that parking place or part thereof a traffic sign placed in pursuance of paragraph (3) above provided that nothing in this paragraph shall apply -
- (a) in respect to any vehicle being used for fire brigade, ambulance or police purposes or any vehicle which is waiting for any reason specified in Article 18 (1) (b) or (c) or Article 33 (1) (a) or (b); or
  - (b) to anything done with permission of the person suspending the use of the parking place or part thereof in pursuance of paragraph (1) of this Article or a police constable in uniform.

#### **Restriction on the use of a parking place**

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

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

- (a) if the vehicle is a passenger vehicle, a goods carrying vehicle, a motorcycle or an invalid carriage and the goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale is effected; or
- (b) if the vehicle is one to which the provisions of Article 33(1)(d) apply.

#### **Restriction on waiting by a vehicle in a parking place**

- 33 (1) Notwithstanding the foregoing provisions of this Order any vehicle may wait during the permitted hours in any part of a parking place if the use of that part has not been suspended and if:
- a) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait in the place in which it is waiting;
  - b) the vehicle is waiting -
    - i. while postal packets addressed to premises adjacent to the parking place in which the vehicle is waiting are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered; or
    - ii. while postal packets are being collected for the loading on the vehicle from premises or posting boxes adjacent to the parking place in which the vehicle is waiting or, having been so collected, are being unloaded thereon;
  - c) the vehicle not being a passenger vehicle is waiting only for as long as may be reasonably necessary to enable it to be used for the purpose specified in Article 31(1)(b);

- d) the vehicle is in actual use in connection with the removal of furniture to or from an office or a dwelling-house adjacent to the parking place from or to a depository, another office or dwelling-house;
- e) in any other case the vehicle is waiting for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the parking place in which the vehicle is waiting and the vehicle does not wait for a period exceeding twenty minutes or for such longer period as a police constable in uniform or a parking attendant may approve.

These exemptions are in addition to those listed under Article 18 of this Order.

- (2) No initial charge or charge specified in the provisions of this Order shall be payable in respect of any vehicle waiting in a parking place in accordance with the foregoing provisions of this Article.
- (3) Except as provided by this Order, the driver or person in charge of a vehicle shall not cause or permit a vehicle to wait in a parking place during the permitted hours.
- (4) Nothing in the provisions of this Order shall be taken as authorising anything which would be a contravention of any regulations made or having effect as if made under Section 25 of the Road Traffic Regulation Act 1984.

**Manner of waiting in a parking place**

34 No person shall cause or permit a vehicle to wait in a parking place by virtue of the provisions of paragraph (1) (b), (c), (d) or (e) of the last preceding Article otherwise than:

- (a) in the case of a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place are so specified in column 3 of the Schedules B5 so that the vehicle shall stand:
  - (i) unless the length of the vehicle precludes compliance with this sub-paragraph, in accordance with those provisions and so that every part of the vehicle is within the limits of the parking place; or
  - (ii) if the length of the vehicle does preclude compliance with the last preceding sub-paragraph, so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway nearest to the vehicle and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres; and
- (b) in the case of any other parking place, so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway nearest to the vehicle and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres; and
- (c) so that no part of the vehicle obstructs any vehicular means of ingress to or egress from premises adjacent to the side of the road on which the vehicle is waiting.

For the purposes of the last preceding sub-paragraph, the expression “premises” shall not include any premises to or from which any furniture is being removed by virtue of the

provisions of paragraph (1)(d) of the last preceding Article or to or from which goods are being delivered or collected by virtue of the provision of paragraph (1)(e) of that Article.

### **Removal of a vehicle from a parking place or restricted waiting area**

35 Where a civil enforcement officer is of the opinion that any of the provisions contained in Articles 3(2), 4(2), 5(2), 6(2), 7(2), 11, 33(4), 42(4), 44 or 48 have been contravened or not complied with in respect of a vehicle left in any part of a parking place or restricted waiting area they may remove or cause to be removed the vehicle from the parking place or restricted area and, where it is so removed, shall provide for the safe custody of the vehicle.

### **Placing of traffic signs, etc.**

36 The Council shall:

- (a) place and maintain traffic signs indicating the limits of each parking place and each parking bay;
- (b) place and maintain in or in the vicinity of each parking bay traffic signs of a design approved by the Secretary of State for Transport indicating that such parking bays may be used during the permitted hours for the leaving only of the vehicles specified in Article 13; and
- (c) carry out such other work as is reasonably required for the purposes of the satisfactory operation of a parking place.

### **Exclusions from Schedule E1**

37 In exceptional circumstances the Council may at its discretion exclude a part or parts of a street from a Parking Zone such that households or entitled business users / motor traders of that part of a street are not entitled to receive parking permits in accordance with the provisions of Sections 4, 5, 6, 7, 8 and 9 of Part III of this Order. Such parts of street shall be described in columns 1, 2 and 3 of Schedule E2 of the Order and shall be excluded from the parking zone identified in column 4 of that Schedule.

### **Parking permits governed by Special Provisions**

38 In exceptional circumstances the Council may at its discretion vary the provisions of Sections 4, 5, 6, 7, 8 and 9 of Part III of this Order in respect of a particular household or business / motor trader premise as regards:-

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

Such a household or business premise shall be listed in Schedule E3 of the Order by its address or a description of its location and by showing each special condition and the type of permit to which it applies.

Article No. 39 reserved for future use.

## **Section 2 – ‘Pay and Display’ Parking Tickets**

Item 40 – 45 and Table One Not Used

Part III – Supplementary Provisions

## **Section 3 – Penalty Charge Payment**

### **Liability for penalty charge**

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

### **Manner of payment of the penalty charge**

- 47 The penalty charge shall be paid to the Council by cheque or such other method, including by on-line electronic means, deemed appropriate by the Council which shall be delivered or sent by post to the Council at the address indicated on the penalty charge notice and in accordance with the instructions on that notice, to arrive not later than:-
- (a) the twenty-eighth day from the date of the notice; or
- (b) in the case of a reduced penalty charge, the fourteenth day from the date of the notice;

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

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

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

### **Restriction on the removal of penalty charge notices**

- 49 Where a notice has been attached to a vehicle in accordance with the provisions of Article 40, no person, not being the driver of the vehicle, shall remove the notice from the vehicle unless authorised to do so by the driver of the vehicle:

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

## **Preliminary to Sections 4 to 9**

### **VIRTUAL PARKING PERMITS**

#### **Virtual Parking Permits**

49A A Virtual Parking Permit is a permit in electronic form issued, recorded and accessed on a database maintained by the Council. It may represent any of the types of Parking Permit contained in Sections 4 to 9 of this Order. Parking permits in a paper format are only issued at the discretion of the Council's Designated Officer.

#### **Provisions relating to Virtual Parking Permits**

49B The provisions of the type of parking permit as set out in the Section appropriate for that type of parking permit apply to the corresponding Virtual Permit excepting as follows:-

- a) Articles 50, 60, 70, 80, 90 and 100 in respect of the display of permits on vehicles,
- b) Articles 56, 66, 76, 86, 96 and 106 in respect of the unauthorised removal of a permit on display on a vehicle,
- c) The requirement in Articles 57, 67, 77, 87, 97 and 107 for a permit to be in writing.

#### **Holders of Virtual Parking Permits**

49C Where the term 'Virtual' is used in conjunction with a type of Parking Permit Holder the Parking Permit Holder holds a Parking Permit of the type described in Article 49A.

#### **Messaging**

49D Requirements in Articles 54, 64, 74, 84, 94 and 104 for an application, notice or request to be in writing are extended to allow an application, notice or request to be made by an on-line electronic message.

## **Section 4 - Residents' Permits**

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

50 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle a valid residents' permit relating to the parking zone within which that vehicle is left issued in respect of that vehicle, so that all the particulars referred to in Article 57 are readily visible from the front or near side of the vehicle.

#### **Application for and issue of residents' permits**

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



- (2) Any resident (other than a resident within Parking Zones B, C or H ) who is the owner of a vehicle of the class specified in Article 13(1) may apply to the Council for the issue of a residents' permit relating to the parking zone within which they reside in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (3) Not Used
- (4) Any resident within Parking Zone H who is the owner of a vehicle of the class specified in Article 13(1) may apply to the Council for the issue of a residents' permit relating to any one other parking zone except Parking Zones E, J, K, L, M/N, S, T, U, V, W, X, Y and NA in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (5) With regard to paragraphs (2), (3) and (4) application may alternatively be made by such on-line electronic means as the Council may prescribe at the time.
- (2) The Council may at any time require an applicant for a resident's permit or a residents' permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a residents' permit made to them as they may reasonably call to verify any particulars or information given to them or in respect of any residents' permit issued by them as they may reasonably call for to verify that the residents' permit is valid.
- (7) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (8) of this Article, the Council upon being satisfied that the applicant is a resident and is the owner of a vehicle of the class specified in paragraph (2) of this Article, shall issue to the applicant therefore a residents' permit for the leaving during the permitted hours in a parking place of the vehicle to which such residents' permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward.
- (8) The charge referred to in paragraph (7) of this Article shall be as follows:-
  - (a) in respect of a first residents' permit which shall be valid for a period of twelve months running from the date on which the residents' permit first becomes valid, the amount specified for Item No. 1 in Column 4 of Table 3, Section 10; or
  - (b) in respect of a second residents' permit which shall be valid for a period of twelve months running from the date on which the residents' permit first becomes valid, the amount specified for Item No. 2 in Column 4 of Table 3, Section 10

- (c) in respect of any one first residents' permit or second residents' permit issued to a disabled person holding a valid disabled person's badge or a parent or guardian of a child, being under 18 years of age, who holds a valid disabled person's badge, in either instance issued by any Local Authority, free of charge and any other residents' permit issued to a resident in the same household for any part of the same period shall be at the rate provided for in sub paragraph (a) or (b) above.

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

- 52 The Council shall not issue a residents' permit during a period of one year to a resident in any household in respect of which 2 other residents' permits have been issued and remain valid during that period, subject to the provision of Article 54.

**Refund of charge paid in respect of a residents' permit**

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

**Surrender, withdrawal and validity of residents' permits**

- 54 (1) A residents' permit holder may surrender a residents' permit to the Council at any time and shall surrender a residents' permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council agent may, by notice in writing served on the residents' permit holder by sending the same by the recorded delivery service to the residents' permit holder at the address shown by that person on the application for the residents' permit or at any other address believed to be that person's place of abode, withdraw a residents' permit if it appears to the Council or authorised agent that any of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the residents' permit holder shall surrender the permit to the Council or authorised agent within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are -
- (a) the residents' permit holder ceasing to be either a resident within the parking zone in respect of which the residents' permit was issued or a resident within Parking Zone H;
  - (b) the residents' permit holder ceasing to be the owner of the vehicle in respect of which the residents' permit was issued;
  - (c) the withdrawal of such residents' permit by the Council under the provisions of paragraph (2) of this Article;

- (d) the vehicle in respect of which such residents' permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Article 13;
  - (e) the issue of a duplicate residents' permit by the Council under the provisions of Article 55;
  - (f) the residents' permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article and the provisions of the next following paragraph, a residents' permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (b), (c), (d) or (e) of this Article, whichever is the earlier.
- (5) Where a residents' permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the residents' permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such residents permit was issued by sending the same by recorded delivery service to the residents permit holder at an address shown by that person on the application for the residents' permit or at any other address believed to be that person's place of abode, require that person to surrender the residents permit to the Council within 48 hours of the receipt of the aforementioned notice.

#### **Application for and issue of duplicate residents' permits**

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

#### **Restriction on the removal of residents' permits**

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

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

### **Form of residents' permits**

- 57 A residents' permit shall be in writing and shall include the following particulars:
- (a) the registration mark of the vehicle in respect of which the residents' permit has been issued unless at the discretion of the Council's Designated Officer the permit has been issued as an open permit;
  - (b) the period during which, subject to the provisions of Article 54, the residents' permit shall remain valid.
  - (c) an indication that the residents' permit has been issued by the Council; and
  - (d) an indication of the parking zone or zones within which the use of the residents' permit is valid and the parking zone in which the resident resides if this is different.

Article Nos. 58 and 59 reserved for future use.

## **Section 5 - Business Permits and Motor Trader Permits**

### **Business or Motor Trader permits to be displayed on vehicles left in parking places**

- 60 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place mentioned in Schedules B1 to B15 during the permitted hours, and where in the case of a motor trader permit that parking place is located in Parking Zone MN or Parking Zone NA, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle a valid business or motor trader permit as issued in respect of that vehicle, so that all the particulars referred to in Article 67 are readily visible from the front or near side of the vehicle.

### **Application for and issue of business or motor trader permits**

- 61 (1) Any entitled business user who is the owner of an operational vehicle of the class specified in Article 13(1) may apply to the Council for the issue of a business permit relating to the parking zone within which their business premises are situated in respect of no more than two of those vehicles and any such application shall be made on a form issued by and obtainable from the Council and shall include the specified fee particulars and information required by such form to be supplied. Alternatively application may be made by such on-line electronic means as the Council may prescribe at the time.

- (2) Any entitled motor trader operating a motor trade business located at premises within Zones M/N or Zone NA who is in possession at the behest of the owners of vehicles of the class specified in Article 13(1) for the sole purpose of servicing, maintenance or repair may apply to the Council for the issue of a motor trader permit relating to that parking zone and any such application shall be made on a form issued by and obtainable from the Council and shall include the specified fee particulars and information required by such form to be supplied.
- (3) With regard to paragraphs (1) and (2) application may alternatively be made by such on-line electronic means as the Council may prescribe at the time.
- (4) A motor trade permit is not authorised for use for the parking of employee vehicles, for vehicles that are for sale or for hire or to enable vehicles to be maintained or repaired on the highway.
- (5) The Council may at any time require an applicant for a business permit or motor trader permit or a business permit or motor trader permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a business or motor trader permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any business or motor trader permit issued by them as they may reasonably call for to verify that the business or motor trader permit is valid.
- (6) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (8) of this Article, the Council, upon being satisfied that the applicant is an entitled business user and is the owner of a vehicle or vehicles of the class specified in paragraph (1) of this Article, shall issue to the applicant therefor one business permit for the leaving during the permitted hours in a parking place of the vehicle or either of the vehicles to which such business permit relates (but not both of them at the same time) by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward:
- (7) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (9) of this Article, the Council, upon being satisfied that the applicant is an entitled motor trader and is authorised by the owner to be in possession of a vehicle or vehicles of the class specified in in paragraph (2), shall issue to the applicant therefor one motor trader permit for the leaving during the permitted hours in a parking place of the vehicle to which such motor trader permit relates by the owner of such vehicle or by the motor trader or any person authorised by the motor trader in connection with the purposes described in paragraph (2):

- (8) The charge referred to in paragraph (6) of this Article shall be the amount specified for Item No. 3 in Column 4 of Table 3, Section 10; in respect of a business permit which shall be valid for a period of twelve months running from the date on which the business permit first becomes valid.
- (9) The charge referred to in paragraph (7) of this Article shall be the amount specified for Item No. 4 in Column 4 of Table 3, Section 10 in respect of a motor trader permit which shall be valid for a period of twelve months running from the date on which the motor trader permit first becomes valid.

#### **Limit on the number of permits to be issued**

- 62 (1) The Council shall not issue a business permit to any business during the period of validity of any business permit previously issued in respect of the business, subject to the provisions of Article 64.
- (2) The Council shall issue no more than four motor trader permits in respect of one motor trade premises at any given time, subject to the provisions of Article 64:

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

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

#### **Surrender, withdrawal and validity of business or motor trader permits**

- 64 (1) A business or motor trader permit holder may surrender a business or motor trader permit to the Council at any time and shall surrender a business or motor trader permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the business or motor trader permit holder by sending the same by the recorded delivery service to the business or motor trader permit holder at the address shown by that person on the application for the business or motor trader permit or at any other address believed to be that person's place of business, withdraw a business or motor trader permit if it appears to the Council that any of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the business or motor trader permit holder shall surrender the permit to the Council or authorised agent within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are -

- (a) the business or motor trader permit holder ceasing to be an entitled business user or motor trader within the parking zone in respect of which the business or motor trader permit was issued;
  - (b) the business permit holder ceasing to be the owner of the vehicle or vehicles in respect of which the business permit was issued;
  - (c) the withdrawal of such business or motor trader permit by the Council under the provision of paragraph (2) of this Article;
  - (d) the vehicle or vehicles in respect of which such business permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Article 13;
  - (e) the issue of a duplicate business or motor trader permit by the Council under the provisions of Article 65;
  - (f) the permit ceasing to be valid pursuant to the provisions of paragraphs (4) (a) or (4) (b) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article:-
- (a) a business permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (b), (c), (d) or (e) of this Article whichever is the earlier.
  - (b) a motor trader permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of any one of the events set out in paragraph (3)(a), (c) or (e) of this Article whichever is the earlier.
- (5) Where a business or motor trader permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the business or motor trader permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such business or motor trader permit was issued by sending the same by recorded delivery service to the business or motor trader permit holder at the address shown by that person on the application for the business or motor trader permit or at any other address believed to be that person's place of abode, require that person to surrender the business or motor trader permit to the Council within 48 hours of the receipt of the aforementioned notice.

#### **Application for and issue of duplicate business or motor trader permits**

- 65 (1) If a business or motor trader permit is mutilated or accidentally defaced or the figure or particulars thereon have become illegible or the colour of the permit has become altered by fading or otherwise, the business or motor trader permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate business or motor trader permit and the Council, upon receipt of the permit, shall issue a duplicate business or motor trader permit, so marked, and upon such issue the business or motor trader permit shall become invalid.
- (2) If a business or motor trader permit is lost or destroyed, the business or motor trader permit holder may apply to the Council for the issue to them of a duplicate

business or motor trader permit and the Council, upon being satisfied as to such loss or destruction, shall issue a duplicate business or motor trader permit, so marked, and upon such issue the original business or motor trader permit shall become invalid.

- (3) The provisions of this Order shall apply to a duplicate business or motor trader permit and an application therefor as if it were a business or motor trader permit or, as the case may be, an application therefor.

#### **Restriction on the removal of business or motor trader permits**

66 Where a business or motor trader permit has been displayed on a vehicle in accordance with the provisions of Article 60, no person, not being the driver of the vehicle shall remove the permit unless authorised to do so by the driver of the vehicle.

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

#### **Form of business or motor trader permits**

67 A business or motor trader permit shall be in writing and shall include the following particulars:

- (a) the registration marks of the vehicles in respect of which the business permit has been issued unless at the discretion of the Council's Designated Officer the permit has been issued as an open permit;
- (b) the period during which, subject to the provisions of Article 64(4), the business or motor trader permit shall remain valid;
- (c) an indication that the business or motor trader permit has been issued by the Council;
- (d) an indication of the parking zone within which the business or motor trader permit is valid.

Article Nos. 68 and 69 reserved for future use.

### **Section 6 - Residents' Visitor Permits**

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

70 (1) At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place during the permitted hours, the driver thereof shall cause to be displayed a valid residents' visitor permit. For the purposes of Article 13 a residents' visitor permit is displayed on a vehicle in the prescribed manner if –



- (a) the permit is exhibited on the dashboard or fascia of the vehicle, or
  - (b) where the vehicle is not fitted with a dashboard or fascia, the permit is exhibited in a conspicuous position on the vehicle so that the front of the permit is clearly legible from the outside of the vehicle.
- (2) A valid residents' visitor permit shall indicate on the obverse face, in accordance with the instructions on the reverse face –
- (a) the time, the day of the week, the date in the month and the year in which the vehicle was first left in a parking place;
  - (b) an indication of the parking zone within which the residents' visitor permit is valid;

### **Application for and issue of residents' visitor permits**

- 71 (1) Any resident may apply to the Council for the issue of a residents' visitor permit for a vehicle of the class referred to in Article 13(1) and any such application shall be made on a form issued by and obtainable from the Council and shall include particulars and information required by such form to be supplied. Alternatively application may be made by such on-line electronic means as the Council may prescribe at the time.
- (2) The Council may at any time require an applicant for a residents' visitor permit or a residents' visitor permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a residents' visitor permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any residents' visitor permit issued by them as they may reasonably call for to verify that the residents' visitor permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the relevant charge specified in Article 72(1) and 73(1) below, the Council upon being satisfied that the applicant is a resident, shall issue to the applicant therefore a residents' visitor permit, of a type specified in Article 72(1) and 73(1) below, for the leaving of a vehicle of the class specified in paragraph (1) above in a parking place during the permitted hours.

### **Short stay residents' visitor permits**

- 72 (1) A short stay residents' visitor permit shall authorise parking as follows:-
- (a) for up to a maximum of 1 hour from the time and date indicated on the permit, subject to Article 70 and the charge thereafter shall be the amount specified for Item No. 5 in Column 4 of Table 3, Section 10 or where virtual permits apply the charge shall be the amount specified for Item No. 9 in Column 4 of Table 3, Section 10 or
  - (b) except as provided in Article 78 for up to a maximum of 4 hours from the time and date indicated on the permit, subject to Article 70 and the charge therefor shall be the amount specified for Item No. 6 in Column 4 of Table 3, Section 10.

- (2) The Council shall not during a period of one year issue a short stay residents' visitor permit to a resident in any household in respect of which other short stay residents' visitor permits have been issued with a maximum cumulative duration as set out in Article 78 and which have not been surrendered or withdrawn under Article 74 (2) or (3).

#### **Long stay residents' visitor permits**

- 73 (1) Except as provided in Article 78 a long-stay residents' visitor permit shall authorise parking as follows:-
- (a) for up to a maximum of one day from the time and date indicated on the permit, subject to Article 70, and the charge therefore shall be the amount specified for Item No. 7 in Column 4 of Table 3, Section 10 or where virtual permits apply the charge shall be the amount specified for Item No. 10 in Column 4 of Table 3, Section 10 or
  - (b) for up to a maximum of seven days from the time and date indicated on the permit, subject to Article 70, and the charge therefore shall be the amount specified for Item No. 8 in Column 4 of Table 3, Section or where virtual permits apply the charge shall be the amount specified for Item No. 11 in Column 4 of Table 3, Section 10.
- (2) The Council shall not during a period of one year issue a long stay residents' visitor permit to a resident in any household in respect of which other long stay residents' visitor permits have been issued with a maximum cumulative duration as set out in Article 78 and which have not been surrendered or withdrawn under Article 74 (2) or (3).

#### **Surrender, withdrawal and validity of residents' visitor permits**

- 74 (1) A residents' visitor permit shall cease to be valid for use in accordance with Article 70 on the expiration of the year indicated on the permit.
- (2) A visitor permit holder may surrender a visitor permit to the Council at any time and shall surrender a visitor permit to the Council on the occurrence of the visitor's permit holder ceasing to be a resident in the parking zone in respect of which the visitor permit was issued.
- (3) The Council may, by notice in writing served on the visitor permit holder by sending the same by the recorded delivery service to the visitor permit holder at the address shown by that person on the application for the visitor permit or at any other address believed to be that person's place of abode, withdraw a visitor permit:-
- (a) if it appears to the Council that the visitor permit holder has ceased to be a resident,
  - (b) if it appears to the Council that the resident visitor permit holder has used one or more visitor permits for a purpose other than facilitating the parking in a permit bay of a vehicle in use by a visitor to their premises, and the visitor permit holder shall surrender the permit to the Council within 48 hours of the receipt of the aforementioned notice.

### **Exchange of unused residents' visitor permits**

75 A resident applying for residents' visitor permits according to the provisions of Article 71 is not entitled to exchange unused residents' visitor permits unless the Council in its discretion considers there are exceptional circumstances to justify an exchange in which case a new residents' visitor permit valid for the subsequent year will be supplied in exchange for the unused residents' visitor permit.

### **Restrictions on removal of residents' visitor permits**

76 Where a residents' visitor permit has been displayed in accordance with the provisions of Article 70, no person, not being the driver of the vehicle, shall remove the residents' visitor permit unless authorised to do so by the driver of the vehicle.  
Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by the police constable by or under regulations in pursuance of powers contained in sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

### **Form of residents' visitor permit**

77 A residents' visitor permit shall be in writing and shall include the particulars described in Article 70(2).

### **Maximum Cumulative Allocation of Residents' Visitor Parking Permits**

78 The Council shall not during a period of one-year issue more than the maximum annual allocation of short term residents' visitor parking permits and of long term residents' visitor parking permits as described below in Table Two: -

**Table Two**

Zone	Total hours for Short Term Permits (paper or virtual)	Total days and equivalent hours for one day Long Term Permits (paper or virtual)	Total weeks and equivalent hours for one week Long Term Permits (paper or virtual)	Cumulative total of hours including 1 day & 1 week permits (paper or virtual)
	The equivalent allocation if the resident is aged 60 years or over is shown in brackets			
V	400 (800) hours	15 (30) days; 150 (300) hours	2 (4) weeks; 140 (280) hours	690 (1380) hours

With respect to premises subject to special conditions refer to Schedule E3.

## **Section 7 - Special Permits**

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

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

### **Application for and issue of special parking permits**

- 81 (1) Any resident (or any person acting on behalf of a resident) may at any time apply to the Council for the issue of a special parking permit in respect of a vehicle of the class specified in Article 13(1) identifying the user of the vehicle. The decision to issue a special parking permit is at the discretion of the Council's Designated Officer. Without prejudice to the generality of the Council's Designated Officer's discretion the following circumstances may be relevant to an application:
- (a) the applicant's exceptional medical needs;
  - (b) the applicant's exceptional social needs;
  - (c) any exceptional difficulty experienced by a carer for any resident.
  - (d) the applicant's exceptional employment situation which requires that the applicant's vehicle be parked of necessity for business purposes near the applicant's home.
- (2) The Council may at any time require an applicant for a special parking permit or a special parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a special parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any special parking permit issued by them as they may reasonably call for to verify that the special parking permit is valid.

### **Terms and effects of special parking permits**

- 82 (1) A special parking permit shall be issued subject to such terms and conditions as the Council's Designated Officer shall think fit.
- (2) A special parking permit shall authorise the user of the vehicle identified by the applicant to leave the vehicle specified therein:
- (a) in any parking place, or part thereof, or any restricted waiting area, or part thereof, and
  - (b) on such day or days, during such periods and at such times during the permitted hours, and
  - (c) subject to such conditions or limitations as shall be indicated on the permit.

- (3) A special parking permit shall be valid for such a period as the Council's Designated Officer shall think fit but in any event no longer than a period of twelve months from the date the permit first becomes valid.
- (4) The Council's Designated Officer may issue any special parking permit free of charge or may make such a charge as appears to be reasonable in the circumstances of each application having due regard to the charges for resident and business permits.
- (5) The charge made under the provisions of paragraph (4) of this Article shall not exceed the charge for a first residents' parking permit or a second residents' parking permit as appropriate.

#### **Refund of charge paid in respect of special parking permits**

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

#### **Withdrawal and validity of special parking permits**

- 84
- (1) The Council may, by notice in writing served on the special parking permit holder by sending the same by the recorded delivery service to the special parking permit holder at the address shown by that person on the application for the special parking permit or at any other address believed to be that person's place of abode, withdraw a special parking permit if it appears to the Council's Designated Officer that there are sufficient reasons to justify withdrawal of the special parking permit having regard to the circumstances of the permit holder, so far as they may be known, and the permit holder shall surrender the permit to the Council within 48 hours of receipt of the aforementioned notice.
  - (2) Without prejudice to the foregoing provisions of this Article, a special parking permit shall cease to be valid at the expiration of the period specified thereon, or on the occurrence of the events set out in paragraph (1) of this Article, whichever is the earlier.
  - (3) Where a special parking permit is issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the special parking permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom such permit was issued by sending the same by recorded delivery service to the permit holder at the address shown by that person on the application for the special parking permit or at any other address believed to be that person's place of abode, require that person to surrender the special parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

#### **Application for and issue of duplicate special parking permits**

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

#### **Restrictions on the removal of special parking permits**

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

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

#### **Form of special parking permits**

- 87 A special parking permit shall be in writing and shall include the following particulars:
- (a) the registration mark of the vehicle in respect of which the special parking permit is being issued unless at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
  - (b) the period during which, subject to the provisions of Article 84, the special parking permit shall remain valid;
  - (c) an indication that the parking permit has been issued by the Council;
  - (a) an indication of the parking zone in which the special parking permit is valid.

Articles 88 and 89 reserved for future use.

### **Section 8 - Doctor and Health Visitor Permits**

**Doctor and Health Visitor parking permits to be displayed on vehicles left in parking places**

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

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

- 91 (1) Any medical or health practitioner as described in paragraph (2) and currently registered and practising at a practice or unit serving the Borough of Watford and required on a regular basis to visit patients who are resident within the zones of the Controlled Parking Zone Scheme may at any time apply to the Council for the issue of a doctor and health visitor parking permit in respect of a vehicle of the class specified in Article 13(1) identifying the user of the vehicle. The decision to issue a doctor and health visitor parking permit is at the discretion of the Council's Designated Officer. Such application may be made on behalf of the medical or health practitioner by a practice or unit manager.
- (2) The Council may at any time require an applicant for a doctor and health visitor parking permit or a doctor and health visitor parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a doctor and health visitor parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any doctor or health visitor parking permit issued by them as they may reasonably call for to verify that the doctor and health visitor parking permit is valid.
- (3) At the discretion of the Council's Designated Officer the term doctor or health practitioner may include the following for the purposes of this Article:-
- (a). A General Practitioner,
  - (b). A District Nurse or Midwife acting on the instructions of an N. H. S. Unit or a GP Practice,
  - (c). A Practice Nurse acting on the instructions of a GP Practice,
  - (d). An Occupational Therapist acting on instructions of an N. H. S. Unit,
  - (e). Other Health Practitioners carrying out an essential medical or health service requiring attendance at a resident's home.
- (4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (5) of this Article, the Council upon being satisfied that the applicant meets the criteria of paragraph (3) and is the owner or user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore a doctor and health visitor permit for the leaving during the permitted hours in a parking place of the vehicle to which such doctor and health visitor permit relates by the owner or user of such vehicle.

- (5) The charge referred to in paragraph (4) of this Article shall be the amount specified for Item No. 13 in Column 4 of Table 3, Section 10; which shall be valid for a period of twelve months running from the date on which the doctor and health visitor permit first becomes valid.

**Terms and effects of doctor and health visitor parking permits**

- 92 (1) A doctor and health visitor parking permit shall be issued subject to such terms and conditions as the Council's Designated Officer shall think fit.
- (2) A doctor and health visitor parking permit shall authorise the user of the vehicle identified by the applicant to leave the vehicle specified therein:
- (a) in any parking place, or part thereof, or any restricted waiting area, or part thereof, and
  - (b) on such day or days, during such periods and at such times during the permitted hours, and
  - (c) subject to such conditions or limitations as shall be indicated on the permit.
- (3) A doctor and health parking permit shall be valid for such a period as the Council's Designated Officer shall think fit but in any event no longer than a period of twelve months from the date the permit first becomes valid.

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

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

**Withdrawal and validity of doctor and health visitor parking permits**

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



thereon, or on the occurrence of the events set out in paragraph (1) of this Article, whichever is the earlier.

- (3) Where a doctor and health visitor parking permit is issued to any person or organisation upon receipt of a cheque or credit card and the payment is subsequently dishonoured, the doctor and health visitor parking permit shall cease to be of any effect and the Council shall by notice in writing served on the person or organisation to whom such permit was issued by sending the same by recorded delivery service to the permit holder at the address shown by that person or organisation on the application for the doctor and health visitor parking permit or at any other address believed to be the place of abode of that person or organisation, require that person or organisation to surrender the doctor and health visitor parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

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

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

#### **Restrictions on the removal of Doctor and Health Visitor Parking Permits**

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

Provided that nothing herein shall apply to a parking attendant or police constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a police constable

by or under regulations in pursuance of powers contained in Sections 99, 100, 101, 101A, 101B and 102 of the Road Traffic Regulation Act 1984, as amended by The Traffic Management Act 2004.

**Form of doctor and health visitor parking permits**

- 97 A doctor and health visitor parking permit shall be in writing and shall include the following particulars:
- (a) the registration mark of the vehicle in respect of which the doctor and health visitor parking permit is being issued unless at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
  - (b) the period during which, subject to the provisions of Article 94, the doctor and health visitor parking permit shall remain valid;
  - (c) an indication that the parking permit has been issued by the Council.

**Section 9 - Staff Parking Permits**

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

- 100 At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a parking place during the permitted hours, the driver thereof shall cause to be displayed in the protective cover on the front or near side of the vehicle the valid staff parking permit issued in respect of that use, so that all the particulars referred to in Article 107 are readily visible from the front or near side of the vehicle.

**Application for and issue of staff parking permits**

- 101 (1) Staff parking permits may only be issued to Service Departments of Watford Borough Council or Three Rivers District Council for the purpose of staff members carrying out their official business. The manager or representative of such a Department or Service may at any time apply for the issue of one or more Staff Parking Permits in respect of a user or pool of users from that Department or Service who must be identified. Users must be employing a vehicle of the class specified in Article 13(1) and the ability to leave a vehicle on-street within the Controlled Parking Zones must form an essential part to them carrying out their official duties. The decision to issue a staff parking permit is at the discretion of the Council's Designated Officer.
- (2) The Council may at any time require an applicant for a staff parking permit or a staff parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a staff parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any staff parking permit issued by them as they may reasonably call for to verify that the staff parking permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in paragraph (4) of this Article, the

Council upon being satisfied that the applicant meets the criteria, shall issue to the applicant therefore one or more staff parking permits as per the application for the leaving during the permitted hours in a permit parking place of any vehicles to which such staff parking permit relates by the users of such vehicles.

- (4) The charge referred to in paragraph (3) of this Article shall be the amount specified for Item No. 14 in Column 4 of Table 3, Section 10; which shall be valid for a period of twelve months running from the date on which the staff parking permit first becomes valid.

#### **Terms and effects of staff parking permits**

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

#### **Refund of charge paid in respect of staff parking permits**

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

#### **Withdrawal and validity of staff parking permits**

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

- (3) Where a staff parking permit is issued to any person and the payment is subsequently dishonoured, the staff parking permit shall cease to be of any effect and the Council's Designated Officer shall by notice in writing served on the person or representative to whom such permit was issued require that person or representative to surrender the staff parking permit to the Council within 48 hours of the receipt of the aforementioned notice.

#### **Application for and issue of duplicate staff parking permits**

- 105 (1) If a staff parking permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the staff parking permit has become altered by fading or otherwise, the staff parking permit holder shall either surrender it to the Council and apply to the Council for the issue to them of a duplicate staff parking permit and the Council, upon receipt of the staff parking permit, shall issue a duplicate staff parking permit, so marked, and upon such issue the original staff parking permit shall become invalid.
- (2) If a staff parking permit is lost or destroyed, the staff parking permit holder may apply to the Council or authorised agent for the issue to them of a duplicate staff parking permit and the Council, upon being satisfied as to such loss or destruction, may issue, on receipt of the charge specified in Article 101 (4), a duplicate staff parking permit, albeit at the discretion of the Council's Designated Officer, so marked, and upon such issue the original staff parking permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate staff parking permit and an application therefor as if it were a staff parking permit or, as the case may be, an application therefor.

#### **Restrictions on the removal of staff parking permits**

- 106 Where a staff parking permit has been displayed on a vehicle in accordance with the provisions of Article 100, no person, not being the driver of the vehicle, shall remove the staff parking permit unless authorised to do so by the driver of the vehicle.

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

#### **Form of staff parking permits**

- 107 A staff parking permit shall be in writing and shall include the following particulars:
- (a) an identifying title where the staff parking permit is issued in respect of a Council Department or Council Service or of a pool of users therein;

- (b) the registration mark of the vehicle in respect of which the special parking permit is being issued except when at the discretion of the Council's Designated Officer the permit is being issued as an open permit;
- (c) the period during which, subject to the provisions of Article 104, the special parking permit shall remain valid;
- (d) an indication that the parking permit has been issued by the Council;
- (e) where appropriate an indication of the parking zone or zones in which the staff parking permit is valid.

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## Section 10 – Summary of Parking Permit Charges

### Summary of the charges made for permits

110 The charges applying to the various forms of Parking Permit are as described in the following table.

Exceptions apply as follows:

Items Nos. 1 and 2 – refer to sub paragraph (8)(c) of Article 51

**Table Three: Summary of Charges for Parking Permits**

Column 1	Column 2	Column 3	Column 4
Item No.	Relevant Article of Order	Type of Permit	Charges applying in all relevant Zones
1	51	1st Full-time CPZ Residents' Permit	£28 per permit
2	51	Second Full-time CPZ Residents' Permit	£61 per permit; £28 per permit for a motorcycle
3	61	Full-time CPZ Business Permit	£300 per permit in an inner parking zone; £150 per permit in an outer parking zone
4	61	Full-time CPZ Motor Trader Permit (Zones M/N & NA)	£150 per permit
5	72	Full-time CPZ Residents' Visitor Permit – short stay – one hour	£6.40 for 40 permits; £3.20 for 40 permits if 60 years or over
6	72	Full-time CPZ Residents' Visitor Permit – short stay – four hour permit	£12.80 for 20 permits; £6.40 for 20 permits if 60 years or over
7	73	Full-time CPZ Residents' Visitor Permit – long stay – one day	£4.75 for 5 permits; £2.40 for 5 permits if 60 years or over
8	73	Full-time CPZ Residents' Visitor Permit – long stay – seven days	£4.50 per permit; £2.25 per permit if 60 years or over

9	72	Virtual Residents' Visitor Permit – short stay – each hour (Purchased via RingGo)	16p per hour 8p per hour if 60 years or over
10	73	Virtual Residents' Visitor Permit – long stay – each day (Purchased via RingGo)	95p per day 48p per day if 60 years or over
11	73	Virtual Residents' Visitor Permit – long stay – seven days (Purchased via RingGo)	£4.50 per permit
12	82	Full-time CPZ Special Permit	not greater than £28 if first in household or £61 per permit if second
13	91	Full-time CPZ Doctor and Health Visitor Permit	£28 per permit for the first five for a Practice or Unit; £61 per permit for each additional permit
14	101	Full-time CPZ Staff Permit	£100 per permit

THE COMMON SEAL of )  
WATFORD BOROUGH COUNCIL )  
was hereunto affixed on the day )  
of 2023 )  
in the presence of:

Authorised Officer – Watford Borough Council

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## List of Schedules

### **Section A: Prohibited and Restricted Waiting, Loading and Unloading.**

Schedule A1 – Waiting Prohibited at Any Time (All Zones).

COLUMN 1	COLUMN 2	COLUMN 3
Street Name	Side of Street	Location
Cassiobury Drive	North East	From a point in line with common boundary of 302 and 304 Cassiobury Drive for a distance of 35 metres in northerly direction
Cassiobury Drive	South West	From its junction with Bellmount Wood Avenue for a distance of 5 metres south.

### **Section B: Parking Bays for Permit Holders Only or for shared Use or for Pay and Display.**

Schedule B5 - Parking Bays for Permit Holders Only: Cassiobury Hours – Seasonal (Cassiobury Zone)

COLUMN 1	COLUMN 2	COLMUN 3
Street Name	Side of Street	Location
Cassiobury Drive	North East	From a point opposite the common boundary of 161 and 163 Cassiobury Drive to a point in line with the common boundary of 302 and 304 Cassiobury Drive
Cassiobury Drive	South West	From a point in line with the common boundary of 161 and 163 Cassiobury Drive to a point 5 metres south of the junction of Bellmount Wood Avenue.