

Leicester
City Council

WARDS AFFECTED: ALL

**HIGHWAYS AND TRANSPORTATION SCRUTINY
COMMITTEE**

21 NOVEMBER 2006

ON-STREET PARKING ENFORCEMENT

Report of the Service Director Regeneration, Highways and Transportation

1. Purpose of Report

- 1.1 The City Council is on track to take over responsibility for on-street parking enforcement on 2 January 2007. This report seeks members' views on:
- the proposed financial arrangements, and
 - the proposed method of enforcement and enforcement priorities.

2. Summary

- 2.1 The introduction of civil enforcement of parking will have an impact on the finances of the existing paid waiting spaces in the City Centre, which were agreed by Cabinet in May 2006. The report deals with this and with changes to the finances of the civil enforcement operation since Cabinet approval was given to proceed in May 2005.
- 2.2 The changes will also require enforcement to be carried out in a reasonable and consistent manner. The report deals with a range of enforcement practices, and proposes four levels of enforcement priority.

3 Recommendations

- 3.1 The views of Highways and Transportation Committee are sought on the Service Director's decision to:
- Note forecast changes to income and expenditure arising from the impact of civil enforcement and other matters, as set out in paragraphs 3.1 to 3.10 of the supporting information, and agree to spend £25,000 on star-trak maintenance in the current financial year from on-street parking income.
 - Approve the enforcement priorities and method of operation, as set out in paragraphs 2.1 to 2.7 of the supporting information.
 - Approve a weekly permit charge of £20 for tradesmen vehicles to park within pay & display bays and an annual charge of £10 for a special parking permit to park other than within these bays, as set out in paragraphs 3.3 and 3.6 of the supporting information.

4 Financial & Legal Implications ***Financial Implications***

- 4.1 The on street parking operation is forecast to generate a net surplus of £1,519k, the use of which was agreed with cabinet on 10 May 2006. This report makes some minor modifications to those areas of spend and results in a forecast unused surplus of £137k to carry forward into 2007/08.

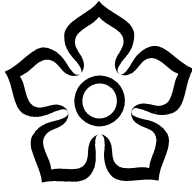
- 4.2 As indicated in para 3.9 of the attached report to the Service Director, the current forecast level of prudential borrowing to support the initial costs and start up losses of the civil enforcement operation are within the £735k approved by Cabinet in 2005. The operation has substantially fixed costs and so surpluses are heavily dependant on income generation.
- 4.3 No net income is anticipated from the introduction of civil enforcement during the remainder of 2006/07 or 2007/08.
Head of Finance: Martin Judson, 19 September 2006

Legal Implications

- 4.4 The expenditure proposed in the Appendix is of a type allowed by the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004.
- 4.5 The Council's interests are protected by an agreement to provide parking enforcement services between the Council and Vinci Park Services UK Ltd.
- 4.6 Section 55 of The Road Traffic Regulation Act 1984 as amended by Section 95 of The Traffic Management Act 2004 details how the Council can apply any surplus in income received from its designated parking places. The Council is required to keep an account of its income and expenditure in respect of parking places.
- 4.7 If, after a period of time, the Penalty Charge Notice remains unpaid without lawful excuse after the Council has sought payment, then the Council can apply to the County Court for judgement and then the registration of the debt. This work will be carried out by the Parking and Enforcement Team. Provided the Council successfully registers the debt and, after a period of time the debt remains unpaid, the debt will be passed on to bailiffs for recovery, together with any costs involved with this process. An opportunity still exists to make payment at this stage but at a far higher rate than at the first opportunity.
Greg Surtees & Jamie Guazzaroni 20th September 2006

5 Report Author

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HIGHWAYS AND TRANSPORTATION SCRUTINY
COMMITTEE

21 NOVEMBER 2006

ON-STREET PARKING ENFORCEMENT

Report of the Service Director Regeneration, Highways and Transportation

Report

1. Background

- 1.1 At its meeting on 16 May 2005, Cabinet resolved to approve making an application to the Secretary of State for Transport seeking DPE (Decriminalised Parking Enforcement – now known as Civil Enforcement) powers to enable it to take over responsibility from the police for enforcement of all parking restrictions within the City.
- 1.2 Members were advised that DPE could start in January 2007, and that timetable is still on track.
- 1.3 This report deals with various enforcement and financial matters that arise from the introduction of Civil Enforcement.

2. Enforcement Matters

- 2.1 There are presently certain defined circumstances where a representation is received and a fine is waived for a first offence, e.g. where a valid disabled blue badge is displayed incorrectly or a valid pay & display ticket is purchased and not clearly displayed in the vehicle. If a fine notice is subsequently issued to the same vehicle for the same reason the fine is upheld and not waived.
- 2.2 However, if a second fine was issued to the same vehicle and a further representation was made, providing there were valid acceptable different circumstances, such as the vehicle breaking down, the fine would be waived, providing this was supported by formal documentation. Differing circumstances for any further representations for fines issued to the same vehicle would be carefully considered before any decision was made on whether to uphold or waive the fine.
- 2.3 The same policy is proposed once Civil Enforcement commences and Penalty Charge Notices (PCNs) are issued instead of fine notices.
- 2.4 **Reasons for waiving a Penalty Charge Notice**
It is proposed that the following reasons for waiving PCNs is formally adopted.
 - Vehicle was stolen and abandoned. Proof is needed from the Police i.e. crime number.

- Vehicle broken down and unable to move. Proof needed in the form of an official repair bill.
- Compassionate grounds where the driver was taken ill and was unable to move the vehicle. Doctor's or Hospital medical proof is required.
- Disabled Badge wrongly displayed i.e. valid date/serial number not showing. Proof of valid badge subsequently supplied (First contravention waived only. Any further fines will be upheld.
- Pay & display ticket not correctly displayed preventing Attendant from checking the ticket. Proof of valid ticket subsequently supplied. (First contravention waived only. Any further fines will be upheld.
- The pay & display machine was out of order or faulty and there was no alternative near-by to use instead. (Only where the machine was proved to be out of use).
- It is my vehicle registration number (VRN) but I own a different type of vehicle (Cloned vehicle). Proof is required i.e. copy of tax disc and copy of Police crime number/ letter from the DVLA.
- Deliveries to and from a business where the vehicle is parked in a Pay and Display bay or on a yellow line (where there is not a loading ban) are allowed providing the Parking Attendant witnesses the continuous activity. If a PCN is issued because no activity is witnessed the only time that the PCN would be waived is if it can be proved that the goods were so heavy/bulky that the activity took longer. Supporting documentation i.e. delivery note would be required.
- The alleged contravention did not occur. Together with the following reasons, this is one of six formal grounds for appeal set out in the Road Traffic Act 1991. In order to ensure that there is information to determine whether such an appeal should be upheld, the Council's contractor will be required to take appropriate photographic evidence each time a PCN is issued.
- The recipient was not the owner or driver of the vehicle.
- The vehicle was stolen at the time of the offence (documentary proof from the police will be required.
- The relevant Traffic Regulation Order is invalid.
- The owner of the vehicle is a Hire firm and the hirer has signed a statement of liability for any Penalty Charge Notices. (In this case the hirer will be held to be liable and the city council will proceed against the hirer).
- The amount of the Penalty Charge exceeds the appropriate amount. (In practice this has been correctly approved by the Council and the Department for Transport, so any challenge is unlikely to be successful).

2.5 **Reasons for upholding Penalty Charge Notices**

It is proposed that the following reasons for waiving PCNs is formally approved by the Service Director. Some of these may, at first sight, appear trivial, but they reflect some of the most common reasons currently given by some members of the public, and it is felt essential that they are all included in this list so that both motorists and the adjudicators can satisfy themselves that, in refusing to uphold appeals on these grounds, the Council is acting in a consistent manner, treating all offenders in the same way.

- Gone for change: 5 minutes are allowed on-street & 10 minutes on the car parks which is considered to allow enough time to obtain change
- Doctor's/dental appointment over ran: These penalty charge notice issues will not be waived unless there are exceptional circumstances.
- I have a disabled badge but forgot to display it.
- I could not find anywhere else to park.
- I thought I was legally parked and I made a mistake.

- I thought I could pay for additional unpaid parking time when my ticket has expired.
- No penalty notice was attached to my vehicle.
- I lent the car to a friend and he/she will not pay the fine.
- The fine is too high for the parking contravention.
- There was no need for the parking restrictions.
- I am not the owner/ keeper because I hired/ leased the vehicle.

3. Enforcement of Parking Restrictions

3.1 Four levels of enforcement priority are proposed with level one being the highest and the first three levels applying during core hours 7:30 – 18:00 Mon-Sat, as outlined:

1. Level 1 – High Level

The main arterial roads leading into the City including bus corridors, and the Central and Outer ring roads, especially during the peak hours along with any problem roads with parking ‘hot spots’, particularly which affect access to the emergency services. Parking, which prevents or reduces the equality of opportunity between disabled people and other people, e.g. at raised bus stops.

2. Level 2 – Medium Level

City Centre streets including on-street pay & display bays and the car parks, resident parking scheme areas.

3. Level 3 – Lower Level

Outer Central Area, high density residential, suburbs, outer shopping centres, hospitals, etc. during the hours of operation of daytime restrictions, 07:00 to 18:00.

4. Level 4 – Non Core hour parking enforcement

Additional enforcement outside the core hours during the evenings between 18:00-22:00 hours extended to 1:30 am on Saturday & Sunday. Additional enforcement on Sunday during the day will also be carried out within the City Centre Area and resident parking scheme areas as required.

The beat patrols carried out by the parking attendants within the City Centre will be conducted on foot, the Outer Central Areas on foot and using mobile patrols, whereas those carried out in the suburbs and along the arterial routes and Ring Roads will be carried out using mobile enforcement. A rapid response unit will be available to deal with reported parking ‘hot spots’ and provide specific enforcement as required.

3.2 Wheel clamping and Removals

1. The application to the Department for Transport (DfT) for the powers to undertake on-street parking enforcement includes powers to carry out clamping and to remove vehicles parking in contravention of the parking restrictions.
2. It is proposed that the parking contractor would only carry out clamping in limited circumstances where, for example, a persistent offender is found parked in contravention of the restrictions and where experience in previous contraventions has shown that payment cannot be secured, primarily because the keeper is not registered with the Driver and Vehicle Licensing Agency (DVLA). There is also a small percentage of motorists who

contravene parking regulations deliberately and on a regular basis and fail to settle the penalty charges incurred. The DfT have advised that where a vehicle has accrued three or more outstanding penalty charge notices that have not been paid, represented against or their representation has been rejected but no payment has been made, the owner is considered to be a 'persistent evader'. This is usually because the vehicle is not registered on the DVLA database and the owner is confident that they can evade any penalty charges incurred. When parked illegally, a persistent evader would be clamped. Under normal circumstances, however, clamping would not be used to enforce the restrictions.

3. If a vehicle was found parked in a dangerous or obstructive manner and causing a hazard, it is proposed that the vehicle would be removed whether or not the vehicle was left by a persistent offender or evader. The vehicle would be taken to a pound awaiting collection.
4. In both instances, release charges are payable on top of the outstanding unpaid penalty charge notices and, where the vehicle has been removed, there are also payable storage charges.

3.3 Annual Parking Permits

Once the City Council takes over enforcement of the parking restrictions from January next year, those permits issued by the Leicestershire Police for vehicles to be parked in contravention of the parking restrictions will no longer be valid. It is proposed that consideration is only given to the issue of a special parking permit in special circumstances such as social and healthcare workers and carers. Each request will be considered on its merits but will generally be decided in line with the guidance criteria outlined in [appendix 1](#). To cover the administration costs incurred in processing requests and supplying/issuing the permits, it is proposed that a charge of £10 per permit is levied.

3.4 Tradesmen's Permits, Suspensions & Dispensations

At present, a tradesman's liveried van or estate vehicle is allowed a dispensation to park on the pay & display bays within the City Centre for up to a maximum of two hours providing the vehicle is required for work on or adjacent to the highway and regular access is required to materials or tools. If the work takes longer to carry out, the parking attendant is authorised to issue a day permit, providing there is a genuine need. It is proposed that this practice continues, since it has worked satisfactorily over the last seven years. It is also intended to extend this to the limited waiting bays once Civil Enforcement commences.

- 3.5 Where there is a genuine need for tradesman's vehicle to be parked for longer than one day and regular access is required, a sum of £15 per week (Mon-Fri) is charged. Since this amount was set over five years ago and there has been an annual increase in the pay & display charges over this time, it is now proposed that this charge is increased to £20.
- 3.6 In both of the above situations, it is proposed in future not to provide a dispensation or permit issue to a saloon vehicle, even if it is liveried. It is proposed to issue permits to tradesman vehicles wishing to park on yellow lines where there is no loading/unloading restriction only in exceptional circumstances, where the vehicle has to be parked immediately adjacent to where work is being carried out.

- 3.7 Where a suspension of the pay & display bays is required by tradesmen to carry out, for example, building work to adjacent buildings, and access is required for tools and delivery of materials, a charge is made based on the loss of machine income per week from that bay whilst it is out of use for parking cars. It is proposed that this practice continues but, in addition, a cost of £10 is charged where a no waiting cone is lost, stolen or damaged.
- 3.8 **Considering Penalty Charge Notice (PCN) Challenges and Representations**
An informal challenge can be made by a member of the public against a PCN prior to a notice (letter) to owner being served seeking payment. A formal representation can also be made against the PCN once the notice to owner has been served. Suitably trained and authorised officers will be in place to consider each challenge and representation. They will decide on the merits of each one in a timely and professional manner, having followed the prescribed appeals procedure and considered all of the circumstances and evidence. If the circumstances provide genuine grounds for cancellation, then the PCN will be cancelled and the motorist advised accordingly. If it is considered that there are no grounds for cancellation, the motorist will be informed explaining the reasons for the decision.
- 3.9 The DfT have advised that elected members or unauthorised staff should not under any circumstances play a part in deciding the outcome of individual challenges or representations. This is to ensure that in all cases decisions are made by fully trained staff, and are only based on the facts presented. There should also be a clear audit trail of decisions taken and the reasons for those decisions.
- 3.10 Once served, a formal representation against the notice to owner may be made to the authority and, if a formal representation is rejected, the motorist may appeal further to an independent parking adjudicator. The parking adjudicators are provided through the National Parking Adjudication Service. The Council has to enter into an agreement with the NPAS and appoint members to represent it. These matters are the subject of a separate report to Cabinet this month.
- 3.11 **Debt Recovery**
When the Council has exhausted all other avenues for the payment of the PCN, and it remains unpaid, it registers the debt with the County Court in Northampton, who, provided they are satisfied that all the paperwork is in order, will register it as a civil debt, and give the Council the authority the power to recover it, through the use of bailiffs. This differs from the present system, in which the parking fine is a criminal debt and is recovered through the use of legal staff at a magistrate court.
- 4. Financial matters**
- 4.1 At its meeting on 10 May 2006, Cabinet approved various proposals for the use of surplus income arising from the operation of pay and display in the Central Area. Since then a number of changes have taken place or are proposed.
- 4.2 A new enforcement contract to cover the whole of the City has been agreed with Vinci Park. This is expected to lead to a small reduction in cost of enforcing the pay and display bays.
- 4.3 The introduction of Civil Enforcement will require a higher standard of maintenance of signs and lines than has hitherto been the case. It is also proposed that these costs should be fully recharged to the enforcement budget,

which will lead to a small net increase in the amount funded from pay and display income.

- 4.4 The cost of pursuing unpaid PCNs under the new enforcement regime is expected to be considerably lower than the current cost of pursuing fines arising from the pay and display operation, though this effect is not expected to be seen before next financial year.
- 4.5 The latest forecast of income from the pay and display operation (fees and fines) is expected to be somewhat smaller than originally forecast. However, considering the number of bays that have been lost as a consequence of the various developments around the City Centre, the expected shortfall is very small, less than 1% of total income.
- 4.6 Staff turnover has resulted in the Traffic Regulation Order Team being understaffed. This will, unfortunately, delay the completion of the new Leicester TRO, particularly in those areas of the City where residents are being consulted about residents parking, but it will also result in a reduction in expenditure both on staff and TROs currently funded from pay and display income.
- 4.7 It is proposed to spend £25,000 of this saving on the maintenance of the star-trak system. Thanks to the purchase of substantial numbers of new real-time enabled buses by both the major bus companies, the number of signs maintained by the City Council has grown to match the bus company investment. It is suggested that income from the pay and display operation should be used to help pay for the cost of this additional maintenance.
- 4.8 Details of the proposed changes to this year's income and expenditure are set out in the first part of [appendix 2](#) to this report.
- 4.9 The appendix also sets out the current best forecast for income and expenditure arising from the introduction of civil enforcement in the remainder of the City. Members will see that, because of the cost of setting up the new operation, it is not expected that there will be any net surplus during this financial year or during the following two years. Over £700,000 is being borrowed through spend to save, and, it is not currently expected, on the basis of the income figures supplied by the specialist consultants advising the Council, that this will be repaid before the financial year 2009/10.
- 4.10 However, there is considerable uncertainty around these income forecasts, and to a lesser extent around the expenditure forecasts, and it is recommended that a further report be brought to Cabinet in June when this year's outturn income and expenditure will be known.

5. Financial and Legal Implications

Financial implications

- 5.1 The on street parking operation is forecast to generate a net surplus of £1,519k, the use of which was agreed with cabinet on 10 May 2006. This report makes some minor modifications to those areas of spend and results in a forecast unused surplus of £137k to carry forward into 2007/08.
- 5.2 As indicated in para 3.9 above the current forecast level of prudential borrowing to support the initial costs and start up losses of the civil enforcement operation are within the £735k approved by Cabinet in 2005. The operation has substantially fixed costs and so surpluses are heavily dependant on income generation.

5.3 No net income is anticipated from the introduction of civil enforcement during the remainder of 2006/07 or 2007/08.

Head of Finance: Martin Judson, 19 September 2006

Legal implications

5.4 The expenditure proposed in the Appendix is of a type allowed by the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004.

5.5 The Council's interests are protected by an agreement to provide parking enforcement services between the Council and Vinci Park Services UK Ltd.

5.6 Section 55 of The Road Traffic Regulation Act 1984 as amended by Section 95 of The Traffic Management Act 2004 details how the Council can apply any surplus in income received from its designated parking places. The Council is required to keep an account of its income and expenditure in respect of parking places. At the end of each financial year; any deficit in the account must be made good out of the general fund. Any surplus shall be applied for all or any of the following purposes:

- the making good to the general fund of any amount charged to the fund in relation to a deficit in the 4 years preceding the financial year in question
- meeting all or any part of the cost of the provision and maintenance by the Council of off street parking accommodation
- the making to other local authorities or to other persons of contributions towards the cost of the provision and maintenance by them of off street parking accommodation.
- If it appears to the Council that further off street parking within the City is unnecessary or undesirable then the surplus can be used for the following purposes:-
 - a) Meeting the cost incurred in the provision or operation of public passenger transport services
 - b) Highway improvement project schemes
 - c) environmental improvements within the City
 - d) where prescribed any other purpose for which the Council may lawfully incur expenditure.

Any surplus income received by the Council will need to be allocated as per the above requirements.

5.7 If, after a period of time, the Penalty Charge Notice remains unpaid without lawful excuse after the Council has sought payment, then the Council can apply to the County Court for judgement and then the registration of the debt. This work will be carried out by the Parking and Enforcement Team. Provided the Council successfully registers the debt and, after a period of time the debt remains unpaid, the debt will be passed on to bailiffs for recovery, together with any costs involved with this process. An opportunity still exists to make payment at this stage but at a far higher rate than at the first opportunity.

Greg Surtees & Jamie Guazzaroni 20th September 2006

6. OTHER IMPLICATIONS

6.1 Consider implications for existing strategies, or policies. Will what you are proposing set a precedent?

OTHER IMPLICATIONS	YES/NO	PARAGRAPH REFERENCES WITHIN SUPPORTING PAPERS
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Equal Opportunities	YES	2.2.1 Effective enforcement of parking violations will help the Council discharge its duty to promote the equality of opportunity between disabled people and other people, e.g. at raised bus stops.
Policy	NO	
Sustainable and Environmental	NO	
Crime and Disorder	YES	The introduction of civil enforcement will free up Police manpower
Human Rights Act	NO	
Older People on Low Income	NO	

7. RISK ASSESSMENT MATRIX

	Risk	Likelihood L/M/H	Severity Impact L/M/H	Control Actions (if necessary/or appropriate)
1	The introduction of Civil Enforcement is delayed	L	L	Formal project management is in place, and external expertise has been employed to seek to minimise the risk of any failure. There has been no slippage since formal approval by Cabinet in 2005.
2	The amount of income is less than forecast	M	L	The level of income earned will be monitored and, if necessary, changes will be made to the planned programme of expenditure.

L - Low
M - Medium
H - High

L - Low
M - Medium
H - High

8. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

- Report to Cabinet - Implementation of Decriminalised Parking Enforcement – 16 May 2005
- Report to Cabinet - On-Street Parking Income and Expenditure 2006/07 – 15 May 2006

9. CONSULTATIONS

Consultee
R&C Head of Finance
RAD Head of Legal Services

Date Consulted
19 September 2006
20 September 2006

10 Powers of the Service Director

10.1 Section 55 of The Road Traffic Regulation Act 1984 as amended by Section 95 of The Traffic Management Act 2004 details how the Council can apply any surplus in income received from its designated parking places. Under the terms of the Council's constitution, exercise of this power [these powers] has been delegated to the Corporate Director, Regeneration and Culture, who has arranged for this [these] to be exercised by the Service Director, Regeneration, Highways and Transportation.

11 Decision of the Service Director

11.1 I approve the following recommendations.

1. Note forecast changes to income and expenditure arising from the impact of civil enforcement and other matters, as set out in paragraphs 3.1 to 3.10 of the supporting information, and agree to spend £25,000 on star-trak maintenance in the current financial year from on-street parking income.
2. Approve the enforcement priorities and method of operation, as set out in paragraphs 2.1 to 2.7 of the supporting information.
3. Approve a weekly permit charge of £20- for tradesmen vehicles to park within pay & display bays and an annual charge of £10- for a special parking permit to park other than within these bays, as set out in paragraphs 3.3 and 3.6 of the supporting information

Signed.....

Date.....

Jeff Miller, Service Director, Regeneration, Highways and Transportation

12 Report Author

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LEICESTER CITY COUNCIL, CRITERIA FOR THE ISSUE OF SPECIAL PARKING PERMITS

With effect from 2nd January 2007 Leicester City Council will be responsible for enforcing waiting restrictions in the city under the decriminalised parking system. All waiting and loading restrictions will be rigorously enforced with the aim of achieving a high level of compliance. Permits issued by Leicestershire Police for vehicles to be parked in contravention of waiting restrictions will no longer be valid. The City Council will consider the issue of permits to allow the contravention of waiting restrictions only in exceptional circumstances. Each request will be considered on its merits but will generally be decided in line with the guidance criteria set out below. Permits can only be issued for use within the City of Leicester.

a) **PERMITS NOT REQUIRED**

Loading & Unloading Operations.

The majority of waiting restrictions in the city do not prevent loading & unloading operations taking place. Provided that loading can be seen to be taking place you should not require a permit. At some locations a loading ban is in place for part of the day, at these locations loading is expected to take place during the permitted period and permits to allow loading during the prohibited period will only be allowed in exceptional circumstances. Where loading is prohibited at all times loading will generally be expected to be performed from the nearest unrestricted location, at these locations permits to allow loading will only be granted in exceptional circumstances.

Work On The Highway

As stated above, vehicles that are necessary for the work are already exempt from the restrictions by virtue of the wording of the Traffic Regulation Orders. Vehicles used simply to transport personnel to and from the site, supervisor's vehicles etc are not exempt and permits will not be issued for such activity.

b) **PERMITS REQUIRED**

-Annual Issue

Social & Healthcare Workers & Carers

Generally those involved in healthcare and Social work will be expected to comply with waiting restrictions in the City. Where a specific need to park close to a property in an area with no lawful parking provision is identified then the council will consider the issuing of a permit.

Bullion Vehicles & Cash Collections

Generally speaking purpose designed vehicles used for carrying cash & valuables are exempt from waiting & loading restrictions in the city. Where other vehicles are used and for security reasons the vehicle is required to park in contravention of waiting restrictions, the council will consider the issue of a permit.

-Weekly Issue

Tradesmen Vehicles Required For Works.

The Traffic Regulation Orders for the City generally allow vehicles that are required for work on or adjacent to the highway to be parked in parking bays (limited waiting & pay & display), on single & double yellow lines (where no

loading ban is in force) for the duration of the works. This only applies where the vehicle itself is necessary for the work (eg, drain clearing vehicles). Where the vehicle is not essential to the work tradesmen will generally be expected to load and unload materials & equipment and then move the vehicle to the nearest legal parking facility. Where frequent trips to and from the vehicle will be required during the works the council will consider the issuing of a permit. Generally such permits will be limited to a specific location and will be issued for a period corresponding to the expected duration of the works. Wherever possible this type of permit will specify that parking should take place in the nearest parking bay and not on yellow lines.

General Rules

Each permit issued will carry a reference number and will be traceable. Wherever possible the permit will be marked with the registration number of the vehicle concerned. Permits will not be transferable. Permits issued will be accompanied by clearly defined conditions of use and instructions for display of the permit. Any breach of the condition renders the permit invalid and may result in a parking fine being issued. All permits issued remain the property of the city council and must be surrendered if required. Any person issued with a permit and found to be abusing the use of that permit may forfeit the right to be issued with further permits and may be required to surrender any permits previously issued. Wherever possible permits will specify specific locations and times that parking is allowed.

Applications for Permits

Permits for a period of not more than 24 hours will be issued on street by the parking attendants responsible for the enforcement of the restrictions.

Applications for Permits for more than 24 hours must be made in writing to the address shown below, a period of at least seven working days should be allowed for the processing of permit applications. Permits to allow tradesmen's vehicles required for work, parking in pay & display bays without time limit and without purchasing a ticket will be charged at £20 per week. They will normally be issued for one week at a time. Annual permits will be charged at £10 per week. Use of the permits will be monitored and will influence the issuing of future permits. Applications for permits will be accepted from 16th October 2006 for use from January 2007.

Address for applications:-
The Parking & Enforcement Team
Leicester City Council
New Walk Centre
Welford Place
Leicester
LE1 6ZG

A telephone helpline number and an E Mail address will be set up prior to the council taking over the enforcement of waiting restrictions in the city. Details will be provided on the council website when the details have been finalised.