

Transport and Environment Committee

10.00am, Thursday 10 August 2017

Delivering the Local Transport Strategy 2014-2019: Parking Action Plan

Item number	7.2
Report number	
Executive/routine	
Wards	All

Executive Summary

At its meeting of [7 June 2016](#), Committee approved a report on the draft Parking Action Plan (PAP), including options for Sunday parking controls and proposals for a policy driven pricing strategy

The purpose of this report is to seek Committee approval for on the progress made since the PAP was approved.

Links

[Coalition Pledges](#)
[Council Priorities](#)
[Single Outcome Agreement](#)

Delivering the Local Transport Strategy 2014-2019: Parking Action Plan

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the content of this report and its appendices;
 - 1.1.2 approves the following three protocols:
 - Enforcement Protocol.
 - Controlled Parking Zone and Priority Parking Protocol.
 - Private Roads Protocol.
 - 1.1.3 approves the proposals detailed on page 11 of Part 1 of the Pricing Strategy (appendix 3), authorises the commencement of the necessary legal processes required to implement the detailed changes and notes that details of the finalised pricing structure will be published as part of the Council's budget for 2018/19;
 - 1.1.4 notes the progress made on 22 of the actions within the Parking Action Plan (PAP) and that eight of those actions are now considered to be complete; and
 - 1.1.5 notes the revisions to the proposed timescales for delivering changes to the operation of the Controlled Parking Zones (CPZ), including proposals for Sunday parking restrictions, shared-use parking and visitor permits.

2. Background

- 2.1 In [March 2016](#), Committee considered a report which detailed the results of the consultation on the draft PAP, the report and the Committee decision can be found in the background papers.
- 2.2 In [June 2016](#), Committee approved the PAP. The PAP is one of a suite of action plans designed to deliver accessibility and transport improvements across the city in support of the Local Transport Strategy (LTS).
- 2.3 At the same meeting, Committee also approved the commencement of a legal process to introduce parking controls in the city centre on Sunday afternoons. The report and the Committee decision can be found in the background papers.

- 2.4 This report details the progress that has been made since Committee approved the PAP.

3. Main report

- 3.1 The PAP contains 48 separate actions. This report provides updates on 22 of those actions, eight of which are completed. A full list of the actions covered by this report can be found in Appendix 1, along with details of the progress made since the PAP was approved in June 2016.
- 3.2 Appendices two to six contain further details pertaining to specific actions from within the PAP.
- 3.3 Progress on the remaining actions will be reported to future meetings of this Committee.
- 3.4 The following paragraphs provide brief progress updates on key elements of the PAP. Further detail on each action can be found within the relevant Appendix.

Action 2: Develop a publicly available parking regulation enforcement protocol to demonstrate that the process is fair, consistent and transparent for all motorists.

- 3.5 The finalised enforcement protocol details the enforcement procedures that are applied to all parking restrictions within Edinburgh's Special Parking Area. It contains details of the different types of restriction that can be found on the city's streets and I will provide a single point of reference for the public, Council officers and the Council's parking enforcement contractor. A copy of the full protocol can be found in Appendix 2.

Actions 6 and 7: Sunday Parking Restrictions and Shared-Use Parking

- 3.6 Along with several other actions within the PAP, it is intended that the proposals to operate parking restrictions on Sundays and the roll-out of shared-use parking be taken forward as a single variation to the traffic order which governs the operation of the CPZ. This approach minimises the costs associated with changes to existing signing and expedites the introduction of these changes when compared to progressing separate legal processes for each element.
- 3.7 It was originally proposed that the legal process to make changes to the CPZ traffic order was to begin in the first quarter of 2017. With extensive interest in the detail of the proposals from Community Councils and residents' groups, it is now proposed to postpone that legal process until early 2018. This postponement serves two purposes:
- 3.7.1 Allows further consultation to take place with interested residents' groups and Community Councils; and

- 3.7.2 Allows the Council to proceed with a separate proposal to switch from text-based traffic orders to map-based traffic orders.
- 3.8 While not part of the PAP, the proposed switch to map-based traffic orders is a key part of the development of parking operations in Edinburgh. With advances in mapping technology, many local authorities are in the process of switching to map-based traffic orders, where the existing written schedules are replaced by maps showing the location and extent of each restriction.
- 3.9 Map-based traffic orders have several benefits over their written form; maps are more easily understood by a wider range of people, and changing map-based orders is quicker and easier for officers to process.
- 3.10 Until the new mapping system is in place, it will not be legally possible to make changes to any traffic order that contains waiting, loading or other parking restrictions.
- 3.11 This means that any traffic orders associated with the PAP, such as the roll-out of shared-use parking, will need to be delayed until the introduction of the map-based system has been completed. However, the switch to map-based will remove the need for extensive scheduling of the proposed changes and help to minimise the time needed to prepare the PAP related traffic order.
- 3.12 With a firm commitment to consult residents on the draft proposals for shared-use parking, there is time to process the change to map-based orders without further impact on the timescales for introducing Sunday parking restrictions and shared-use parking.

Action 9: Develop and publish a parking pricing strategy to steer the approach to charges for parking permits and pay and display parking.

- 3.13 The first part of the pricing strategy relates to the residents' permit scheme and proposes a revised system of charging that will provide greater incentives for residents to switch to more environmentally friendly vehicles. In recognition of the mounting evidence of the impact of diesel vehicles, the strategy also proposes additional charges for diesel vehicles.
- 3.14 With visitor permits proposed to be introduced in Zones 1 to 8, consideration has also been given to their pricing which will be taken forward in conjunction with the review of pay-and-display pricing. Until that review is complete it is proposed to offer visitor permits to residents of Zones 1 to 8 linked to the zones' prevailing cost of pay and display.
- 3.15 The strategy will also consider the operation all other types of permit that the Council issues. It is anticipated that this will result in a rationalisation of existing permits, simplifying the types of permits on offer and clarifying eligibility to provide a simpler, clearer service to our customers.

- 3.16 The strategy will also seek to address those situations where charges for certain permits have remained unchanged while others have been subject to annual increases. The strategy provides a framework whereby any changes to parking charges would be applied across all permit types.
- 3.17 Part 1 of the draft pricing strategy can be found in Appendix 3 to this report.
- 3.18 It is anticipated that a further update report on PAP, containing the pay and display element of the pricing strategy, will be submitted to Committee in the first quarter of 2018.

Action 18: Establish a protocol for considering requests for new/extensions to Priority Parking Areas or CPZ.

- 3.19 The CPZ and Priority Parking Protocol sets out conditions that must be met before the Council will investigate the potential for any new scheme, or any extensions to existing schemes. It also broadly describes the types of scheme that the Council could introduce, as well as explaining the benefits and/or disadvantages of the available options.
- 3.20 The protocol also explains what steps the Council will take to determine which areas to investigate, the geographical extent of those investigations, how areas will be monitored and the process involved in conducting the investigations themselves.
- 3.21 The protocol can be found in Appendix 4.

Action 21: Establish a protocol for the issue of parking permits to residents living on private roads within the CPZ.

- 3.22 This protocol is designed to address situations where residents of privately maintained roads request inclusion within the CPZ or access to residents' and/or visitor permits. Currently, residents of private roads are not eligible for permits. The protocol sets out the circumstances in which the Council will consider issuing permits to such residents.
- 3.23 The protocol can be found in Appendix 5.

Other progress

- 3.24 In addition to the proposals discussed above, there are a further 41 actions within the PAP. Appendix 1 to this report details each of those actions where progress has been made.
- 3.25 PAP updates will be submitted to Committee on a bi-annual basis, following consultation with interested or affected stakeholders. Those future reports will provide further information on the remaining outstanding actions as work continues to deliver the proposed improvements. They will also, where required, detail instances where it is proposed to amend or update the actions within the Plan.

4. Measures of success

- 4.1 In order to assess the impact of the PAP against its objectives, it is proposed to carry out a Parking Satisfaction Survey, shortly after implementation of the roll-out of shared-use parking, visitor permits and the introduction of Sunday parking controls. This will consider impacts on the following groups:
 - 4.1.1 CPZ residents, both permit holders and non-permit holders;
 - 4.1.2 Other permit holders (businesses, trades etc);
 - 4.1.3 City centre businesses;
 - 4.1.4 Non-residents who park in the city centre; and
 - 4.1.5 Other road users.
- 4.2 The outcomes that will be measured relate to maintaining or improving perceptions held by the full range of stakeholders including:
 - 4.2.1 perception by city centre residents and their visitors that finding parking spaces is easier;
 - 4.2.2 perception of fair and high quality of service by business/retail/trades permit users;
 - 4.2.3 perception of ease of parking in the city centre for visitors;
 - 4.2.4 perception that parking restrictions are helping to improve conditions for people with mobility impairments, pedestrians, cyclists and public transport users on main roads and in the city centre, particularly on Sundays;
 - 4.2.5 perception of city centre businesses about parking, as part of the Council's overall approach to transport; and
 - 4.2.6 improved understanding of the permits that are available to businesses and retailers.
- 4.3 A further outcome sought is a change in the permit holder vehicle fleet to more environmentally friendly vehicles.

5. Financial impact

- 5.1 The recommendations contained within this report, and within the PAP, will result in no immediate financial implications to the Council.
- 5.2 However, there will be future financial implications involved in implementing Sunday parking and Shared-Use parking, as well as ongoing costs related to increased enforcement resources. It is anticipated that the pricing strategy will result in no loss of income to the Council.

- 5.3 It is proposed that a further report in respect of the financial implications of Sunday parking and the roll-out of shared-use parking will be submitted to Committee within two cycles. It is also anticipated that the financial implications in respect of part 1 of the Pricing Strategy will be covered in detail when the Council sets its budget for 2018/19.

6. Risk, policy, compliance and governance impact

- 6.1 It is considered that there are no known risk, policy, compliance or governance impacts arising from this report.

7. Equalities impact

- 7.1 Consideration has been given to the Council's Public Sector Duty in respect of the Equalities Act 2010. A full assessment of the proposals contained within the draft PAP has been prepared. With the next stage in the process of adopting the PAP being detailed consultation, it is proposed that the current ERIA be considered as a live document that will be updated and amended as the process progresses.
- 7.2 Further consideration has also been given to the potential impacts of the pricing strategy as it has been developed.

8. Sustainability impact

- 8.1 The recommendations within this report do not have any adverse impact on carbon impacts, adaptation to climate change or sustainable development.
- 8.2 It is anticipated that the proposal to introduce a revised pricing strategy and the extension of controls to Sundays will have a positive impact in reducing carbon emissions and in building a sustainable Edinburgh. This would be achieved by reducing the number of trips made by private vehicle, encouraging use of both public transport and active travel alternatives to private vehicles, and by the resulting improvements in road safety and accessibility.
- 8.3 The proposals in this report will help achieve a sustainable Edinburgh through encouraging use of public transport and active travel, the provision of measures designed to manage parking demand will create equality of opportunity and parking controls will provide for improved road safety and improved accessibility for those who have mobility issues.
- 8.4 It is anticipated that the proposed pricing strategy, involving changes to the existing arrangements for permit charges, will have a positive impact on pollution and air quality within the city centre.

9. Consultation and engagement

- 9.1 A consultation exercise on the content of the draft PAP was conducted during October 2015. The responses to that consultation were considered by Committee on 15 March 2016.
- 9.2 The majority of the potential changes that arise from the PAP will require the processing of one or more traffic orders. The actions discussed in detail within this report will be taken forward in a single traffic order. As is specified within the governing legislation, any changes made by traffic orders are subject to a full, statutory consultation process, during which any interested party may make their views known to the Council. The traffic order process will also involve consultation with a wide range of stakeholders representing those likely to be affected by the proposals.
- 9.3 In addition to the statutory consultation, it is also proposed to engage with Community Councils, residents' groups and other key stakeholders on the detail of the proposals contained within this report. It is anticipated that this consultation will take place subsequent to Committee's consideration of this report.

10. Background reading/external references

- 10.1 Report to the Transport and Environment Committee on 7 June 2016 entitled '[Parking Action Plan.](#)'
- 10.2 Report to the Transport and Environment Committee on 15 March 2016 entitled '[Parking Action Plan.](#)'
- 10.3 Report to the Transport and Environment Committee on 25 August 2015 entitled '[Draft Parking Action Plan.](#)'
- 10.4 Report to the Transport and Environment Committee on 13 January 2015 entitled '[Delivering the LTS - Parking Action Plan Update.](#)'
- 10.5 Report to the Transport and Environment Committee on 3 June 2014 entitled '[Delivering the LTS Parking Action Plan.](#)'

Paul Lawrence

Executive Director of Place

Contact: Andrew MacKay, Professional Officer

E-mail: a.mackay@edinburgh.gov.uk | Tel: 0131 469 3577

11. Links

Coalition Pledges

Council Priorities

**Single Outcome
Agreement**

Appendices

1 - Actions Update

2 - Action 2: Enforcement Protocol

3 - Action 9: Pricing Strategy

4 - Action 18: Controlled Parking Zone and Priority Parking
protocol

5 - Action 21: Private Roads Protocol

Parking Action Plan

Appendix 1 - Actions Update

Action No	Action Description	Status	Next Action/s	Notes	Related Appendix
2	Develop a publicly available parking regulation enforcement protocol to demonstrate that the process is fair, consistent and transparent for all motorists.	Complete	Publish on Council's website	Enforcement Protocol has been completed and published on the Council's website.	Appendix 2
5	Publish financial and statistical information online annually demonstrating openness and commitment to customer service.	Complete	Review web strategy & update website content	Financial and statistical information is already published on the Council's website. We will investigate whether there is scope to expand and include additional information when new website is rolled out across Council.	
6	Introduce parking controls on Sundays, including yellow lines on main public transport corridors and public parking charges.	Ongoing	Start legal process	To be taken forward in a single traffic order in conjunction with actions 7, 8, 9, 13, 23, 24, 25 and 27. Legal process is anticipated to start at end of 2017.	
7	Introduce shared use parking places to increase the flexibility of the parking controls for residents and other road users.	Ongoing	Consult/Start legal process	See Action 6. Work is progressing to identify additional shared use parking places in each zone. Consultation is planned with residents' groups in advance of the legal process starting.	
8	Remove the Saturday afternoon exemption for permit holders to park free of charge in pay and display parking spaces as the introduction of shared use parking places means this is no longer required.	Ongoing	Start legal process	See Action 6.	

Parking Action Plan

Appendix 1 - Actions Update

Action No	Action Description	Status	Next Action/s	Notes	Related Appendix
9	<p>Develop and publish a parking pricing strategy to steer the approach to charges for parking permits and pay and display parking. This will involve investigating factors, but will not be limited to, including:</p> <ul style="list-style-type: none"> • Nine hour parking places • Residents' permits and pricing structure • Visitors' permits and operation • Vehicle based charging for permits and parking charges • Additional charges for credit card payments for parking permits <p>As part of this process, introduce graduated hourly charges in 9 hour parking places and consider increasing their number where this will help reduce parking pressures outside the CPZ</p>	Part 1 Complete. Parts 2 and 3 to follow.	Start legal process	Linked to Action 6. Part 1 of the Pricing Strategy, which is included within this report, proposes a revised pricing structure and approach for resident permits. Parts 2 and 3 of the Pricing Strategy, dealing with other permit types and pay-and-display, will be reported separately to future meetings of this Committee.	Appendix 3
10	Develop and introduce a system of charges for the enforcement of traffic management procedures at public events.	Complete	Implement	Charging system established. New system adopted as standard approach by Transport events team.	
13	Remove parking charges for car clubs within the CPZ and include the requirement to purchase a parking permit for each vehicle as part of the tender process.	Ongoing	Start legal process	See Action 6. Necessary changes to be included as part of the larger order.	

Parking Action Plan

Appendix 1 - Actions Update

Action No	Action Description	Status	Next Action/s	Notes	Related Appendix
14	Establish a protocol for considering requests for parking provision/restrictions outside local shopping areas to protect short-stay parking and improve conditions for deliveries.	Ongoing	Complete legal process for Action 15 and monitor. Draft protocol.	Linked to Action 15. Protocol to be prepared and submitted to a future meeting of Committee, once parking charges have been rolled out in existing Limited Waiting Bays and post-implementation monitoring has taken place.	
15	Introduce parking charges in limited waiting parking places that lie within the CPZ to enable better enforcement, ensure the turnover of spaces and to address problems with commuting.	Action Amended	Update Parking Action Plan	Existing action wording to be amended to read: "Introduce parking charges in limited waiting parking places that lie outside the CPZ to enable better enforcement, ensure the turnover of spaces and to address problems with commuting." Linked to Action 14.	
16	Introduce parking charges in Greenways parking places with a cashless only payment service and roll out this approach elsewhere.	Ongoing	Implement on-street	Traffic order process for Greenways parking complete. Work to implement on-street expected to be completed in Q3 of 2017. Wider implementation of cashless system ongoing as part of ticket machine rationalisation.	
18	Establish a protocol for considering requests for new/extensions to Priority Parking Areas or CPZ. This will consider the available evidence on current and future parking pressures, the degree of local support, the wider parking strategy and implementation costs.	Complete	Publish on Council's website	Protocol complete. It explains what conditions have to be met before the Council will consider investigating new controlled parking. It also considered which types of restriction are appropriate and would address any highlighted parking issues.	Appendix 4
19	Consult with residents around Tram stops to ascertain whether they support the introduction of parking controls as a result of increased parking pressures associated with the Tram.	Update	Conduct parking surveys. Monitor.	Parking surveys have been scheduled to ascertain whether there is evidence of a commuter problem. Proposed to maintain a watching brief and to monitor level of requests for parking controls.	

Parking Action Plan

Appendix 1 - Actions Update

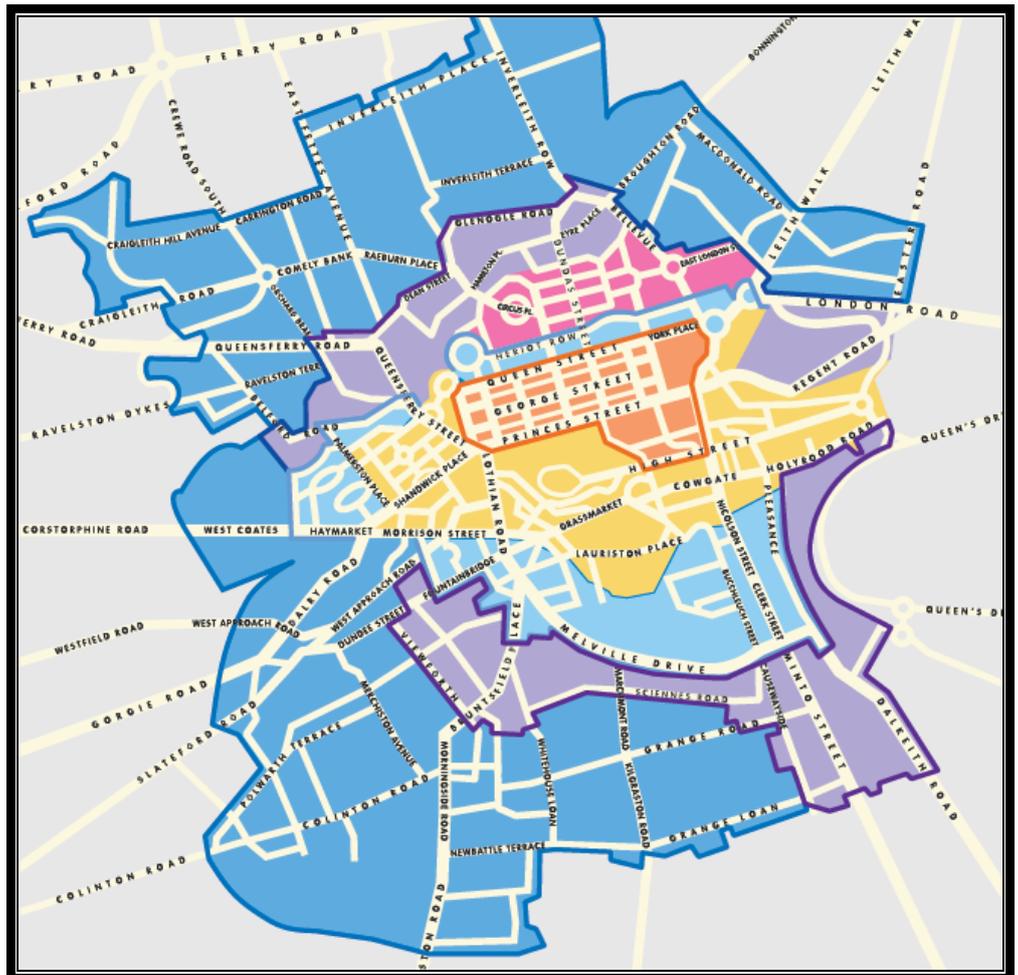
Action No	Action Description	Status	Next Action/s	Notes	Related Appendix
20	Continue to update traffic orders to make it clear to residents of developments, without specific parking provision, within the CPZ that they are not entitled to apply for parking permits and publish this information.	Complete	Publish on Council's website	Revised means of recording permit restrictions has completed the TRO process. Any changes to permit eligibility will now be separately recorded outwith the 1973 Order, allowing changes to eligibility to be enacted quickly.	
21	Establish a protocol for the issue of parking permits to residents living on private roads within the CPZ.	Complete	Publish on Council's website	Protocol complete. Explains how the Council deals with approaches from the residents of privately maintained roads within the CPZ. Currently, such residents would not be eligible for permits, as their properties are not included in the CPZ. The protocol addresses this issue.	Appendix 5
23	Introduce visitors' parking permits in Zones 1-8 of the CPZ with an additional allocation for those with special care needs.	Ongoing	Start legal process	Linked to Actions 6 (Sunday Parking) and 9 (Pricing Strategy). Will be taken forward in same TRO variation as Action 6.	
24	Review on-street motorcycle parking and consider charging in motorcycle parking places and for residents' permits.	Ongoing	See Action 9	See Action 9 (Pricing Strategy)	
27	Investigate the potential to replace existing paper-based residents' permits with a virtual parking permits system.	Ongoing	See Action 9	See Action 9. Part 1 of the pricing strategy considers future developments in issuing permits, including switching from paper to a virtual system.	

Parking Action Plan

Appendix 1 - Actions Update

Action No	Action Description	Status	Next Action/s	Notes	Related Appendix
39	As part of the roll out of shared use parking places, identify locations where 24 hour restrictions need to be introduced to; protect pedestrian crossing points, improve facilities for cyclists and give priority to public transport within the Controlled Parking Zone.	Ongoing	Finalise design	Linked to Action 7 (Shared Use). Review of existing restrictions being carried out as part of design process.	
44	Continue working with Parking Scotland to share knowledge and ensure best practice.	Ongoing		Ongoing task.	-
45	Promote opportunities for collaborative working with other local authorities through the new parking enforcement contract and hence increase income to the Council.	Complete	-	Parking contract written such that other Scottish Local Authorities can purchase services from Edinburgh Contract. Collaborative working is already in place with East Lothian and Highland Councils and discussions continue with other Councils.	Appendix 6
46	Ensure that new vehicles used in the operation and enforcement of parking restrictions in Edinburgh have high safety standards and good fuel efficiency ratings.	Complete	-	The current parking enforcement contract includes a requirement that the contractor should meet government buying standards for all vehicles used in connection with the delivery of the service.	-

PARKING ENFORCEMENT PROTOCOL



Date	Version	Update notes
20 March 2017	Version 1	

CONTENTS

Section	Title	Page
	Introduction	4
1	Yellow Lines	5
2	Pay and Display Parking Bays	10
3	Residents Parking Bays / Mews Areas	13
4	Shared Use Parking Bays	16
5	Other Designated Parking Bays	19
6	Parking Outside Schools	25
7	Bus Stop Clearways	26
8	Suspended Parking Bays	28
9	Temporary Traffic Regulation Orders	29
10	Greenway Parking Restrictions	31
11	Vehicle Removals and Clamping	37
12	Appendices <ul style="list-style-type: none">• Dispensation and Suspension procedures• Summary of Parking Permits• Removal Priorities list• Guidelines For Parking Outwith Bay Markings	

INTRODUCTION

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

- ensure that enforcement requirements and policies are clear to members of the public, Parking Attendants and all members of the Parking Operations team;
- have a centrally held document where enforcement policy is documented and can be easily updated when necessary; and
- have a single point of reference for the City of Edinburgh Council, the parking enforcement contractor, and members of the general public.

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

Exemption Notes

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

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

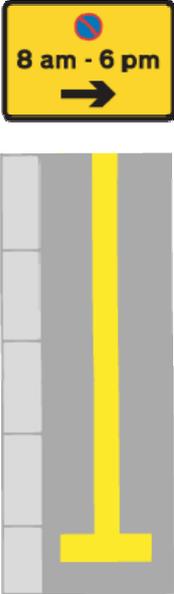
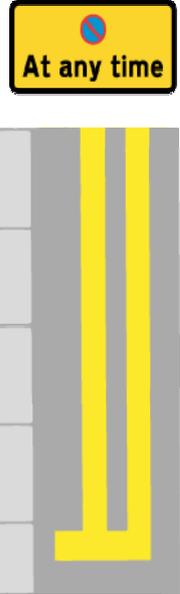
No Penalty Charge Notices should be issued until the parking restrictions have been in force for a full five minutes. i.e. no Penalty Charge Notice should be issued prior to 08:35 in the controlled parking zone (CPZ).

Any vehicle issued with a Penalty Charge Notice can be removed to the Council's car pound. Section 11 of this document outlines the relevant procedures and exemptions.

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

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

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
<p>fig 1 – syl</p> 	<p>1) Yellow Line areas outwith any loading restrictions</p> <p>PCN Code 01 – 'Parked in a restricted street during prescribed hours'</p> <p>Single Yellow Line (syl) (fig 1)</p> <ul style="list-style-type: none"> No waiting during the restricted hours (as displayed on the associated time plate). Time plates are not required at single yellow line areas within a controlled parking zone unless the times of restrictions differ from those of the controlled parking zone, shown on zone entry plates. The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. <p>Double Yellow Line (dyl) (fig 2)</p> <ul style="list-style-type: none"> No waiting at any time. Time plates are not required at double yellow line areas with no loading restrictions. <p>NOTES</p> <ul style="list-style-type: none"> Loading/Unloading of a vehicle is permitted for periods of up to 30 minutes provided it is necessary for the vehicle to be waiting at the location. Vehicles can be granted longer periods to carry out loading and unloading activities by applying for a dispensation (see Appendix 1). Parking Attendants will observe a private vehicle on a yellow line for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN). Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation. Vehicles are not permitted to return to a location to load and unload again until 30 minutes have elapsed since the termination of the last period of waiting. Goods should not be deposited on the carriageway, except immediately at the rear of the vehicle, and no goods should be permitted to remain on the carriageway before the arrival or after the departure of the vehicle.
<p>fig 2 – dyl</p> 	<p>Exemptions to Enforcement</p> <ol style="list-style-type: none"> Vehicles while being used for fire and rescue, ambulance or police force purposes. Vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or stopped.

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>(3) taxis while:</p> <ol style="list-style-type: none"> a. waiting upon a duly authorised taxi stance; b. and the driver is within the vehicle; c. and the vehicle is available for immediate hire. <p>(4) invalid carriages or motor vehicles which are being driven or used by disabled persons and which conspicuously display, so as to be clearly visible from the front of the vehicle, a valid disabled persons badge.</p> <p>(5) vehicles waiting while goods are being sold or offered for sale by a person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch.</p> <p>(6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <ol style="list-style-type: none"> a. building operation; or b. demolition; or c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or d. excavation, <p>provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(7) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:</p> <ol style="list-style-type: none"> a. cleansing or lighting of any restricted road; or b. removal of any obstruction to traffic on any restricted road; or c. maintenance or improvement or reconstruction of any restricted road; or d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road. <p>(8) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(9) when the person in control of the vehicle is:</p> <ol style="list-style-type: none"> a. required by law to stop; or b. is obliged to stop in order to avoid an accident; or c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; <p>(10) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(11) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ol style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle.

Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>(12) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ul style="list-style-type: none">a. addressed to premises adjacent to that road are being unloaded from the vehicle; orb. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; orc. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: ord. are being loaded onto the vehicle. <p>(13) The vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.</p>

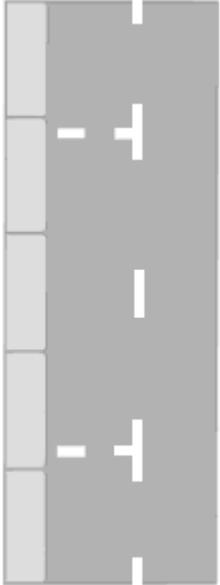
Section 1 – YELLOW LINES

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

Section 1 – YELLOW LINES

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

Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>1) Pay and Display</p> <p>PCN Code 05 'Parked after the expiry of paid time'</p> <ul style="list-style-type: none"> In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher or until five minutes after the RingGo session has expired before issuing an instant Penalty Charge Notice (PCN). <p>PCN Code 11 'Parked without payment of the parking charge'</p> <ul style="list-style-type: none"> If a vehicle is not clearly displaying a valid pay and display voucher or other permitted identifier/permit and does not have a valid cashless parking session, then a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice (PCN). This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine. If a vehicle is displaying a valid residents' permit for the zone but has no valid pay and display voucher or cashless parking session, then a Parking Attendant will issue a PCN but the vehicle should not be authorised for removal. If a vehicle is displaying an obscured pay & display voucher, or if the voucher is face down, the Parking Attendant should issue a PCN but should not authorise the vehicle for removal. A Parking Attendant should not issue a PCN if the pay & display voucher is slightly obscured but the relevant details can still be verified. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher, purchased from an appropriate ticket issuing machine, has another permitted identifier/permit or has a valid cashless parking session. The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the public parking place will display the appropriate times of restriction and permitted length of stay for that place. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the place or individual bay, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that place. Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same tariff or to move their vehicle to another public parking place with a fully functioning ticket machine.

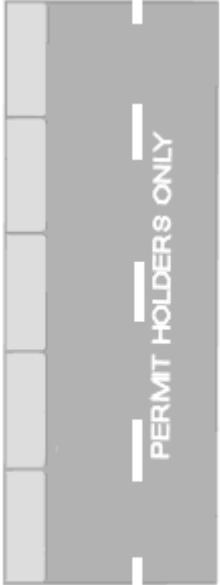
Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> • If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing tariff and maximum stay are identical a parking ticket should not be issued. • If the vehicle is displaying a valid resident's permit for the zone in which it is parked, it can be parked free of charge in the pay and display parking places from 8:30am to 9:00am (all zones). It can also be parked free of charge from 8:30am to 9:00am and from 5:30pm to 6:30pm Mondays to Fridays and after 1:30pm on Saturdays in central parking zones (zones 1-4). • If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction, it can park without limit of time. • If the vehicle is parked in a public bay located in the peripheral or extended parking zone and is clearly displaying a valid Essential Users Parking Permit (EUP), it can park for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zone, then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal; • Motorcycles are exempt from payment of charges in pay and display parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones. • Vehicles displaying a valid trade's permit may park in a pay and display parking place without limit of time. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle; (2) the vehicle is waiting owing to the driver being: <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; (3) the vehicle is being used for fire and rescue, ambulance or police purposes; (4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting; (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic; (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets: <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or

Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</p> <p>d. are being loaded onto the vehicle.</p> <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <p>a. any building operation, demolition or excavation in or adjacent to the parking place;</p> <p>b. the maintenance, improvement or reconstruction of the parking place; or</p> <p>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</p> <p>d. the placing, maintenance or removal of any traffic sign or parking meter. provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p>

Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>1) Permit Parking Places / Mews Areas</p> <p>PCN Code 16 'Parked in a permit space or zone without clearly displaying a valid permit'</p> <ul style="list-style-type: none"> Permit parking places can be identified by white road markings with an associated legend stating 'PERMIT HOLDERS ONLY' and also a related time plate indicating the permit zone. Residential Mews areas can be identified by appropriate time plates situated at all entrances to the mews areas. The hours of restriction within the central controlled zone (permit zones 1-4) are 8:30am to 6:30pm Mon to Sat. The hours of restriction within the peripheral controlled zones (permit zones 5-8) and extended controlled zones (permit zones with prefix S or N) are 8:30am to 5:30pm Mon to Fri. The times of restriction within the Priority Parking Areas varies from area to area and is displayed on the relevant permit bay time plates. <p>NOTES</p> <ul style="list-style-type: none"> A vehicle may be parked in a permit parking place provided it is clearly displaying a valid residents' permit, retailers' permit, business permit or visitor permit for the zone in which it is parked. A vehicle may be parked in a residents' mews area provided it is clearly displaying a valid permit specific to the mews area in which it is parked. Between the hours of 9.00am and 4.30pm, vehicles displaying a valid trades' parking permit are also allowed to park within permit holders parking places. Parking Attendants will issue an instant Penalty Charge Notice to any private vehicles parked in a permit parking place which are not displaying a valid permit for that zone. Parking Attendants will give vehicles a five minute observation period if they are parked in a residents mews area but not displaying a valid permit for that zone. This is to determine whether or not the vehicle is being used for loading or unloading purposes. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place. If a vehicle flags up on the Parking Attendants Hand Held Computer Terminal (HHCT) as having a valid permit but there is no valid permit displayed on the vehicle, the Parking Attendant will issue an instant PCN but will not authorise the vehicle for removal. All Parking Attendants are aware that virtual permits may be issued to motorcycles and temporary vehicles. If a vehicle is displaying a valid pay and display voucher for the street in which it is parked then the vehicle should be issued with an instant PCN but the vehicle should not be authorised for removal until at least 15 minutes after the expiry time of the voucher.

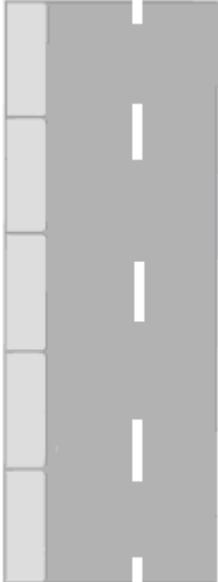
Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> • When a Parking Attendant is instructed by the Council to take enforcement action as a result of a permit being altered, the vehicle can be issued with an instant PCN and authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity • In instances where the vehicle is displaying an expired permit for the zone in which it is parked, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the permit has been expired for over 1 month. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle; (2) the vehicle is waiting owing to the driver being: <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; (3) the vehicle is being used for fire and rescue, ambulance or police purposes; (4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting; (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic; (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets: <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of: <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place; b. the maintenance, improvement or reconstruction of the parking place; or c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or d. the placing, maintenance or removal of any traffic sign or parking meter. provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.

Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> a. are being unloaded from the vehicle; or b. having been unloaded from the said vehicle, are being delivered; or c. are being collected from premises adjacent to that road for loading onto the vehicle; or d. having been collected from the said premises, are being loaded onto the vehicle. <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>1) Shared Use Parking Places</p> <p>PCN Code 05 ‘Parked after the expiry of paid time’</p> <ul style="list-style-type: none"> In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher before issuing an instant Penalty Charge Notice (PCN). <p>PCN Code 11 ‘Parked without payment of the parking charge’</p> <ul style="list-style-type: none"> If a vehicle is not clearly displaying a valid parking permit or visitor permit for the zone in which it is parked, or is not displaying a valid pay and display voucher and does not have a valid cashless parking session, a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice. This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine. If a vehicle is displaying an obscured permit or pay & display voucher, or if the voucher is face down, the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal. A Parking Attendant should not issue a Penalty Charge Notice if the permit or pay & display voucher is slightly obscured but the relevant details can still be verified. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher (purchased from an appropriate ticket issuing machine), a valid cashless parking session, or a valid parking permit, issued for the zone in which it is parked. The hours of restriction within the central controlled zones are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the parking place will display the appropriate times of restriction for that place. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place. Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same charge or to move their vehicle to another parking place with a fully functioning ticket machine. In instances where the vehicle is displaying an expired permit for the zone in which it is parked and has no other payment for parking, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the permit has been expired for over 1 month.

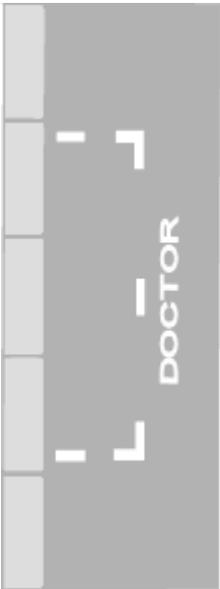
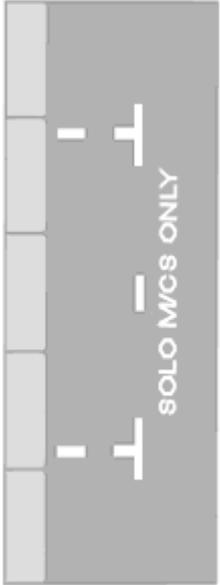
Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> • If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing the charge and maximum stay are identical; a PCN should not be issued. • If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction; a PCN should not be issued. • If the vehicle is parked in a shared use parking place located in the peripheral or extended controlled parking zones and is clearly displaying a valid Essential Users Parking Permit (EUP) then the vehicle is permitted to remain for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zones then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal; • Motorcycles are exempt from payment of charges in shared use parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle; (2) the vehicle is waiting owing to the driver being: <ol style="list-style-type: none"> a. obliged to stop in order to avoid an accident; or b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road; (3) the vehicle is being used for fire and rescue, ambulance or police purposes; (4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting; (5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic; (6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets: <ol style="list-style-type: none"> a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or d. are being loaded onto the vehicle. (7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of: <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the parking place;

Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>b. the maintenance, improvement or reconstruction of the parking place; or</p> <p>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</p> <p>d. the placing, maintenance or removal of any traffic sign or parking meter. provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p> <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

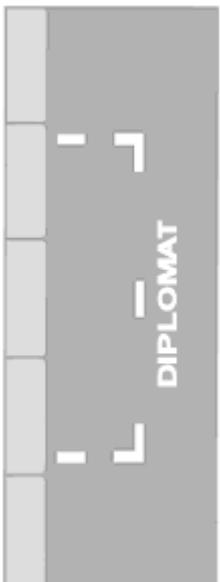
Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>1) Doctors' Parking Places</p> <p>PCN Code 16 'Parked in a permit space without displaying a valid permit'</p> <ul style="list-style-type: none"> • Doctors parking places can be identified by white bay markings with an associated road legend stating 'DOCTOR' and also a related time plate • There are currently only two Doctors' parking places in Edinburgh; Casselbank Street (which is restricted from 8:00am to 6:00pm Mon to Fri and from 8:00am to 12:00 noon on Saturdays) and Hermitage Terrace (which is restricted from 8:30am to 6:00pm Mon to Fri). <p>NOTES</p> <ul style="list-style-type: none"> • Parking is permitted provided the vehicle is clearly displaying a valid doctors' permit for the place in which the vehicle is parked. • Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a doctors parking place which is not displaying a valid doctors permit for that bay.
	<p>2) Solo Motorcycle Parking Places</p> <p>PCN Code 23 'Parked in a parking place not designated for that class of vehicle'</p> <ul style="list-style-type: none"> • Solo Motorcycle parking places can be identified by white bay markings with an associated road legend stating 'SOLO M/Cs ONLY' or 'SOLO M/Cs'. <p>NOTES</p> <ul style="list-style-type: none"> • Parking is permitted for any bicycle which is propelled by mechanical power (without a sidecar attachment). • Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a solo motorcycle parking place which is not a solo motorcycle. • A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>3) City Car Club Parking Places</p> <p>PCN Code 23 ‘Parked in a parking place not designated for that class of vehicle’</p> <ul style="list-style-type: none"> City Car Club parking places can be identified by white bay markings with an associated road legend stating ‘CITY CAR CLUB ONLY’ and also a related time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a City Car Club place which is not owned (and clearly liveried) by the City Car Club. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.
	<p>4) Loading Place</p> <p>PCN Code 25 ‘Vehicle waiting in a loading place without loading taking place’</p> <ul style="list-style-type: none"> Loading places can be identified by white bay markings with an associated road legend stating ‘LOADING ONLY’ and also a related time plate. Greenway loading places are governed by different legislation and are covered separately within this document (section 10). <p>NOTES</p> <ul style="list-style-type: none"> Loading/Unloading of a vehicle is permitted for periods of up to 30 minutes in a loading place. Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN). Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.

Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p>4) Disabled Parking Place</p> <p>PCN Code 40 ‘parked in a designated disabled persons’ parking place without displaying a valid disabled persons’ parking badge’</p> <ul style="list-style-type: none"> Disabled parking places can be identified by white bay markings with an associated road legend stating ‘DISABLED’ and also an associated time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted provided the vehicle is clearly displaying a valid blue disabled badge. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle not displaying a valid blue disabled badge. A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay. Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council’s Corporate Fraud team at the earliest opportunity.
	<p>5) Diplomatic Parking Places</p> <p>PCN Code 41 ‘Parked in a parking place designated for diplomatic vehicles’</p> <ul style="list-style-type: none"> Diplomatic parking places can be identified by white bay markings with an associated road legend stating ‘DIPLOMAT’ and also an associated time plate. <p>NOTES</p> <ul style="list-style-type: none"> Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a diplomatic parking place without the necessary vehicle registration plates (i.e. registration plates containing X, D, or CD as follows : 123 X 456, 123 D 456 or CD 123 456). Parking Attendants will not authorise a vehicle for removal unless a specific request is received from the Embassy / High Commission / Consulate. Where confirmation is given that is a vehicle is to be removed, a Parking Attendant must make full notes.

Section 5 – OTHER DESIGNATED PARKING PLACES

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

Section 5 – OTHER DESIGNATED PARKING PLACES

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

Section 5 – OTHER DESIGNATED PARKING PLACES

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

Section 6 – PARKING OUTSIDE SCHOOLS

Restrictions	Enforcement Protocols
	<p>1) School Keep Clear Markings</p> <p>PCN Code 02 – ‘Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force’</p> <ul style="list-style-type: none"> • School keep clear markings can be identified by a single yellow line along the roadside, the road legend ‘SCHOOL KEEP CLEAR’ (as shown in fig 1) and also an associated time plate indicating the hours of restriction. <p>NOTES</p> <ul style="list-style-type: none"> • Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at school keep clear markings. • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the lengths of road so referred to, or the execution in any of the said lengths of road of road works as defined in the New Roads and Street Works Act 1991; (2) to enable the vehicle, if it cannot conveniently be used for such purposes in any other road to be used in pursuance of statutory powers and duties; (3) to enable the vehicle to be used for fire brigade, ambulance or police force purposes; or (4) to enable the vehicle to be used as a contractual bus.

Section 7 – BUS STOP CLEARWAYS

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

Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p>(7) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected;</p> <p>(8) a vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers;</p> <p>(9) a vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway.</p> <ul style="list-style-type: none">a. any operation involving building, demolition or excavation;b. the removal of any obstruction to traffic;c. the maintenance, improvement or reconstruction of a road;d. constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure; ore. the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

Section 8 – SUSPENDED PARKING BAYS

Restrictions	Enforcement Protocols
<p>fig 1</p>  <p>fig 2</p> 	<p>SUSPENDED PARKING PLACES</p> <p>PCN Code 21 – ‘Parked in a suspended bay or space or part of bay or space’</p> <ul style="list-style-type: none"> • Bay suspensions are denoted by bay suspension signs (fig 1) located along the length of the suspension, no parking cones (fig 2) positioned in each of the suspended bays. • No loading/waiting is permitted during hours of loading prohibition (as displayed on suspension sign – (fig 1)). <p>NOTES</p> <ul style="list-style-type: none"> • If a vehicle was parked in a suspended place prior to the suspension coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the suspended place. • Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which parks in a suspended parking place after the suspension has come into effect. • Vehicles should be moved on if the driver is present. If the driver is not present, or the driver refuses to move, the Parking Attendant will issue a Penalty Charge Notice. <p><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></p> <ol style="list-style-type: none"> (1) for the purpose of facilitating the movement of traffic or promoting its safety; (2) for the purpose of: <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the place; b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or c. the maintenance or cleansing of gullies in or adjacent to the place; d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or e. the placing, maintenance or removal of any traffic sign or parking meter; (3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository; (4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or (5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.

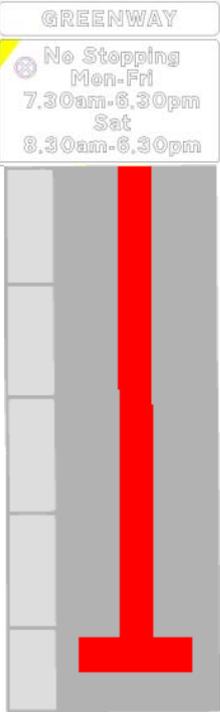
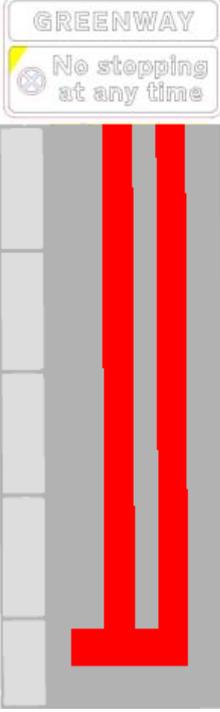
Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
<p data-bbox="201 398 256 427">fig 1</p>  <p data-bbox="201 786 256 815">fig 2</p>  <p data-bbox="201 1160 256 1189">fig 3</p> 	<p data-bbox="571 398 1174 427">TEMPORARY TRAFFIC REGULATION ORDERS</p> <p data-bbox="571 461 1257 521">PCN Code 01 – 'Parked in a restricted street during prescribed hours'</p> <p data-bbox="571 555 1294 640">PCN Code 02 – 'Parked or loading/unloading in a restricted street where waiting and loading / unloading restrictions are in force'</p> <ul data-bbox="592 674 1394 891" style="list-style-type: none"> • Temporary Traffic Regulation Orders (TTROs) are indicated by street bills (fig 1), corex suspension signs (fig 2) and no parking cones (fig 3) positioned along the length of the TTRO. • No loading and/or waiting is generally permitted during hours of the Temporary Traffic Regulation Order as denoted on the associated street bills located along the length of the TTRO (fig 1). Some TTROs allow for vehicles to load and unload. <p data-bbox="571 920 667 949">NOTES</p> <ul data-bbox="592 958 1394 1261" style="list-style-type: none"> • If a vehicle was parked in an area affected by a TTRO prior to the TTRO coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the TTRO. • Parking Attendants will issue a Penalty Charge Notice as appropriate to any vehicle which parks in an area affected by the TTRO after it has come into effect. • Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p data-bbox="571 1294 1289 1355"><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></p> <ol data-bbox="592 1386 1394 1872" style="list-style-type: none"> (1) for the purpose of facilitating the movement of traffic or promoting its safety; (2) for the purpose of: <ol style="list-style-type: none"> a. any building operation, demolition or excavation in or adjacent to the place; b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or c. the maintenance or cleansing of gullies in or adjacent to the place; d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or e. the placing, maintenance or removal of any traffic sign or parking meter;

Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
	<p>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</p> <p>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</p> <p>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</p>

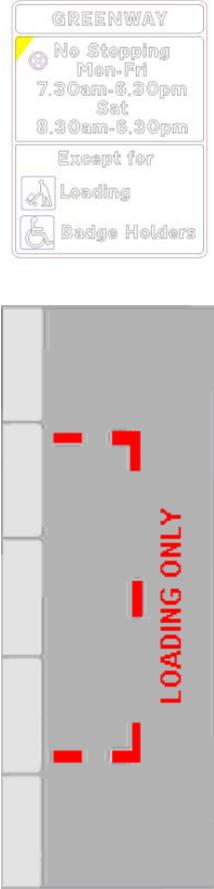
Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
<p>fig 1 – srl</p>  <p>fig 2 – drl</p> 	<p>1) Red Line restrictions</p> <p>PCN Code 46 – ‘Stopped where prohibited (on a red route or clearway)’</p> <p>Single Red Line (srl) (fig 1)</p> <ul style="list-style-type: none"> No stopping or loading during the restricted hours (as displayed on the associated time plate). <p>Double Red Line (drl) (fig 2)</p> <ul style="list-style-type: none"> No stopping or loading at any time. <p>NOTES</p> <ul style="list-style-type: none"> Stopping and loading are prohibited on Greenway routes during controlled hours unless the vehicle is in a designated parking or loading bay during the operational hours of the bay. Any vehicle incorrectly parked on a red line will be issued with an instant Penalty Charge Notice (PCN) using the 46 contravention code. Vehicles should be moved on by a Parking Attendant if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> If the vehicle is a public service vehicle while being used in the provision of a local service (Such vehicles may wait at any bus stop situated on the greenway for the period of time necessary for taking up and setting down passengers and for an additional period of time not exceeding one half of one minute for other operational reasons pertaining to such a vehicle). If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage. If the vehicle is displaying a disabled person’s badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle. If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait. If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle . If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>(7) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.</p> <p>(8) If the vehicle is being used for fire brigade, ambulance or police purposes.</p> <p>(9) If the vehicle is being used for the removal of any obstruction to traffic.</p> <p>(10) If the vehicle is being used in connection with emergency works.</p> <p>(11) If the vehicle is required by law to stop or not to proceed.</p> <p>(12) If the vehicle is obliged to stop in order to avoid an accident.</p> <p>(13) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.</p> <p>(14) A taxi whilst plying for hire in a taxi stance.</p> <p>(15) If the vehicle is a security vehicle being used in the transit of money or valuables.</p> <p>(16) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(17) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.</p> <p style="text-align: center;">And, between the hours of 09.30 and 16.00 on Single Red Lines and between the Hours of 18.30 and 07.30 on Double Red Lines</p> <p>(18) If the vehicle is being used in connection with the placing, maintenance or removal of any lighting column, lantern or lamp; traffic sign, traffic bollard, guardrail or any other item of street furniture ; bus shelter; bus stop flags and information notices or any traffic signals.</p> <p>(19) If the vehicle is being used in connection with the cleaning or lighting of any bus shelter, traffic sign or traffic bollard adjacent to the restricted road.</p> <p>(20) If the vehicle is being used in connection with the maintenance, improvement or reconstruction of any gully or road service adjacent to the road or any waste management activities.</p>

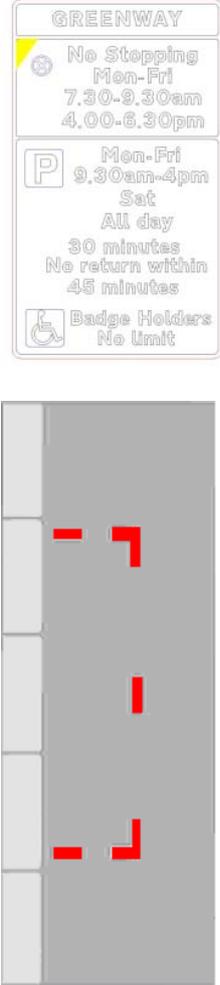
Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows a 'GREENWAY' sign with a 'No Stepping' restriction from Monday to Friday, 7.30am to 6.30pm, and Saturday, 8.30am to 6.30pm. It is exempt for loading and badge holders. Below the sign is a diagram of a parking bay with red dashed lines and the text 'LOADING ONLY' written vertically in red.</p>	<p>2) Greenways Loading Places</p> <p>PCN Code 25 'Vehicle waiting in a loading place without loading taking place'</p> <ul style="list-style-type: none"> • Loading places can be identified by bay markings with an associated road legend stating 'LOADING ONLY' and also a related time plate. <p>NOTES</p> <ul style="list-style-type: none"> • Loading/Unloading of a vehicle is permitted in Greenway loading place during the hours of operation of the bay. • The hours of operation and the maximum loading period will be displayed on a time plate next to the bay. • Vehicles displaying a valid disabled badge are permitted to park in loading places during their hours of operation, provided the wheelchair user symbol is displayed on the sign. • Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN). • Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> (1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage (2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle (3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait (4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle (5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>(6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit</p> <p>(7) If the vehicle is being used for fire brigade, ambulance or police purposes</p> <p>(8) If the vehicle is being used for the removal of any obstruction to traffic</p> <p>(9) If the vehicle is being used in connection with emergency works</p> <p>(10) If the vehicle is required by law to stop or not to proceed</p> <p>(11) If the vehicle is obliged to stop in order to avoid an accident</p> <p>(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</p> <p>(13) A taxi whilst plying for hire in a taxi stance</p> <p>(14) If the vehicle is a security vehicle being used in the transit of money or valuables</p> <p>(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</p>

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows two parking signs and a diagram of parking bays. The top sign is a 'GREENWAY' sign with a yellow triangle and a 'No Stopping' symbol, indicating 'No Stopping Mon-Fri 7.30-9.30am' and '4.00-6.30pm'. The bottom sign is a 'P' sign with a '30 minutes' limit, 'No return within 45 minutes', and 'Badge Holders No Limit'. The diagram shows a grey road with red markings indicating parking bays and a 'No Stopping' zone.</p>	<p>3) Greenways Limited Waiting Parking Places</p> <p>PCN Code 30 'parked for longer than permitted'</p> <ul style="list-style-type: none"> Limited waiting places can be identified by bay markings on street and an associated time plate indicating the operational times and maximum stay period of the parking place. <p>NOTES</p> <ul style="list-style-type: none"> Parking is permitted for up to the maximum stay period as stated on the time plate. Vehicles displaying a valid disabled badge do not have to adhere to the maximum stay periods and are permitted to remain parked for the duration of the operational hours of the parking place. Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which has overstayed the maximum stay period. Vehicles will not be permitted to return to a limited waiting place within 1.5*M (where M is the maximum stay period) minutes of leaving the parking place. <p><u>Exemptions to Enforcement</u></p> <ol style="list-style-type: none"> If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle. If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit If the vehicle is being used for fire brigade, ambulance or police purposes If the vehicle is being used for the removal of any obstruction to traffic

Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>(9) If the vehicle is being used in connection with emergency works</p> <p>(10) If the vehicle is required by law to stop or not to proceed</p> <p>(11) If the vehicle is obliged to stop in order to avoid an accident</p> <p>(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</p> <p>(13) A taxi whilst plying for hire in a taxi stance</p> <p>(14) If the vehicle is a security vehicle being used in the transit of money or valuables</p> <p>(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</p>

Section 11 – VEHICLE REMOVALS AND CLAMPING

VEHICLE REMOVALS AND RELOCATIONS

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

PERSISTENT EVADERS

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

CLAMPING

- Any vehicle which is classed as a Persistent Evader or High Value Debtor and has more than 20 Penalty Charge Notices outstanding may also be clamped.
- Vehicle owners must provide the Council with current address details and pay the clamp release fee in order to have their vehicle unclamped.
- Any vehicle which remains clamped through the day will be removed or towed to the car pound. In such cases the clamping fee will be waived and the higher removal fee will become payable.

APPENDIX 1 – DISPENSATIONS AND SUSPENSIONS

Dispensations

A dispensation is if you need to load or unload on a single yellow line for longer than 30 minutes. There is a £10 administration charge for each dispensation request per vehicle and location which must be paid in full by debit or credit card before a dispensation request can be processed.

You can apply for a dispensation by calling us on 0131 557 6941 between the hours of 8:30am and 5pm, Monday to Friday, or by emailing us at edinburghdispensation@nslservices.co.uk or by completing and faxing the downloadable form provided on our website.

You should give as much notice as possible if you need a dispensation for:

- delivering heavy goods
- furniture or home removals
- vehicle with generators

To set up a dispensation we require

- the location address
- the start and end time
- the company name
- the vehicle registration.

Suspensions

From 8 June 2015 all parking bay suspensions will be charged at the appropriate pay and display rate for the street/area. There will no longer be a lower charge for the suspension of permit parking bays or for suspensions involving 'essential works' and all charges must be paid in full by debit or credit card before a suspension request can be processed.

You can apply for a suspension by calling us on 0131 5541751 between the hours of 8:30am and 3pm, Monday to Friday, or by emailing us at edinburghsuspensions@nslservices.co.uk or by completing and faxing us the downloadable form provided on our website.

For suspensions we require three days notice excluding the weekends for resident permit parking spaces and two days notice excluding the weekends for public parking bays. Charges will vary depending on the area.

To set up a suspension we require the location address

1. fax or email details
2. date or dates required
3. reason for the suspension.

APPENDIX 2 – PARKING PERMIT SCHEMES

Residents Parking Permit Scheme for Controlled Parking Zones (CPZ)

- Residents parking permits are available to any resident residing at a qualifying address within the Controlled Parking Zone (CPZ) in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents parking permits allow residents to park within permit holders or shared use parking place within their zone.
- The hours of operation are as follows:
 - Central Zones (Zones 1 - 4) – 8.30am to 6.30pm Monday to Saturday
 - Peripheral & Extended Zone (Zones 5 - 8 & N1- N5 & S1 – S4) – 8.30am to 5.30pm Monday to FridayResidents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
 - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits.
- Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

Residents Parking Permit Scheme for Priority Parking Areas

- Residents Parking Permits are available to any resident residing at a qualifying address within a Priority Parking Area in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents parking permits allow residents to park within permit holders parking place within their zone.
- The hours of operation are as follows:
 - Buffer Area B1 – 10.00am - 11.30am Monday to Friday
 - Buffer Area B2 – 1.30pm - 3pm Monday to Friday
 - Buffer Area B3 – 10.00am - 11.30am Monday to Friday
 - Buffer Area B4 – 11.30am - 1pm Monday to Friday
 - Buffer Area B5 - 11.30am - 1pm Monday to Friday
 - Buffer Area B6 – 11.00am -12.30pm Monday to Friday
 - Buffer Area B7 – 9.30am - 11am Monday to Friday
 - Buffer Area B8 – 12.30pm - 2pm

APPENDIX 2 – PARKING PERMIT SCHEMES

- Buffer Area B9 – 1.30pm - 3pm
- Buffer Area B10 – 1.30pm - 3pm
- In a Priority Parking Area only the residents parking places are controlled, the remaining kerbside space is generally uncontrolled, with the exception of yellow line restrictions.
- Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
 - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
 - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
 - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits
- Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

Trades Parking Permit Scheme

- Trades permits are available to qualifying tradespeople such as plumbers, joiners, roofers etc.
- Trades parking permits allow the vehicle to park in a pay and display parking place at all times and in permit holders parking places from 9.00am to 4.30pm. Trades permits can also be used in residential mews if dispensation is obtain beforehand.
- Applicants must sign a declaration confirming that their vehicle is fully liveried and essential for business use.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- There is no limit to the number of permits that a business can apply for and no limit to the number of vehicles that can be registered to use a trades parking permit. All vehicles must meet the requirements of the scheme.

Retailers Parking Permit Scheme

- Retailers parking permits are available to retailers in peripheral (zones 5 – 8) and extended (zones N1 – N5 & S1 – S4) zones only.
- Retailers' parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.

APPENDIX 2 – PARKING PERMIT SCHEMES

- The business must be carrying out a class 1 retail activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Peripheral Retailers Parking Permits
 - Applicants must declare that their vehicle is fully liveried and essential for business use.
 - Only 1 permit is permitted per business, there is no limit to the number of vehicles that can be registered to use a retailers' parking permit. All vehicles must meet the requirements of the scheme.
 - The permit will display the business name
- Extended Retailers Parking Permits
 - Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
 - There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

Business Parking Permit Scheme

- Business parking permits are only available to businesses located in the extended controlled parking zones (zones N1 – N5 & S1 – S4)
- Business parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.
- The business must be carrying out a class 2 business activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
- There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

Essential User Permits Scheme

- Essential User Permits (EUPs) are provided to Healthcare professionals to allow them to park more easily whilst carrying out domiciliary visits across Edinburgh.
- The EUP allows parking on a single or double yellow line provided there is no loading prohibition and in pay and display bays within the Peripheral and Extended Controlled Parking Zones.
- There are 3 types of Essential User Permits (EUPs):
 - Those provided to NHS Lothian. The permit number is prefixed by a number 1.
 - Those provided to GP practices. The permit number is prefixed by a number 2.
 - Those provided to the Royal Hospital for Sick Children (RHSC). The permit number is prefixed by a number 3
- EUPs are only valid for a maximum period of 2 hours in any one location.
- EUPs are not vehicle specific. The permit number and the expiry date are printed on the permit.

APPENDIX 2 – PARKING PERMIT SCHEMES

Visitors Parking Permit Scheme

- Residents residing in the Extended Controlled Parking zones N1 – N5 & S1 – S4 are entitled to purchase visitors parking permits.
- Visitors parking permits can be used to park in permit holders or shared use parking places within the appropriate zone. Visitor permits are not valid in mews areas.
- Visitors parking permits are sold in books of 10. A maximum of 15 books (150 visitor permits) can be purchased per annum.
- Residents meeting disability criteria can purchase a book of 10 permits at a reduced cost of 50%. A maximum of 30 books (300 visitor permits) can be purchased per annum.
- Residents residing in Priority Parking Areas can purchase visitor permits on a pro rata basis. A maximum of 3 books (30 visitor permits) can be purchased per annum. Residents meeting disability criteria can purchase a maximum of 6 books (60 visitor permits) per annum.
- Residents do not need to own a vehicle to purchase these permits.
- A single visitors' parking permit allows 90 minutes of parking.
- Visitors' need to scratch out the details on the permit including the day, date, month, year, hour and time of arrival. More than one permit can be displayed. The same 6 boxes should be scratched out on each permit.

Doctors Parking Permit Scheme

- Doctors are eligible to apply for a residents parking permit if the surgery is located within the Controlled Parking Zone (CPZ).
- Residents parking permits allow parking within permit holders or shared use parking place within the specified zone.
- Charges for residents parking permits are based on the zone in which the surgery is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of 5 residential parking permits can be issued to the surgery.

Daily Scratch Cards

- Daily scratch cards are available to residents residing in the Central (zones 1 - 4) and Peripheral (zones 5 – 8) parking zones.
- The scratch card allows the vehicle to park within a residents parking place and in public parking places between 8.30am and 9.00am in the specified zone. In addition permit holders resident within zones 1 to 4 can also park in public parking places between 5.30pm and 6.30pm Mondays to Fridays and between 1.30pm and 6.30pm on Saturdays.
- Daily scratch cards are intended for use by those residents who do not require to park regularly in residents' parking places in their zone of residence.
- The scratch card is valid for one day of parking only.

Temporary Residents Parking Permit Scheme

- A temporary, virtual residents parking permit is available to residents when they have a temporary vehicle, for example a courtesy vehicle or to a resident when they are moving home.
- The temporary permit allows a resident the same concessions as an ordinary permit holder.
- Temporary permits are issued free of charge for either 5, 10 or 14 days

APPENDIX 2 – PARKING PERMIT SCHEMES

- In order to obtain a temporary residents permit the customer must already be in possession of a valid residents parking permit and will have met the eligibility criteria in order to obtain said permit.
- The permit holder must produce proof that a temporary permit is required, for example proof that repairs are to be carried out on the existing vehicle etc.

Virtual Parking Permits

- Virtual permits were introduced in July 2011 to reduce the problems associated with the owner finding a suitable place to display a permit and for the Parking Attendant if the motorcycle has a cover which needs to be removed to check for a valid permit.
- Virtual permits are available to residents who own motorcycles and reside in the Controlled Parking Zone.
- A virtual permit allows a motorcyclist the same concessions as an ordinary permit holder without having to display a physical permit.
- Motorcyclists are eligible for an exempted residents parking permit, which means the permit is free of charge.
- The virtual permit reduces the problems associated with displaying a residents parking permit on a motorcycle as all the relevant details are recorded in the Parking Attendant's handheld computer.

APPENDIX 3 – VEHICLE REMOVAL PRIORITIES

VR 19

VEHICLE REMOVALS PRIORITIES

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

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

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

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

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

JFS
20/07/11

APPENDIX 4 – GUIDELINES FOR OUTWITH THE BAY MARKINGS



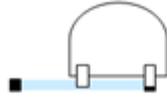
bay markings



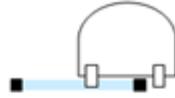
bay where vehicle should be parked



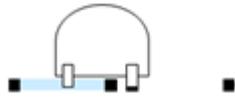
With in bay markings –
Do not PCN.



Two wheels on line-
within bay markings
– Do not PCN.



Two wheels outside
bay- outside bay
markings and causing
an obstruction to other
vehicles. Issue PCN.
This would also apply
if the vehicle had two
wheels on a length of
yellow line.



Two wheels spanning gap
between two bays. Not
encroaching on other bay – do not
PCN.



Two wheels outside bay spanning gap
between two bays. Encroaching on
other bay, outside bay marking and
causing an obstruction to other
vehicles. Issue PCN. This would also
apply if the vehicle had two wheels on
a length of yellow line.



Within bay markings –
Do not PCN.



Two wheels on the white
line – within bay
markings – Do not PCN.



Two wheels outside bay.
Outside bay markings and
causing an obstruction to
other vehicles. Issue PCN.
This would also apply if the
vehicle had two wheels on a
length of yellow line.



Two wheels spanning gap between
two bays. Not encroaching on other
bay – Do not PCN.



Two wheels outside bay, spanning gap
between two bays. Encroaching on other
bay. Outside bay marking and causing
obstruction to other vehicles. Issue PCN.
This would also apply if vehicle had two
wheels on a stretch of yellow line.

Appendix 3 - Residents' Permits Pricing Strategy

As part of the Parking Action Plan it was proposed to produce a pricing strategy which reviewed and proposed changes to all parking related prices in Edinburgh. This appendix reports the progress made toward the development of a comprehensive pricing strategy in relation to residents' parking permits. Should this approach be approved, these principles will help to guide the development of further changes to other parking permits and parking prices.

The current residents' parking permit structure, shown in Table 1, has ensured that changes in permit holder vehicle ownership have continued in line with national trends. However, in order to meet challenging carbon reduction targets set by the Scottish Government and to improve local air quality, it is considered that the current structure does not provide sufficient scope to encourage residents to choose more environmentally-friendly vehicles.

Carbon Dioxide (CO₂) accounts for 81% of UK greenhouse gas emissions of which road transport accounts for 23% of this total. In Edinburgh, CO₂ emissions have generally been falling across all sectors between 2005 and 2015. However, records for the last two available years indicate that emissions from transport have increased. This suggests that an emissions based permit system remains an essential tool to tackle climate change and air pollution.

Table 1: The Current Structure

Band	1		2				3			4		5	
CO ₂ Range	A 0 100	B 101 110	C 111 120	D 121 130	E 131 140	F 141 150	G 151 165	H 166 175	I 176 185	J 186 200	K 201 225	L 226 255	M 256 ∞
%age	3.3%	4.9%	9.3%	8.4%	15.4%	14.9%	16.9%	6.8%	5.4%	5.2%	4.0%	3.0%	2.4%
%age	3%	53%				29%			9%		5%		

As Table 1 illustrates the current structure includes five price bands, each with different CO₂ ranges, where band 1 offers the cheapest permit price for vehicles with the lowest CO₂. Initial consideration was given to reducing the number of bands to four, but as the majority of permit holders, 53%, are found within band 2 this approach would not produce a greater distribution of permits and was discounted. Band 2 also has the greatest range (101-150 CO₂ g/km) and thus there is little incentive for residents with vehicles near the top of this band to reduce their carbon emissions further. Equally, permit holders at the lower end of band 2 could change to a vehicle with higher CO₂ emissions without any permit price disincentive.

The starting point of the review of the current structure was to consider; the number of bands, their range and the distribution of permits within each band. It aims to incentivise and better reward those who choose more environmentally-friendly vehicles. The main principles of the review are, to:

- encourage a move toward more environmentally-friendly vehicles;
- protect permit holders who already have low-emission vehicles;
- ensure changes in bands are progressive;
- achieve a greater balance of permit holders across the bands and;
- bring forward proposals that incur no loss of income.

Option Development

In pursuance of the above principles a number of options were modelled on the current prices and number of permit holders within each range. The result was 18 alternative options being produced for further consideration, a list of these options is provided in Figure 1 below.

Figure 1: Potential Band Structures

Options:	3.30%	4.90%	9.30%	8.40%	15.40%	14.90%	16.90%	6.80%	5.40%	5.20%	4.00%	3.00%	2.40%
Current	1	2			3			4		5			
Option 1	1	1a		2		3			4		5		
Option 2	1	1a	2			3			4		5		
Option 3	1		2		3		4			5			
Option 4	1	1a	2			3		4		5			
Option 5	1		2		3		4		5		6		
Option 6	1	2			3		4			5			
Option 7	1	2		3			4			5			
Option 8	1	2		3		4			5		6		
Option 9	1	2		3		4			5		6		
Option 10	1	2		3		4			5		6		
Option 11	1	2	3			4			5				
Option 12	1	2		3		4		5			6		
Option 13	1	2		3		4		5		6			
Option 14	1	2	3			4		5		6			
Option 15	1	2	3		4			5			6		
Option 16	1	2	3		4			5		6			
Option 17	1	2	3		4		5		6		7		
Option 18	1	2	3	4			5			6			

After reviewing the options, it was considered that three conditions should apply to a new structure and these would also assist with option selection:

1. band 1 should range between 0-75g/km to better incentivise the uptake of ultra-low emission vehicles (ULEVs). This corresponds with existing Council policies to support the increased use of ULEVs in Edinburgh.
2. vehicles above 200g/km should be in a higher band and
3. there should be at least six bands to allow a better distribution of permit numbers.

Preferred Option

A short-list of three options was compiled for further investigation and from this list the one that best suited the original principles and the above conditions was Option 17. This is shown in Figure 2 below.

Figure 2: Proposed Residents' Permits Banding Structure

CO2	0	76	111	121	131	141	151	166	176	186	201	226	256
Range	75	110	120	130	140	150	165	175	185	200	225	255	.
Current	1	2				3			4	5			
Option 17	1	2	3	4		5	6	7					

Option Recommendation

Option 17 includes seven bands which allows greater flexibility, a better incentive and ability to reward motorists who choose lower-emission vehicles. It will protect permit holders in the lowest bands, be more progressive and allow more targeted price changes to discourage residents using the most polluting vehicles on our streets.

Any new structure will result in some motorists changing bands. Investigations are ongoing into the possible introduction of a new permit management IT system. As a result, permit holders would need to re-apply for their permit when it expires and the new structure could easily be applied at this time. The new application process is expected to verify vehicle CO₂ emissions and calculate permit prices automatically, thus avoiding problems where residents apply for an incorrect permit. New applicants would automatically use the new structure from the implementation date.

The proposed structure was approved by the Parking Action Plan steering group. The various pricing proposals were discussed in greater detail at a stakeholder workshop which included colleagues from; parking, finance and traffic orders sections.

Permit Price Increases

The Council's corporate charging policy states that discretionary prices (which include parking permit charges) should rise in line with inflation each year to cover increasing costs. Many elements of the Decriminalised Traffic and Parking Enforcement Contract are linked to the Retail Prices Index (RPI) particularly in relation to third party services, such as enforcement equipment and back-office services.

Therefore, it is proposed to increase the annual price of a residents' parking permit in line with the rate of inflation to meet the increasing costs associated with operating the Decriminalised Traffic and Parking Enforcement Contract. This approach will increase transparency for permit holders and make the grounds for price increases easier to understand.

The rate of inflation used to calculate price increases will be obtained from the Office for National Statistics website¹ and the average of the previous 12 months on 1 January will be applied to the subsequent year. For example, on 1 January 2017 the percentage change of inflation over the previous 12 months was 2.6% and this would be applied to all permit prices from 1 April 2017.

The setting of permit prices is an important demand management tool. To achieve a greater shift in vehicle ownership trends in Edinburgh and to make charges progressive, there will also be part of any increase linked to the vehicle’s emissions band. This will mean that permit holders with more environmentally-friendly vehicles will see smaller increases in their permit price than those with vehicles in higher bands. This will mean residents who choose cleaner vehicles will continually be rewarded for their choice year on year.

Table 2 illustrates the potential band increases in future years and demonstrates that charges are progressive, rewards those who choose more environmentally-friendly vehicles whilst continues to discourage the use of vehicles which produce the highest emissions.

Table 2: Future Band Increases

Band	Increase
1	RPI + 0%
2	RPI + 0.5%
3	RPI + 0.5%
4	RPI + 1%
5	RPI + 1.5%
6	RPI + 2%
7	RPI + 3%

In addition, the introduction of Sunday parking controls will result in a further increase for permit holders in Zones 1 to 4 due to the increased hours of enforcement. The current number of controlled hours between Monday to Saturday, 8.30am to 6.30pm, is 70 hours. The introduction of parking controls on Sundays from 12.30pm to 6.30pm will add six hours to the controlled period. This is a time increase of around 8.5% which will be included within the new central area permit prices. The increase in the enforcement costs for Sunday parking controls is expected to be around £150K per annum.

The new residents’ permit pricing structure aims to deliver no loss of income in the first year. The 8.5% increase in central area prices to accommodate the increased Sunday enforcement is likely to ensure this but, as residents change to lower emission vehicles, it is expected that income from parking permits will decrease in future years.

¹ www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23

Second Permits

The Council currently limits permits to two per household and applies a 25% surcharge on second permits. This is to help manage demand in areas where there are greater parking pressures and to discourage the use of second vehicles in instances where they may not be essential.

There are no plans to change the two permits per property limit as part of the pricing strategy. However, there is scope to reconsider the application of the second permit surcharge. By differentiating the level of charge applied to better reflect a vehicle's emissions this will continue to discourage second car ownership but encourage those that do need a second vehicle to consider one with lower emissions. It is proposed to introduce a three tier structure with low, medium and higher charges. This would apply a 20% increase for vehicles in bands 1 and 2, 25% for vehicles in bands 3 to 5 and 30% for vehicles with the highest emissions in bands 6 and 7. This policy has been tested and it is not expected to generate additional permit income should vehicle ownership remain constant. However, it incentivises customers with second vehicles to save money on their permit price by changing their second vehicles to one with lower emissions.

Diesel Surcharge

In the past, diesel was considered to be more environmentally-friendly than petrol, as it can be more fuel-efficient and tends to produce less CO₂ per mile. Previous Governments offered financial incentives, including lower fuel tax and vehicle excise duty (VED), to encourage people to buy diesel vehicles in an effort to reduce carbon emissions. As a result, the number of diesel vehicles on Britain's roads grew from around 7% of all cars in the UK in 1994 to approximately 39% today.

However, diesel engines produce much higher emissions of Nitrous Oxides (NO_x) and harmful Particulate Matter (PM). There is growing evidence to suggest that diesel vehicles are a major contributing factor to poor air quality and its negative impact on public health in Edinburgh.

The World Health Organisation's International Agency for Research on Cancer found diesel-engine exhaust emissions and ambient air pollution to be carcinogenic. In addition, ambient air pollution was also associated with increased mortality from lung cancer.

The Scottish Government recognises that air pollution is regarded as a risk and can cause both short term and long term effects on health. Government statistics estimate that air pollution in the UK reduces the life expectancy of every person by an average of seven to eight months.

A report from King’s College London found other negative health impacts associated with diesel and air pollution, such as; an effect on infant mortality rates, pre-term birth, impaired cognitive performance in children, potential autism spectrum disorders, stunted growth in children and impaired lung development.

Diesel vehicles work best when they are used for longer, out of town journeys on motorways, but they are not suited to short, slow and congested trips in towns. When considering the impact on childhood health and development, the introduction of a diesel surcharge would help to tackle poor air quality and encourage Edinburgh residents to switch to cleaner vehicles or to change their travel habits.

Vehicle statistics produced by the DfT suggest that 32% of cars and 96% of vans licensed in Edinburgh are diesel fuelled. However, fuel type information is not currently collected when residents apply for or renew their parking permits and the exact number of diesel permit holders is not know, but is estimated to be in the region of 7,000 to 9,000 vehicles.

A number of London Boroughs have recently introduced a diesel surcharge for residents’ parking permits in their areas. The price of these surcharges ranges from £10 to £96 per year and are indicated in Table 4 below. Nine London Boroughs have introduced a surcharge and the average charge is between £43.67 and £48.21.

Table 4: Local Authorities’ Diesel Surcharges

Local Authority	Diesel Surcharge
Barnet	£10
Brent	£25 – starts 2018
Camden	£21 to £61.91 (percentage of permit price)
Hackney	£50
Hammersmith & Fulham	£60 (proposed)
Islington	£96
Kensington & Chelsea	£41
Lambeth	£40
Merton	£90 – increases to £150 in 2019

It was initially considered to introduce a graduated charge, based on national recorded CO₂ emissions, so that vehicles with lower emissions paid less and those in higher bands paid more. However, there is little evidence available to confirm whether diesel vehicles that produce less CO₂ g/km also produce less harmful particulates and toxic gases than vehicles with higher emissions.

Nine London Boroughs have approved the introduction of a diesel surcharge to tackle poor air quality and improve public health in their area. Eight of these authorities have introduced an annual flat fee applicable to diesel vehicles. One Borough, Camden, has introduced a surcharge of 21.5% for diesel vehicles on top of the original permit price. Therefore, while vehicles in higher bands pay the same proportion in real terms such motorists will be charged a greater amount to park their diesel vehicle.

As a means of further encouraging Edinburgh residents to consider the impact on air quality of their vehicle it is proposed to introduce an annual surcharge of £40 per diesel vehicle when applying for a residents' parking permit in Edinburgh. This will apply to each permit issued to a diesel vehicle in any band, zone or area.

The introduction of a £40 diesel surcharge is expected to generate approximately £280,000 per annum at current ownership rates. This income will be monitored over the coming years and if it continues at the same level then consideration may need to be given to amending the system to achieve a greater shift in vehicle ownership.

It is expected that the surcharge will be applied on a pro-rata basis (£40 for 12 months, £20 for six months and £10 for three months) and will last for one year from the date of purchase. The surcharge will not need to be paid again if a resident moves between zones while their permit is still valid, but the value of the surcharge will not be available for refund in any case. There would need to be a monthly diesel charge should flexible monthly residents' permits be introduced in the future. At the current proposals this would be £3.33 per month.

The diesel surcharge will help improve air quality in Edinburgh and numbers of diesel vehicles will be monitored going forward. However, if the desired changes to the permit holder fleet are not realised the rate could be amended or increased further where there are two diesel vehicles in a household.

Motorcycle Parking Permits

Motorcycle parking permits are currently issued free of charge as there used to be problems associated with attaching permits to motorcycles and their security when attached. However, the successful introduction of virtual parking permits for motorcycles has eliminated the grounds for issuing such permits free of charge.

Motorcycles may park free of charge in Solo M/C bays (Zones 1-8) and in shared use or residents' bays within the extended zones (N1 to N5 and S1 to S4).

There is an administration cost to the Council in issuing every permit and as motorcycles also occupy public space and contribute to air pollution, it is considered that a charge to encourage residents to consider the parking and environmental costs of their vehicle choice is reasonable.

According to DfT statistics, there are 4,800 motorcycles licensed in Edinburgh. Further analysis of ownership data by postcode suggests that approximately 800 vehicles are within the CPZ. The current number of motorcycle parking permits is shown in Table 5 below.

Table 5: Motorcycle Parking Permits

Area	Permits
Zones 1-4	7
Zones 5-8	12
Extended Zones	24
Total	43

The low number of permits may be the result of residents having access to off street storage, garages or making use of the free on-street parking provision. Should residents' park their vehicles within the Solo M/C bays in the city centre, there is likely to be an impact on parking availability for visitors coming by motorcycle.

To contribute towards administration costs and to manage demand, it is proposed to introduce a £20 permit charge for all motorcycle parking permits issued in the city. Permit uptake is likely to be lower than the number of vehicles registered in the CPZ for the reasons explained above. Therefore, consideration may need to be given to reviewing the free public parking available for motorcycles across the city. This may form part of the future pay and display pricing strategy which will be submitted within a forthcoming report.

It is not expected that the diesel surcharge would be applied to motorcycle permits. However, motorcycle permits will still count towards the two permits per property limit but will not be subject to the second permit surcharge.

Further Measures

The development of the pricing strategy provides the opportunity to comprehensively review all parking charges in Edinburgh and introduce new measures that tackle specific problems and benefit residents. The following proposals are still under review.

Flexible Residents' Permits

Residents' parking permits are currently only available to purchase in durations of three, six and 12 months. A breakdown of all the permits purchased, across all CO₂ bands, in one year is provided in Table 6 below. They are separated into the four main controlled areas for comparison.

Table 6: Three, Six and 12 Month Residents' Permits

Area	Central	Peripheral	Extended	PPA	Total
12 Months	2,909	5,683	8,972	1,561	19,125
6 Months	1,084	1,432	2,408	29	4,953
3 Months	1,475	1,346	2,126	20	4,967
Totals	5,468	8,461	13,506	1,610	29,045

The application process for each permit is the same and this creates an additional administrative burden on limited resources where residents purchase more than one permit per year or request a refund. The figures indicate that 66% of permits are purchased annually, 17% for 6 months and a further 17% for three months.

Initially, it was considered to remove three and six month permits or to stop issuing refunds on such permits, as around 5% of permits are refunded each year to the value of approximately £13,500. The majority of these refunds, 58% were for values of £10 or less and 12 refunds were issued for just £1.00. Only 28% of refunds were for values of greater than £20.

It is also proposed to stop refunding the second permit surcharge proportion of a permit price to ensure that residents consider all the impacts of owning a second vehicle. This will be in addition to the £10 administration charge that is already in place.

However, another proposal was developed to offer more flexibility for our customers and allow residents to choose their own permit duration. This would allow people to purchase a permit for the duration of their choice, but a condition would be that they would not be allowed to apply for a refund of this permit. It is expected that a minimum permit duration of three months would still apply with any number of months up to 12 being available.

Virtual Permits

As discussed previously, the new permit IT system being considered could bring about greater functionality and allow the introduction of virtual parking permits. The benefits of virtual parking permits are reduced administration, printing and postage costs for the Council. They also allow customers to apply for their permit entirely online. Currently, while renewals can be processed online, new applicants must submit hard copies of certain documents to provide proof of address and vehicle ownership. More customers want to transact with the Council online and this will support the Council's own channel shift programme/aims. This approach also provides added value for customers as permits could be issued instantaneously; removing the need to wait for a permit to be delivered and displayed on the vehicle before benefitting from its purchase. Virtual permits also make it easier for residents who may need to use a temporary permit, such as for a courtesy car when theirs is in the garage being repaired.

Direct Debits

The introduction of flexible and virtual parking permits, also fits well with another possible improvement being considered that allows permit payments to be made by Direct Debit.

This would allow customers to pay monthly and allow those customers who buy permits year after year to renew automatically without the hassle of having to re-apply each year. This approach depends on the outcome of ongoing investigations and discussions on the introduction of an improved permit management system. Our aim to make applying for and using parking permits easier for customers will depend to some extent on advances in technology.

Zone K

The relocation of the Edinburgh Royal Infirmary to Little France, on Old Dalkeith Road, resulted in an increase in commuter parking pressures in parts of the Inch.

After consulting with local residents on the possible introduction of parking controls, it was ascertained that only residents in Kingston Avenue were supportive of such proposals. Therefore a part-time residents' permit scheme was introduced in the street where residents could purchase parking permits to park in residents' bays which operated for one hour in the morning and one hour in the late afternoon.

The price of a parking permit was set at £40 per year and has remained the same price since their introduction in 2006. It is proposed to link the price of Zone K parking permits to those in Priority Parking areas. However, recognition must be given to the increase in restricted time (120 minutes instead of 90 minutes) and there being two periods of control.

Therefore, it is also proposed to apply a revised pricing structure to the permits available for sale to residents in Kingston Avenue. This will be based on a vehicle's emissions for the first time, include the diesel surcharge where applicable and in comparison to Priority Parking prices reflect the additional enforcement required in this area.

Popular Cars in Edinburgh

The most popular vehicles, in each of the current bands, are shown in Table 7. This demonstrates the typical make and model owned by residents' permit holders in Edinburgh.

Table 7: Most Popular Cars by Band in Edinburgh

Example Vehicle	CO ₂ (g/km)	NO _x (g/km)	Current Band	New Band	Current Price
Ford Fiesta 2017 1.0	99	13.0	1	1	£72
Volkswagen Polo 2017 1.2	109	40	2 (Low)	2	£205
Volkswagen Polo 2015 1.2	124	37	2 (High)	3	£205
Volkswagen Golf 2.0	162	35	3	4	£235
Honda CR-V 2009 2.0	192	137 ^a	4	5	£295
Land Rover Range Rover 2010 5.0	326	39.0	5	7	£475

Source: <http://carfueldata.direct.gov.uk/search-new-or-used-cars.aspx>

(^a - <http://www.emissionsfinder.com/honda-cr-v-model-year-2009-22-i-ctdi-se-5-door-23cc-2>)

Conclusions

The principles described in this appendix, should they be approved, will assist with the development of proposals for other parking permits and the public parking aspects of the pricing strategy. There are a number of proposals where Committee is asked to approve recommendations and a number of areas of investigation where Committee is asked to note progress. These areas are listed below:

It is recommended that Committee approve the following policies:

- move to a seven band permit pricing structure;
- link permit price increases to RPI;
- ensure permit price increases are progressive, i.e. higher increases for vehicles with higher emissions;
- amend the surcharge for second permits;
- introduce a diesel surcharge; and
- introduce a charge for motorcycle residents' permits.

It is recommended that Committee notes the following approaches that are currently being investigated and will form part of future pricing strategy reports:

- the investigation in to the issue of more flexible permit options;
- the possible introduction of direct debit payments;
- moving to virtual permits in the future; and
- move Zone K permit prices to an emissions based structure.

Further Analysis

This proposal forms the first tranche of the parking pricing strategy and a number of areas still require further work. It is considered that should this proposal be approved these principles will generally apply to the review of the following pricing areas.

- Public Parking Prices
 - Pay and display rates
 - Differential charges.
- Visitors' Parking Permits
 - Scheme operation
 - Price and durations
 - Daily permit scratch cards
- Business/Retail Parking Permits
 - Streamlining the number of permit schemes available
 - Consider higher charges for second permits in a business (similar to residents' permits)
 - Investigate the possibility of linking permit prices to vehicle emissions or engine size.
- Trades Permits
- Healthcare Workers' Permits
- Carers' Permits
 - Investigate their possible introduction or other means to improve accessibility for carers.
- 9 Hour Parking Places
 - Charging structure
 - Locations
- Public Parking for Motorcycles
 - Review
- Credit/Debit Card Payments
- Dispensations/suspensions
 - Priced in line with inflation
 - Dispensations for essential services, i.e. Immigration Service vehicles.

CONTROLLED PARKING & PRIORITY PARKING PROTOCOL



Date	Version	Update notes
20 March 2017	Version 1	

CONTENTS

Section	Title	Page
	Introduction	4
1	Overview of Parking Controls	5
2	Investigation criteria for new CPZ or PPA	6
3	Ex-Housing roads and car parks	8
4	Extension of parking controls into new or otherwise uncontrolled roads within the CPZ	9
5	Procedures	11
	Appendices:	
	• A - Parking pressures and their impact	13
	• B - Parking Controls: Controlled Parking Zones	14
	• C - Parking Controls: Priority Parking Areas	16

INTRODUCTION

This protocol puts in place a standard procedure for dealing with any requests for Controlled Parking Zones (CPZ) or Priority Parking Areas (PPA). It defines the conditions required before the Council will commit to a full investigation into the potential introduction of parking controls, as well as setting out a monitoring and recording strategy designed to ensure that the Council acts where:

- a) There is a need for parking controls; and
- b) There is support for parking controls

The scope of this document is limited to considering requests for:

1. New CPZ;
2. New or extended PPA;
3. Extension of parking controls into ex-Housing roads and/or car parks located within the CPZ or PPA; and
4. Extension of parking controls into otherwise uncontrolled areas within the CPZ or PPA.

The purpose of the Protocol is to ensure:

- a consistent approach when dealing with requests for new parking controls;
- that new controls are considered and investigated only where their introduction can be justified by:
 - the existence of quantifiable parking pressures and
 - evidence of significant support for such measures
- that requirements and policies are clear to members of the public, elected members and all Council officers who work within the Parking function or who might deal with parking-related enquiries from members of the public;
- that there is clear guidance to Community Councils and other residents' groups or business groups on the processes and requirements for new controls;
- that there is a centrally held record of all requests for new controls where monitoring and investigation data is easily accessible; and
- that there is a single point of reference for the Council and members of the public.

Section 1 – Overview of Parking Controls

Parking controls can provide an efficient means of managing the demand for parking space providing significant benefits over an uncontrolled situation.

Parking controls can help to:

- determine who may park and how long they may park for;
- create a turnover of vehicles using parking spaces, maximising the usage of each space and creating accessibility that often does not exist if the space is taken up by long stay parking;
- prioritise space for residents;
- provide opportunities for visitors;
- assist disabled people or those who have mobility problems, improving accessibility to shops and businesses, as well to family and friends;
- reduce car ownership, tackle congestion and improve air pollution.

Existing parking controls in Edinburgh generally take the following forms:

- CPZ: All of the available space is controlled either by yellow lines or by parking places. Permit parking protects the ability of residents to park, while pay-and-display parking creates opportunities for visitors to the area.
- Standalone parking places: Specific parking places introduced to serve a purpose, such as disabled persons' parking places, loading bays or limited waiting near to local shopping.
- PPA: Some of the available space is allocated as permit parking, operating for a short period each day. This prevents commuters from using these spaces, improving the ability of residents and their visitors to be able to park near to their homes.
- Yellow lines: Provided to prevent parking and, in some instances, loading, from taking place in locations where parked vehicles could obstruct traffic or pose a hazard to other users.

This protocol will concentrate on those forms of control which would typically be used as a means of addressing concerns related to parking pressure:

1. CPZ
2. PPA

Requests for other forms of parking restrictions are not covered by this protocol and will continue to be considered on their individual merits.

Further details regarding the operation of both CPZ and PPA can be found in the Appendices.

Section 2 – Investigation criteria for new CPZ or PPA

Before the Council will commit to a detailed investigation into the potential introduction of any new CPZ or PPA, certain criteria will have to be met.

In each case where the Council has been asked to introduce a residents' permit scheme, each of the criteria listed in Part A must be met before any investigation can commence.

In other cases, the Council may determine, for one of the reasons in Part B, that there is a need for parking controls.

Part A

- **There must be indications of parking pressures generated by non-residential vehicles.**

It must be possible, through on-site observations, to determine that there is pressure on parking that is not attributable to residential parking. Those pressures could be the result of commuter parking, by shoppers or other visitors parking within the area. The resulting pressures should be of a magnitude that would make it difficult for residents or other visitors to find a parking space.

Parking controls will not be considered in areas where levels of car ownership by residents is either the sole or main cause of parking pressure.

- **Controls will only be considered on an area basis.**

Single streets, or small groups of streets, will not be considered. New parking controls should cover areas of sufficient size to prevent, or at least minimise, the likelihood of parking pressures migrating to the next uncontrolled area. The extents of the area under consideration may be determined by any feature likely to affect the spread of parking pressures, such as:

- ⇒ Main traffic routes;
- ⇒ Railway lines; or
- ⇒ Other geographical features that might prevent migration.

- **Most properties within the area being considered should have no access to off-street parking.**

One of the primary aims of any parking permit scheme is to address issues where residents cannot park near to their homes. There is a danger that introducing controls into residential areas where residents have access to off-street parking will sterilise kerbside space and relocate parking pressures elsewhere.

As such, areas where most properties have off-street parking will not normally be considered for either CPZ or PPA. Such an area could form part of a wider scheme, but only where the overall area was primarily comprised of properties without off-street parking.

- **Parking controls will only be considered in instances where the parking problems are either long-standing or established and reflect a permanent situation.**

It must be possible to show that the parking problems are not of a temporary nature.

Section 2 – Investigation criteria for new CPZ or PPA

Consideration will be given to parking pressures caused by newly completed developments where it is apparent that those problems are unlikely to reduce in extent or severity.

Parking controls will not be considered for situations where the problem is, or is likely to be, temporary, such as in the case of building works or ongoing redevelopment.

- **Where there is clear evidence of community or public support for the introduction of parking controls, evidenced by:**
 - a significant number of requests from residents and/or businesses for parking controls from across the local area; or
 - an approach from the Community Council (or other recognised group representing residents or businesses) with documented evidence of significant support for parking controls across the local area.
- **Where there is support for controls from one or more elected members from each ward within the affected area.**

Part B

- **The Council has determined the need for parking controls on the grounds that they are required to support objectives related to:**
 - Traffic Management;
 - Supporting local or national transport policy objectives;
 - Major redevelopment;
 - Economic Development.

Section 3 – Ex-Housing roads and car parks

Many ex-housing roads and car parks were historically managed separately to the CPZ and it is now clear that these areas could be controlled through the Council's residents' permit scheme.

Where such areas lie outside the CPZ boundary, the introduction of any permit scheme will only be considered as part of a wider investigation as detailed in Section 2 of this protocol.

Where such areas lie within the boundary of the CPZ, the following criteria will require to be met before any legal process can commence. In each instance the applicable Locality Housing team must be able to show that:

- **Indications of support for controls have been received, such as:**
 - the results of a completed consultation exercise; or
 - significant correspondence from residents; or
 - correspondence from a residents' group representing affected residents.
- **Early contact has been made with Parking to determine:**
 - suitability for controls;
 - appropriate form of control.
- **The area under consideration is either:**
 - part of the adopted road; or
 - a Council owned off-street car park.
- **There is Committee approval, in the form of a signed report and a supporting Committee decision, to proceed with the legal process to add the location to the CPZ and to charge for resident permits.**

Ex-Housing parking roads or car parks will be controlled on the following basis:

- **That any parking provision is added to the zone in which it is are located;**
- **That parking controls will operate under the same terms and in the same time periods as the zone to which the area is added;**
- **That permit prices will be the same as those in the zone to which the area is added;**
- **That parking allocation will generally be of a mix of permit holder and shared-use parking places.**

Section 4 – Extension of parking controls into new or otherwise uncontrolled roads within the CPZ

While the main premise of any CPZ is that all roads are controlled, there can be situations where this is not the case. Where there is new development, for example, not all roads are automatically added to the CPZ.

Typically, these will remain uncontrolled until the Council is asked to introduce parking controls.

To ensure continuity of parking control and management, all publicly adopted roads that lie within the CPZ should be added to the CPZ, and therefore be subject to the same controls as the surrounding area.

1. Existing Roads

The Council will only seek to introduce controls if certain criteria have been met.

Those criteria will be either those described in Part 1A, or one of the scenarios described in Part 1B:

Part 1A- Requests from residents/businesses

○ There must have been either:

- Indications of support from a majority of properties within the area;

Or

- An approach from a Community Council (or another recognised group representing all the residents within the area) with documented evidence of significant support for parking controls.

○ There must be indications of parking pressures generated by non-residential vehicles.

It must be possible, through on-site observations, to determine that there is pressure on parking that is not attributable to residential parking. Those pressures could be the result of commuter parking, or by shoppers or other visitors parking within the area. The resulting pressures should be of a magnitude that would make it difficult for residents or other visitors to find a parking space.

Part 1B -

○ Where the Council has identified a need to introduce parking controls for reasons relating to:

- Traffic Management;
- Supporting local or national transport policy objectives
- Major redevelopment;
- Economic Development.

Section 4 – Extension of parking controls into new or otherwise uncontrolled roads within the CPZ

2. New Roads

In the case of new roads, all roads constructed within the CPZ should be adopted as public roads and become part of the CPZ. This approach will ensure that all roads are treated equally and that parking is managed under the same terms throughout the CPZ.

This being the case, where during the Planning process:

- A request is received from a developer engaged in the provision of new roads within the CPZ to include that development within the CPZ, or
- A decision is taken as part of the Planning consent to include a development within the CPZ;

the process to introduce parking controls on roads within the development could commence.

The Council will determine both the type of restrictions that would be appropriate for the new road/s, their locations and their extent.

All costs associated with introducing new controls on newly constructed roads will be borne by the developer, typically via a legal agreement (eg Section 75). In such cases the developer would meet the costs for:

- Advertising the proposals during the legal process
- Any and all costs incurred in connection with consultation exercises either as required by the legal process or connected with community engagement
- The cost involved in implementation, to include the supply and installation of all:
 - Road markings in accordance with extant legislation
 - Signs, poles, foundations and ancillary fixings in accordance with extant legislation
 - Ticket issuing machines
- All other costs involved in meeting the Council's specification for the above listed elements of the implementation.

Section 5 – Procedures

Procedure 1 – Requests for new CPZ or PPA

This procedure commences on receipt of an initial request for any permit-based parking controls. There are two stages:

- **Monitoring**

Determines whether the area meets the necessary criteria for a detailed investigation.

- **Investigation**

Triggered once all of the criteria have been met. Allows the Council to gather further information and to carry out its own consultation to gauge public opinion.

Stage 1 - Monitoring

All requests for new CPZ or PPA will be processed by the Council's Parking Section.

1. Upon receipt of a request, determine whether the area in question is already being monitored. (*Note: If the area is not being monitored, proceed to step 2. If the area is being monitored, skip to step 9*);
2. If the area is not being monitored, establish whether there is evidence of parking pressure and whether that pressure is likely to reflect a permanent situation;
3. If there is no parking pressure, advise requester accordingly and close the enquiry;
4. If there is parking pressure, but the source of that pressure is likely to be temporary in nature, discuss parking issues with the Locality team, advise requester of outcome and close enquiry;
5. If there is both evidence of parking pressure AND that pressure appears to reflect a permanent situation, set up a monitoring file, establishing the extents of the area to be monitored, using existing features such as main routes, railway lines or other geographical features to determine the extent. Produce plan of monitoring area;
6. Advise requester, local ward Councillors and Community Council/s of new monitoring area and the criteria/process;
7. Undertake initial monitoring of area over a six month period starting from the date that the requester was notified of the criteria/process. Monitoring to include regular, detailed site visits, recording parking levels and instances of obstructive or inconsiderate parking, as well as recording any additional correspondence received;
8. At the end of the initial monitoring period, determine whether there is evidence of significant support for parking controls and whether all qualifying criteria have been met;
9. If the qualifying criteria have not been met, advise interested parties and suspend monitoring. *Note: A previously monitored area could be revisited in the event of further interest, new requests for parking controls or because of changing circumstances within the monitoring area*;
10. If the qualifying criteria have been partially met, extend the monitoring period for a further six months and advise ward Councillors and Community Council;
11. If the qualifying criteria have been fully met, advise all interested parties and proceed to investigation stage;

Section 5 – Procedures

Stage 2 - Investigation

1. Update monitoring file to Investigation status.
2. Using data and evidence collected during the monitoring stage, determine the likely extent of parking pressures.
3. Carry out a registration number based parking survey to identify:
 - a. parking pattern
 - b. likely nature of each parked vehicle (commuter, resident, visitor etc)
 - c. the durations of stay
 - d. the levels of parking pressure on a street by street and area basis
4. Use parking survey data to determine the need for control, based on levels of parking pressure and the source of that pressure, whether from, for example:
 - a. Commuters
 - b. Residents; or
 - c. Visitors
5. Depending on the results of the parking survey, either:
 - a. Determine what type of control would address the identified issues;OR
 - b. If the results suggest that there are no problems that could be addressed by parking controls, proceed to step 8b.
6. Carry out a consultation with residents and businesses across the area being considered for parking controls, as a means of determining the level of support for the proposed measures;
7. Analyse consultation responses and determine levels of support, or otherwise, for the introduction of measures designed to address the identified parking issues;
8. Report findings of investigative process to an appropriate Council Committee, seeking approval to either:
 - a. Proceed to the legal process required to bring into effect the proposed measures; or
 - b. To abandon the current proposal and to close the investigation file.

Note: If an investigation file is closed whether as a result of community opposition, or lack of evidence for the need for control, the area in question should not be subject to any further monitoring or investigation for a period of no less than two years, unless there is evidence to suggest that either public opinion has changed, or that there has been a change in circumstances that has altered parking patterns within the investigation area.

Appendix A: Parking pressures and their impact

There is little doubt that the existence of parking pressures in any area can have a negative impact, not only upon residents but also on shops and businesses.

As roads authority, there are tools available that allow us to manage the use of available on-street space, improving accessibility for residents and visitors alike, as well as ensuring that the delivery and service access that shops and other businesses rely on is maintained.

While the city centre and much of the main road network in Edinburgh is already subject to parking controls that serve these purposes, most of Edinburgh and its environs remain uncontrolled. Many residential areas are subject to little parking pressure and there would be little or no benefit in considering the introduction of controls in such situations.

In other areas, however, the presence of commuter, visitor or other business-related parking can have an impact on the availability of parking, making it difficult for residents to find space near to their homes and reducing accessibility for their visitors and tradesmen. In addition, where such parking takes place near to local shopping areas, accessibility to shops and businesses can be adversely affected.

The problems that these parking pressures create can lead residents to ask the Council to introduce parking controls, particularly parking permit schemes, to address the pressure on parking.

This protocol puts in place a standard procedure for dealing with any requests for Controlled Parking Zones (CPZ) or Priority Parking Areas (PPA). It defines the conditions required before the Council will commit to a full investigation into the potential for parking controls, as well as setting out a monitoring and recording strategy designed to ensure that the Council acts where:

- a) There is a need for parking controls
- b) There is support for parking controls

Despite the benefits that parking controls can bring, they are not always widely supported. Even in areas where it seems apparent that there are parking pressures or problems, it will not necessarily be the case that parking controls will be welcomed by either residents or businesses.

Between charges for residents' permits, the cost of pay-and-display and a general feeling of inconvenience as a result of the introduction of a parking management system, there can be significant opposition to parking controls on the basis that they are, for example, expensive or unnecessary.

Nonetheless, the Council receives a considerable number of enquiries from residents, asking if their area is either being considered, or could be considered, for parking controls. In such cases, a parking permit scheme can be seen as the solution to their parking issues.

The following protocol sets out the process that the Council will adopt in considering and assessing these enquiries. It will help to identify those areas where the Council should consider the introduction of parking controls and where further investigation is required.

Appendix B: Parking Controls – Controlled Parking Zone

Description

In a CPZ, all kerbside space is controlled, normally involving a range of different types of yellow line restrictions or parking places.

The primary restriction in any CPZ is typically a yellow line restriction. That yellow line will cover all lengths of road within the controlled area where it has been determined that no parking should take place.

Single yellow lines will indicate where no parking is allowed during the hours of control, while double yellow lines are used to prevent parking at any time.

Allowances are then made to permit parking to take place. These allowances will normally take the form of marked areas on the carriageway where waiting, loading or parking is allowed. Such allowances might include:

- Permit holder parking places (for the holders of resident and other permit types)
- Shared-use parking places (for permit holders and pay-and-display use)
- Pay-and-display parking places
- Disabled person's parking places
- Loading bays
- Doctors parking places
- Police parking places
- Taxi stances
- Motorcycle parking places

In some instances, CPZs can be limited to certain types of restriction to address particular issues or meet certain objectives. As an example, the "Pay and Display Zone" restrictions on Morningside Road and on the Bridges corridor are a type of CPZ, but consist mainly of yellow lines, pay-and-display parking and loading bays.

Even so, all CPZs share the same basic principles. Those are:

1. All kerbside space is controlled.
2. Controls operate on an area basis.
3. Controls operate during set hours.

The aims of CPZ

CPZs provide a controlled situation where all the available space is managed, providing benefits to a range of users. Benefits include:

- Residents are given priority over other users.
- Long-stay parking is discouraged.
- Shoppers and other business visitors have access to short-stay parking.
- Limitations on length of stay encourage turnover, creating an availability of space and improving accessibility.
- Provision is made for deliveries to shops and businesses.
- Provision is made for Blue Badge holders.
- Helps keep traffic moving.
- Can help to improve general road safety.
- Can help create safer conditions for pedestrians when crossing roads.
- Can create safer conditions for cyclists.

When will new CPZs be considered?

CPZs can be expensive both to implement and to enforce. Ensuring that CPZs deliver their intended benefits requires regular enforcement throughout those times when the controls are in effect.

CPZs are generally introduced on the basis that they can be self-financing, or that they can at least recoup their implementation costs and contribute towards their ongoing costs. Where it is possible that CPZ might achieve self-financing status in busy shopping areas, they are less likely to do so in largely residential areas.

It should also be the case that CPZ is only used where there is evidence of a parking problem that would be addressed by the introduction of controls, or where there is significant evidence to suggest that the introduction of control would address the impact of parking problems anticipated because of, for example, major development.

Because they control all available parking space, CPZs also have the potential to simply move parking problems into other areas. Careful consideration is therefore required of the potential impact of this type of control.

New CPZs will, therefore, only be considered in areas where:

- there is evidence of commuter parking;
- there is evidence that commuter parking is impacting on accessibility for other users;
- there are significant levels of short-stay, non-residential parking, such as in urban villages or in areas where there is significant local shopping;
- there would be potential for the scheme to be self-financing from pay-and-display income;
- the introduction of controls would provide improved accessibility for a range of users

New CPZs will not be considered:

- In solely residential areas
- In areas where the majority of households have access to off-street parking

Extensions to existing CPZs

Where an area adjoins an existing CPZ, any requests for CPZ controls will be treated as a request for a new CPZ. As such, those areas would need to fulfil the qualifying criteria to allow an investigation to take place.

Where a currently uncontrolled road lies within the existing boundary of the CPZ, such as in the case of ex-housing development roads or new housing developments, it is considered that such roads could be added to the zone within which the street is situated, provided that the applicable criteria within this protocol have been met.

NB. Restricted Parking Zones (RPZ) manage available space and deter indiscriminate or unsafe parking. They differ from CPZ only in how they are signed or marked on-street. In RPZ there are similar entry plates indicating the general conditions of control, but beyond the entry signs there are no yellow lines painted on-street. In a RPZ parking is usually only permitted where there are marked bays and the rest of the street is restricted but not marked with yellow lines. RPZ may be considered for implementation on occasion, depending on the specific needs of a community or area.

Pros	Cons
<p>Manages demand for parking Creates a turnover of parking space Improves accessibility Maximum lengths of stay support transport policies Can help improve safety</p>	<p>Can be expensive to implement Ongoing costs Requires continual enforcement Can simply relocate problems/pressures Not always popular</p>

Appendix C: Parking Controls – Priority Parking Areas

Description

In a Priority Parking Area (PPA) only a proportion of the kerbside space is controlled. The remaining space generally remains uncontrolled.

The aims of PPAs differ considerably from CPZ. Where CPZ seeks to manage all parking, providing benefits that range from accessibility to improved road safety and traffic movement, the main aim of PPAs is to provide residents with parking spaces near to their homes.

PPAs are primarily comprised of permit holder parking places, introduced in locations where residents have need of on-street parking and in numbers that reflect the level of permit uptake.

There are currently 10 PPAs in Edinburgh, with each having been introduced in response to concerns about the impact of commuter parking on parking availability for residents. Even though they operate for only a short period (90 minutes) each day, PPAs address the impact of commuter parking by creating space that cannot be occupied by all-day commuters.

PPAs provide a cost-effective solution to particular types of parking problems. Not only are they less costly to implement than CPZ, but the shorter period of control also means that they require less intensive enforcement, which reduces their ongoing costs.

The time periods during which PPAs operate changes from area to area, with the intention that this allows the same enforcement resource to cover several areas.

When will PPAs be considered?

PPAs can be effective at addressing problems with commuter parking. They will, however, not be effective in addressing problems of high vehicle ownership or parking pressures caused by short-stay parking, such as those near busy local shopping areas.

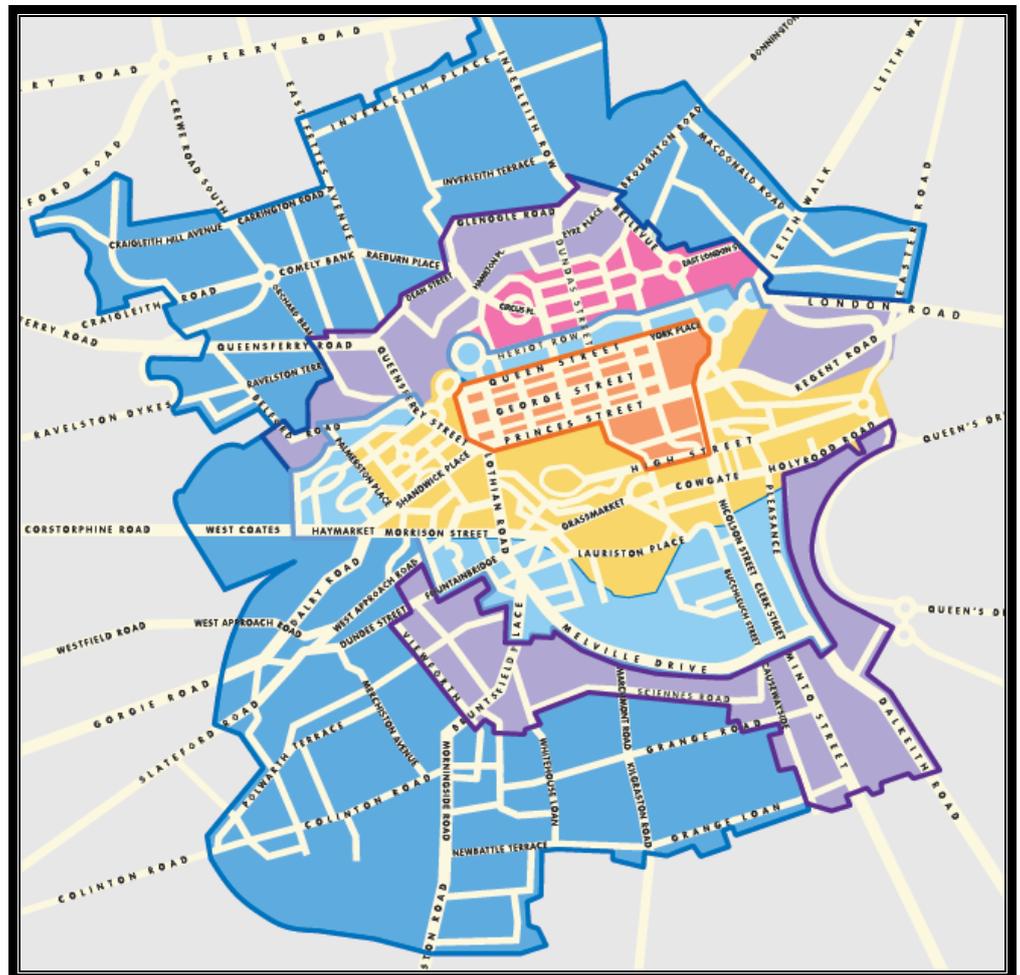
PPAs will, therefore, primarily be considered:

- where commuter parking is negatively impacting on the ability of residents to park;
- the area is primarily residential, or where there are few generators of short-stay, non-residential parking.

PPAs will not be considered where:

- the evidence shows that parking pressures are being caused by high residential demand;
- the area is comprised mainly of high density housing, such as tenements;
- commuter parking accounts for less than 10% of the total demand during the normal working day.

ISSUE OF RESIDENTS' PERMITS ON PRIVATE ROADS PROTOCOL



Date	Version	Update notes
20 March 2017	Version 1	

CONTENTS

Section	Title	Page
	Introduction	4
1	Proposed Permit Issue Restrictions	5
2	Notes	7
	Appendices: <ul style="list-style-type: none"><li data-bbox="395 645 836 680">• A - Current Legislative Criteria	8

INTRODUCTION

The Controlled Parking Zone (CPZ) is governed by a traffic order which sets out how parking restrictions work and also the terms and conditions that apply for the issue of various types of permits, including permits that are available to residents of the CPZ.

Under the terms of the CPZ traffic order any “qualifying resident” may apply for a permit to park their vehicle within the CPZ. To be a “qualifying resident”, you must be able to prove that you reside at an address listed as being part of the CPZ.

Privately maintained roads subject to no parking controls, are not described in the traffic order and are not part of the CPZ. This means that residents of these roads are not entitled to permits that would allow them to park in permit holder or shared-use parking places within the CPZ.

With many of the zones of the CPZ being oversubscribed in terms of the ratio between permits issued and space available, it is considered that the inability of residents of privately maintained roads to obtain permits provides protection for CPZ permit holders from further oversubscription and increased demand.

This protocol determines the circumstances in which the Council will issue permits to the residents of privately maintained roads, with the primary aim of ensuring that such permit issue does not result in any further pressure being placed on the availability of kerbside space.

This scope of this protocol is to:

- determine under what conditions the Council will issue permits to the residents of private roads.

The purpose of the Protocol is to ensure:

- a consistent approach when dealing with requests from residents of privately maintained roads;
- that the operation of the CPZ and the benefits it provides to a range of users is not undermined by additional parking pressures;
- that requirements and policies are clear to members of the public, elected members and all Council officers who work within the Parking function or who might deal with parking-related enquiries from members of the public;
- that there is clear guidance available for Community Councils and other resident’s groups on the processes and requirements for issuing permits to residents of privately maintained roads; and
- that there is a single point of reference for the City of Edinburgh Council and members of the public.

Section 1 – Proposed Permit Issue Restrictions

Before the Council will consider issuing permits to the residents of uncontrolled, private roads certain conditions or criteria will need to be met. This section explains the criteria that will need to be met in situations where there is either low or high demand upon available permit space.

The level of demand will be established from an assessment of the number of permit holders and the number of spaces available to permit holders in the:

- **zone** of the CPZ in which the privately maintained road, where the Council has been asked to issue a permit or permits, is located; or
- **area** comprised of adjacent roads which surround the privately maintained road where the Council has been asked to issue a permit or permits.

1. Areas where there is low demand

For the purposes of this protocol, “Low Demand” will be where:

- the ratio of permits to spaces is less than 1:1 in both the **zone** AND the **area** where the privately maintained road is situated;
- an analysis of available parking usage data indicates that issuing permits equal to the number of properties within the privately maintained road would have no detrimental impact upon parking availability within the immediate area.

In instances meeting the above criteria the Council will determine the extent of existing or potential parking opportunities on the privately maintained road. Where the existing or potential parking spaces on the privately maintained road are:

- equal or greater than the number of households, residents will be offered the opportunity to have the road brought into the CPZ and adopted by the Council, subject to the road being of adoptable standard. Where the road becomes part of the CPZ, all residents will be entitled to purchase:
 - No more than two resident permits per household;
 - Visitor Permits
- fewer than the number of households, or where residents do not wish their privately maintained road to become part of the CPZ, residents will be entitled to purchase:
 - No more than **one** resident permit per household.

Section 1 – Proposed Permit Issue Restrictions

2. Areas where there is high demand

For the purposes of this protocol, “High Demand” will be where:

- the ratio of permits to spaces exceeds 1:1 in either the **zone** or the **area** where the privately maintained road is situated; or
- there is quantifiable evidence of high levels of demand from:
 - residents; or
 - pay-and-display customers.

In instances meeting the above criteria it will continue to be the case that residents of privately maintained roads which are subject to no parking controls will remain ineligible for parking permits.

Section 2 – Notes

1. The approach detailed within this protocol will ensure:
 - that, in areas of high parking demand, no additional demands should be placed upon surrounding streets;
 - that privately maintained roads that are already well-served by on-street parking provision, where there is sufficient space to accommodate at least one vehicle per household, will either:
 - need to become part of the CPZ in order to gain a two permit per households, in which case the net impact upon surrounding streets will be no more than one permit per household; or
 - remain free of CPZ control, in which case the impact on surrounding streets will be no more than one permit per household;
 - that in situations where privately maintained roads have restricted availability of on-street parking provision, the potential impact on surrounding streets will be no more than one permit per household.
 - That where there is available capacity, accessibility for the residents of privately maintained roads will be improved, but without significant impact on surrounding areas.

2. In order to:
 - a. allow the resident of any privately maintained road the ability to obtain a permit, or
 - b. add a privately maintained road to the CPZ,
the traffic order that governs the operation of the CPZ must first be amended or updated. That legal process can take several months to complete. It will not be possible to issue permits to a privately maintained road until that process has been fully and successfully completed.

3. In all instances where either resident or visitors' permits are issued, the eligibility and usage requirements as stated in the governing traffic order will apply.

Appendix A – Current Legislative Criteria

The legislation that determines what rights of management or control local authorities have upon roads within their area makes little differentiation between a road that is maintained by the Council (a “Public Road”) and a road that is maintained by another party (a “Private Road”).

As the roads authority for Edinburgh, the Council is solely responsible for the management of roads within its area. That responsibility includes both restrictions on moving traffic (one way roads, banned turns, restrictions on vehicle types etc), but also restrictions on how kerbside space may be used (yellow lines, parking bays etc).

In general, roads authorities have the same rights of management or control over a privately maintained road as they do over a publicly maintained road, subject to the completion of a traffic order to introduce the necessary restrictions.

Where the legislation differs is with any restriction on parking that requires the payment of a charge. In any instance where it is proposed to introduce paid for parking, whether in the form of pay-and-display or permit parking, it is a legal requirement that the roads authority must seek the permission of the person or persons responsible for the maintenance of the road.

While there are instances where residents of private roads have asked the Council to introduce restrictions as a means of restricting parking, the majority of private roads are subject to no parking controls. There is little evidence to suggest that residents of those roads wish parking on their road to be managed by the Council.

From the requests that are received, there is evidence to show that some residents of uncontrolled, private roads would like the Council to issue resident permits to their properties.