

Cambridgeshire County Council

And

Cambridge City Council

Guidance Manual for the Cambridge Parking Scheme - Enforcement



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INTRODUCTION

The Parking Scheme is intended to achieve the efficient and fair use of the often-limited space that is available for parking, allowing the maximum scope for commercial, cultural and social activities whilst protecting the safety of all road users, ensuring access for emergency vehicles and improving amenity.

Community support for or acceptance of parking controls is conditional upon the enforcement being “firm but fair”. The guidance set out in this document has been agreed by Cambridgeshire County Council and Cambridge City Council. Taken together, the guidance establishes the “ethos” of the scheme, whilst individual areas will minimise the potential for misunderstanding and dispute over specific parking issues.

This guidance manual covers on and off-street enforcement activities. It is intended to be issued to Council staff administering the parking scheme and as a guide to enforcement for the Enforcement Contract Manager and his staff. For ease of use, categories have been listed in alphabetical order.

Other manuals will deal with the processing of PCNs and provide guidance on the Council’s cancellation procedures.

The policies and practices set out in this document may be subject to variation and amendment as parking patterns and other circumstances change.

Ownership of this document rests with the Head of Parking Services at Cambridge City Council, who is responsible for the guidance contained within, and for review and amendment where necessary.

ENFORCEMENT PRACTICE

General Note

Unless otherwise stated, the guidance detailed within this document applies everywhere within the LAPE (Local Authority Parking Enforcement) area, i.e. the CEA (Civil Enforcement Area), which includes on-street restrictions and off-street car parks within the City of Cambridge area.

Civil Enforcement Officers (CEOs) and other staff are expected to be polite and helpful. Where a Penalty Charge Notice (PCN) has not yet been served and the driver is seen with their vehicle, the CEO may advise the driver that they are parked in contravention and offer them the opportunity to move the vehicle. If the driver refuses to move then the CEO should continue to serve the PCN. (The vehicle details should be entered when first observed - the CEO should not wait until after speaking to the driver, as this will only extend the period the vehicle is in contravention). In addition, CEOs are expected to advise members of the public who query the service of a PCN of the following –

- Why the PCN was served, including short explanations about lines and signs or other regulations if appropriate.
- An explanation of the details given on the Notice.
- Details of how to challenge the Notice.

If the CEO feels that a conversation may become heated or perhaps confrontational then they should politely and calmly refer the driver/customer to the City Council and walk away.

CEOs **must not** –

- Offer an opinion on the regulations or how parking enforcement operates in Cambridge.
- Indicate that a PCN should not have been served.
- Indicate that a PCN is likely (or not) to be cancelled, as under Department for Transport guidance, this discretion lies with authorised Council officers only.
- Become involved in a debate regarding a PCN.

Abandoned Vehicles

Abandoned vehicles can be eyesores and potentially dangerous, and may be the result of crime. If a vehicle appears to be abandoned (i.e. displaying an out of date tax disc, or no tax disc), either on or off-street, then a PCN may be issued if it is contravening the regulations. It will be reported as abandoned by the CEO who serves the PCN. The Contractor will compile an abandoned vehicles report, which is sent to the Council's Contract Monitoring Manager for action.

No more than 3 consecutive PCNs are to be issued to the vehicle if it remains in the same place. If no action has taken place by the 3rd day, the CEO must report the vehicle again. All reports will be forwarded to the City Council's Helpdesk who are authorised to do the appropriate checks and will arrange for the vehicles removal.

CEOs may on occasions be requested to place notices on vehicles identified as abandoned. If such a request is received from the Council, the notice must be placed on the vehicle within one day.

Abusive, Threatening or Violent Behaviour

This type of behaviour to any Parking Services and Contractor's staff, either in person or on the telephone, will not be tolerated. Where this occurs we will advise that their behaviour is unacceptable and the conversation will be terminated if the abuse continues. A register will be kept of persistent offenders who are intimidating or abusive to staff/Contractors.

CEOs who experience this type of behaviour will make a full record in their pocketbook directly quoting what is said. The Contractor's operating procedures include a "code red" policy and serious incidents such as these will receive prompt support and attention.

The Council will support the Contractor in the prosecution of individuals who display this type of behaviour to CEOs in the performance of their duties, and will enlist the support of the local police to prosecute in the event of an assault on Council or Contractor employees.

Bank Holidays

The following restrictions **only** are to be enforced on Bank Holidays.

- Double Yellow Lines (and any associated loading restrictions)
- Disabled Bays
- Coach Bays and Bus Stop Clearways
- Taxi Ranks
- All Off Street Car Parks

Breakdowns

Where a vehicle is observed in contravention by a CEO a PCN will be served unless there is a clearly visible sign of a vehicle breakdown. The CEO will have no discretion in considering notes in the windscreen to the effect that the vehicle has “broken down”, but must record full details of all such notes in the pocket-book or on the hand-held computer.

If the driver is present with the vehicle, then the CEO will speak to the driver to establish whether the vehicle can be moved. If not, the CEO may allow a reasonable time for the driver to contact the Council's Parking Services team and for the vehicle to be removed. The CEO will inform their supervisor who will in turn take the appropriate action to inform all CEOs on duty for that day.

A driver can challenge a PCN served in these circumstances but they will be expected to provide acceptable proof that:

1. the vehicle had actually broken down
2. the breakdown was unavoidable
3. what action was taken to remedy the situation
4. when and by whom was the action taken

Coaches

The Council recognises that coaches need to set down/pick up passengers and a CEO may communicate with a driver accompanying a stationary coach. Coaches should only wait in permitted areas and a CEO will often advise a coach driver on suitable locations.

City/County Council Vehicles

Council vehicles must abide by the parking restrictions and a CEO will serve a PCN where contraventions occur.

We will not give preferential treatment to Council vehicles, or to Council employees using their own vehicles for business purposes. If the driver is seen and claims to be a Council employee, this must be noted in the pocket book, but will not prevent the service of a PCN if the vehicle is contravening parking restrictions. Emergency situations will be dealt with according to the circumstances.

Liveried vehicles performing statutory functions are covered by an exemption, and this will include working on the highway. However, if there is no evidence to suggest that the vehicle is actively being used in pursuit of that function, a PCN should be served.

Cycle Lanes

Cycle tracks cannot currently be enforced unless there is a single or double yellow line present. This remains the responsibility of the Police.

Diplomatic Vehicles

PCNs will be served in the normal manner to vehicles parked in contravention and displaying diplomat plates (usually in the format of three numbers, followed by 'X' or 'D' and another three numbers).

Disabled Parking

People with mobility problems can be issued with blue disabled badges. In Cambridgeshire these can be obtained from the County Council subject to application criteria.

Blue badges issued by any other local authority (including other countries in Europe) are also valid.

Under the terms of the Blue Badge regulations, badge holders may park -

- In designated disabled parking bays.
- In on - street pay and display bays and resident bays without time limit subject to suspension of these bays (drivers should regularly check to see that bays are not suspended). Certain car parks may also offer designated blue badge spaces and/or allow limited free parking for badge holders.
- For up to 3 hours on a single or double yellow line with the badge correctly displayed (*with expiry date externally visible) and the clock set to show the time of arrival, and where loading restrictions are not in force and where the vehicle is not causing an obvious obstruction. A PCN will be served if the time shown on the clock has been exceeded or the clock is not correctly displayed.

A PCN may be served where the blue badge is not properly displayed on the dashboard/windscreen so that the *details can be easily seen by the CEO. The CEO must make full notes of the manner in which the badge is displayed and should take a photograph.

Blue badge holders may not park -

- Where loading restrictions are in force.
- On bus stops.
- On school zigzag areas and pedestrian crossings (zebra, pelican, toucan and puffin crossings), including areas marked by zigzag lines.

- In taxi ranks.
- In a suspended bay
- Where it would cause an obstruction
- In a bay specifically reserved for other users e.g. motorcycle bay, loading bay, medical/doctor bay

Valid Blue Badge holders unsure of where parking is and is not permitted are advised to read the leaflet that accompanies a Blue Badge

Where a CEO suspects that a blue badge is being used fraudulently they can ask to see the Blue Badge or, if the driver is not present they will make a detailed note of the circumstances and the badge details and ensure this information is passed to the Contract Monitoring team and the badge may be retained if so instructed.

Displaying Pay and Display Tickets

Pay and Display tickets should be affixed to the vehicle windscreen on the front or the near (passenger) side of the vehicle, so that the details can be easily read by the CEO. Full instructions for use will be found on the ticket machine itself. Provided the CEO can clearly read a valid pay and display ticket a PCN will not be served.

On no account should a second ticket for the same bay be purchased either before or within an hour of the first ticket expiring. In these circumstances, a PCN may be issued for 'meter feeding' supported by the CEO's pocketbook entry. Old pay and display tickets relating to different locations or dates may be displayed and PCNs will not be served in these circumstances.

Emergency Vehicles

Police, fire and ambulance vehicles are exempt from the regulations providing they are liveried and are being used in connection with official duties.

PCNs will not be served unless it is obvious that the driver is not engaged on official duties.

Expired Permits

There is no grace period allowed for the renewal of a permit. A PCN may be served if a permit has expired.

Footway (Pavement) Parking

A PCN may be served to a vehicle parked on a footway only where it is adjacent to an existing restriction such as yellow lines.

Glaziers

For safety reasons, and the transportation of glass, glazier's vehicles will often need to be parked close to the premises on which they are working.

In cases where glazier's vehicles are parked adjacent to the premises, CEOs will observe if the glass is of a size e.g. shop window, which would warrant adjacent parking. Glaziers will be exempt from the regulations in these cases whilst the window is made safe. Otherwise, the vehicle should be parked in an appropriate parking place in line with the restrictions in place.

Grace Periods

They relate to pay and display bays, visitors to resident bays and to pay and display car parks, i.e. where a driver has to obtain and display a ticket to enable the vehicle to be parked.

A grace period allows a driver a few minutes to return to their vehicle and can avoid allegations of unfairness and claims that PCNs are served prematurely.

It also allows for any slight discrepancy in the time shown on the CEOs hand-held computer and the time shown on the pay and display machine.

The guidance regarding the period of grace shown below applies only to vehicles parked in a pay and display bay/Car Park or visitors to resident bays.

A grace period of 10 minutes will apply for overstaying the time purchased at a pay and display bay/car park, i.e. the CEO may not commence the service of a PCN until the time shown on the pay and display ticket has expired by 10 minutes.

Where a driver is not displaying a valid pay and display ticket, a 5 minute observation period will be given (see '**Observation Periods**'). This will allow the driver time to locate a machine and buy a ticket.

Hours of Enforcement

Drivers should check appropriate signs and road markings before parking/waiting, as enforcement will be carried out during the hours of control, which vary according to the restriction.

Lines and Signs

Before any PCN is served, the CEO must be satisfied that the required lines and signs are present and are not incomplete or obscured.

Where a restriction must be signed and the sign is missing, a PCN may not be issued. The CEO will report the defect at the end of the shift for remedial action to be taken.

Where a line on the highway is substantially obscured or missing, or termination markings are not present, where required, the same action as for missing signs (above) will be taken.

However, if there are small lengths of yellow lines missing (less than the length of a car), the CEO will serve a PCN, and report the defective section.

Vehicles parked partly in contravention i.e. partly on a yellow line / or partly out of bay

A Penalty Charge Notice will be served to a vehicle that has one complete tyre parked in contravention. The photographs taken by the Civil Enforcement Officer must clearly demonstrate how much of the vehicle was parked in contravention i.e. how much of the vehicle was parked on a yellow line. If a photograph is not possible i.e. the driver returns and drives away then the Civil Enforcement Officer must make reference in their pocket book notes of how much of the vehicle was parked in contravention.

Loading/Unloading Guidelines

If a CEO considers a vehicle may be loading or unloading, then a minimum 5-minute observation time will be given before a PCN is served.

If during this time no activity is noted, the CEO will assume the vehicle is not involved in any loading or unloading activity. Loading/unloading may be allowed for commercial purposes or if the items/goods being loaded or unloaded are not easily portable. Loading and unloading of items/goods is considered to be taking the items/goods to and from the vehicle but does not cover paying for goods, packing, unpacking or assembly. Stopping to go to the toilet (except for a genuine medical emergency), for a conversation or for any other activity not involved in the actual moving of the items is also not considered part of the process.

By the end of this period the CEO must have seen some evidence of loading/unloading otherwise a PCN will be served.

Loading and unloading is permitted –

- On single or double yellow lines.
- In loading bays.
- Where there are no restrictions

Loading and unloading is not permitted –

- At bus stops, taxi ranks, on clearways where stopping is prohibited e.g. in doctor/hospital/ambulance bays.
- Where kerb markings indicate no stopping, loading or parking restrictions.

- On zigzag markings either on an approach to a pedestrian crossing or outside a school.
- In suspended bays.
- In an area where parking is likely to cause an obstruction.

Motorcycle Parking

Motorcycles may park free of charge in the motorcycle bays provided.

If they park in a permit bay or in a pay and display bay, they must purchase a permit or pay and display ticket, as any other motorist would be required to do, and ensure that it is properly displayed.

CEOs may serve PCNs to any motorcycle not displaying a valid permit/pay and display ticket in these circumstances.

Obscured/incorrectly validated Permits

If a valid parking permit is not clearly displayed in a vehicle, so that it cannot be read, a PCN may be served. The CEO will make a note in their pocket book about the obscured section of the permit and ensure that the appropriate photograph is taken.

A PCN may be served if the permit is not displayed in accordance with the regulations, but can nevertheless be clearly seen and all the details read.

Where a visitor permit has been incorrectly dated, or the vehicle number altered or entered incorrectly a PCN will be served.

Observation Periods

When a vehicle is parked in contravention of the regulations, and depending upon the type of restriction, the CEO may observe the vehicle for a time before serving a PCN.

An observation period is primarily designed to ensure that the vehicle is not engaged in an exempt activity, such as loading or unloading.

The observation times are summarised in the table below, which, for ease of reference, also contains grace periods:

Restriction	Minimum Observation and Grace Periods
On Street	
Waiting Restrictions	
Parked on an active Single Yellow Line	5 minutes
Parked on an active Double Yellow Line	5 minutes
Loading Restrictions	

Active Loading Restriction	0 minutes
Parking Places	
Parked in Permit Bay without valid permit (resident / medical)	5 minutes
Incorrect class of vehicle for bay	0 minutes
Parked in a Loading Bay	5 minutes
Parked in a Disabled Bay without a valid Blue Badge	0 minutes
Parked in a Taxi Rank	0 minutes
Parked in a bus stop	0 minutes
Parked in a suspended bay	0 minutes
Parked in a bay for longer than permitted	10 minutes
Returning to a parking bay within 1 hour of leaving	0 minutes
Out of bay markings	0 minutes
Pay & Display	
Parked after the expiry of P&D ticket	10 minutes after expiry of ticket
Parked without displaying a valid P&D ticket	5 minutes
Parked with payment to extend the stay (Meter Feeding)	0 minutes
Off Street	
Parking Places	
Parked in a Disabled Bay without a valid Blue Badge	0 minutes
Parked in Permit Bay without valid permit (resident / medical)	0 minutes
Incorrect class of vehicle for bay	0 minutes
Out of bay markings	0 minutes
Pay & Display Car Parks	
Parked after the expiry of P&D ticket	10 minutes after expiry of ticket
Parked without displaying a valid P&D ticket	5 minutes
Parked with payment to extend the stay (Meter Feeding)	0 minutes
Parked in a bay for longer than permitted	10 minutes
Returning to a parking bay within 1 hour of leaving	0 minutes
MISC	
Parked when Car Park closed	0 minutes
Using a vehicle in conjunction with the sale of goods when prohibited	0 minutes

Overseas Registered Vehicles

PCNs will be served where vehicles are registered overseas if they are parked in contravention.

Parking Outside Bay markings

On-street - A PCN will only be served if two or more wheels are observed outside the bay markings, or if one wheel is substantially outside the markings and the vehicle is causing a possible obstruction.

Off-street –Where vehicles are parked with more than one wheel outside the marked bay in a car park a PCN will not normally be served unless the position of the vehicle makes it difficult for another vehicle to park in an adjacent parking space. A PCN will be issued when no wheels are outside the

bay markings but the front or rear of the vehicle is overhanging the bay markings and obstructing the pedestrian walkways that run across the front of the bays.

Where appropriate, the service of the PCN may be supported by a sketch in the CEOs pocket book showing the bay and the position of the vehicle and the appropriate photograph.

Pay and Display Machine Faults

If a pay and display machine is found to be faulty it is the driver's responsibility to look (within a reasonable distance) for an alternative machine from which to purchase a Pay and Display ticket, providing that the alternative machine is situated in the same road or car park.

In the event that the Pay and Display machine is marked as 'out of order' and there are no alternative payment points, a vehicle will be allowed to park until the machine is repaired but only for the maximum parking duration shown on the Pay and Display machine of that particular bay.

Where a motorist leaves a note in their vehicle stating that the machine is faulty, or reports it personally to a CEO the CEO must check the machine. A PCN should be served, unless the CEO can confirm that the machine is faulty. If the machine is found to be faulty, a PCN must not be served and the machine must immediately be bagged or a notice placed over the coin slot, and reported by radio for the appropriate repair action to be taken.

The CEO must make full notes of the event and the action taken.

Each machine displays a telephone number for reporting faults by members of the public. A log of all such telephone enquiries will be kept by the Council for future reference and for passing to the Contractor.

Picking Up/Dropping Off Passengers

Drivers can stop on yellow lines to pick up or drop off passengers, but waiting for passengers is not permitted. When picking up or dropping off you must stay with your vehicle at all times unless your passengers need help getting into or out of your vehicle.

Dropping off and picking up passengers is not allowed in bus stops, except by buses.

In most cases, a CEO will serve a PCN where a vehicle contravenes the regulations and where the driver is absent.

Photographs

When a CEO serves a PCN to a vehicle, at least two digital photographs of the contravention should be taken. More may be taken if necessary, normally up to a maximum of five photographs for any one vehicle. These photographs should show –

- The windscreen of the vehicle (showing whether or not there are any permits/badges displayed).
- A close-up of any badge/permit that is expired or incorrectly displayed, so that the details may be seen from the photograph.
- The immediate surrounding area in which the vehicle is parked, with signs and lines (where applicable), sufficient to identify that the contravention has occurred.
- The plate (if any) defining the parking space
- The PCN attached to the windscreen of the vehicle showing the Vehicle Registration Mark (VRM).

Royal Mail Vehicles

Vehicles officially liveried as belonging to the Post Office, engaged in the delivery of postal packets are exempt and may load or unload where others are not permitted. However, CEOs will serve a PCN if they believe that such vehicles are not engaged in delivery. This exemption does not extend to Parcel Force vehicles.

Scaffolders

Scaffolders are generally not required to obtain waivers/dispensations to park on yellow lines or work out of bays unless there are loading restrictions in place. If loading restrictions are in place then a waiver needs to be displayed.

Scaffolders are generally exempt from parking restrictions where scaffolding is being constructed. However CEOs will serve a PCN to vehicles that are not engaged in essential work or covered by a waiver/dispensation or where the CEO does not witness any activity taking place.

Schools

The over-riding priority for Cambridge City Council and Cambridgeshire County Council around schools is the safety of children, especially on foot.

There are no special arrangements allowing parents to set down and pick up school children in any location and any parents choosing to take their children to school by car must observe the parking restrictions in place. This is true for resident parking bays and pay and display parking bays as well as single and double yellow lines and the zigzag markings.

When picking up or dropping off children the driver must stay with the vehicle at all times unless the children need help getting into or out of the vehicle or

the school will not allow them to leave except when handed over to an appropriate adult. The children must be ready to leave on arrival, otherwise the driver must move the vehicle to an appropriate parking place.

If the driver has to wait for the children to be released from school or a teacher wishes to speak to the driver, they must move vehicle to a parking place and display the correct permit or ticket.

A vehicle parked in contravention is liable to receive a PCN.

Skip Licences

Once a skip licence is granted, the company providing the skip must apply for a suspension of the relevant bay through the Council. See **Suspension Procedures**.

Statutory Undertakers

There is a general exemption for liveried vehicles being used in the essential service of gas, electricity, telecommunications or water companies. A PCN will not be served in the following circumstances –

- If the vehicle is witnessed by a CEO being used in connection with the undertaking of a statutory duty.
- If the vehicle is witnessed by a CEO being used in connection with an emergency situation (e.g. water leak, gas escape etc.).

If the CEO witnesses no activity then a PCN may be issued.

The company will often arrange for a suspension if works are to be carried out, but this is not always possible, especially in an emergency situation.

If the vehicle is being used to deal with an emergency, it must be moved once the emergency has been dealt with, and the vehicle is not exempt for normal routine activities, such as inspections or servicing.

CEOs will also serve a PCN where it is not obvious that the vehicle is actually being used in connection with work taking place on the highway.

Statutory undertaker vehicles often display signs stating that emergency works are being undertaken. This is not in itself an indication that the vehicle is exempt, and if the CEO is not satisfied that the vehicle is exempt, a PCN will normally be served.

Suspension Procedures

Applications may be made for parking bays to be suspended in certain circumstances such as –

- House or office removals.
- Funerals or weddings.
- Essential work on the highway.
- Essential deliveries (e.g. building materials – although building materials are not permitted to be stored on the highway without permission from the Highways Department, Cambridge County Council).
- Special events.
- Filming.
- Facilitating the movement of traffic or safety reasons.
- Other events/needs considered to be of a necessary and essential nature.

Applications for bay suspensions are handled by the Council's parking officers who will also determine what proof is to be submitted. The applicant should complete a bay suspension request form at least one week in advance. The exact location in the bay, including house numbers if relevant, should be included.

However, suspensions may also need to be arranged at short notice, in the case of emergency works for example.

The Council, having authorised a suspension to take place, will require the Contractor to arrange the suspension.

Warning signs will be erected in the bays no later than 5 days in advance and, where appropriate, warning notices will be delivered to adjacent properties and to adjacent vehicles. Any vehicles present when a suspension sign is erected will be noted in the CEOs pocket book.

Vehicles that park on the notified suspensions will be served with a PCN. The CEO must make notes and should take photographs which show the position of the suspension sign in relation to the vehicle and confirm that the suspension was in force at the time.

Waivers

Waivers are only issued in exceptional circumstances.

A waiver for parking on single or double yellow lines, in pay and display or residents bays is only issued where the vehicle is absolutely necessary for the completion of the task at hand. Inconvenience or difficulty alone is not sufficient justification for a waiver to be issued. A waiver will not be issued where tools etc are portable and the vehicle is being used as a convenient place to keep them.

Waiver requests will not usually be granted until and unless an authorised Council officer has carried out a site inspection. For this reason at least 24 hours notice is normally required.

If a waiver is issued then the vehicle can park only when the vehicle is in use. If a CEO sees a vehicle with a waiver but does not observe the activity for which the waiver was granted taking place, they will serve a PCN.

The vehicle must display a waiver form in the windscreen, which will contain details of the registration number, date and time(s) to which the waiver relates and the location. Any vehicle observed not parked in accordance with the terms of the waiver (e.g. in the wrong location) will be served with a PCN.

Where a vehicle is carrying fixed equipment such as pumps and generators, the vehicle can park for as long as the equipment is in use without requiring a waiver, for example, as long as a generator is running with power leads connected to the work site. As soon as the equipment stops being used the vehicle must be moved to a valid parking place with the appropriate permit or payment.

Weddings/Funerals

The Council recognises that weddings and funerals are important events in the local calendar. Only the official wedding cars (i.e. the Bridal party) are covered whilst the wedding ceremony takes place. Similarly only the official hearse and any other car provided by the Funeral Director are covered whilst the funeral takes place.

Visitors to either a funeral or a wedding should park in an appropriate parking place and not in contravention.

CEOs policing parking restrictions in the vicinity of a wedding or funeral will be available to give advice on the best parking arrangements and provide a contact at the Council if there are any queries.

If vehicles stop only to allow passengers to embark/disembark they will be covered.

Window Cleaners

The Council recognises that window cleaners are carrying out an essential service for businesses in the area. Accordingly, liveried vehicles belonging to window cleaners will be exempt until 10.00am in the streets immediately around the city centre and until 8.30am elsewhere. Any vehicles not liveried belonging to a window cleaner may apply for a waiver, which will inform the Civil Enforcement Officer that the vehicle belongs to a window cleaner working in the area.

Civil Enforcement Officers on occasions will undertake an extended observation period of a vehicle identified as belonging to a window cleaner to

ensure that the vehicle is being actively used and that the vehicle is not parked purely for convenience.

Vehicles belonging to window cleaners and can be witnessed actively involved are permitted to park:

- In a pay and display bay.
- On single or double yellow lines where there is no loading restriction in place.
- In the pedestrian only zone in Cambridge before 10am, providing that it is not contravening a loading ban or in a disabled bay or bus stop/bus stop clearway.

APPENDIX A split contraventions by lower/higher

HIGHER LEVEL CONTRAVENTIONS - ON STREET

<u>Code</u>	<u>Description</u>
1	Parked in a restricted street during prescribed hours
2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
12	Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place
14	Parked in an electric vehicles' charging place during restricted hours without charging
16	Parked in a permit space without displaying a valid permit
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited (off street)
20	Parked in a loading gap marked by a yellow line
21	Parked in a suspended bay/space or part of bay/space
23	Parked in a parking place or area not designated for that class of vehicle
25	Parked in a loading place during restricted hours without loading
26	Vehicle parked more than 50 cm† from the edge of the carriageway and not within a designated parking place
27	Parked in a special enforcement area adjacent to a dropped footway
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge in the prescribed manner
41	Parked in a parking place designated for diplomatic vehicles
42	Parked in a parking place designated for police vehicles
45	Parked on a taxi rank
46	Stopping where prohibited (on a red route or clearway)
47	Stopped on a restricted bus stop/stand
48	Stopped in a restricted area outside a school when prohibited
49	Parked wholly or partly on a cycle track
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban
56	Parked in contravention of a commercial vehicle waiting restriction
57	Parked in contravention of a coach ban
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
62	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)
99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags

HIGHER LEVEL CONTRAVENTIONS - OFF STREET

70	Parked in a loading area during restricted hours without reasonable excuse
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
81	Parked in a restricted area in a car park
85	Parked in a permit bay without clearly displaying a valid permit
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge in the prescribed manner
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

LOWER LEVEL CONTRAVENTIONS - ON STREET

<u>Code</u>	<u>Description</u>
4	Parked in a meter bay when penalty time is indicated
5	Parked after the expiry of paid for time
6	Parked without clearly displaying a valid pay & display ticket or voucher
7	Parked with payment made to extend the stay beyond initial time
8	Parked at an out-of-order meter during controlled hours
9	Parked displaying multiple pay & display tickets where prohibited
10	Parked without clearly displaying two**** valid pay and display tickets when required
11	Parked without payment of the parking charge
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket
22	Re-parked in the same parking place within one hour* of leaving
24	Not parked correctly within the markings of the bay or space
30	Parked for longer than permitted
35	Parked in a disc parking place without clearly displaying a valid disc
36	Parked in a disc parking place for longer than permitted
63	Parked with engine running where prohibited

LOWER LEVEL CONTRAVENTIONS - OFF STREET

73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock
84	Parked with additional payment made to extend the stay beyond time first purchased
86	Parked beyond the bay markings
90	Re-parked within one hour* of leaving a bay or space in a car park
93	Parked in car park when closed
94	Parked in a pay & display car park without clearly displaying two**** valid pay and display tickets when required
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited

APPENDIX B

A History Of Guidance Updates And Revisions

Date	Description of Revision
01/01/2006	Update to Bank Holidays, grace periods, window cleaners and observation times.
01/10/2007	Update to change parking attendant to Civil Enforcement Officer and required behaviour when dealing with the public.
24/01/2008	Review & Update Traffic Management Act 2004
03/05/2015	Review and update Deregulation Act 2015 – grace periods