

# Sheffield City Council Civil Enforcement Officer (CEO) handbook

## **INTRODUCTION**

The Civil Enforcement Officer (CEO) handbook has been written as a guide for use by officers patrolling on street and in car parks. It also provides a reference document for staff who deal with appeals against Penalty Charge Notices (PCNs).

The handbook lists

- contraventions for which PCNs may be issued
- a brief guide to signs / lines that are used for different restrictions.

*Note: the drawings and photographs included in this handbook are examples; signs may differ at some locations but to be enforceable must be signs prescribed or authorised by the Department for Transport.*

- suggested observation periods
- exemptions that apply for different restrictions, including if loading / unloading is allowed
- a guide to evidence that CEOs should log

More details are also contained in the Guidance Policies for Civil Parking, Bus Lane and Moving Traffic Enforcement



## **List of contravention codes - Standard PCN Codes v7.0**

*This list is updated periodically. Minor changes will be incorporated. Significant changes such as the addition of new contravention codes would be considered under policy review.*

CODE	DESCRIPTION	LEVEL
01	Parked in a restricted street during prescribed hours	Higher
02	Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force	Higher
04	Parked in a meter bay when penalty time is indicated	Lower
05	Parked after the expiry of paid for time	Lower
06	Parked without clearly displaying a valid pay & display ticket or voucher	Lower
07	Parked with payment made to extend the stay beyond initial time	Lower
08	Parked at an out-of-order meter during controlled hours	Lower
09	Parked displaying multiple pay & display tickets where prohibited	Lower
10	Parked without clearly displaying two valid pay and display tickets when required	Lower
11	Parked without payment of the parking charge	Lower
12	Parked in a residents' or shared use parking place or zone without a valid virtual permit or clearly displaying a valid physical permit or voucher or pay and display ticket issued for that place where required, or without payment of the parking charge	Higher
14	Parked in an electric vehicles' charging place during restricted hours without charging	Higher

CODE	DESCRIPTION	LEVEL
16	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required	Higher
17	RESERVED FOR ROAD USER CHARGING USE	N/A
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher
19	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay and display ticket, or after the expiry of paid for time	Lower
20	Parked in a part of a parking place marked by a yellow line where waiting is prohibited	Higher
21	Parked wholly or partly in a suspended bay or space	Higher
22	Re-parked in the same parking place or zone within one hour after leaving <sup>1</sup>	Lower
23	Parked in a parking place or area not designated for that class of vehicle	Higher
24	Not parked correctly within the markings of the bay or space	Lower
25	Parked in a loading place or bay during restricted hours without loading	Higher
26	Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place	Higher
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway	Higher

<sup>1</sup> "one hour" may be varied to another time period or "the prescribed time period"

CODE	DESCRIPTION	LEVEL
28	Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge	Higher
29	Failing to comply with a one-way restriction	N/A
30	Parked for longer than permitted	Lower
31	Entering and stopping in a box junction when prohibited	N/A
32	Failing to proceed in the direction shown by the arrow on a blue sign	N/A
33	Using a route restricted to certain vehicles	N/A
34	Being in a bus lane	N/A
35	Parked in a disc parking place without clearly displaying a valid disc	Lower
36	Being in a mandatory cycle lane	N/A
37	Failing to give way to oncoming vehicles	N/A
38	Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign	N/A
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
41	Stopped in a parking place designated for diplomatic vehicles	Higher
42	Parked in a parking place designated for police vehicles	Higher

CODE	DESCRIPTION	LEVEL
43	Stopped on a cycle docking station parking place	Higher
45	Stopped on a taxi rank <sup>2</sup>	Higher
46	Stopped where prohibited (on a red route or clearway)	Higher
47	Stopped on a restricted bus stop or stand	Higher
48	Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited	Higher
49	Parked wholly or partly on a cycle track or lane	Higher
50	Performing a prohibited turn	N/A
51	Failing to comply with a no entry restriction	N/A
52	Failing to comply with a prohibition on certain types of vehicle	N/A
53	Failing to comply with a restriction on vehicles entering a pedestrian zone	N/A
54	Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone	N/A
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	Higher
56	Parked in contravention of a commercial vehicle waiting restriction	Higher

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<sup>2</sup> “stopped” may be varied to “waiting”

CODE	DESCRIPTION	LEVEL
57	Parked in contravention of a bus ban	Higher
58	Using a vehicle on a restricted street during prescribed hours without a valid permit	N/A
59	Using a vehicle on a restricted street during prescribed hours in breach of permit conditions	N/A
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	Higher
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	Higher
63	Parked with engine running where prohibited	Lower
67	Using a vehicle on a restricted street without a valid HGV Safety Permit	n/a
68	Using a vehicle on a restricted street in breach of HGV Safety Permit conditions	n/a
70	Parked in a loading place or bay during restricted hours without loading	Higher
71	Parked in an electric vehicles' charging place during restricted hours without charging	Higher
73	Parked without payment of the parking charge	Lower
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher
75	RESERVED FOR LITTERING FROM MOTOR VEHICLES	



CODE	DESCRIPTION	LEVEL
77	RESERVED FOR DVLA USE	N/A
78	Parked wholly or partly in a suspended bay or space	Higher
80	Parked for longer than permitted	Lower
81	Parked in a restricted area in an off-street car park or housing estate	Higher
82	Parked after the expiry of paid for time	Lower
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower
84	Parked with payment made to extend the stay beyond initial time	Lower
85	Parked without a valid virtual permit or clearly displaying a valid physical permit where required	Higher
86	Not parked correctly within the markings of a bay or space	Lower
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
89	Vehicle parked exceeds maximum weight or height or length permitted	Higher
90	Re-parked in the same car park within one hour after leaving <sup>3</sup>	Lower
91	Parked in a car park or area not designated for that class of vehicle	Higher
92	Parked causing an obstruction	Higher

<sup>3</sup> "one hour" may be varied to another time period or "the prescribed time period"

CODE	DESCRIPTION	LEVEL
93	Parked in car park when closed	Lower
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required	Lower
95	Parked in a parking place for a purpose other than that designated	Lower
96	Parked with engine running where prohibited	Lower
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	Higher

## **Enforcement evidence required**

- This helps the notice processing team make decisions when dealing with appeals
- Is important to validate reasons why the PCN should be upheld or cancelled
- Clear information is needed for cases that go to adjudication.

*The appeals officer and the adjudicator were not there when the PCN was issued - the evidence needs to make it clear what was witnessed.*

When issuing a PCN the CEO must accurately record the registration number of the vehicle and the grounds on which they believe a penalty charge should be paid. Other information as required by the relevant regulations, such as when the contravention occurred, the amount payable and how representations against the charge may be made must also be on the PCN.

The CEO will also record other information on the PCN such as

- the location where the vehicle was parked (the street or car park name will show on the PCN; other more specific information such as a property the vehicle is parked near will be documented in the notes)
- a contravention code (this is a standard list used by all local authorities)
- any observation period given
- a unique PCN number
- the make and colour of the vehicle

Additional evidence to support why the PCN was issued will also be logged. This may include photographs of the vehicle and the restriction signage, details of items displayed in the vehicle, a summary of any interaction with the driver or activity seen such as loading / unloading.

### **Observation period:**

- Recommended observation periods are detailed in the CEO handbook. An observation period is allowed to see if permitted activity is taking place such as loading activity.
- If the CEO has reason to believe the vehicle is parked solely for convenience (for example, the driver has stopped to buy something from a fast-food outlet or coffee shop) and not for any reason that would exempt it from being there, a PCN may be issued without a the full observation period being given. Evidence logged by the CEO must clearly support the reasons for issuing a PCN in such circumstances.

### Grace period:

- This is different to an observation period; it is time that **must**<sup>4</sup> be allowed before a PCN can be issued.
- A PCN must not be issued to a vehicle which had been legitimately parked in a bay (on or off street) until at least 10 minutes has elapsed after it was allowed to be parked.  
*i.e. if a vehicle was parked in a pay and display bay at 10.06am with a previously valid ticket in the vehicle which expired at 10.00am, a PCN could not be issued until after 10.11am. If the CEO first saw the same vehicle at 10:11am a PCN could be issued instantly. However, if there was no pay and display ticket clearly displayed (or evidence of paid for time), a normal observation period would apply.*
- The grace period applies whether the period of parking is paid for, or free limited waiting.
- Grace periods only apply to designated parking places where a person is permitted to park. A road with a restriction (e.g. single yellow line) or prohibition (e.g. double yellow line) is not a 'designated' parking place either during - or outside of - the period of the restriction or prohibition.
- However, if a blue badge has been used correctly on a yellow line and overstay the 3-hour limit, we will allow a 10-minute grace period too

For parking contraventions observed by a CEO on patrol (rather than using CCTV), the following evidence supports the PCN issue:

### Location:

- Clear information about where the vehicle is parked – ideally a property number, or building / business name that the vehicle is outside or opposite.

If there is no property number or name, or if the vehicle is parked by a large building, other useful adjacent points of reference (e.g. signpost numbers, or pay and display machine number, approximate distance to road junction) should be noted; a sketched plan on the handheld may be useful.

If the camera is not working on the handheld, a plan should be done on the handheld showing where the vehicle is located.

- Distance to the nearest restriction sign (if applicable)

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<sup>4</sup> The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015

## What is displayed in the vehicle

The CEO should:

- check all windows of the vehicle
- record everything displayed in the windscreen - such as notes, permits, pay and display tickets, vouchers, Blue Badges
- document what is shown on items on display – such as permit number, serial number, expiry dates / times<sup>5</sup>
- if there is an item such as a permit or Blue Badge that can be seen elsewhere in the vehicle (e.g. on a car seat, or in a footwell), make a note of this and if any details on the item can be read
- scan permits that have barcodes on them to check they are still valid

## Photographs:

Although these are not a legal requirement<sup>6</sup> for the PCN, they are very useful evidence and should be taken wherever possible to show:

- the front and rear of the vehicle (clearly showing the number plate)
- a perspective view of the vehicle in relation the nearest sign(s) and road markings<sup>7 8 9</sup>
- the PCN attached to the windscreen of the vehicle (if applicable)<sup>10</sup>
- a close-up of the restriction sign (if applicable)
- the dashboard and windscreen / other windows to show what (if anything) was on display
- close up image(s) of item(s) on display

Except for the photograph of the PCN on the vehicle, these can be taken in the observation period before the PCN is issued.

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<sup>5</sup> this information may be important when appeals are being considered; an adjudicator may question whether an item that can be seen in a photograph was in fact a valid ticket / permit, even if it is something else (e.g. a permit issued by another authority) but this cannot be clearly seen in the picture.

<sup>6</sup> they may be needed for audit requirements though

<sup>7</sup> if there are gaps in the markings, or they have started to fade where the vehicle is parked it is helpful to also take pictures of the markings that are further to the front and rear of the vehicle (at least another one of two car lengths); this is evidence adjudicators may ask for.

<sup>8</sup> other than zone entry signs/ permit holders beyond this point signs, on street restriction sign(s) should be on the same side of the road to the vehicle

<sup>9</sup> these should include photographs of supplementary information signs, such as yellow information signs, car park information boards

<sup>10</sup> If the PCN was issued but the motorist drove away / prevented issue before it could be served, a photograph of the vehicle driving away should be taken if possible

### **Other comments to check / record:**

- signs / markings
- did the driver return and if so log any conversation / comments
- was any loading / unloading seen (it helps to know what was being carried and where the driver came from / went)
- if evidence of a passenger being dropped off / picked up is seen
- if constant or casual observations were carried out
- how the PCN was served<sup>11</sup>
- any evidence of breakdown (e.g. a flat tyre)
- if relevant does the nearest pay and display machine appear to be working
- if there is an option at the location to pay for parking by phone checks should be made to see if this has been used
- for code 22 or code 30 contraventions constant observation is not required but there needs to be a first observation to record the VRM, time seen, vehicle valve positions, the direction the vehicle is facing and the location, ideally with a photo. A second observation is carried out (within the specified time) to see if the VRM matches and if the valve positions differ to the original observation. Additional photos should be taken before issue.
- any other information which is likely to be useful.

The handheld may show special messages when a specific criterion is selected – these directions should be followed.

### **The condition of signs and/or lines**

- With the exception of on-street restrictions that have signs at the entry point to the restricted area (e.g. single yellow lines in Controlled Parking Zones, permit parking on streets with 'Permit holders only beyond this point', 24 hour clearways), there should be a restriction plate on the same side of the street as the vehicle, adjacent to the bay / line.
- Generally, there are not set regulations about how many repeater signs are needed. As a guide it is recommended signs for bays should be at roughly 15 metres from the start of the bay and then 30 metre intervals; signs for yellow line restrictions should be roughly 15 metres from the start of the yellow line then every 60 metres.
- A PCN should not be issued if there is no plate on the adjacent side of the street, or within reasonable distance from the vehicle.

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<sup>11</sup> if the CEO was prevented from serving it on street / or the vehicle drove away beforehand see section below regarding postal PCNs

- If a sign is obscured and cannot be read (e.g. because of graffiti, weather or overhanging foliage), a PCN should not be issued. If the sign can still be read a PCN should be issued.
- Lines may fade or become broken. If they are worn but still evident a PCN may be issued but good evidence should be taken of both the line where the vehicle is parked and also to the front / rear of the vehicle.
- If the line is completely missing on the section of road where the vehicle is parked (i.e. no part of the vehicle is parked where a line is still present) a PCN should not be issued. If kerb markings are missing the contravention should be treated as a waiting restriction.
- Missing / faulty signs and lines should be reported by the CEO.

















**‘Regulation 10’ PCNs – CEO prevented from serving the PCN by a person, or by the vehicle being driven away:**

- These can only be issued if the PCN had already been prepared (observations had been completed **and** the PCN has been printed or is already being printed) but the CEO was then prevented from then serving it in the normal manner.
- **Detailed** handheld notes should explain at what point the motorist returned and why the CEO did not either fix it to the vehicle or hand it to the motorist.
- A written witness statement from the CEO (and from any other CEO witness) must be handed in on the same day to be logged to the case. The PCN that was printed from the handheld should also be provided.
- As much evidence as possible (including photographs of the vehicle that can be obtained safely) should be provided.

















**Permit rules** – terms and conditions are shown on the Parking Permits links on [www.sheffield.gov.uk/parking](http://www.sheffield.gov.uk/parking)

The following exemptions apply to on-street restrictions. The CEO would check if any of these apply if they see a vehicle parked on a restriction.



















Restriction type																
Waiting restrictions	✓			✓	✓	✓		✓ 3-hour limit, no return with 1 hour	✓	✓	✓	✓	✓		✓	✓
Loading ban restrictions	✓			✓	✓	✓				✓	✓	✓	✓	✓	✓	✓
Parking bays for 1. designated class (e.g. motorcycle) 2. electric vehicle charging 3. Voucher parking bays	✓			✓	✓	✓			✓	✓	✓	✓	✓		✓	✓
Parking bays - with free limited waiting	✓			✓	✓	✓		✓ <sup>12</sup>	✓	✓	✓	✓	✓		✓	✓
Pay and display bays (including shared use ones)	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓
Permit parking bays	✓	✓		✓	✓	✓		✓ 3-hour limit, no return with 1 hour	✓	✓	✓	✓	✓		✓	✓

<sup>12</sup> if the disabled badge holder symbol shows on the sign the maximum stay also applies to Blue Badge holders

Restriction type																
Loading bays:	✓			✓	✓	✓		✓ 3- hour limit, no return with 1 hour <sup>13</sup>	✓	✓	✓	✓	✓		✓	✓
Disabled bays	✓			✓	✓	✓		✓ signs on some disabled bays set a maximum stay and period of no return	✓	✓	✓	✓	✓		✓	✓
24-hour carriageway clearway and clearway footway and verge restrictions				✓	✓	✓				✓	✓	✓	✓		✓	
Heavy goods vehicle footway restriction				✓											✓	
Taxi clearways	✓ <sup>14</sup>			✓		✓	✓			✓	✓	✓			✓	

<sup>13</sup> Traffic Signs Manual says badge holders may use loading bays, other than those reserved for goods vehicles, but only for as long as is necessary for the purposes of loading or unloading

<sup>14</sup> this only applies for taxis (hackney carriages, not PHVs) for as long as is reasonably necessary for the passenger to board; other vehicles are not allowed to pick up / drop off passengers in a taxi clearway

















Restriction type																
Bus stop clearways	✓ <sup>15</sup>		✓	✓		✓				✓	✓	✓			✓	
Red routes	<sup>16</sup>		See section on red routes for RED ROUTE No stopping except buses restrictions	✓	✓	✓				✓	✓	✓	✓		✓	
No stopping on entrance markings				✓		✓				✓		✓			✓	
Parked more than 50cm from the edge of carriageway	✓			✓	✓ <sup>17</sup>	✓			✓	maximum of 20 minutes	✓	✓			✓	
Parked in front of a kerb that is dropped, or a section of road that has been raised to be level with a	✓			✓	✓ <sup>19</sup>	✓			✓	maximum of 20 minutes	✓	✓			✓	

<sup>15</sup> this only applies for taxis (hackney carriages, not PHVs) for as long as is reasonably necessary for the passenger to board or alight; other vehicles are not allowed to pick up / drop off passengers in a bus stop. Buses may stop to allow passengers to board and alight, or to enable the crew of the bus to be changed, or for up to 2 minutes to maintain a published timetable for the service, or as part of driver training to stop the vehicle 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

<sup>16</sup> See section on Red Routes for dropping off / picking up passengers exemptions on single and double red lines for taxis and blue badge holders

<sup>17</sup> only if being used for the collection of waste by a local authority, or carrying out works in relation to a road, a traffic sign or road lighting

<sup>19</sup> only if being used for the collection of waste by a local authority, or carrying out works in relation to a road, a traffic sign or road lighting

Restriction type																	
footway, cycle track or verge <sup>18</sup>																	
Bay suspensions				✓						✓	✓					✓	
Pedestrian crossings				✓						✓						✓	
Cycle tracks				✓												✓	

<sup>18</sup> An exemption also applies if a vehicle is parked outside residential premises by or with the consent (but not consent given for reward) of the occupier of the premises. This exemption is not applicable for shared driveways.

### Exemptions key:



Setting down or picking up a passenger (including loading / unloading their personal luggage). *The driver should remain with the vehicle (unless for reasons as detailed below the passenger needs support). If witnessed allow 2 minutes for such activity to be completed, although special consideration should be given to:*

- *taxis or Private Hire Vehicles that will need a small amount of additional time to announce their arrival and accept payment*
- *drivers who need to accompany someone into / out of adjacent premises due to mobility or safeguarding matters (e.g. someone who is disabled, or a young child).*



A solo motorcycle or moped.



Public service vehicles operating a local bus service waiting at an authorised stopping place, terminal or turning point.



Vehicles when used for emergency fire brigade, ambulance, police, bomb or explosive disposals, Special Forces or the National Crime Agency purposes but not for convenience parking.



A vehicle not being a passenger vehicle on the service of the local authority providing that it is being used in the exercise of a statutory power or duty of that, and it is necessary for the vehicle to wait in that location.



Roadworks / utilities (maintenance, improvement or reconstruction of the highway or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications network; or the placing, maintenance or removal of any traffic sign; also vehicles essential for building operations, demolitions or excavations, such as digging machines.

- if the work cannot be undertaken without the vehicle being at that location and it is not parked there for longer than necessary for this to be carried out and are subject to requirements of the street works permit scheme.



Licensed taxis (hackney carriage vehicle) waiting on an authorised taxi rank



A vehicle displaying a disabled person's badge



A vehicle used for removal of furniture to or from adjacent premises, other loading/unloading for which the vehicle is essential



A vehicle is prevented from moving by circumstances beyond the driver's control



A vehicle involved in the removal of any obstruction to traffic



A Post Office (or universal service provider) vehicle which is being used for loading/unloading, delivering/collecting of postal packets to or from a postal box or premises



A vehicle waiting while a gate or barrier is opened/closed to allow access or departure to/from premises.



Security vehicle - operated by a company carrying out activities for which it is licensed by the Security Industry Authority



A vehicle which has been told to wait by a police constable in uniform or has to stop in order to avoid an accident



vehicle is waiting only for so long as is necessary to enable it to be used in connection with posting or removing advertising material (posters), or servicing electronic advertising panels, or for cleaning windows using a van mounted window cleaning system at adjacent premises

The following details different restrictions that our Civil Enforcement Officers enforce, with examples of signage and the contravention codes that may apply. Further details of traffic sign variants for on street restrictions are included in The Traffic Signs Regulations and General Directions 2016 (as amended), associated Department for Transport Traffic Signs Manuals and working drawings. In addition, on streets where schemes were introduced before the current regulations came in, there may be versions of signs contained in previous regulations. These do not need to be replaced unless through maintenance or a review of the restrictions.

Some signage may have separate Department for Transport authorisation. Details of these are online ([www.dft.gov.uk/traffic-auths/](http://www.dft.gov.uk/traffic-auths/)).

Car park signage does not have to comply with the same regulations as on street.

# **On street restriction types**



## 1. Waiting restrictions, including Controlled Parking Zones, Restricted Parking Zones and Pedestrian Zones

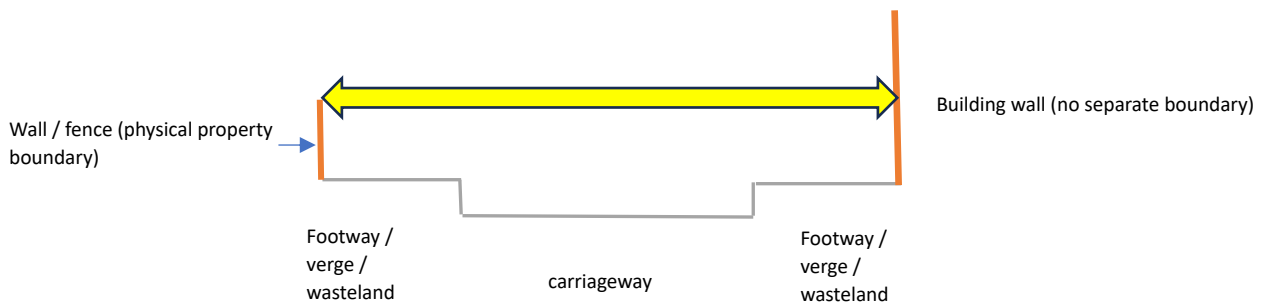
Contravention code	Contravention Description	Summary	Observation period
01	Parked within a restricted street during prescribed hours.	The contravention occurs when a vehicle is seen to be parked where a waiting restriction applies (without any loading activities taking place).	3 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	For blue badge holders who return to park on the same section of waiting restriction within 1 hour of leaving.	0 minutes
23	Parked in a parking place or area not designated for that class of vehicle	If a vehicle other than an ambulance is seen to be parked where a rank is provided for ambulances	3 minutes
30	Parked for longer than permitted	For blue badge holders who have parked for more than 3 hours on a waiting restriction	No observation period is required if the blue badge holder has parked for more than 3 hours on a waiting restriction, but 10 minutes grace period should be allowed, i.e. at least 3 hours and 10 minutes should have elapsed since the time of arrival set on the timer disc before a PCN can be issued.
42	Parked in a parking place designated for police vehicles	A contravention occurs when a vehicle other than an official police vehicle is parked in a place marked for "POLICE" use.	3 minutes
45W	Waiting in a taxi rank	A contravention occurs when a vehicle that is not a public hire taxi (with a hackney carriage licence plate on the vehicle) is seen to be parked in a taxi rank	3 minutes

		<p>which has a no waiting restriction.</p> <p>Private hire vehicles are not permitted to park on a taxi rank and should be enforced against the same as any other vehicle. Taxis and private hire vehicles may be distinguished from each other by the information contained on the plates attached to the rear of the vehicle.</p>	
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**Waiting restrictions that apply to adjacent footways, verges and other land**

Waiting restrictions ordinarily apply from the white line at the centre of the road to the first building line, whether that be a garden wall or the wall of a building. This is the area of road which the public may access and it is subject to the restriction.

Highway<sup>20</sup> is regarded as a way over which members of the public have a right to pass and repass. Even if the land is unadopted or privately owned, it may still be highway (i.e. all members of the public still have a right to pass over this section of land).

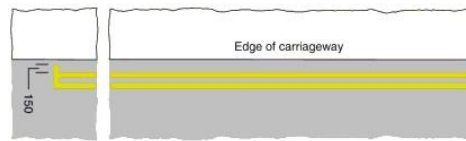


<sup>20</sup> All highways are roads for the purposes of road traffic regulation – but the highway itself may not extend to the first building line. Nevertheless, if the land is *accessible* to the public then it may be regarded as a road to which the public have access and therefore subject to a waiting restriction.

**Sign Required for Double Yellow Line: No**

(indicating no waiting at any time)

**Lines Required: Yes**



*Note: for a double (or single) yellow line to apply in a lay-by, the lines should be painted at the back of the lay-by to allow enforcement against the vehicles parked in it. If the lines are outside the lay-by, enforcement cannot be carried out in the lay-by.*



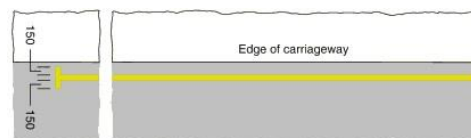
**Controlled Parking Zones (CPZ)**

An area with a blanket prohibition of waiting. The no waiting restriction times are shown at the entrance to the zone.

The zone may also have other restrictions such as double yellow lines (no waiting at any time), single yellow lines with adjacent times plates (if the restriction applies at different times to the rest of the zone), bus stop clearways and designated parking places.

**Sign Required for Single Yellow Line: Yes**

**Lines Required: Yes**



*Located at entrances to the zone*



Located at exits to the zone

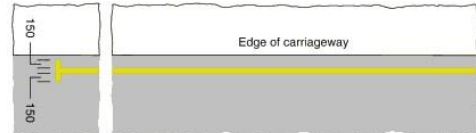
**Other Single Yellow Lines\*:**

**Sign Required for Single Yellow Line: Yes**



- \*not in a CPZ
- \*if restriction times differ to CPZ
- \*not in most pedestrian zones

**Lines Required: Yes**



**Restricted Parking Zones**

Uniform no waiting restrictions apply throughout the zone and are indicated at the entrance to the area by entry signs showing the no waiting roundel.

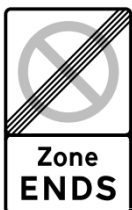
If no times are shown the waiting restrictions apply at all times. The sign may show specific times for the waiting restrictions and / or that parking is allowed in the zone in signed bays.

**Sign Required: Yes**

**Lines Required: No**



Signs located at entrance to the zone



Located at exits to the zone (or if the next section is CPZ a controlled zone entry sign would be in provided)



Repeater signs at intervals at approximately 30m intervals within the zone

## Pedestrian Zones

**Sign Required:** Yes

**Lines Required:**

Some pedestrian zones only have waiting restrictions:

No (if no kerb steps, but yellow lines may be provided)



The yellow panels indicate that there are waiting restrictions within the zone



Repeater signs within the zone

## No waiting except taxis (or police or ambulances)

**Sign Required:** Yes

**Lines Required:** Yes



Edge of carriageway

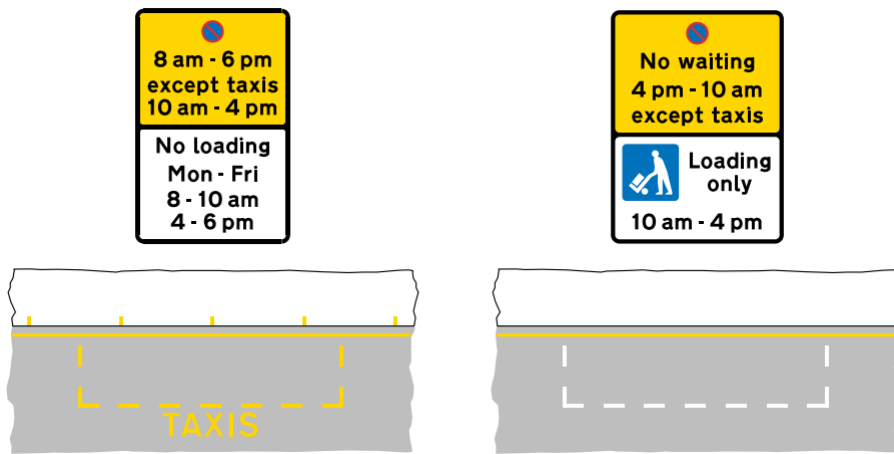


“Taxi” may be varied to “police” or “ambulance”

The legend may be varied to “AMBULANCES” or “POLICE”

Note: markings may vary if restrictions other than no waiting restrictions apply at certain times.

Examples below:



Shared use bays that have restricted parking during certain times (e.g. pay and display) and no waiting except taxis at other times should have a white bay marking with a single yellow line.

### No waiting on the footway

Sign Required: Yes

Lines Required: No



## 2. Loading restrictions, including Restricted Parking Zones and Pedestrian Zones

Contravention code	Contravention Description	Summary	Observation period
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	The contravention occurs when a vehicle is seen to be parked or loading/unloading where a loading ban is in place.	0 minutes

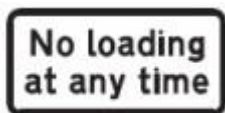
*If kerb markings are badly faded and/or the required loading restriction sign is missing a code 01 PCN may be issued instead.*

Loading ban restrictions applies from the white line at the centre of the road to the first building line, whether that be a garden wall or the wall of a building. Highway is regarded as a way over which members of the public have a right to pass and repass. Even if the land is unadopted or privately owned, if it is still highway (i.e. all members of the public still have a right to pass over this section of land) the restriction still applies. See Waiting Restrictions section above for more detail.

### No loading at any time restrictions

Sign Required: Yes\*

Double Kerb-bar Markings Required: Yes

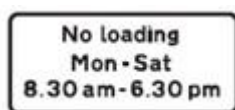


\* The no loading at any time sign may be omitted and enforcement carried out if the double kerb markings are in good condition.

### No loading – part time restrictions

Sign Required: Yes

Single Kerb-bar Markings Required: Yes



### Restricted Parking Zones

Uniform no waiting and no loading restrictions apply throughout the zone and are indicated at the entrance to the area by entry signs showing the no waiting roundel.

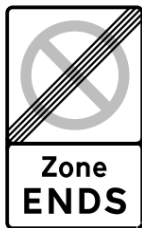
If no times are shown the restrictions apply at all times. The sign may show specific times for the restrictions and / or that parking is allowed in the zone in signed bays.

**Sign Required: Yes**

**Lines Required: No**



*Signs located at entrance to the zone*



*Located at exits to the zone (or if the next section is CPZ a controlled zone entry sign would be in provided)*



*Repeater signs at intervals at approximately 30m intervals within the zone*

## **Pedestrian Zones**

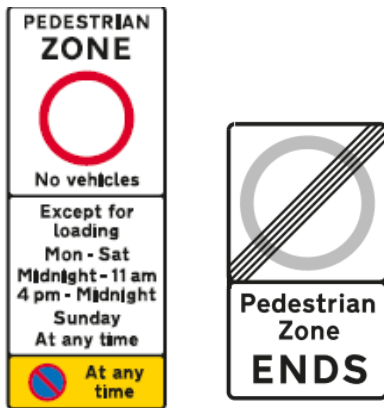
**Sign Required: Yes**

**Lines Required:**

Some pedestrian zones include loading restrictions. The zone entry sign will show when loading is allowed, repeater signs within the zone show the times that the loading restriction applies.

No (if no kerb steps, but yellow lines may be provided)





Located at entrances / exit to the zone  
 – entry signs show when vehicles can enter to load / unload if this is restricted at other times.



Repeater signs within the zone –  
 showing when loading is not allowed

### 3. On street parking bays – general notes

Note: Instead of white markings, bays can instead be indicated by a contrasting pattern or colour, from the surrounding parts of the road. This would usually be in Restricted Parking Zones and Pedestrian Zones.



A bay may also be provided in a lay-by without markings if there is a restriction sign next to the lay-by.

#### **3.1 Motorcycle bays**

This section also applies to other types of bays that are for a specific class of vehicle (for example buses only).

This may also include vehicles other than passenger vehicles, goods vehicles, or invalid carriages which are left parked in pay and display bays<sup>21 22</sup>.

<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services,	0 minutes

<sup>21</sup> "Passenger vehicle" means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>22</sup> "Goods Vehicle" means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer

		unless otherwise licensed by the Council.	
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within one hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return (see sign example below for code 30)	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	A contravention occurs when a vehicle is seen to be parked in a parking place that is designated for the use of another class of vehicle – for example a car parked in a motorcycle bay.	3 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than permitted. For example, if a motorcycle parked in a bay with the following sign for more than one hour	No observation period is required after the motorist has exceeded the maximum stay, but ten minutes grace period should be allowed, i.e. for a 1 hour limited waiting bay at least 70 minutes should have elapsed since the

			<p>time the vehicle is first logged before a PCN can be issued.</p>
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**Signs required: Yes\***

**Bay markings required: Yes**

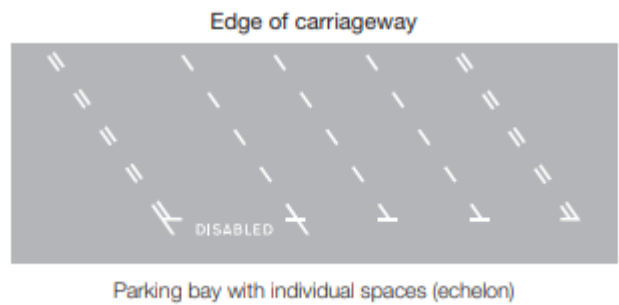
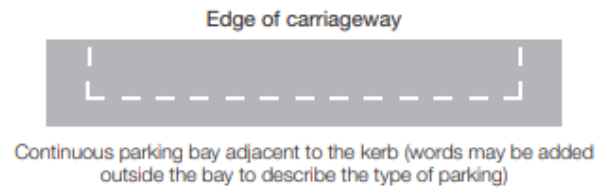
\* Sign may be omitted if the bay has a legend and the restriction applies at all times without other restrictions such as time limits



Car and caravan, or motor caravan



Goods vehicles



For solo motor cycle bays a legend may say either

“SOLO MOTORCYCLES” or “SOLO MOTORCYCLES ONLY”, “SOLO M/CYCLES” or “SOLO M/CYCLES ONLY”, “SOLO M/CS” or “SOLO M/CS ONLY”

For a bus bay the legend may say “BUSES” or “BUSES ONLY”.

Legends may be omitted if there is a sign next to the bay.

There are no legends for bays for other classes of vehicle such as goods vehicles.

### **3.2 Electric vehicle charging bays**

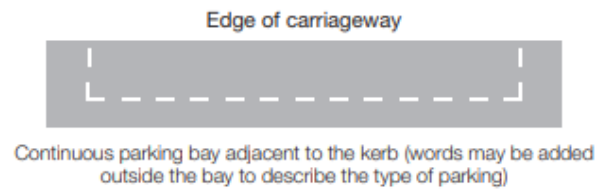
<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
14	Parked in an electric vehicles' charging place during restricted hours without charging	A contravention occurs when a vehicle is seen parked in an on street electric charging bay without actively charging.	3 minutes
16	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required	This contravention occurs if a vehicle is parked in an electric vehicles' charging place that is for permit holders only but the vehicle does not have a valid permit if one is required	3 minutes
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place or zone within 1 hour (or other specified time) after leaving	The contravention occurs when a vehicle is seen to be re-parked the same electric vehicles' charging place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return.	0 minutes
23	Parked in a place or area not designated for that class of vehicle	This contravention applies if a different class of vehicle to that shown on the restriction sign uses an electric charging place. For example, if the sign shows that bay is for electric taxis only but a car is on charge in the bay.	3 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the	3 minutes

		<p>vehicle is outside the delineated area.</p> <p>At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.</p>	
30	Parked for longer than permitted	The contravention occurs when a vehicle is seen to be parked in an electric vehicles' charging space for longer than permitted. The restriction sign next to the bay should state the maximum stay.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the charging period, or other logs made by the CEO recording when the vehicle had been observed in the bay.

**Signs required: Yes**



**Bay markings required: Yes**



A legend may say either:

“ELECTRIC VEHICLES” or “ELECTRIC VEHICLES ONLY”

“ELECTRIC VEHS” or “ELECTRIC VEHS ONLY”

“ELECTRIC MOTORCYCLES” or “ELECTRIC MOTORCYCLES ONLY”

“ELECTRIC M/CYCLES” or “ELECTRIC M/CYCLES ONLY”

“ELECTRIC M/CS” or “ELECTRIC M/CS ONLY”.

For an electric taxi charging place the legend may say ““E-TAXIS”

Legends may be omitted if there is a sign next to the bay.

### **3.3 Pay and display and pay by phone bays**

<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
05	Parked after the expiry of paid for time	This on-street contravention code occurs when a vehicle is parked in a pay and display bay (or pay by phone bay) after the expiry of the pay & display ticket or the expiry of the phone payment service.	0 minutes  A 10 minute grace period applies after the pay & display ticket or the virtual payment system has expired. A PCN should not be issued in this period.
06	Parked without clearly displaying a valid pay & display ticket or voucher	When a vehicle is parked without clearly displaying a valid pay and display ticket or voucher. E.g. the vehicle is parked in an on street pay and display bay with a pay and display that is obscured or upside down, or in a voucher bay without a valid voucher clearly displayed  *NOTE* if the option to pay by phone is available but no pay and display ticket can be seen, contravention 11 should be used	3 minutes
11	Parked without payment of the parking charge	When a vehicle is parked without either clearly displaying a valid pay & display ticket or purchasing parking time using pay by phone.  This would also apply if a driver obtained a free parking ticket at locations where these are available but then used more free sessions instead of paying to park.	3 minutes



		<p><i>*NOTE* if the option to pay by mobile phone / web based payment systems is not available at the location and drivers can only park using pay and display tickets, contravention 06 must be used;</i></p> <p>06 should also be used if the vehicle is parked with an obscured pay &amp; display ticket</p>	
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return.	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	The signs and lines required are the same as indicated for pay and display bays normally but the information on the pay and display machine should state permitted vehicle information. This may also include vehicles that exceed a specified size or weight / vehicles other than passenger vehicles,	3 minutes

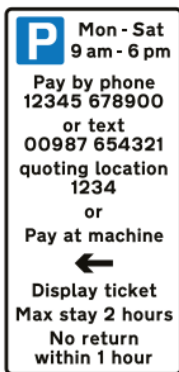
		goods vehicles, or invalid carriages <sup>23 24</sup> .	
24	Not parked correctly within the markings of the bay or space	<p>When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.</p> <p>At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.</p>	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs (or for longer than permitted for time restricted permits that may be used in such bays).	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the paid for session, or other logs made by the CEO recording when the vehicle had been observed in the bay.

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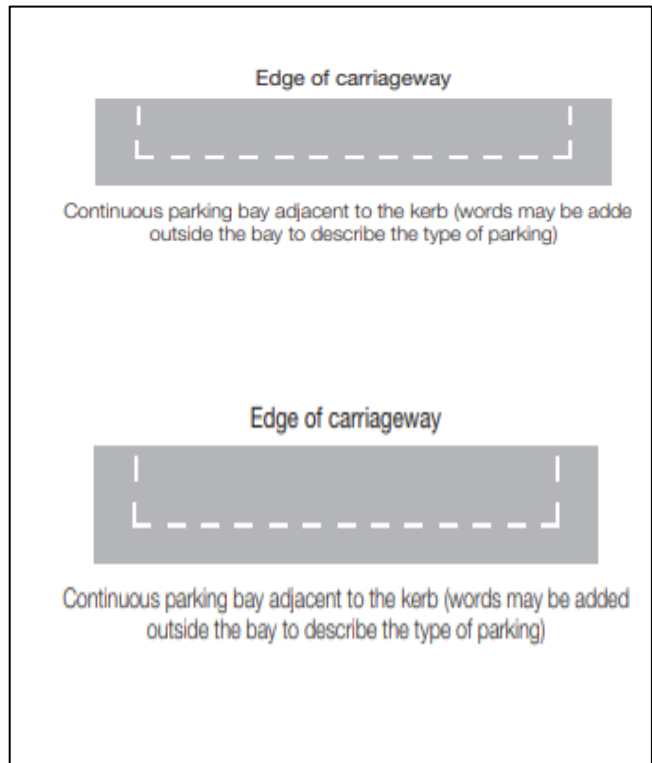
<sup>23</sup> "Passenger vehicle" means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>24</sup> "Goods Vehicle" means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer

**Signs required: Yes**



**Bay markings required: Yes**



There are many different sign variants: restriction times, details about where to get a pay and display ticket; some have maximum parking times / no return periods and / or pay by phone details.

Some bays signed as pay and display have the pay by phone information on the machine or supplementary information signs (if so, a restriction sign must still be next to the bay)



### **3.4 Free limited waiting bays**

<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay	0 minutes

		should state a period of no return.	
23	Parked in a place or area not designated for that class of vehicle.	A contravention occurs if the limited waiting sign has symbols showing the types of vehicle permitted to use the bay but a different type of vehicle parks there. For example, if a car parks in a limited waiting motorcycle bay.	3 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This is based on logs made by the CEO recording when the vehicle had been observed in the bay.

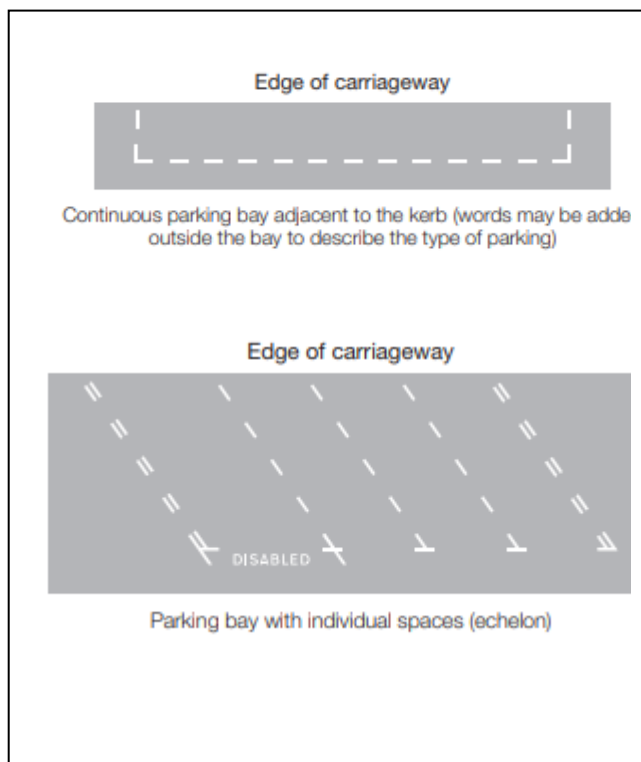
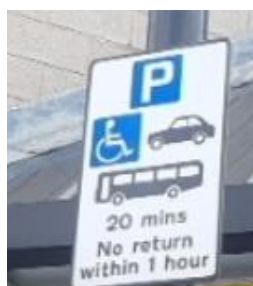
Signs required: Yes

Bay markings required: Yes



The sign may indicate the vehicles that may park in the bay as per the example in the motorcycle parking section. These can include solo motorcycles, motor cars, buses, disabled badge holders, car club permit holders, electric vehicle charging bays and voucher holders. The bay may be for use for a combination of the above.

For example, the following sign shows that disabled badge holders, motor cars and buses may park for up to 20 minutes:



### 3.5 Permit parking

Contravention code	Contravention Description	Summary	Observation period
16	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required.	If the vehicle is parked in a permit bay and does not have a permit (physical or virtual) that is valid for the type of permit bay and / or the scheme where the bay is	3 minutes - to allow motorists adequate time to obtain a visitor permit as well as establish if loading/unloading is taking place.
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes

24	Not parked correctly within the markings of the bay or space	<p>When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.</p> <p>At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.</p>	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed in a permit bay for longer than allowed, i.e. blue badge holders for more than 3 hours, carers or NHS organisational permits for more than 2 hours	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This is based on logs made by the CEO recording when the vehicle had been observed in the bay and / or the time of arrival set on the relevant timer disc

## Signs required: Yes\*

\* Sign may be omitted if the bay has a legend and the restriction applies at all times without other restrictions

Can specify a specific permit holders only, or type of permit holder (e.g. resident permits, business permits, doctors permits, car club permit holders).

Can also include an identifier for the permit scheme. The permit scheme can also be shown on CPZ entry signs.



## Bay markings required:

Yes - if signs are on next to the carriageway

A legend may be provided:

“PERMIT HOLDERS ONLY” or  
“PERMIT HOLDERS”,

“DOCTOR” or “DOCTOR ONLY”.

Edge of carriageway



Continuous parking bay adjacent to the kerb (words may be added outside the bay to describe the type of parking)

Edge of carriageway



Parking bay with individual spaces (echelon)



No bay markings are required if the following sign is used at the start of the permit restricted area:



### **3.6 Disabled bays**

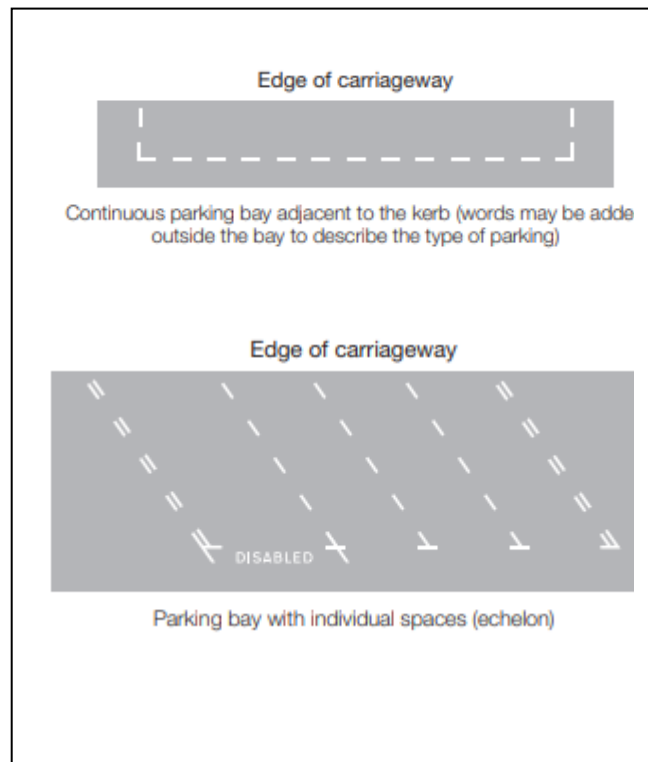
<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle displaying a valid Blue Badge is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return.	0 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and	3 minutes

		at least one wheel should be within the bay markings.	
30	Parked for longer than permitted	A contravention occurs when a vehicle displaying a valid Blue Badge is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the time disc arrival time, or other logs made by the CEO recording when the vehicle had been observed in the bay.
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	A contravention occurs when a vehicle waits in a disabled person's parking place without displaying a valid blue badge (and clock if required).	3 minutes

**Signs required: Yes\***

**Bay markings required: Yes**

\* Sign may be omitted if the bay has a legend and the restriction applies at all times without other restrictions such as time limits



Legends may be provided as follows:

“DISABLED” or “DISABLED ONLY”

*Note: On some streets, yellow advisory disabled bay road markings are provided. These are to deter drivers without a valid Blue Badge from parking there. However, our parking enforcement team (nor the police) cannot issue a ticket to vehicles parked in such on street yellow advisory bays.*

### **3.7 Voucher parking bays**

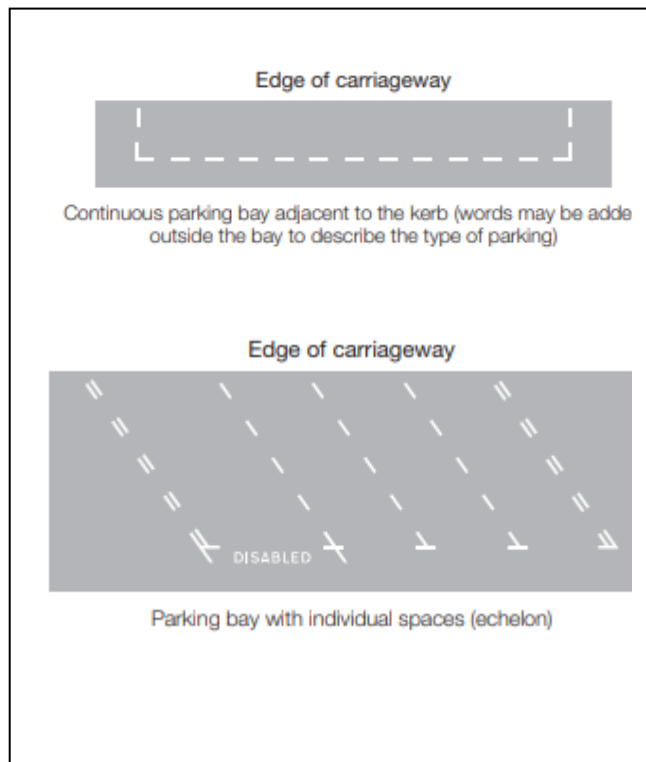
Contravention code	Contravention Description	Summary	Observation period
06	Parked without clearly displaying a valid pay & display ticket or voucher.	When a vehicle is parked without clearly displaying a valid voucher.	3 minutes
18	Using a vehicle in a parking place in connection with the	A contravention occurs if a vehicle is being used to sell (or offer for sale)	0 minutes

	sale or offering or exposing for sale of goods when prohibited	goods, skills or services, unless otherwise licensed by the Council.	
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when voucher holder is seen to be parked where it may not originally have been in contravention of a restriction but has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the voucher, or other logs made by the CEO recording when the vehicle had been observed in the bay.

Signs required: Yes



Bay markings required: Yes



### 3.8 Loading bays

Contravention code	Contravention Description	Summary	Observation period
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return.	0 minutes

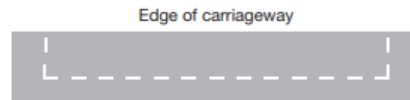
23	Parked in a place or area not designated for that class of vehicle.	A contravention occurs if the loading bay or place is for goods vehicles only but a different type of vehicle parks there.	0 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
25	Parked in a loading place or bay during restricted hours without loading	The contravention occurs when a vehicle waits in a restricted on-street loading bay, or a signed loading area without loading or unloading seen to be taking place.	3 minutes
30	Parked for longer than permitted	A contravention occurs if the loading bay sign indicates a maximum time allowed for loading a but a vehicle has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the time disc arrival time, or other logs made by the CEO recording when the vehicle had been observed in the bay.

## Signs required: Yes\*

\* Sign may be omitted if the bay has a legend and the restriction applies at all times without other restrictions such as time limits



## Bay markings required: Yes



Continuous parking bay adjacent to the kerb (words may be added outside the bay to describe the type of parking)

A legend "LOADING" or "LOADING ONLY" may be provided

*No bay markings are required if the following sign is used at the start of a loading only area:*



### **3.9 Shared use bays**

At some locations to manage various demands bays may provide different restrictions at different times, or they may allow different users to park there at the same time.

Adjacent signs show the restrictions that apply. In these circumstances, a legend would not be marked with the bay marking.

- 1) Bays that provide different restrictions at different times.



In the example above on Monday to Saturday between 8.00-9.30am and 4.30-6.30pm the bay is a loading bay. See the above section on loading bays for applicable contravention codes and observation periods.

Between 9.30am – 4.30pm on Monday to Saturday it is a free limited waiting bay. The section above covering free limited waiting bays details relevant contravention codes and observation periods.

At other times no restriction applies.

- 2) Bays that allow different restrictions at the same time (shared use)

In the following example on Monday to Saturday between 8am - 6.30pm either permit holders or pay and display ticket holders can park. A 4-hour maximum stay applies for pay and display.





Contravention code	Contravention Description	Summary	Observation period
12	Parked in a residents' or shared use parking place or zone without a valid virtual permit or clearly displaying a valid physical permit or voucher or pay and display ticket issued for that place where required, or without payment of the parking charge	<p>When a vehicle is parked without clearly displaying a valid pay and display ticket or voucher. E.g. the vehicle is parked in an on street pay and display bay with a pay and display that is obscured or upside down, or in a voucher bay without a valid voucher clearly displayed</p> <p>No permit or pay &amp; display ticket seen in the vehicle and not showing as having a cashless payment session or virtual permit valid for where the vehicle is parked.</p> <p>This would also apply if a driver obtained a free parking ticket at locations where these are available but then used more free sessions instead of paying to park.</p>	3 minutes
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
19	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay and display ticket, or after the expiry of paid for time	<p>This on-street contravention code occurs when a vehicle is parked in a shared use permit holder / pay and display bay (or pay by phone bay)</p> <ul style="list-style-type: none"> <li>• If a previously valid permit has expired</li> </ul>	<p>0 minutes</p> <p>A 10 minute grace period applies after the pay &amp; display ticket or the virtual payment system has expired. A PCN should not be issued in this period.</p>

		<ul style="list-style-type: none"> <li>• If a permit or payment display item that relates to the day of issue, e.g. pay and display tickets and daily use permits is not valid when / where the vehicle is parked (e.g. expired that day, was issued for a different zone); or if a cashless payment session has expired</li> <li>• For daily use permits which have wrong user input (e.g. in cases where the wrong date is filled in or scratched off)</li> </ul>	
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. For shared use bays information about the period of no return will be stated on the pay and display machine.	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	The signs and lines required are the same as indicated for pay and display bays normally but the information on the pay and display machine should state permitted vehicle information. This may also include vehicles that exceed a specified size or weight / vehicles other than passenger vehicles,	3 minutes

		goods vehicles, or invalid carriages <sup>25 26</sup> .	
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs (or for longer than permitted for time restricted permits that may be used in such bays).	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the paid for session, or other logs made by the CEO recording when the vehicle had been observed in the bay.

Shared use bays can also be a combination of types 1 and 2 above. The following example shows a bay that is restricted Monday to Saturday

- 8 – 9am and 5 – 8.30pm multiple use for resident permit holders or pay and display ticket holders (type 2 above)
- 9am – 5pm pay and display bays restrictions apply (see section 3.3)

<sup>25</sup> “Passenger vehicle” means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>26</sup> “Goods Vehicle” means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer



### 3.10 Bays with prohibition of waiting and loading at certain times

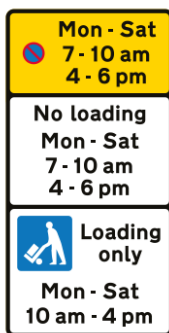
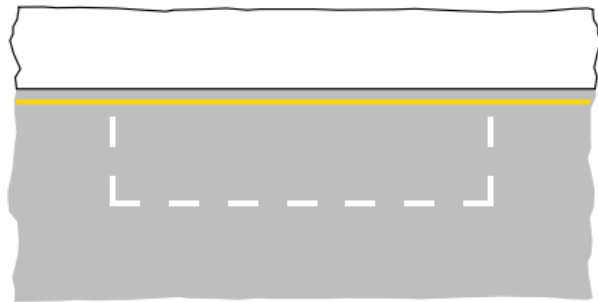
Some sections of the road may provide parking in bays at certain times, but to manage other traffic management needs parking may not be allowed at other times. For instance, such restrictions may be provided on a route that has a bus lane which operates at peak travel times, but outside of these hours some parking and / or loading is provided.

**Signs required:** Yes

The bottom panel of the sign shows the parking / loading bay restriction; the waiting restriction is shown on a yellow panel and if there is a loading ban the restriction times are shown on a white panel under the waiting restriction times.

**Bay markings required:**

Yes - and relevant single yellow line and single kerb markings for the waiting / loading restrictions



The contravention codes that would apply would depend on whether at the time a vehicle is parked the waiting / loading, or the parking bay restrictions apply.



For the example above a vehicle parked at 9am on a Tuesday would be subject to the no waiting and no loading restrictions (see section 2).

A vehicle parked at 3pm on Tuesday would have to pay to park (see section 3.3 for details of these restrictions).

A vehicle parked at 7pm on Tuesday would not be subject to any restrictions.

## 4. Clearways

### 4.1 24-hour carriageway clearway

Contravention code	Contravention Description	Summary	Observation period
46	Stopped where prohibited (on a red route or clearway).	The contravention occurs when a vehicle waits on the carriageway of a clearway – indicated by no stopping signs.	0 minutes

**Sign required:** Yes

**Lines Required:** No

Clearway no stopping signs should be at the start of the restriction (except for dual carriageways); smaller repeater signs are recommended at approximately 60 seconds travelling distance for the average road speed.



The end of restriction is shown by the clearway sign combined with an “End” sign.



## 4.2 24-hour footway / verge parking clearway

Contravention code	Contravention Description	Summary	Observation period
46	Stopped where prohibited (on a red route or clearway).	The contravention occurs when a vehicle waits on a verge or footway that has no stopping signs.	0 minutes

**Sign required:** Yes

**Lines Required:** No





## 5 Other footway parking

### 5.1 Heavy goods vehicle restrictions

Contravention code	Contravention Description	Summary	Observation period
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land in between two carriageways.	Vehicles over 7.5 tonnes (including any trailer) must not park on a verge, pavement or any land situated between carriageways <sup>27</sup> , unless with police permission, or the vehicle is attended and being used for loading / unloading.	3 minutes

**Sign required:** No

**Lines Required:** No



### 5.2 Zones prohibiting footway and verge parking

Contravention code	Contravention Description	Summary	Observation period
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway.	Applied if a vehicle is parked on a footway or verge in a zone with a signed footway parking restrictions	3 minutes

**Sign required:** Yes

**Lines Required:** No

<sup>27</sup> section 19 of the Road Traffic Act 1988

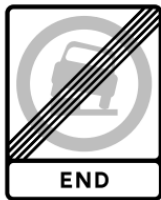
Sign at the zone entry



Repeater signs in the area:

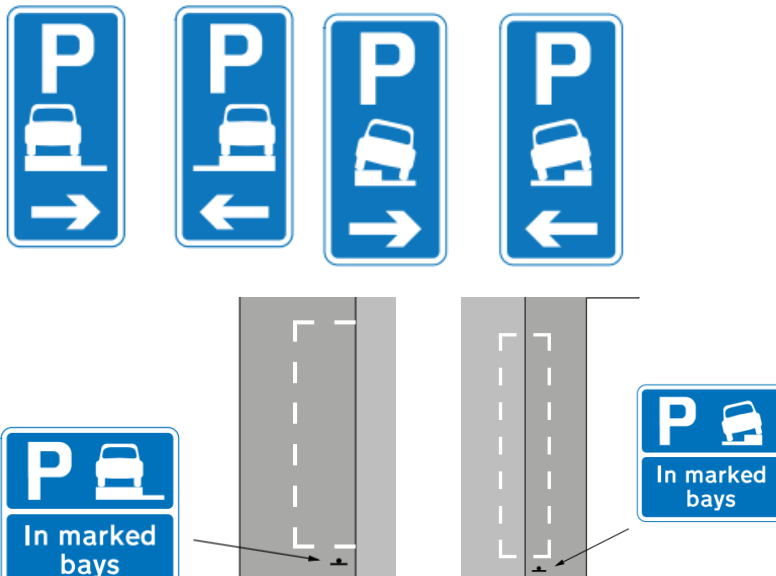


Sign at the end of the zone

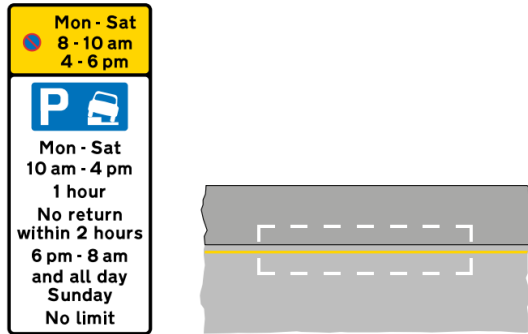


### 5.3 Permitted footway parking

Some streets with restrictions that apply to vehicles parked on the footway may have signs provided to indicate that footway parking is allowed on some sections of that street, or within marked bays. Examples of such signage is shown below:



Penalty Charge Notices would not be issued to vehicles where there are such signed restrictions, unless the vehicle is a heavy goods vehicle (see 5.1), or the signed bay has other restrictions that apply. The example below shows peak time waiting restrictions and free limited waiting 10am – 4pm Monday to Saturday. The waiting restriction rules would apply to a vehicle parked at 9am on a Monday. If a vehicle was parked at 7am on a Sunday the free limited waiting bay rules would apply.



## 6. Other parking restrictions

### 6.1 Taxi clearways – also no stopping except police or ambulances

Contravention code	Contravention Description	Summary	Observation period
45	Stopped on a taxi rank	<p>A contravention occurs when a vehicle that is not a public hire taxi (with a hackney carriage licence plate on the vehicle) is seen to be parked in a taxi rank which has a no stopping restriction.</p> <p>Private hire vehicles are not permitted to park on a taxi rank and should be enforced against the same as any other vehicle. Taxis and private hire vehicles may be distinguished from each other by the information contained on the plates attached to the rear of the vehicle.</p>	0 minutes

**Sign required:** Yes



**Lines Required:** Yes



*The thick clearway marking parallel to the kerb and the "TAXIS" legend are omitted if the restriction applies where there is shared use parking (e.g. pay and display at certain times and no stopping except taxis at other times)*

## 6.2 Bus stop clearways

Contravention code	Contravention Description	Summary	Observation period
47	Stopped on a restricted bus stop or stand	<p>A contravention occurs when a vehicle (other than a bus) is seen to be parked on a restricted bus stop or bus stand.</p> <p>Buses can only stop on a bus stop to pick up or drop off passengers, to change drivers or for up to 2 minutes to regulate the service. Buses may stop for longer at a bus stand.</p>	0 minutes

**Sign required:** Yes



**Lines Required:** Yes



Legend varied to BUS STAND if the sign shows it is a stand rather than a bus stop

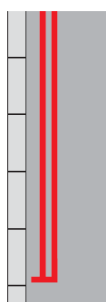
### 6.3 Red routes

Contravention code	Contravention Description	Summary	Observation period
46	Stopped where prohibited (on a red route or clearway).	The contravention occurs when a vehicle stops on the carriageway, or on the verge / footway where a red route is signed.	0 minutes

Red route stopping restrictions applies from the white line at the centre of the road to the first building line, whether that be a garden wall or the wall of a building. Highway is regarded as a way over which members of the public have a right to pass and repass. Even if the land is unadopted or privately owned, if it is still highway (i.e. all members of the public still have a right to pass over this section of land) the restriction still applies).

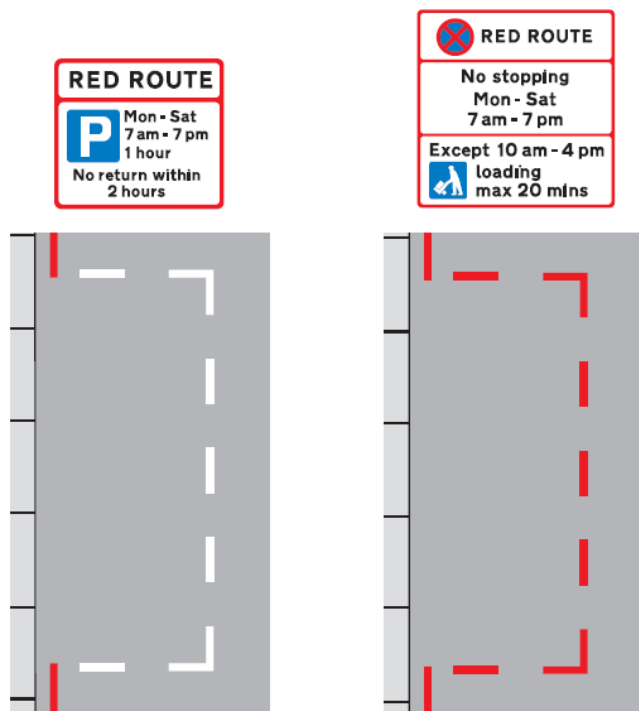
**Sign required:** Yes

**Lines Required:** Yes



Red routes may also have marked bays:

- white bays indicate permitted waiting (as shown on the sign) applies at all times the red route is in operation
- red bays indicate the waiting permitted as shown on the sign only applies during specified times



PCNs issued to vehicles in bays during the times that they apply should use the contravention cod for that bay type.

For example:

- a vehicle in the white bay at 1pm on a Thursday that has parked for more than 2 hours (allowing for grace period and if not exempt from the time limit) should be issued a code 30 PCN.
- a vehicle parked in the red bay at 11am on a Tuesday that is not seen to be loading (or otherwise exempt) should be issued a code 25 PCN.
- a non-exempt vehicle parked in the red bay at 8am on a Tuesday would be issued a code 46 PCN.

### **Bus stop clearways on red routes**

- If marked by thick red clear way marking and 'RED ROUTE No stopping except buses' sign, no vehicles other than buses can stop to pick up / set down passengers.



- If marked by red route double or single lines, the following boarding and alighting concessions below would apply:
  - ❖ licensed taxis may stop to allow a passenger to board or alight
  - ❖ A vehicle may stop to allow a Blue Badge holder to board or alight (the badge should be displayed for this to be permitted).



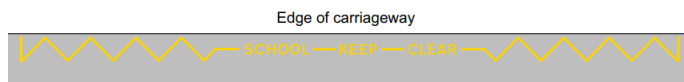


## 6.4 No stopping on entrance markings – schools, ambulances

Contravention code	Contravention Description	Summary	Observation period
48	Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited.	A contravention occurs when a vehicle is seen to be parked on a signed "School Keep Clear" restriction during prescribed hours, or if parked on such a restriction outside a fire, police or ambulance station	0 minutes

**Sign required:** Yes

**Lines Required:** Yes



If outside a fire, police, or ambulance station the legend just says "KEEP CLEAR"

## 6.5 Parked more than 50cm from the edge of the carriageway ('double parking')

Contravention code	Contravention Description	Summary	Observation period
26	Parked in a special enforcement area more than 50cm from the edge of a carriageway and not within a designated parking space.	The contravention occurs when a vehicle waits more than 50cm from the edge of the carriageway (usually denoted by the kerb but may be a boundary such as a wall). This does not apply if the vehicle is parked fully within a designated parking place (such as a signed bay for limited waiting)	3 minutes

**Sign required:** No

**Lines Required:** No

## 6.6 Parked in front of a kerb that is dropped, or a section of road that has been raised to be level with a footway, cycle track or verge

Contravention code	Contravention Description	Summary	Observation period
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway.	The contravention occurs when a vehicle waits in the carriageway adjacent to a section of footway that has been lowered to meet the carriageway / verge / cycle track. Often this will be in front of a driveway but can also be on pedestrian or cycle routes that facilitate access for users. The contravention would not occur if the vehicle is parked fully within a designated parking place (such as signed bays for limited waiting).	3 minutes

		If PCN would not be issued if a vehicle is parked adjacent to a dropped kerb outside residential premises by or with the consent (but not consent given for reward) of the occupier of the premises. This exemption is not applicable for shared driveways.	
28	Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge	The contravention occurs when a vehicle waits in the carriageway adjacent to a section of footway that has been raised to meet the carriageway / verge / cycle track. The contravention would not occur if the vehicle is parked fully within a designated parking place (such as signed bays for limited waiting).	

**Sign required:** No

**Lines Required:** No

No regulatory markings are required, but driveways with a dropped kerb may have an advisory 'H marking' in place; dropped kerbs for pedestrians are to be enforced if there is tactile paving



## 6.7 Bay suspensions and temporary parking restrictions

Contravention code	Contravention Description	Summary	Observation period
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	The contravention occurs when a vehicle is seen to be parked or loading/unloading where a temporary loading ban is in place for roadworks for example as signed by ref GT50/151/0024	0 minutes
21	Parked wholly or partly in a suspended bay or space.	The contravention occurs when a vehicle is parked in a bay at a time when a parking bay suspension is in effect.	0 minutes

### Temporary no waiting and no loading restrictions (roadworks, traffic management and events)

**Sign Required:** Yes

**Lines Required:** No



*Sign ref GT50/151/0024*

*The date(s) – with or without the year, time of day and location should show in the white panel; the reason, location, reference may be added*

### Parking bay suspensions

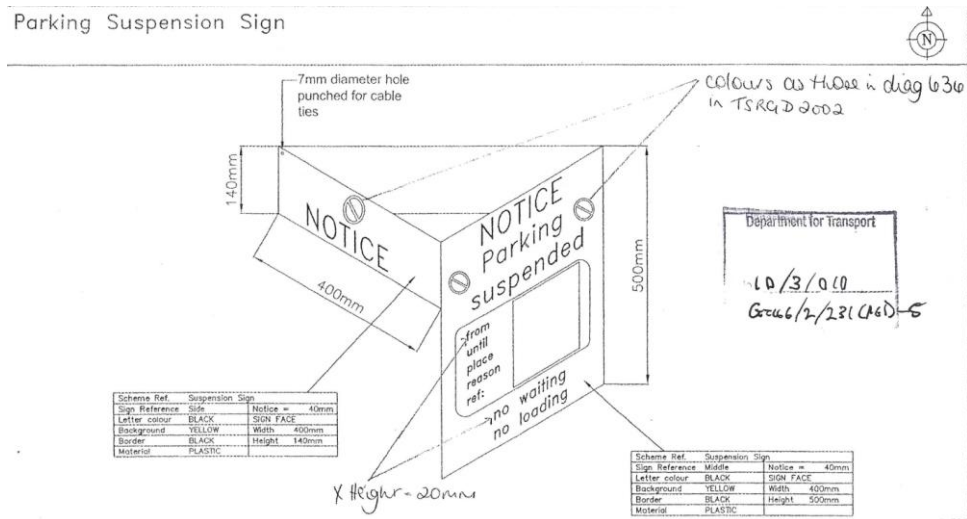
**Sign required:** Yes

*The suspension notice should be placed on the same post(s) as the sign(s) denoting the restrictions that normally apply when the bay is not suspended.*

**Bay Markings Required:** Yes

*The same markings that apply to the bay when the suspension is not in place*

Parking Suspension Sign



Sign ref GT46/2/231



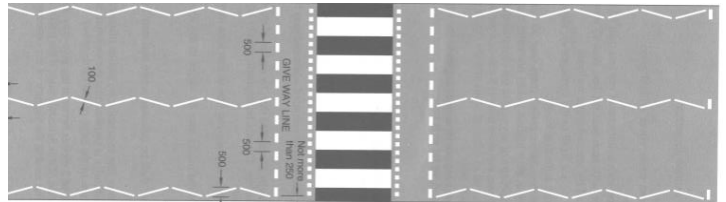
The parking suspension details are shown on the middle inset panel

## 6.8 Pedestrian crossings, or crossing areas marked by zigzags

Contravention code	Contravention Description	Summary	Observation period
99	Stopped on a pedestrian crossing or crossing marked by zig zags	The contravention occurs when a vehicle	0 minutes

**Sign required:** No

**Lines Required:** Yes



## 6.9 Cycle lanes and tracks

A cycle track is a right of way for pedal cycles, with or without a right of way on foot. This can include footways that have been converted as a route for cyclists too.

A cycle lane is part of the carriageway and is marked by a white line (solid line for mandatory cycle lanes). Parking in a mandatory cycle lane dealt with is a contravention under waiting and loading restrictions above.

Parking in an advisory cycle lane without yellow lines is not a contravention.

Contravention code	Contravention Description	Summary	Observation period
49	Parked wholly or partly on a cycle track or lane	A contravention occurs when a vehicle waits on a cycle track.	0 minutes

**Sign required:** Yes



**Lines Required:**



Legend may be provided

# Car park restrictions





# Pay & Display or Pay by Phone

## Ebenezer Street • Car Park

Income raised from this car park directly supports the daily maintenance of this car park. Thank you for your support

<p><b>PAYMENTS</b> - Coin and card payments can be made. Overpayment accepted, no change given.</p> <p><b>PAY BY PHONE</b> - See information panel on the pay and display machine.</p> <p><b>PAY AND DISPLAY OR PAY BY PHONE HOURS</b> 8.00am - 8.30pm. All days payable.</p> <p><b>THE BLUE BADGE SCHEME - PARK FREE</b> on display of badge in any parking bay (without time limit). You cannot park with a badge in any other area of the car park.</p> <p><b>MOTORCYCLES</b> - Solo Motorcycles may <b>PARK FREE</b> in any parking bays (except disabled bays).</p> <p><b>ELECTRIC VEHICLES</b> - Bays restricted 24 hours a day. Any vehicle in an electric bay must be charging. Refer to additional information signs for tariff details. During pay and display hours a valid pay and display ticket or cashless parking session must be obtained (except motorcycles and Blue Badge holders).</p> <p><b>VEHICLE WEIGHT</b> - Not to exceed more than 3.5 tonne.</p>	<p><b>CONDITIONS OF USE AND CODE OF CONDUCT</b></p> <p><b>A Penalty Charge Notice may be issued if you:</b></p> <ul style="list-style-type: none"><li>• Park for longer than permitted.</li><li>• Leave a vehicle parked after the expiry of your pay and display ticket or cashless parking session.</li><li>• Do not park properly in a marked bay (parking is restricted in all other areas of the car park).</li><li>• Park where double yellow lines or areas hatched in yellow indicate a prohibition of waiting.</li><li>• Park within a disabled parking bay without displaying a valid blue badge.</li><li>• Park in a manner that causes obstruction.</li><li>• Park within the car park or parking bay marked as closed or reserved unless authorised by SCC.</li><li>• Park a vehicle that exceeds 3,500 kilograms gross vehicle weight or has a trailer attached.</li><li>• If machine is out of order you must pay by phone at the nearest machine for this location.</li><li>• Park in an area not designated for that class of vehicle: vehicles in electric bays must be actively charging and during pay and display hours must have a valid pay and display ticket or cashless parking session.</li></ul> <p><b>It is an offence to sleep overnight in a parked vehicle.</b></p>
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**TO REPORT ANY MACHINE FAULTS, please contact Parking Services on 0114 273 6255**

Sheffield City Council, Parking Services is committed to ensuring as far as possible, the safety, security and convenience of their patrons, vehicles and possessions.

CRIMESTOPPERS Tel: 0800 555 111 • **Please be aware this car park is not lit**

Parking Services • Tel: 0114 273 6255 • [www.sheffield.gov.uk](http://www.sheffield.gov.uk)



Parking Services operate a number of restricted car parks. The team are also contracted to enforce some car parks for Parks and Countryside Service, Housing Services and Sheffield Hallam University.

Car park restriction signage may include;

- Signs at the entrance to the car park
- Information boards within the car park
- Signs adjacent to bays or parking areas
- Logos or legends within bays – for example, disabled parking or electric vehicle
- Double yellow lines or hatching; in some car parks the information boards specify parking is restricted anywhere except marked bays
- Temporary suspension signs (similar to on street bay suspension signs)
- Temporary car park closed signs

### **Blue badge holders**

The exemptions that apply on street do not also apply in car parks. Badge holders should check signage in car parks for the parking rules. For example, whether a permit must be displayed too.

Blue badge holders are not allowed to park on yellow lines (or other restricted areas) in car parks. Concessions do not apply to bays in car parks reserved for other specific users (such as loading bays, electric vehicle bays).

## Loading

Loading exemptions do not apply in car parks, including yellow lines. Observations to see if a vehicle is being loaded or unloaded would only be carried out if the vehicle is parked in a signed loading bay or area.

### Summary of car park contravention codes

Contravention code	Contravention Description	Summary	Observation period
70	Parked in a loading place or bay during restricted hours without loading	The contravention occurs when a vehicle waits in a restricted car park loading bay, or a signed loading area without loading or unloading seen to be taking place.	3 minutes
71	Parked in an electric vehicles' charging place during restricted hours without charging	A contravention occurs when a vehicle is seen parked in a car park electric charging bay without actively charging.	0 minutes
73	Parked without payment of the parking charge	<p>When a vehicle is parked without either clearly displaying a valid pay &amp; display ticket or purchasing parking time using pay by phone in an area of a car park where drivers must pay to park.</p> <p>This would also apply if a driver obtained a free parking ticket at locations where these are available but then used more free sessions instead of paying to park.</p> <p><i>*NOTE* if the option to pay by mobile phone / web based payment systems is not available at the location and</i></p>	0 minutes - but if the CEO can see there is a queue at the pay and display machine, observations may be allowed to see if the driver is one of the motorists in the process of buying a ticket.

Contravention code	Contravention Description	Summary	Observation period
		<p><i>drivers can only park using pay and display tickets, contravention 83 must be used;</i></p> <p>83 should also be used if the vehicle is parked with an obscured pay &amp; display ticket</p>	
78	Parked wholly or partly in a suspended bay or space	The contravention occurs when a vehicle is parked in a car park bay or space at a time when the bay or space has a signed suspension is in effect.	0 minutes
80	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the car park signs (or for longer than permitted for time restricted permits that may be used in such bays).	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the paid for session, or other logs made by the CEO recording when the vehicle had been observed.
81	Parked in a restricted area in an off-street car park or housing estate	This contravention occurs if the vehicle is parked on double yellow lines or hatched areas in the car park. The information boards in some car parks also specify parking is restricted in all areas except marked bays	0 minutes
82	Parked after the expiry of paid for time	This contravention occurs when a vehicle is parked in a pay and display bay or area in a car park after the expiry of the pay & display ticket or the expiry of	<p>0 minutes</p> <p>A 10 minute grace period applies after the pay &amp; display ticket or the virtual payment system has</p>

Contravention code	Contravention Description	Summary	Observation period
		the phone payment service.	expired. A PCN should not be issued in this period.
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	<p>When a vehicle is parked without clearly displaying a valid pay and display ticket or voucher in a car park bay or area where these may be used. For example, with a pay and display that is obscured or upside down.</p> <p><i>*NOTE*</i> if the option to pay by phone is available but no pay and display ticket can be seen, contravention 73 should be used</p>	0 minutes – but if the CEO can see there is a queue at the pay and display machine observations, may be allowed to see if the driver is one of the motorists in the process of buying a ticket.
84	Parked with payment made to extend the stay beyond initial time	Signs or information boards would need to indicate a requirement to buy a ticket at the time or parking and that additional payment is not allowed.	0 minutes
85	Parked without a valid virtual permit or clearly displaying a valid physical permit where required	<p>The contravention occurs if a vehicle is parked in a car park for permit holders but does not have a valid permit displayed, or a valid virtual permit.</p> <p>Some permit restricted car parks have disabled bays. Blue badge holders need to also display a permit and may be issued a PCN for code 85 if they have a blue badge but do not have a valid permit.</p>	5 minutes – to allow for a permit to be collected (for example visitor permits in housing car parks)
86	Not parked correctly within the markings of a bay or space	The contravention occurs if the vehicle is marked partially in a bay or across two bays.	0 minutes

Contravention code	Contravention Description	Summary	Observation period
		At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	The contravention occurs if the vehicle is parked in a designated disabled bay but does not have a valid blue badge displayed.	0 minutes
89	Vehicle parked exceeds maximum weight or height or length permitted	The contravention occurs if the vehicle exceeds the maximum size or weight as specified on signs in the car park.	0 minutes
90	Re-parked in the same car park within one hour (or other after leaving	The contravention occurs when a vehicle is seen to be re-parked in a car park within 1 hour (or other specified time) of leaving. Signs in the car park should state a period of no return.	0 minutes
91	Parked in a car park or area not designated for that class of vehicle	Information on the pay and display machines or other signs in the car park may state permitted vehicle information. The contravention occurs if a vehicle such as a car parks in a motorcycle bay.  Code 71 would apply if a vehicle other than an electric vehicle on charge parks in an electric vehicles' charging place.	0 minutes
92	Parked causing an obstruction	Code 81 should be applied instead if the vehicle is parked on yellow lines, in a hatched area, or if signs say all	0 minutes

Contravention code	Contravention Description	Summary	Observation period
		<p>areas except marked bays are restricted.</p> <p>This contravention would apply if signs do not indicate the latter applies and a vehicle is parked where it may stop another vehicle from passing through channels to access bays, or through the entrance / exit within the car park</p>	
93	Parked in car park when closed	This contravention is used if temporary signs displayed in the car park state the car park (or section where the vehicle is parked is closed)	0 minutes
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required		0 minutes

# **CCTV enforcement**

CCTV evidence should be reviewed by an officer who should verify the image shows the contravention has taken place and the correct vehicle details are recorded.

## **CCTV enforcement of parking restrictions**

This may be carried out for some parking restrictions as also listed in *Appendix A Sheffield City Council Civil Enforcement Officer (CEO) handbook*. These are:

- In a bus lane (waiting and loading restrictions will apply)
- In bus stop clearway or bus stand clearway
- On 'keep clear' zig-zag markings outside schools
- On a red route
- In a mandatory cycle lane (which has waiting or loading restrictions)

Exemptions are as detailed in the relevant restriction types within this handbook.

# Bus lane / bus gate restrictions

Bus gate contraventions occur if the vehicle travels fully past the point of entry (the restriction sign):



CCTV footage should capture vehicle travelling into the bus gate (passed the restriction signs) and proceeding through the restricted area.

Bus lane contraventions occur if the vehicle travels along a separate lane that has been designated for buses (and other permitted / authorised traffic):



## When to enforce

A PCN will be issued if one or more of the following is observed:

1. Non – exempt vehicles enters and proceeds into a bus gate
2. Non-exempt vehicles travels more than 4 car lengths (20m) within a bus lane
3. Vehicle straddles the bus lane and adjacent carriageway (see below)
4. Vehicle gains unfair advantage over **more than** one queued vehicle
5. Vehicle obstructs / delays an exempted or permitted vehicle



### When not to enforce

1. Vehicle marginally crosses over the start or end of the bus lane (clipping)
2. Vehicle is permitted / authorised
3. Vehicle is exempted – see table
4. Activity is exempted – see table
5. Bus lane is not in operation

### Straddling

A PCN should not be issued to vehicles temporarily straddling the bus lanes **prior to turning left**, unless one of the following applies:

- Vehicle has blocked the bus lane by doing so
- Vehicle has travelled more than 4 car lengths
- Vehicle has gained some advantage over other vehicles

If a vehicle registration number is not clear from the footage / is partially obscured and cannot be read in full it should not be guessed; no PCN should be issued.<sup>28</sup>

### Permitted Vehicles

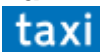
The restriction signs show symbols for what vehicles are permitted in the bus lane or gate. This may vary by location.

- **Bus - vehicle with 10 or more seats**



If it is not clear that a vehicle has the required number of seats (for example in the case of minibuses) a PCN should be issued. The keeper will have opportunity to send evidence (vehicle registration document showing the number of seats) after being sent a PCN. If such evidence is sent the vehicle will be added to the exemption list.

- **Taxi**



This refers to Hackney Carriages, not PHVs. These should be on the exempt list.

- **Pedal cycle**



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<sup>28</sup> The police / DVLA may take action if a registration plate cannot be read, it has been tampered with, or is not in the correct format

- **(Solo) 'Motorcycle:**



A two-wheeled vehicle propelled by mechanical power and not having a sidecar or trailer attached thereto.

### Authorised vehicles



- **Private Hire Vehicles (PHVs)**  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*
- **NHS vehicles**  
Vehicles with suitable side markings, as approved by Sheffield City Council, carrying persons on behalf of the National Health Service for medical reasons.  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*
- **Local Authority Vehicles**  
Vehicles with suitable side markings, as approved by Sheffield City Council, being operated on behalf of a Local Authority for educational or care reasons.  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*

A permit to drive through the bus or tram gate at Langsett Road (outbound only) is available for residents of the following roads:

- Rudyard Road
- Rudyard Mews
- Treswell Crescent
- Rider Road
- Haggard Road
- Kipling Road

Such permits must be applied for and issued before the bus gate is used.

### General exceptions

1. Grace period: during the first and last 5 minutes of bus lane (or bus gate) controlled hours a grace period will be allowed. This allows some leeway if drivers watches / clocks are not set accurately to the current time.
2. If footage clearly shows that a police officer dealt with the matter on-street
3. Vehicle is required to enter or stop within bus lane by law or in accordance with restrictions or requirements indicated by traffic signs (for example there was a signed diversion route).

## Exemptions summary – by Vehicle type or Activity

<p>Blue light emergency service vehicles</p>	<p>Exempt - bus lanes and bus gates Permitted blue light vehicles are ones being used by the</p> <ul style="list-style-type: none"> <li>• fire brigade, ambulance or police</li> <li>• Forestry Commission or by a local authority for the purposes of fighting fires</li> <li>• Secretary of State for bomb disposal, nuclear accidents or incidents, RAF operations or emergencies or Armament Support Unit</li> <li>• Blood Transfusion Service</li> <li>• Coastguard or Coastguard Auxiliary Service</li> <li>• British Coal Corporation for mine rescue operations</li> </ul> <p>Or one used primarily for the purposes of conveying any human tissue for transplanting or similar purposes</p>
<p><b>Passenger boarding or alighting</b></p>	<p>Vehicle being used for passenger drop-off in a bus lane as per the parking restriction exemptions.</p>
<p><b>Vehicles removing traffic obstructions</b></p>	<p>Exempt if removing the obstruction within the bus lane or bus gate when observed.</p>
<p><b>Avoiding an accident</b></p>	<p>Vehicle enters the bus lane to avoid an accident (or to allow a blue light vehicle to pass)</p>
<p><b>Footage shows police directing vehicle in</b></p>	<p>Vehicle enters a bus lane or gate with permission or at the direction of a police constable in uniform</p>
<p><b>Gain entrance or exit adjacent off street parking or loading</b></p>	<p>Vehicle only crosses over the bus lane to a point opposite, where this point is a footway crossing or vehicular access way; or to leave such a point. Vehicle should not proceed along the bus lane before / after pulling over for this purpose)</p>
<p><b>Royal Mail vehicles collecting mail</b></p>	<p>Exempt from enforcement if collecting mail from post box within a bus lane, collecting mail from adjacent buildings, or delivering to adjacent buildings.</p>
<p><b>Local Authority vehicle collecting refuse</b></p>	<p>Exempt while collecting refuse within the bus lane.</p>
<p><b>Roadsweeping</b></p>	<p>Vehicles exempt while actively road-sweeping in a bus lane or gate</p>
<p><b>Maintenance work - Gas, Water, Electricity, Telecommunications, Sewage, Drainage, Pipe Works</b></p>	<p>Exempt <b>only</b> if undertaking maintenance within the bus lane or gate</p>

<b>Other maintenance work - Highway, Bus Stop, Tram &amp; track</b>	Exempt <b>only</b> if undertaking maintenance within the bus lane or gate

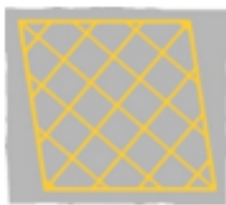
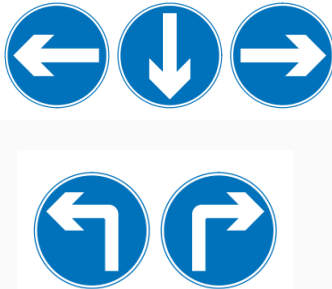
**Note** – where exemptions for **activities** in Bus Lanes apply, the vehicle must clearly be seen to be carrying out the activity and not travelling through the bus lane or gate to reach the destination for the activity / not just travelling to another location to carry out the activity.

Other exempt vehicles should be on exemption lists (whitelists) managed by the back office based on evidence provided to support that the vehicle qualifies for an exemption as per Traffic Regulation Orders.

# Moving Traffic Restrictions

Enforcement of vehicles contravening moving traffic restrictions includes powers to issue PCNs for the following reasons:

- Failing to comply with a one-way restriction
- Entering and stopping in a box junction when prohibited
- Failing to proceed in the direction shown by the arrow on a blue sign
- Using a route restricted to certain vehicles
- Being in a mandatory cycle lane
- Failing to give way to oncoming vehicles
- Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign
- Performing a prohibited turn
- Failing to comply with a no entry restriction
- Failing to comply with a prohibition on certain types of vehicle
- Failing to comply with a restriction on vehicles entering a pedestrian zone
- Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone
- Using a vehicle on a restricted street during prescribed hours without a valid permit
- Using a vehicle on a restricted street during prescribed hours in breach of permit conditions
- Using a vehicle on a restricted street without a valid HGV Safety Permit
- Using a vehicle on a restricted street in breach of HGV Safety Permit conditions

Code	Description	Signage examples	TRO exemptions	Other information
31	Entering and stopping in a box junction when prohibited		<b>TSRGD 2016:</b> (a) fire and rescue authority; (b) Scottish Fire and Rescue Service; (c) ambulance; (d) providing a response to an emergency at the request of an NHS ambulance service; (e) bomb or explosive disposal; (f) special forces; (g) police; and (h) National Crime Agency.	Vehicles <b>should not enter</b> the yellow box <b>unless the exit is clear</b> .  A vehicle may enter the box and wait to turn right if only stopped from doing so by oncoming traffic, or by other vehicles waiting to turn right.  At a signalled roundabout vehicles should not enter the box unless they can cross over it completely without stopping. <sup>29</sup>
32	Failing to proceed in the direction shown by the arrow on a blue sign		a) Directed by a police officer in uniform to proceed in the direction taken b) tramcar	A PCN may be issued if a vehicle proceeds past signs in a direction other than that indicated.

<sup>29</sup> Box junctions TSRGD 2016: 11.—(1) Subject to sub-paragraphs (2), (3) and (4), the yellow criss-cross marking provided for at item 25 of the sign table in Part 6 conveys the prohibition that a person must not cause a vehicle to enter the box junction so that the vehicle has to stop within the box junction due to the presence of stationary vehicles.

(2) the marking when placed as a box junction within sub-paragraph (6)(c) of the definition of that expression conveys the prohibition that a person must not cause a vehicle to enter the box junction so that the vehicle has to stop within the box junction due to the presence of oncoming vehicles or other stationary vehicles beyond the box junction.

(3) The prohibition in sub-paragraph (1) does not, in respect of a box junction within sub-paragraph (6)(a) of the definition of that expression, apply to a person who—

(a) causes a vehicle to enter the box junction for the purpose of turning right; and

(b) stops the vehicle within the box junction for so long as the vehicle is prevented from completing the right turn by an oncoming vehicle or other vehicle which is stationary whilst waiting to complete a right turn.

(6) For the purposes of this paragraph “box junction” means an area of the carriageway where the marking has been placed and which is—





(a) at a junction between two or more roads;

(b) at a gyratory system or roundabout;

(c) along a length of a two-way road (other than at a junction), the carriageway of which is not greater than 4.5 metres wide at its narrowest point; or

(d) on the length of road adjacent to the vehicular entrance to the premises of a fire, police or ambulance station; and

(7) A reference in this paragraph (however expressed) to a vehicle which is stationary or stops within a box junction includes a vehicle which is stationary whilst part of it is within the box junction.

33	Using a route restricted to certain vehicles	 <p><i>Route for buses, pedal cycles and taxis only</i></p>  <p><i>Route for pedal cycles only</i></p>  <p><i>Route for use by pedal cycles and pedestrians only</i></p>	<p>See above section on bus lanes and bus gates</p> <p>See exemptions in the on-street parking section</p>	<p>A PCN may be issued if a vehicle that is not permitted to use that route proceeds past such restriction signs.</p>
50	Performing a prohibited turn		<p>a) Directed by a police officer in uniform to proceed in the direction taken</p> <p>b) police/fire/ambulance vehicle being used in an emergency.</p>	<p>A PCN may be issued if a vehicle proceeds past signs that give an instruction as to which direction you must not take.</p> <p>This includes if a vehicle fails to comply with signs indicating</p> <ul style="list-style-type: none"> <li>• a prohibited no right or no left turn; or</li> <li>• no U-turns for vehicular traffic</li> </ul>

