



Civil Parking Enforcement

Parking Policy - Part 2

**GUIDANCE FOR
THE CONSIDERATION OF
CHALLENGES AND REPRESENTATIONS**

Issued September 2010 – update July 2012

The contents of the policy are derived from current Dorset County Council practices, accepted best practice, The Traffic Penalty Tribunal (formally National Parking and Adjudication Service (NPAS)) recommendations with regard to mitigation and good practice.

In formulating this policy due regard was paid to The Council's Equality Policy, the Council's Community Plan, the Council's Environment Strategy, The Human Rights Act and the Freedom of Information Act.

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1. INTRODUCTION

This policy is primarily concerned with:

How challenges, representations and appeals are dealt with including, how the Council will endeavour to treat people fairly, equally and with respect taking full account of the their personal circumstances.

This policy has been approved by elected Members. It will be subject to regular review so that it continues to meet local needs whilst reflecting current best practice.

Elected Members (Councillors) cannot be involved with decisions in respect of individual cases. They do not have the delegated authority to cancel a PCN and will not have access to all the evidence available or the required in-depth knowledge of legislation to make decisions. Dealing with cases is a quasi-judicial role and officers in the Parking Office have received the necessary training to enable them to investigate cases, evaluate the evidence in accordance with the legislation and best practice guidelines, and make an informed decision.

Statutory Guidance to the Traffic Management Act 2004 states;

“Elected members may wish to review their parking representations policies, particularly in the area of discretion, to ensure consistency with published policies. However, elected members and unauthorised staff should not, under any circumstances, play a part in deciding the outcome of individual challenges or representations. This is to ensure that only fully trained staff make decisions on the facts presented”.

If a driver contacts a Councillor regarding the issue of a PCN, he/she will be directed to the Parking Office. If a driver writes to a Councillor or Chief Executive of the Council, the letter will be passed to the Parking Office who will reply to the driver and send a copy to the Councillor or Chief Executive for information.

2. CIVIL ENFORCEMENT PROCESS

This section describes the statutory process a Penalty Charge Notice (PCN) must follow.

2.1 Issue of Penalty Charge Notice (PCN)

The PCN is issued by a Civil Enforcement Officer (CEO), formally known as either a traffic warden or parking attendant, and either affixed to the windscreen or handed to the driver. If this is not possible because the vehicle has driven away or the CEO was threatened, then the PCN may be sent by post.

The charge must be paid within 28 working days. If the charge is paid within 14 working days, a discount of 50% is offered and the case closed.

2.2 Disputing the Issue of the PCN

There is nothing to preclude the driver/owner of a vehicle challenging the issue of a PCN at this stage. This may be done in writing to the address shown on the reverse of the PCN.

The Council will consider any mitigating circumstances mentioned in the challenge made by the driver/owner of the vehicle. Wherever possible the driver/owner of the vehicle should supply supporting evidence with their challenge to enable the Council to fully consider the case. This may include such things as:

- Pay & Display tickets
- Delivery or collection notes
- Garage invoices, AA or RAC reports (in the case of breakdown)
- Doctor or Hospital letters (in the case of illness)
- Police references (in the case of stolen vehicles or arrest of driver)

(This list is not exhaustive and copies of anything that may help support the challenge should be included.)

Having considered the challenge the Council will reply to the driver/owner's challenge informing them as to whether the challenge has been accepted or rejected. The Council will fully explain the reason for its decision.

In cases where the challenge has been accepted the PCN will be cancelled.

In cases where the challenge has been rejected the Council will require payment of the PCN Charge.

If the original challenge is received by the Council within the 14 day discount period the Council will reoffer this facility from the date of its reply letter, however if the challenge was received outside this discount period the Council may require full payment of the charge.

Note: The Challenge of the issue of a PCN at this stage does not prevent the owner of the vehicle making formal representations (either on similar grounds or different grounds) on receipt of a Notice to Owner.

2.3 Notice to Owner

If the charge is not paid a Notice to Owner (NtO) may be issued to the owner (registered keeper) of the vehicle. This informs the owner of the vehicle of the outstanding charge which is payable by them and affords them the opportunity to make formal representations against the issue of the PCN and/or the NtO.

2.4 Making Representations

There are nine statutory grounds for making representations, which are as follows -

- A. The alleged contravention did not occur
- B. I was not the owner/keeper of the vehicle at the time of the contravention
- C. The vehicle had been taken without my consent
- D. We are a hire firm and have supplied the name of the hirer
- E. The penalty exceeded the relevant amount
- F. That there has been a procedural impropriety
- G. The traffic order was invalid
- H. The CEO was not prevented from serving the Penalty Charge Notice
- I. The PCN was paid

It is the responsibility of the person to whom the NtO is addressed (even if they are no longer the owner of the vehicle) to make representations should they wish to dispute the issue of the Notice.

Representations should be made on one of the statutory grounds and can include any mitigating circumstances the owner wishes the Council to consider. The Council is required by law to consider any representations they receive from the owner and to reply to these within 56 days of the receipt of the representations.

The Council must send a letter to the owner either accepting their representations or rejecting them. The letter from the Council must include a full explanation as to the reason for its decision.

The owner of the vehicle should include with any representations any supporting evidence they have (see above 'Disputing the Issue of the PCN') in order to assist the Council in reaching a decision. It should be noted that failure to include such evidence may affect, or delay, the decision of the Council.

2.5 Appealing to the Traffic Penalty Tribunal

In cases where the Council reject the representations made by the owner of the vehicle, a form enabling the owner to appeal to the Traffic Penalty Tribunal will be included with the Council's response. Full details of how to appeal are given on the form.

An appeal to the Traffic Penalty Tribunal is the final stage in the process of challenging a penalty. It is not a continuation of previous correspondence with the Council, but a new process.

An appeal may be made against the Council's decision to reject the formal representations against either the PCN or the issue of the NtO.

The Traffic Penalty Tribunal is a judicial body which is independent of the Council. The parties (the Council and vehicle owner) offer evidence for the Adjudicator to consider. The Tribunal does not investigate the matter on its own account but like a court only considers the evidence submitted by both parties (the Council and vehicle owner).

A decision is made by an Adjudicator who decides the appeal after considering the applicable law and the evidence presented by both parties.

The Adjudicator's decision in these cases is final and binding on both the Council and the appellant (owner).

2.6 Charge Certificate

If no representations are made, or representations are made and rejected by the Council or an appeal is made subsequently to rejected representations and refused by an adjudicator and no payment is then received within 28 working days, a Charge Certificate (CC) is issued. This increases the charge by 50%.

Note: At this stage the owner of the vehicle has lost any legal right for any challenge or representations to be considered by the Council.

2.7 Court Action

If payment is not made within 14 working days of receipt of the Charge Certificate, the Council will apply to the Traffic Enforcement Court (TEC) to register the charge as a civil debt. TEC is a special court which only deals with decriminalised traffic contraventions.

TEC will then authorise the Council to issue a Notice of Unpaid Penalty Charge which increases the outstanding charge by £5.00 to cover the cost paid to the Court for registering the debt.

Included with the Notice of unpaid Penalty Charges will be included a form affording the recipient to make a Statement of Truth on one of several grounds which must then be returned to the Court.

If payment is not made, or a Statement of Truth submitted within 21 days of the receipt of this Notice, an application is made by the Council to TEC for a Warrant to be issued to recover the debt.

TEC then authorise the Council to issue a Warrant of Execution. This is valid for one year and a day and is passed to a Certificated Bailiff. The bailiff is appointed by a Court and will add his/her charges to the outstanding debt. These are strictly controlled by the Department for Justice as are the actions he/she can take to recover the debt. Any fees incurred by the bailiff at this stage are payable by the debtor. After the Warrant of Execution is issued, no correspondence or communication will be dealt with by the Council. These can only be directed to the bailiff.

Further information on this recovery process can be found at: www.patrol-uk.info

3. SPECIFIC POLICY

The following sections explain how the Council considers various issues and situations in which a driver/owner may be issued a Penalty Charge Notice when their vehicle is parked in contravention of the parking regulations. It is also intended to help to explain why the PCN was issued.

When the driver/owner of a vehicle is deciding whether or not to challenge the issue of a PCN, or the owner of the vehicle to make representations on receipt of the Notice to Owner, this document will help act as a guide as to how to clearly set out their case and what, if anything, they should include with their letter to support their case.

3.1 Arrest – Driver Arrested

If the driver of a vehicle has been arrested and, as a direct result, has had to leave the vehicle in contravention of a parking restriction any resulting PCN will not normally be enforced unless the driver has had adequate time to safely remove the vehicle after his/her release from custody..

In all cases of arrest claims a driver will be asked to provide the date, time of arrest and evidence of arrest including custody number, officer and Police Station involved.

In the case of drink or drug driving a PCN would not normally be cancelled.

3.2 Bailiffs

Bailiffs, as agents of the court, are court officers. One of the many functions they perform is executing warrants on behalf of the court.

To execute these warrants bailiffs are likely to need an appropriate vehicle nearby. For other activities they do not need a vehicle nearby, e.g. If they are serving a summons or warrant (not enforcing it) and in these circumstances they will be expected to comply with normal parking restrictions.

When they are taking goods bailiffs are not exempt from legislation and an official badge or permit should be displayed on the vehicle and the act of loading/unloading will normally be expected to be seen to be taking place. The Council understands however, that once goods have been seized the bailiff is required to list them before leaving the premises and this could legitimately take some time.

If no loading/unloading (or other exempt) activity is observed by a CEO a PCN will be issued.

Cancellation will be considered on the production of proof that demonstrates the requirement for the vehicle to be parked nearby. This could be a dated and timed list of goods seized, or an arrest warrant together with a report from the court/police. This should be included with any challenge or representation.

3.3 Bank Holidays – Restrictions Applicable

Waiting and loading restrictions, as indicated by yellow lines/markings on the carriageway and/or kerbs may be in force 365 days a year. In Dorset, restrictions do apply in designated parking bays (limited waiting, loading, shared use bays, pay and display etc.) on bank holidays. Motorists cannot assume that restrictions do not apply to bank holidays unless this is specifically stated in the signs relating to the area in which a vehicle is parked.

Where signs and lines are correctly displayed it is unlikely the Council will consider cancellation unless there is evidence that an exempt activity, such as loading or unloading, is taking place or there are other extenuating mitigating circumstances.

3.4 Bank Visits

Claims from individuals or companies that because money is being taken to, or from, a bank a PCN should not have been issued will not be accepted as an automatic reason to cancel the PCN, irrespective of the amount involved. It is appreciated that difficulty may be experienced when visiting banks but the exemption that may apply in relation to bullion vehicles whilst loading/unloading large quantities of coin and cash boxes does not necessarily apply to others. If restrictions are in place adjacent to a bank these must be complied with by all motorists.

The Council will consider cancellation of the PCN if it can be shown that the cash involved was coinage of a heavy and bulky nature and where other extenuating mitigating circumstances can be cited.

3.5 Broken down Vehicles

Claims of alleged breakdown will normally only be accepted when a challenge or representations are made if the breakdown appeared to be unavoidable at the time of issue of the PCN **and** if supporting evidence in the form of one or more of the following is produced:

- Garage receipt, on headed paper, properly completed and indicating that the fault was repaired within a reasonable time of the contravention.
- Till receipt for the purchase of relevant spare parts bought at the time.
- Confirmatory letter from the RAC, AA or other similar motoring organisation that they attended the vehicle on breakdown.

- Confirmation from the CEO that the vehicle was obviously broken down.

A note left in the windscreen, stating that “the vehicle has broken down”, will not be accepted by the CEO as a reason for not issuing a PCN.

Listed below are some areas that arise in many cases where it is claimed the vehicle has broken down:

3.5.1 Flat Battery

- The receipt for the purchase of a new battery or parts that could cause a flat battery (alternator, solenoid etc.) should be supplied wherever possible. The receipt should not pre-date the date of the contravention or postdate it by an unreasonable length of time.
- In cases where it is alleged that the vehicle was bump/jump started and no other evidence is provided, the PCN will not normally be cancelled.
- If no evidence is forthcoming, the PCN will not normally be cancelled.

3.5.2 Flat Tyre

- It is reasonable to expect that in the event of a flat tyre the driver would be with the vehicle and making efforts to change the vehicle’s wheel. If the vehicle is left unattended a PCN may be issued and will normally only be cancelled if it subsequently transpires that the driver was elderly, disabled or infirm and had gone to obtain help. In such instances evidence from the assisting party is normally required.
- If the wheel could not be changed because of mechanical difficulty, evidence should be produced from the attending breakdown service supporting this.
- Failure to carry a spare wheel is not normally sufficient reason to cancel a PCN.

3.5.3 Overheating

- In cases where it is claimed that the vehicle had overheated due to lack of water the Council will not normally cancel the PCN unless the overheating is directly attributable to a mechanical fault such as: broken fan belt, cracked radiator, burst hose, faulty water pump or thermostat. In such cases evidence of repair should normally be produced.
- Overheating caused by heavy traffic or hot weather will not normally be accepted as a valid reason to cancel a PCN.

3.5.4 Running out of Petrol

- Unless this is due to a mechanical/ electrical fault and evidence is provided of the fault/repair, the Council will not normally cancel the PCN.

Note: If it is apparent from previous Council records that the same driver has made multiple claims that their vehicle has broken down, this will be considered when deciding on whether or not to accept their representations.

3.6 Builders / Tradesmen

Parking in contravention of the regulations will normally only be considered acceptable by the Council whilst the loading/unloading of tools and materials is taking place. At all other times the vehicle should be moved to a permitted parking area and parked in accordance with the regulations.

When considering any challenge or representation made in these circumstances notes made by the CEO will be checked and the challenge/representation should be accompanied by some form of supporting evidence wherever possible.

3.7 Bus Stops

Bus stops can either be restricted or unrestricted:

- Restricted: A restricted bus stop will be marked with yellow lines and traffic signs. In Dorset most bus stops are restricted; they are operational either 24 hours a day or from 7 am to 7 pm. Some bus stops are seasonal only (May to October).
- Unrestricted: An unrestricted bus stop will not have a traffic sign but may be marked with advisory road markings. These are being phased out in Dorset.
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In cases where a PCN is issued to a vehicle other than a bus, waiting in a restricted bus stop the PCN will not normally be cancelled.

3.8 Challenges / Representations accompanied by Payment

Drivers are advised not to challenge and send payment at the same time as this may prejudice their right to further appeal.

The back of the PCN clearly states: "If you wish to challenge this PCN.....Do not send payment at the same time."

When a challenge or formal representations are received by the Council the progression of the PCN is put on hold until such time as a reply letter is sent and no further action will

be taken until the case has been considered, the reply letter sent and time allowed for payment (if the case is not cancelled). However, if payment is received at the same time, Council procedures require that it is banked on the day of receipt. The challenge or representation will be considered subsequently and if a decision is made to cancel the PCN, any payment received will be refunded.

3.9 Complaints against Civil Enforcement Officers

Allegations that a CEO has made an error whilst issuing a PCN will be investigated under the normal representations or challenge procedures and a letter or formal written notice of acceptance or rejection, as the case may be, will be sent within the stipulated timescales.

Any allegation of misconduct or rudeness made against a member of the enforcement staff will be investigated and dealt with by the Parking Services Manager. The findings of the investigation will be communicated to the complainant, in writing, within the stipulated timescales. We will endeavour to resolve any complaint in our reply, but advice on how to invoke the Council's formal complaints procedure will be included with the reply letter.

3.10 Council Officers and Councillors (Elected Members) on Duty

The Council expects all its employees, and elected members, to observe the parking restrictions. Preferential treatment will not be given to Council vehicles, or to Council employees using their own vehicles for business purposes.

Unless the vehicle is being used for the purpose of enabling the Council or its contractors to perform a statutory duty, or for carrying out essential works, the vehicle driver must abide by the normal regulations.

Should an officer or employee receive a PCN on their vehicle any request for cancellation will not normally be considered unless accompanied by a letter from the Head of Service or his/her deputy explaining the reasons for such a request.

3.11 Court Attendance

3.11.1 Jury Service or Witness

The length or timing of any court hearing or trial cannot be guaranteed and often jury members and/or witnesses find that they are unable to leave court to move their vehicle or purchase further pay and display time in a permitted parking bay or a car park. This may therefore lead to a PCN being issued for overstaying the time purchased. Courts issue clear instructions to all jury members and witnesses advising them how and where they should park. They do not usually recommend the use of pay and display parking bays or car parks.

The courts will not pay any PCN issued to a witness or jury member whilst carrying out their legal duties, even if they are delayed by the court. In such circumstances the Council will not normally consider the cancellation of PCNs unless evidence is produced to support the fact that the driver was delayed to an extent that could not have been reasonably foreseen i.e. moved to a hotel overnight.

3.11.2 Defendants

The conditions applying to jury members and witnesses apply to defendants too.

However, there have been instances when a defendant has been given a custodial sentence and, as a direct result, is unable to remove their vehicle. In such instances the Council will expect that the vehicle will be removed as soon as is reasonably possible, by the defendant's family, friends or legal representatives.

Any PCN issued in such circumstances will not be enforced providing the defendant's legal representative supplies supporting evidence.

3.12 Delays

Shops or banks:

Routine delays in shops or banks are not usually unexpected and drivers should allow sufficient time to take into account extra time for queuing at tills and checkouts. PCNs will not usually be cancelled as a result of routine delays. Proof will be required if the delay arose as a result of an emergency.

PCNs will not usually be cancelled where the vehicle was parked on yellow lines or in any other location where parking is not permitted.

3.13 Dental / Doctors Appointments

In cases where a claim is made that, as a result in the delay in the appointment time, or that treatment took longer than anticipated, a PCN was issued for overstaying the parking time purchased on arrival, the Council will consider cancellation provided there is evidence to support this.

Such claims should be supported by written confirmation from the dentist or doctor that the delay was caused for reasons outside of the driver's control.

However, the Council must be satisfied that the parking time purchased was reasonably sufficient to allow for normal delays experienced whilst attending such appointments.

3.14 Discretion

The Secretary of State for Transport considers that the exercise of discretion should, in the main, rest with back office staff of the Council as part of considering challenges against PCNs and representations against a NtO. This is to protect CEOs from allegations of inconsistency, favouritism or suspicion of bribery. It also gives greater consistency in the enforcement of traffic regulations.

CEOs employed by Dorset County Council are not permitted to exercise discretion but instructed to issue a PCN to a vehicle whenever they believe a contravention has occurred and to advise any driver/owner who disputes the issue of a PCN to challenge the issue with the Council (in writing) at the address supplied on the reverse of the PCN.

The Council is required to consider any mitigating circumstances that a driver raises in their challenge or representations, and will do so.

Elected Members are not permitted to intervene in individual cases as this would be considered as interference with a judicial process.

3.15 Disabled Drivers/Passengers

Blue badges are issued to a disabled person, whether or not they drive a vehicle, and can be used by either a disabled driver or a disabled passenger. It should be remembered that the badge can only be used when the vehicle is being used to transport the disabled person. It is not permitted to use the badge for any other purpose e.g. shopping for the disabled person when they are not being transported in the vehicle, or for parking outside the disabled badge holder's premises.

In normal circumstances the blue badge holder MUST be in the vehicle when the vehicle is parked and when it is driven away and if this is not the case, the driver should explain the reason why. It is also not usually permitted for the driver to leave the blue badge holder in the vehicle while he/she leaves the vehicle to carry out errands for the badge holder (e.g. shopping).

Blue badges must be clearly and properly displayed whilst the vehicle is parked. Failure to do so may result in a PCN being issued for the contravention of the relative parking restriction.

Providing the Disabled Badge is clearly and properly displayed the vehicle transporting the badge holder can park:

- In most designated disabled parking bays on-street, free of charge and without time limit. Some disabled bays in Swanage do have a time limit of three hours and this will be shown on the sign. In this case, the time clock should be set to the time of arrival and displayed alongside the blue badge.
- Free of charge in some car parks (signs in car parks will indicate whether blue badge holders are required to pay or not).

- On single or double yellow lines for up to three hours and providing that the vehicle is not causing an obstruction (the clock should be displayed and set to the time of arrival).
- In pay and display bays on-street free of charge and without time limit.
- In resident bays on-street free of charge and without time limit, unless there are signs stating otherwise. **Some** resident parking bays in Dorchester have a maximum 3 hours restriction for blue badge holders.
- In Purbeck District Council and Wareham Town Council car parks, blue badge holders may park free of charge for up to three hours. If the badge holder wishes to stay longer, they must purchase a pay and display ticket to cover the extra parking time required and must display the ticket together with the badge and time clock.

Disabled badge holders are not allowed to park in any area where there is a loading restriction in place, indicated by kerb markings (blips or chevrons) and a sign. Parking must always be in accordance with the Blue Badge Scheme.

If the driver of a vehicle parked on yellow lines is waiting for the badge holder, and is not displaying the badge and clock because these are with the badge holder, the CEO will allow an additional observation time for the disabled passenger to arrive.

The Council will not normally consider cancellation of a PCN issued to a vehicle parked in contravention of the parking regulations if the vehicle is parked:

- on yellow lines (single or double) with blips or chevrons on the kerb (and signs) indicating that waiting and loading is not permitted or
- in any other restricted area (e.g. school keep clear “zig-zag” markings, pedestrian crossings, loading bays, bus stops and bays reserved for specific users such as Police bays and Taxi Ranks).
- In seaside locations where parking for Blue Badge Holders is limited for three hours and NO Time Clock is displayed alongside a valid badge. These locations are:
 - Yellow Lines on Shore Road, Swanage
 - Yellow Lines in Cart Road in Lyme Regis
 - 3 hours disabled bays in The Mowlem and Mermond Place, Swanage.

Time limits have been introduced at the locations shown above due to high usage levels and the need to maintain turnover of spaces. At all locations, there are car parks available close by.

However, in the case of other contraventions, if the blue badge is not displayed, cancellation may be considered on the first occasion if a copy of the valid blue badge is supplied with the challenge letter or formal representations.

3.16 Doctors, District Nurses, Health Visitors

Doctors, nurses, midwives and other health professionals are, wherever possible, expected to park legally in accordance with local restrictions. Should a PCN be issued it

will normally only be cancelled upon evidence that there was an emergency situation and the driver was not therefore able to park legally.

It should be noted that regular or programmed visits are not usually considered to be an emergency.

Health Professionals can apply to the Council for a Health Badge which can be used in permitted parking bays when visiting patients in their own homes.

3.17 Drink and Drug Driving (arrest for)

If the driver of a vehicle has been arrested for drink driving or driving whilst under the influence of drugs and, as a direct result, has had to leave the vehicle in contravention of a parking restriction any resulting PCN will not normally be cancelled.

3.18 Dropped Kerbs

Crossovers (dropped kerbs) are placed on the footway or the carriageway to assist –

- Pedestrians crossing the carriageway
- Cyclists entering or leaving the carriageway, or
- Vehicles entering or leaving the carriageway

These dropped kerbs will be enforced in the normal manner. PCNs issued to vehicles parked in contravention will not normally be cancelled unless there is proof of an exemption or extenuating mitigating circumstances.

3.19 Dropping Off or Picking Up Passengers

Except on designated clearways, school restrictions and pedestrian crossings a vehicle is allowed a reasonable amount of time to drop-off or pick up passengers irrespective of any waiting or loading restriction in force. There is no time restriction on how long this may take, but it must be completed as soon as reasonably possible. The time taken can differ according to the circumstances.

Therefore should a driver/owner dispute the issue of a PCN claiming that they were dropping off or picking up passengers they should endeavour to supply as much relevant information as possible to support their claim.

3.20 Double Parking

Double parking is a contravention under the Traffic Management Act 2004 and can cause considerable congestion. The definition of double parking is that the vehicle is

parked more than 50cm from the kerb and is not within the markings of a designated parking bay.

Dorset County Council does currently enforce double parking contraventions. A PCN issued for this contravention will not normally be cancelled.

3.21 Estate Agents

Estate agents visiting a client's property are not exempt from parking restrictions and should park according to the restrictions in force when attending for valuation or viewing visits.

PCNs will not normally be cancelled unless evidence is provided to show that the visit was due to some form of emergency (such as water leaks in rental or unattended properties).

3.22 Exempt Vehicles

The Traffic Regulation Orders for Dorset allow for vehicles carrying out certain activities to be exempt from the parking regulations whilst carrying out these activities. This includes:

- Emergency vehicles
- Loading/Unloading
- Picking up/Dropping off passengers
- Carrying out statutory duties
- Delivery and Collection of postal packages
- Disabled Drivers

The above list is not exhaustive and the Traffic Regulation Orders that list all exemptions can be viewed at www.dorsetforyou.com

Should a driver/owner of a vehicle believe that at the time a PCN was issued the vehicle was entitled to an exemption they should include any supporting evidence they have with their challenge or representation to support their claim. In the absence of any documentary proof they should set out all details of the circumstances they wish to be considered by the Council.

3.23 Funerals and Weddings

Vehicles actively involved in a funeral or a wedding (the hearse or bridal car) will be given due consideration and respect and PCNs will not normally be issued. Vehicles

belonging to mourners or wedding guests should not park in contravention of any yellow line restriction.

3.24 Garages – Vehicles left Unattended

Where a vehicle has been left in the charge of a garage or vehicle workshop for maintenance work to be carried out, the owner should be aware that they are responsible for any PCN issued during that time. For example, if a garage employee parks a vehicle on a highway, in contravention of a parking restriction, whilst work is being carried out on the vehicle to facilitate vehicle movement within the workshop.

The ultimate responsibility for the PCN rests with the registered keeper of the vehicle and any dispute regarding responsibility for the PCN and its payment is a civil matter between the owner and the garage/workshop.

The Council will not normally cancel a PCN issued in these circumstances.

3.25 Glaziers

Claims from glazier companies that a vehicle needed to be parked close to the location of an **emergency repair** will be treated leniently providing it is confirmed, either from the CEO's notes, that such activity was taking place at the time of the issue of the PCN, or supported by documentation included with the challenge or representations.

PCNs will not normally be cancelled when issued to vehicles that are not actively involved in the work.

3.26 Hire Agreement

The legislation allows that, in the case of a hired vehicle, responsibility for a PCN is that of the hirer of the vehicle at the time. In this case, the responsibility does not rest with the registered keeper, the hire company, providing they make formal representations to the Council once the NtO is received.

The representation must be accompanied by a copy of the relative hire agreement. In all cases this agreement must clearly state:

- The name and address of the hirer,
- the start and finish dates for the hire period
- a statement regarding the hirer's liability for any PCNs incurred during the hire period and,
- the hirer's signature.

Should any of the foregoing be unclear, missing, or in contradiction of the date/time of issue of the PCN the PCN will not normally be cancelled.

3.27 Hospital Car Service

The display of a “Hospital Car Service” badge does not automatically exempt the holder from parking restrictions. However, in cases where a vehicle is being used for such activities any representations or challenges against the issue of a PCN will be given due consideration.

Generally such consideration will extend to:

- Allowing sufficient time to enable the driver to make his/her presence known to the passenger(s).
- Allow sufficient time to assist the passenger(s) between the vehicle and their home(s), bearing in mind that they may be elderly, infirm, disabled or unwell. This may well involve sufficient time to ensure that the passenger is comfortably settled within his or her own home before the driver leaves.

Representations/challenges should be accompanied by documentary evidence giving the date, time, the pick-up and drop-off locations for the trip and, wherever possible, a description of the passenger (i.e. elderly, disabled, post-operative etc.).

3.28 Loading / Unloading

Vehicles are permitted to park in contravention of waiting restrictions (single or double yellow lines) or in permitted parking bays whilst carrying out the activity of loading and unloading heavy or awkward items or the delivery and collection of goods as part of a business activity.

Normally such activity will be observed by the CEO as in most cases a minimum observation period of 5 minutes will be given before a PCN is issued. However, there will be those occasions when, due to the nature of the loading/unloading or delivery/collection activity, nothing will be seen and a PCN will be issued.

Due to safety reasons or the risk of severe congestion, there are a number of locations where the customary observation time will NOT be given and an instant ticket will be issued. A list of these locations is attached at Appendix C.

In cases where a driver/owner challenges the issue of a PCN as they were loading and unloading or involved in a delivery or collection, either at the informal challenge or representations stage, they should, wherever possible include documentary evidence to support their claim. This can include paperwork such as:

- Signed delivery/collection notes
- Delivery round records
- Till receipts (in the case of personal purchases of heavy/bulky goods)

It should be noted that, except in exceptional circumstances, loading and unloading does not include the picking up or dropping off of shopping.

3.29 Lost Keys

Where it is claimed that car keys have been lost, stolen or locked in a car, thus preventing removal of the car from a parking area, which in turn resulted in the issue of a PCN, the Council will consider the cancellation of the PCN if the driver/owner of the vehicle supplies details supporting evidence such as confirmation of attendance of

- the Police
- motoring organisations, or,
- a garage

to give assistance.

In all cases, it is expected that the driver removes the vehicle within a reasonable period of time, usually 24 hours. If removal has taken longer than this the reasons for the delay should be explained and each case will be considered on its own merits.

3.30 Misspelling of Keeper's name

The misspelling of the keeper's name and/or address on the NtO does not invalidate it or discharge the liability of the person receiving it as the name and address is, in most cases, obtained from the DVLA as supplied by the keeper themselves and it is incumbent upon the keeper to ensure that these are correct. Therefore, the onus is still on the genuine keeper to deal with the matter.

3.31 Mitigating Circumstances

Each case will be treated on its individual merits and particular circumstances are referred to elsewhere within this document. The following guidelines also apply:

3.31.1 Children/elderly people - Claims are sometimes made that drivers accompanied by young children or elderly people, were delayed because of them. Again this will not normally be considered as a reason to cancel a PCN because drivers should allow for this when purchasing parking time or when choosing to park in a short-stay pay and display bay.

3.31.2 Delays - Delays due to queues at shops, banks etc., meetings taking longer than expected, caught up in crowds etc., are not usually considered as valid reasons to cancel a PCN. Drivers should allow for such delays when purchasing parking time, as they are a regular occurrence and part of normal life. (See "Emergencies" below).

3.31.3 Emergencies - An emergency is an unforeseen situation that prevented the driver from moving their vehicle. They are frequently of a medical nature, however, can include a variety of situations where the driver could not have

reasonably foreseen or prevented the situation and each will be dealt with according to the individual circumstances.

3.31.4 Schools - Claims that PCNs issued whilst children were being dropped-off or collected from schools etc., will not normally be cancelled unless a reasonable amount of time was not allowed by the CEO. The normal 5 minute observation period should normally be enough time in such circumstances.

3.31.5 Toilet visits - Claims that the driver or passenger had to visit a toilet will not normally result in the cancellation of a PCN unless there is evidence that a medical condition necessitated such a visit.

Wherever possible any such claims should be supported by independent evidence.

3.32 Pay and Display Machines

Pay and Display machines are checked on a daily basis to ensure they are working correctly and on each occasion a CEO enters a street or car park where pay and display machines are located they will check to ensure the machines are working correctly before issuing PCNs and will obtain a test ticket from the machine.

Where a claim is made that a machine is not working, the CEO's notes and machine test tickets will be checked. If it is confirmed that the machine was not working at the time then consideration will be given to cancelling the PCN.

It should be noted however, that if a driver/owner parks in an area and a machine appears to not work, if there is an alternative machine in working order in the close vicinity, then it is reasonable to expect that the driver use this machine. Where Pay by Phone is also available, drivers can reasonably be expected to use their mobile phone to purchase parking time.

3.33 Pay and Display Tickets

Some car parks operate as pay and display and there are pay and display parking bays on street. Pay and display requires the purchase of a ticket at the time of parking for the amount of parking time required. All tickets display the ticket machine number, expiry date and time along with the fee paid and a unique serial number. In car parks, the car park fee tariff is clearly displayed adjacent to each machine. On street, the tariff is displayed on the machine itself.

Pay and display tickets must be:

- Clearly displayed in the front windscreen whilst the vehicle is parked.
- For the appropriate day (as displayed on the ticket).
- Un-expired.
- For the car park, or street, indicated

PCNs may be issued for:

- Failing to display a valid ticket.
- Displaying a ticket that has expired.

It is the driver's responsibility to ensure the pay and display ticket is correctly displayed in the windscreen of their vehicle prior to leaving the area and the Council will not normally consider cancellation of a PCN issued for failing to display a pay and display ticket.

It should be noted that the law does not allow drivers to leave their vehicle parked to go and get change for the meter/machine and the driver should have adequate change to pay for their parking time at the time of parking. Therefore challenges or representations made on the grounds that the driver had gone for change will not normally be accepted.

3.34 Motorcycles

Motorcycles and scooters are legally defined as powered two wheeled vehicles and there are a number of options for parking in the County. On street, motorcycles are NOT exempt from payment and time limits in pay and display and in resident bays.

The Council encourages permit holders with motorcycles to park at right angles to the kerb in order to maximise space in the permit bay, but this is not compulsory and cannot be enforced.

Motorcycles may not park on yellow lines, on the footway, at dropped kerbs marked with a yellow or white line and in bus lanes, or on the pavement. The pavement is defined as an area over which pedestrians have the right of access and this includes the edge of the pavement close next to buildings and pavement lights close to buildings.

Motorcycles may only park on the pavement if the area concerned is private property, and in these cases the area should be separated from the remainder of the pavement by bollards indicating that this part of the pavement is private land.

Motorcyclists parked in a pay and display car space are advised to tear the ticket in half, place one half on the vehicle and retain the half containing the serial number as proof of purchase. They are also advised to take a photograph using their mobile phone of the vehicle displaying the ticket, in case it is removed or displaced and a PCN is issued.

If a motorcycle is parked with a cover over it and this is obscuring the number plate, a CEO is permitted to lift the cover to assist enforcement. The CEO must not cause any damage to the vehicle.

In North Dorset District Council, Purbeck District Council and Wareham Town Council car parks, Motorcyclists must pay at the machine and display a ticket unless they park in a designated motorcycle bay.

In Rempstone car park, Wareham, shoppers will get a refund of their parking fee from the adjacent supermarket.

3.35 Penalty Charge Rate

The PCN rate has been set at £70.00 or £50.00 for both on and off street contraventions. This differential penalty charge has been introduced so that lesser contraventions (usually where parking is normally permitted) carry a lower charge, but more serious contraventions (usually where parking is prohibited) carry a higher charge. Please see Appendix 1 for a full list of contraventions with their rates.

Any increase in charges will have to be approved by members of Dorset County Council together with the endorsement of Central Government. If paid within 14 days of issue the PCN rate is discounted by 50% to £35 or £25 respectively and payment of this amount will be accepted in full settlement.

Should the CEO be prevented from affixing the PCN to the vehicle or handing it to the driver, provision has now been made in law for the Council to obtain the name and address of the registered keeper from DVLA and serve the PCN by post. In this case the discount period is extended to 21 days after the PCN has been issued. Dorset County Council does not currently issue PCNs by post but will do so in the near future.

3.36 Photographs

Photographs are NOT a legal requirement. However, in an effort to ensure that the PCN has been correctly issued, and to assist the Council and the vehicle driver/owner when a challenge or formal representation is received, CEOs are instructed to take several photographs of the vehicle at the location when the PCN is issued. These photographs will show the position of vehicle, the road markings and nearby relevant road signs (and where possible, the vehicle in relation to those signs). They will also show the PCN affixed to the windscreen of the vehicle.

When any challenge or formal representations are received these photographs will be examined in order to assist the Council reach its decision and, should the matter proceed to an appeal to the Adjudicator, be produced as evidence at any appeal.

3.37 Plumbers, Electricians, Gas Fitters

The normal exemptions for loading and unloading apply to tradesmen carrying out work or repairs on private premises. However, in some cases a tradesman will be attending what is classed as an emergency situation.

It should be noted that an emergency is considered to last as long as it takes to make the premises safe, i.e. turn off the main supply.

In cases of loading and unloading, and in an emergency, the tradesman is expected to move the vehicle to a permitted parking place after the exempt activity has ceased and before any subsequent repairs are undertaken.

There is no exemption for tradesmen to have their vehicle parked in contravention purely to have their vehicle readily available to move goods or tools from it throughout the day.

Wherever possible any claim by a driver/owner of a vehicle that they were loading or unloading, or attending an emergency, should be supported with some form of documentary evidence.

3.38 Police Officers on Duty

PCNs will not normally be issued to marked Police vehicles when on official duty.

Requests for cancellation of any PCN issued to either an unmarked Police vehicle or an Officer's private vehicle should be made by the Officer's area Superintendent or equivalent. They should contain confirmation that the Officer was on official business and that it was inappropriate for the vehicle to be parked elsewhere.

3.39 Private Property

Parking restrictions placed on private property are not the concern of Dorset County Council and are outside the scope of its enforcement operation. Private landlords, residents etc. can impose any reasonable restriction on their own property i.e. the need for permits, clamping etc. Enforcement of such restrictions is also their responsibility although it may be subcontracted to other companies.

Dorset County Council cannot deal with any queries in respect of parking tickets issued on private property.

3.40 Public Utility Vehicles

A public utility vehicle is any vehicle involved in the mains supply of gas, electricity, water or telecommunications. These vehicles are usually exempt from restrictions if:

- The vehicle is on an emergency call and is actually involved in the emergency work.
- The vehicle is involved in non-emergency maintenance of apparatus.

Consideration for cancellation of a PCN issued to a utility company vehicle, whilst carrying out one of the above activities, should normally be supported with documentary evidence.

3.41 Restricted Hours

The hours during which restrictions are in force may vary. Generally restrictions are as follows:

Bus stop clearway - Marked by a yellow bay together with a thick yellow bar through the back of the bay and indicated on adjacent sign. "Bus Stop" is written in the bay.

Designated loading bays - Marked by white lines and indicated on adjacent sign(s). "Loading only" is written alongside the bay.

Disabled bays – on street, these are marked by white lines and indicated on adjacent sign(s). "Disabled" is written alongside the bay. In car parks, Disabled Bays are marked in yellow and may include the disabled symbol.

Loading restrictions – yellow kerb markings:

- a) One line: During the working day or as specified by adjacent signs.
- b) Two lines: No loading at any time.

Police bays - Marked by a yellow box and indicated on adjacent sign (black lettering on yellow background). "Police" is written in yellow alongside the bay. In Dorset, these are 24 hours bays.

Yellow lines:

- a) Single: No waiting during times shown on adjacent sign
- b) Double: No waiting at any time. No signs are required for Double Yellow Lines.

Where a PCN is issued to a vehicle parked in contravention of a restriction cancellation will not normally be considered unless the driver/owner of the vehicle is able to demonstrate that an exemption to the restrictions applied at the time of parking or that there were extenuating mitigating circumstances.

3.42 Road Signs / Markings – Missing, Obscured or Broken

Challenges and formal representations may be received stating that the yellow lines, or white lines (in the case of designated parking places or pedestrian crossings) are missing or obscured or the corresponding signs are either similarly missing or obscured.

In these cases, the photographs taken by the CEO at the time of issue of the PCN, together with his/her notes made at the time, will be checked. If there are no obvious discrepancies and the signs and lines are clear, the PCN will not normally be cancelled.

However if it is not clear as to the condition of the yellow or white lines or the signage is not clear then the Council will immediately carry out a site check to ascertain the state of the lines and signs prior to considering any challenge.

Where claims are made that the lines were obscured due to conditions such as leaves, snow or sand at the time of parking, again the photographs taken by the CEO will be viewed.

3.43 Royal Mail Vehicles

Royal Mail vehicles being used for the collection or delivery of postal packets are exempt from the regulations as long as they are actively involved in such an activity. Cancellation of a PCN will normally only be considered if written confirmation is received from the area manager that the vehicle was actively involved in the collection/delivery of mail.

3.44 School Keep Clear Markings

Zig-zag markings outside of schools are installed for the protection of the children and are marked with yellow zig-zag line and the words 'SCHOOL KEEP CLEAR' on the road with a time plate displaying the times of restriction nearby.

Any vehicle parked in this restricted area, during the times shown on the plate, may be issued with a PCN and this will not normally be cancelled.

3.45 Taxi Ranks

Taxi Ranks are parking bays designated for the use of taxis licensed by District and Borough Councils in Dorset and are marked on the road with the wording 'Taxis' and a sign nearby showing the hours the rank is in force. Other vehicles are not permitted to park in these bays.

Any vehicle parked within the markings of a Taxi Rank during the hours shown on the sign, other than a licensed taxi, may be issued with a PCN which will not normally be cancelled.

3.46 Time / Date shown on Pay and Display Machines

In cases where a driver or owner challenges the issue of a PCN, or makes formal representations, stating that the time shown on the pay and display ticket/machine was incorrect, the Council's records will be checked to confirm whether or not the machine was displaying the correct details. If the machine was found to be displaying the incorrect time, the PCN will normally be cancelled.

It should be noted that there are rigorous checks made on a daily basis to ensure all the pay and display machines are working correctly and displaying the correct information. All pay and display machines are tested at the start of each day to ensure that they are showing the correct time and date. The CEOs check the details on the pay and display machine against the time and date on their hand held computers (which are synchronised on a daily basis with the Atomic Clock. The "Test tickets" are kept and stored as part of a daily reporting function.

3.47 Unauthorised Movement of a Vehicle

Where a challenge or formal representation is received claiming that a vehicle was moved without the authority of the owner the PCN will not normally be cancelled unless there is clear evidence that an unauthorised person has moved a vehicle.

Use of a vehicle by another family member or a friend is difficult to substantiate and under these circumstances the PCN will not normally be cancelled unless it can be demonstrated that the matter was reported to the Police before or just after the issue of the PCN or that the vehicle owner had expressly refused permission for the other party to use the vehicle.

In cases where it is alleged that the vehicle was stolen confirmation from the Police that the vehicle was reported stolen including the date (and time) the vehicle was stolen and the relative crime report number will be required before cancellation will be considered.

3.48 Vehicle not at Scene

In cases where the keeper of a vehicle receives a NtO and claims that their vehicle was not parked in the area at the time the PCN was issued, cancellation will not normally be considered unless they supply a photograph and documentation to confirm the make, colour and tax disc serial number of the vehicle. If the details supplied by the keeper do not match those recorded by the CEO then the PCN will be cancelled (It may have been a “cloned” vehicle).

APPENDIX A

CONTRAVENTION CODES AND DESCRIPTIONS

The following contravention codes and descriptions are the standard contraventions that are currently in use, although not all contraventions will apply in Dorset. A PCN will show the code number and the code description as shown below.

There are two levels of charges applicable, as shown in the column 'Differential level'. The higher level is used for contraventions that are considered more serious, such as parking on yellow lines or school zig-zags, whilst the lower level is used for less serious contraventions, such as overstaying the time purchased at a pay and display bay on street or in a car park. The two levels of charges in use in Dorset are currently £70 (higher) and £50 (lower).

Standard PCN Codes v6.5.1

On-Street

Code	Description	Differential level	Observation/grace times
01	Parked in a restricted street during prescribed hours	Higher	Goods vehicle - 10 minutes Private car - 5 minutes (see Note 1)
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	Higher	None
04	Parked in a meter bay when penalty time is indicated	Lower	5 minutes
05	Parked after the expiry of paid for time	Lower	5 minutes (see Note 2)
06	Parked without clearly displaying a valid pay & display ticket or voucher	Lower	5 minutes
07	Parked with payment made to extend the stay beyond initial time	Lower	None
08	Parked at an out-of-order meter during controlled hours	Lower	None
09	Parked displaying multiple pay & display tickets where prohibited	Lower	None
10	Parked without clearly displaying two**** valid pay and display tickets when required	Lower	None
11	Parked without payment of the parking charge	Lower	None
12	Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place	Higher	5 minutes
14	Parked in an electric vehicles' charging place during restricted hours without charging	Higher	None

16	Parked in a permit space without displaying a valid permit	Higher	10 minutes
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	None
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket	Lower	None
20	Parked in a loading gap marked by a yellow line	Higher	N/A in Dorset
21	Parked in a suspended bay or space or part of bay or space	Higher	None
22	Re-parked in the same parking place or zone within one hour* of leaving	Lower	5 minutes
23	Parked in a parking place or area not designated for that class of vehicle	Higher	5 minutes
24	Not parked correctly within the markings of the bay or space	Lower	5 minutes
25	Parked in a loading place during restricted hours without loading	Higher	Goods vehicle - 10 minutes Private car - 5 minutes
26	Parked in a special enforcement area more than 50 cm ⁺ from the edge of the carriageway and not within a designated parking place	Higher	None
27	Parked in a special enforcement area adjacent to a dropped footway	Higher	None
30	Parked for longer than permitted	Lower	5 minutes
31	Entering and stopping in a box junction when prohibited	n/a	None
32	Failing to drive in the direction shown by the arrow on a blue sign	n/a	None
33	Using a route restricted to certain vehicles	n/a	None
34	Being in a bus lane	n/a	None
35	Parked in a disc parking place without clearly displaying a valid disc	Lower	None
36	Parked in a disc parking place for longer than permitted	Lower	None
37	Failing to give way to oncoming vehicles	n/a	None
38	Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign	n/a	None
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	None
41	Parked in a parking place designated for diplomatic vehicles	Higher	None
42	Parked in a parking place designated for police vehicles	Higher	None
45	Parked on a taxi rank	Higher	None
46	Stopped where prohibited (on a red route or clearway)	Higher	None
47	Stopped on a restricted bus stop or stand	Higher	None
48	Stopped in a restricted area outside a school when prohibited	Higher	None
49	Parked wholly or partly on a cycle track or lane	Higher	10 minutes
50	Performing a prohibited turn	n/a	None
51	Failing to comply with a no entry sign	n/a	None
52	Failing to comply with a prohibition on certain types of vehicle	n/a	None

53	Failing to comply with a restriction on vehicles entering a pedestrian zone	n/a	None
54	Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone	n/a	None
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	Higher	None
56	Parked in contravention of a commercial vehicle waiting restriction	Higher	None
57	Parked in contravention of a coach ban	Higher	None
58	Using a vehicle on a restricted street during prescribed hours without a valid permit	n/a	None
59	Using a vehicle on a restricted street during prescribed hours in breach of permit conditions	n/a	None
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	Higher	None
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	Higher	None
63	Parked with engine running where prohibited	Lower	None
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	Higher	None

* = or other specified time

**** = or other number

† = or other specified distance

Off-Street

70	Parked in a loading area during restricted hours without reasonable excuse	Higher	Goods vehicle - 10 minutes Private car - 5 minutes
73	Parked without payment of the parking charge	Lower	None
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	None
80	Parked for longer than the maximum period permitted	Lower	5 minutes
81	Parked in a restricted area in a car park	Higher	5 minutes
82	Parked after the expiry of paid for time	Lower	5 minutes (see Notes 2 and 3)
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower	5 minutes (see Notes 2 and 3)
84	Parked with additional payment made to extend the stay beyond time first purchased	Lower	None
85	Parked in a permit bay without clearly displaying a valid permit	Higher	5 minutes
86	Parked beyond the bay markings	Lower	5 minutes
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	None
89	Vehicle parked exceeds maximum weight or height or length permitted in the area	Higher	5 minutes
90	Re-parked within one hour* of leaving a bay or space in a car park	Lower	5 minutes
91	Parked in a car park or area not designated for that class of vehicle	Higher	5 minutes

92	Parked causing an obstruction	Higher	None
93	Parked in car park when closed	Lower	5 minutes
94	Parked in a pay & display car park without clearly displaying two**** valid pay and display tickets when required	Lower	None
95	Parked in a parking place for a purpose other than the designated purpose for the parking place	Lower	None
96	Parked with engine running where prohibited	Lower	None

* = Or other specified time

**** = or other number

Note 1 - An 'instant' PCN may always be issued in circumstances where the Civil Enforcement Officer concerned has evidence, other than a period of observation, which supports the action of issuing the PCN without observing the vehicle for the minimum periods indicated.

Note 2 – A PCN will be issued before 5 minutes observation time if the “paid for” time has already elapsed by 5 minutes or longer.

Note 3 - Visitors are not permitted time to obtain change away from the immediate area of the P&D machine or car park. Civil Enforcement Officers should observe queues at ticket machines and/or pedestrians who may be seeking change or returning to the vehicle in question, before issuing a Penalty Charge Notice.

APPENDIX B

Instant PCNs are issued in all Bus Stops and Taxi Ranks as well as where there are loading restrictions marked by yellow kerb blips or chevrons.

Due to safety reasons or the risk of severe congestion, there are a number of locations where the customary observation time will NOT be given and an instant ticket will be issued. These are:

- **In Car Parks**, if drivers are returning to the vehicle with their shopping without stopping to purchase a P&D ticket on their way past the ticket machine.

- **On yellow lines** at the following locations:
 - Corfe Mullen, Towers Way: outside and opposite the Coop Store
 - Maiden Newton: All double yellow lines
 - Puddletown, High Street: where vehicles block access to residents' drives
 - Dorchester, Bridport Road, outside the local supermarket: this is a main road into Dorchester and there is a free 1 hour car park at the rear of the store. The car park is clearly signed in large letters on the front of the shop and has 40 spaces including 4 for the use of blue badge holders.
 - Dorchester, High East Street and High West Street: these streets form the main road into the town. Vehicles parked on the yellow lines can cause severe congestion for the town.
 - Dorchester, Icen Way: vehicles are causing an obstruction when they are parked on yellow lines near the fast food restaurants and take-aways.
 - Outside Banks and Cash points
 - On Bends
 - In Narrow Roads
 - On Pavements

APPENDIX C

Car Parks and On-Street Pay and Display

The following list shows the car parks currently enforced by Dorset County Council.

Car Park	Location	Type	Ownership
Marsh & Ham	Blandford	Pay and Display	North Dorset District Council
Church Lane	Blandford	Pay and Display	North Dorset District Council
Eagle Hse Gardens	Blandford	Pay and Display	North Dorset District Council
Langton Road	Blandford	Pay and Display	North Dorset District Council
Station Court	Blandford	Free	North Dorset District Council
The Milldown	Blandford	Free	North Dorset District Council
Tabernacle	Blandford	Free	North Dorset District Council
Stour Meadows	Blandford St Mary	Free	North Dorset District Council
Chantry Fields	Gillingham	Pay and Display	North Dorset District Council
Gas Lane	Gillingham	Pay and Display	North Dorset District Council
High Street	Gillingham	Pay and Display	North Dorset District Council
Burton Street	Marnhull	Free	North Dorset District Council
Angel Lane	Shaftesbury	Pay and Display	North Dorset District Council
Barton Hill	Shaftesbury	Free	North Dorset District Council
Bell Street	Shaftesbury	Pay and Display	North Dorset District Council
Longmead Ind. Estate	Shaftesbury	Free	North Dorset District Council
Station Road	Stalbridge	Free	North Dorset District Council
Butts Pond	Sturminster Newton	Free	North Dorset District Council
Church Street	Sturminster Newton	Pay and Display	North Dorset District Council
Station Road	Sturminster Newton	Pay and Display	North Dorset District Council
The Bridge Amenity Area	Sturminster Newton	Free	North Dorset District Council
Woolland Hill, Bulbarrow	Woolland	Free	North Dorset District Council
Turberville Road Car Park	Bere Regis	Free	Purbeck District Council
Bonnets Lane Esat & West	Wareham	Pay and Display	Purbeck District Council
Connegar	Wareham	Pay and Display	Purbeck District Council
Rempstone	Wareham	Pay and Display	Purbeck District Council
Pound Lane	Wareham	Pay and Display	Purbeck District Council
Station Road	Corfe Castle	Permit	Purbeck District Council
Streche Road	Wareham	Pay and Display	Purbeck District Council
West Street	Corfe Castle	Pay and Display	Purbeck District Council
Howards Lane	Wareham	Pay and Display	Wareham Town Council

The following list shows on-street pay and display parking currently enforced by Dorset County Council.

Street	Location	Type	Ownership
Market Place	Blandford	Pay and Display	Dorset County Council
Sheep Market Hill	Blandford	Pay and Display	Dorset County Council
Various Roads	Dorchester	Pay and Display	Dorset County Council
Church Green	Wareham	Pay and Display	Dorset County Council
St John's Hill	Wareham	Pay and Display	Dorset County Council

APPENDIX D

A History of Updates and Revisions

Date	Description of Revision
29.02.2012	3.18 – Wording changed to indicate that dropped kerbs are now enforced.