



# Civil Enforcement Officers Handbook

Version 2

**LONDON  
COUNCILS**

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# 1 Introduction

The Civil Enforcement Officers (CEO) handbook has been devised after general consultation with London boroughs to provide a standard approach to issuing Penalty Charge Notices (PCNs) across London.

Parking contraventions are dealt with by issuing a Penalty Charge Notice and, in appropriate circumstances, by clamping or removing the vehicle to a pound.

The handbook provides guidance which has general relevance throughout London. It is accepted that there will be local variations in policy and these will be a matter for each borough. CEOs will be instructed on how to deal with local variations.

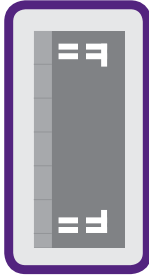
The handbook is intended as a reference document for use on-street or in the office. It describes the contraventions, their codes and details of information to be recorded in each case in order to prove that the contravention took place.

Exemptions and when loading or unloading is permitted are dealt with. Illustrations of the signs and markings needed to support the issue of a PCN are also given. The handbook refers to all types of parking restrictions, for example yellow lines, permit parking, meter parking, free parking places, loading places, bus stop clearways and doctors' bays. Some boroughs may have all or most of these restrictions; others may only have a few types of restriction.

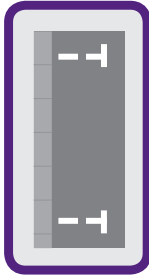
Comments on the handbook are welcome at any time. If you have suggestions for changes or improvements, please contact us via the details at the end of this handbook.

# 2 Definitions

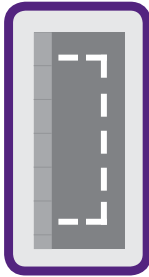
## General



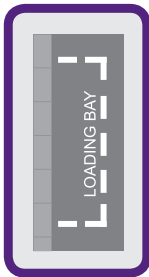
**Parking place:** Any area of highway designated as a parking place under a parking places order. It may contain one or more bays or spaces. Where individual bays are marked, the parking place will end with double white termination markings. Where individual bays are not marked the parking place will end with single white termination markings.



**Parking space:** An area or areas within a parking place provided for the leaving of a vehicle.



**Parking bay:** An individual bay within a parking place, which is provided for the leaving of a vehicle upon payment or display of a permit or voucher as required.



**Loading bay/place:** An area of highway designated as a loading bay/place under a loading bays/places order. It may contain one or more loading bays or spaces.

# 3 General exemptions

## Blue Badge holders

Blue Badges generally permit parking on yellow lines for up to three hours and allow free parking on meter, ticket machine or voucher bays with no time limit. Special bays may be provided for Blue Badge holders and these may restrict the length of stay. On yellow lines or in restricted bays a parking disc must also be displayed showing the time of arrival of the vehicle.

In some boroughs, Blue Badge holders may park free of charge and with no time limit in residents' and/or business permit spaces.

Blue Badges are valid for three years and show the name of the holder, serial number, expiry date and the issuing authority. The badge must be displayed on the nearside front windscreen or in a conspicuous position on the vehicle with the front of the badge facing forward.

The City of London, the Royal borough of Kensington and Chelsea, the London borough of Camden (south of Euston Road) and the City of Westminster operate separate schemes for disabled residents. Blue Badge holders can only park in designated bays and in paid bays for an extra hour after an initial payment has been made.

A vehicle displaying a disabled badge will not normally be clamped or removed to a car pound, but if the vehicle is dangerously or obstructively parked, it may be repositioned nearby.

## Health Emergency Badge (HEB) holders (London only)

London Councils Transport and Environment Committee and the London boroughs operate a parking scheme for doctors and others involved in primary health care in the capital. The badge is called the Health Emergency Badge (HEB).

The badge can only be used when visiting a patient to provide emergency healthcare, and must be clearly displayed in the rear view mirror with the visiting address.

Badge users can park in meter bays and pay and display bays without paying. They can also use bays reserved for residents or some other purposes, if necessary, and on yellow lines if no other spaces exist.

The badge does not apply if the vehicle is causing a serious obstruction and cannot be used for routine home visits. Parking outside hospitals and clinics and parking on doctors, ambulance or hospital bays is not covered by the HEB scheme.

When the badge is being used in accordance with the terms and conditions of the scheme, badge holders should not receive PCNs, be clamped or removed. Local authorities outside London may have their own similar scheme for

healthcare workers, which should form part of the CEOs' training.

## Vehicles always exempt from PCNs

Fire, police and ambulance vehicles on official business.

A vehicle which is military or visiting military forces.

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

## General dispensations and waivers

Dispensations are issued by or on behalf of a local authority to permit a vehicle to park in circumstances where it would not normally be allowed to do so, for example, on yellow lines for a specified period and specified purpose where no alternative parking is reasonably available. If a dispensation has been granted, the vehicle concerned should display the dispensation certificate clearly on the windscreen and should be used for the specified purpose.

## Local authorities and statutory undertakers

Local authorities and statutory undertakers are permitted to park any vehicles associated with works being carried out on the highway within the area required for the works to be carried out. This area will be delineated by cones and/or barriers.

## Utilities companies

Gas, electricity, water utility, communications and cable and signals companies will from time to time need to carry out emergency works on or off the highway. Vehicles carrying out such emergency works may park in restricted streets as long as a notice is displayed in the windscreen. If necessary, CEOs may ask drivers to move such vehicles to a more suitable location.

All vehicles being used for commercial servicing or installation work must park legally.

## Loading and unloading

Loading/unloading or delivering/collecting goods is allowed in most places where restrictions apply. However, these activities are not allowed where loading prohibitions apply, for example:

1. Where there are kerb stripes
2. Where there is a temporary ban on loading
3. On bus stop clearways or school keep clear markings.

Loading/unloading is generally restricted as follows:

- a. In designated parking places – 20 minutes
- b. On yellow lines – 40 minutes.

A vehicle may only remain in place for as long as it takes to perform the loading or unloading operations, generally defined as being the movement of goods to or from the vehicle, the checking of said goods and the completion of any necessary paperwork. In such a case it should be shown that it was necessary for the vehicle to be in that place to load or unload. The purchase of goods is not covered by the exemption, for example parking in order to go shopping is not covered, however payment on collection might be.

There is no right to park for the maximum time. In order to qualify for exemption, vehicles should be parked adjacent to the premises being serviced, although where this is not possible, discretion should be given to allow the vehicle to park in the vicinity of the premises.

Where loading/unloading is allowed, a CEO should observe the vehicle for a period of time to ascertain whether loading/unloading is being carried out. If a goods vehicle is being observed then it is recommended that the observation time is longer. Each authority will have its own guidelines as to how long observation periods should be.

If loading or unloading is seen after the PCN is issued, this should be noted by the CEO in the pocket book.

# 4 General notes

## Motorcycles

Free parking areas for solo motorcycles, mopeds etc are provided by many authorities in controlled parking zones and other restricted streets. Bays are marked by broken white edge markings with the words MOTORCYCLES ONLY or SOLO MOTORCYCLES ONLY on the carriageway. Kerbside plates are not necessary and are not normally provided.

Elsewhere in restricted areas, motorcycles may normally only park legally in meter, pay and display, voucher bays or cashless parking bays on payment of the relevant charge.

Some authorities allow motorcycles to park free of charge in pay and display, voucher and/or residents' permit bays. CEOs will be instructed on any local variations.

Motorcycles with sidecars are treated as cars. Motorcycles are motor vehicles and are thus subject to the ban on parking on footways.

## Diplomatic vehicles

Diplomatic vehicles are identified by special number plates, for example:

- 123 X 456
- 789 D 012

CEOs can issue PCNs to diplomatic vehicles, but cannot arrange for wheel-clamping or removal of vehicles with 'D' plates and should not for 'X' plates either. If necessary, vehicles may be repositioned in a safe place.

A small number of diplomatic vehicles display 'normal' number plates where these are personalised. Wheel-clamping or removal of such vehicles is not permitted.

## Identification of heavy goods and commercial vans

Two contraventions - the overnight ban on commercial vehicle parking (code 55) and the ban on footway parking by heavy commercial vehicles (code 61) - require CEOs to be able to identify these vehicles.

## Overnight parking ban

The overnight ban applies to commercial vehicles over 5 or 7.5 tonnes (depending on the signage) maximum gross weight (MGW) and buses. Unfortunately, there is no clear external identification of these vehicles. The MGW is shown on a plate on the vehicle, but this might be shown only inside the cab.

Therefore, CEOs should rely on the external display of striped yellow and red or LONG VEHICLE rear markings to identify contravening vehicles.

The ban does not apply to passenger carrying vehicles designed to carry fewer than 13 passengers (excluding the driver).

## Footway parking ban

Code 62 applies to all vehicles parked on a footway, however it is only applicable in London; Code 61 is set out in national legislation and only applies to vehicles over 7.5 tonnes MGW parked on a footway.

Vehicles over 7.5 tonnes MGW are identified by the external display of striped yellow and red or LONG VEHICLE rear markings.

# 5 Completion and issue of PCNs and collection of supporting evidence

Most PCNs in London will be issued using a Hand Held Computer (HHC) but some will continue to be written by hand. In both cases, supporting evidence may be collected in a pocket book.

## Essential information to be recorded by the CEO and shown on the PCN

1. Date the notice is served
2. Grounds of issue
3. Vehicle registration mark (VRM)
4. Date and time of alleged contravention
5. Contravention description and code (optionally with suffixes as appropriate)
6. Location of alleged contravention (street name).

## Other essential information to be shown on the PCN

1. PCN number
2. Name of enforcing authority
3. Penalty charge amount
4. Methods of payment
5. Payment periods (i.e. statutory payment and discount periods)
6. Address for payment and correspondence
7. How to challenge the PCN.

## Recommended information to be recorded by the CEO and shown on the PCN

1. Vehicle make
2. Tax disc number and expiry date (if available)
3. CEO number
4. Detailed location (reference to meter or parking bay number, house number, lighting column or post number, or nearest road junction as appropriate)
5. Observation times (if applicable).

On completion, the PCN must be affixed to the vehicle or handed to the person appearing to be in charge of the vehicle. Generally if this is not done then the PCN is not valid and should be cancelled/voided. However a postal PCN can be issued in two situations:

- a. If the CEO attempted to serve the PCN by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person.
- b. If the CEO had begun to write the PCN but the vehicle was driven away before the PCN could be served.

If the CEO is unable to affix the PCN to the vehicle or hand it to the driver then clear and detailed evidence should be recorded. Notes should be kept of the point of the issuing process at which the vehicle left the scene, as well as all details of any conversations with the driver, and what attempts were made to serve the PCN.

The VRM should be taken from the vehicle number plate, but if there is any doubt, the number on the tax disc should be checked. CEOs should be aware of the presence of vehicles on the road with incorrect number plates due to improper spacing of the numbers and letters.

## Other supporting information

The following information should be collected on the HHC or in the pocket book:

1. Whether the PCN was affixed to the windscreen or handed to the driver
2. Whether the CEO was prevented from serving the PCN by some person, or the vehicle drove away before the CEO could complete the PCN
3. Whether the driver was seen and any conversation with the driver
4. Any evidence of loading or unloading activity after the PCN had been issued
5. Expiry time of pay and display ticket or arrival time or value shown on vouchers
6. Details of any permit/badge displayed
7. Adjacent meter reading (duplex parking meters)
8. Any evidence of breakdown
9. Details of any notes in or on the vehicle, including any alleged meter faults
10. Tyre valve positions
11. Pocket book reference (if there is a relevant entry)
12. Details of suspensions and signage in relation to the vehicle
13. Details of any roadworks likely to affect parking
14. Details of yellow lines (single, double or broken), and nearest plate (where appropriate)
15. Any other information which is likely to be useful.

## Photographic evidence

Photographs should be taken whenever possible. Whilst they are not compulsory, the evidence provided is extremely useful.

Photographs should be taken of:

1. The vehicle parked in contravention
2. The vehicle registration number
3. The dashboard showing the tax disc and any permits, vouchers or tickets
4. Any signs or time plates relating to the contravention.



## Contravention codes, descriptions and charge level

The code descriptions below are taken from version 6.6 of London Councils Standard PCN Codes. These codes are maintained by London Councils, however the descriptions for higher penalty level contraventions have been incorporated into The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007. If there are differences between the descriptions in the order and those in the London Councils code list then authorities outside London should use those in the order. As the order does not apply in London, London local authorities should always use the codes in the list.

(H) = Higher penalty level

(L) = Lower penalty level

01	Parked in a restricted street during prescribed hours	(H)
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	(H)
04	Parked in a meter bay when penalty time is indicated	(L)
05	Parked after the expiry of paid for time	(L)
06	Parked without clearly displaying a valid pay and display ticket or voucher	(L)
07	Parked with payment made to extend the stay beyond the initial time	(L)
08	Parked at an out-of-order meter during controlled hours	(L)
09	Parked displaying multiple pay and display tickets where prohibited	(L)
10	Parked without clearly displaying two (or other specified number) valid pay and display tickets when required	(L)
11	Parked without payment of the parking charge	(L)
12	Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge	(H)
14	Parked in an electric vehicles' charging place during restricted hours without charging	(H)
16	Parked in a permit space or zone without displaying a valid permit	(H)
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	(H)
19	Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time	(L)
20	Parked in part of a loading place marked by a yellow line where waiting is prohibited	(H)
21	Parked wholly or partly in a suspended bay or space	(H)
22	Re-parked in the same parking place or zone within one hour (or other specified time) of leaving	(L)
23	Parked in a parking place or area not designated for that class of vehicle	(H)
24	Not parked correctly within the markings of a bay or space	(L)
25	Parked in a loading place during restricted hours without loading	(H)
26	Parked in a special enforcement area more than 50cm from the edge of the carriageway and not within a designated parking place	(H)
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway	(H)
28	Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge	(H)
30	Parked for longer than permitted	(L)
35	Parked in a disc parking place without clearly displaying a valid disc	(L)
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	(H)
41	Parked in a parking place designated for diplomatic vehicles	(H)
42	Parked in a parking place designated for police vehicles	(H)
43	Stopped on a cycle docking station parking place	(H)
45	Parked on a taxi rank	(H)
46	Stopped where prohibited (on a red route or clearway)	(H)
47	Parked on a restricted bus stop or bus stand	(H)
48	Parked on a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited	(H)
49	Parked wholly or partly on a cycle track or lane	(H)
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	(H)
56	Parked in contravention of a commercial vehicle waiting restriction	(H)
57	Parked in contravention of a bus ban	(H)
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	(H)
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	(H)
63	Parked with engine running where prohibited	(L)
64	Parked in contravention of a notice prohibiting leaving vehicles on a grass verge, garden, lawn or green maintained by a local authority*	(H)
65	Parked in contravention of a notice prohibiting leaving vehicles on land laid out as a public garden or used for the purpose of public recreation*	(H)
66	Parked on a verge, central reservation or footway comprised in an urban road ^	(H)
99	Stopped on a pedestrian crossing or a crossing area marked by zigzags	(H)

\* For use in Essex only

^ For use in Exeter only

## Optional suffixes

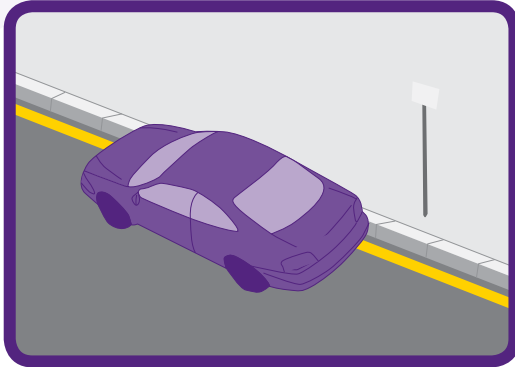
a	temporary traffic order	p	pay and display
b	business bay	q	market traders' bay
c	buses only	r	residents' bay
d	doctors' bay	s	shared use bay
e	car club bay	t	voucher/pay and display ticket used in permit bay
f	free parking bay	u	mobile phone parking
g	motorcycle bay	v	voucher
h	hospital bay	w	wrong parking zone
i	wrong type of voucher	x	incorrect VRM
j	camera enforcement	y	obscured/illegible permit
k	ambulance bay	z	out of date permit
l	loading place	1	electric vehicles bay
m	parking meter	2	goods vehicle loading bays
n	red route	3	bicycle bay
o	Blue Badge holder	4	Virtual permit

## Footway parking only (codes 61 and 62)


### Note

This handbook has been designed for easy reference. Full explanations of the exemptions are contained in Section 7 of this handbook.

# 6 Contravention codes and descriptions



## CODE: 01

### Penalty charge level:

Higher

### Code description:

Parked in a restricted street during prescribed hours.

### Code contravention:

The contravention occurs when a vehicle waits during the prescribed hours in a restricted street (i.e. on a yellow line).

### Extra information to be recorded:

- Details of yellow lines/stripes on kerbs
- Details of kerbside plates.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ABCDEFGHIJKLMNO

### Notes:

Time plates are not required in CPZs except where the times of restriction differ from the CPZ hours.

Time plates are not required on double yellow lines.

Time plates are not required in pedestrianised streets.

Yellow lines may not be needed in pedestrianised or restricted streets.

Where a Blue Badge holder is permitted to park on a yellow line for a specified period of time and stays for longer than this period, code 30 should be issued rather than code 01.

### Suffixes:

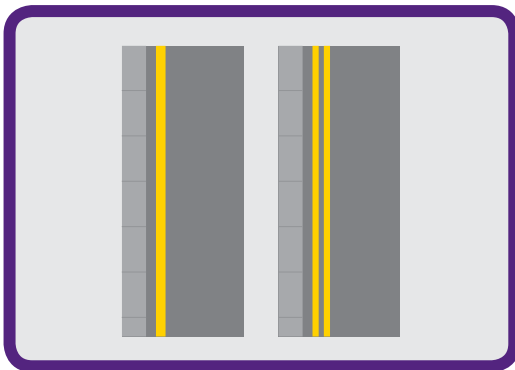
a = temporary traffic order

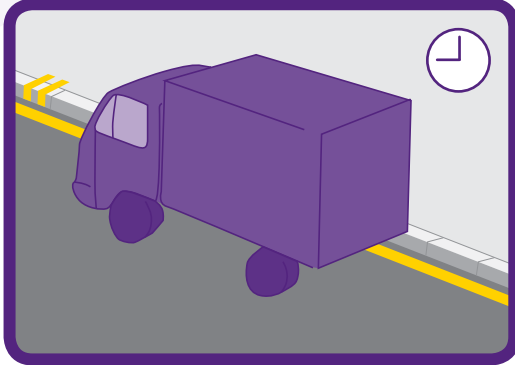
j = camera enforcement

o = Blue Badge holder

y = obscured/illegible permit

z = out of date permit





## CODE: 02

### Penalty charge level:

Higher

### Code description:

Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force.

### Code contravention:

The contravention occurs when a vehicle waits or loads/unloads during prescribed hours in a street where there are loading/unloading restrictions as well as waiting restrictions.

### Extra information to be recorded:

- Details of yellow lines/stripes on kerbs
- Details of kerbside plates.

### Loading/unloading allowed:

No

### Observation period:

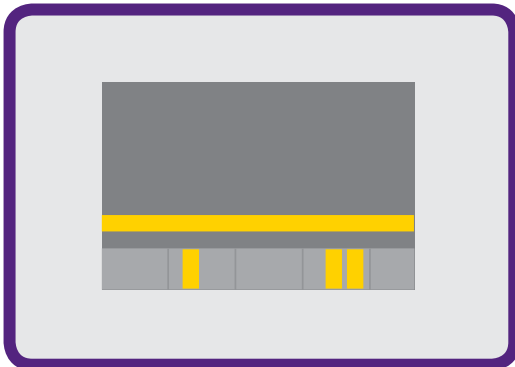
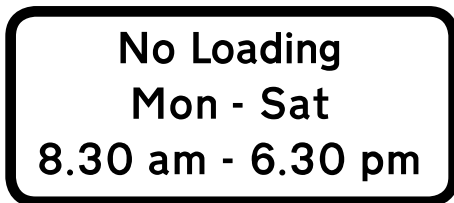
No

### Exemptions:

ABCDEFGHIJLNOP

### Suffixes:

- a = temporary traffic order
- j = camera enforcement
- o = Blue Badge holder





## CODE: 04

### Penalty charge level:

Lower

### Code description:

Parked in a meter bay when penalty time is indicated.

### Code contravention:

The contravention occurs when a vehicle waits in a meter bay during controlled hours where the relevant meter displays a penalty indication.

### Extra information to be recorded:

- Amount of penalty time
- Reading on adjoining meter (if a duplex meter).

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Suffixes:

c = buses only  
s = shared use bay



## CODE: 05

### Penalty charge level:

Lower

### Code description:

Parked after the expiry of paid for time.

### Code contravention:

The contravention occurs when a vehicle waits in a parking bay during controlled hours and the purchased time has expired.

### Extra information to be recorded:

- Expiry time on pay and display ticket
- Expiry time of mobile phone paid time
- Exact location of vehicle using mobile phone payment
- Arrival time and value of voucher(s)
- Serial number(s) of ticket and voucher(s).

### Loading/unloading allowed:

Yes

### Observation period:

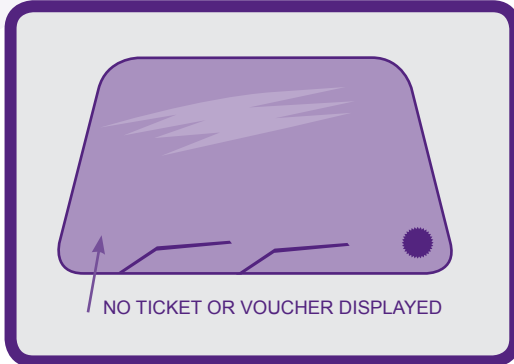
Yes

### Exemptions:

ADEH1IJKLNOP

### Suffixes:

c = buses only  
p = pay and display bay  
s = shared use bay  
u = mobile phone parking  
v = voucher  
1 = electric vehicles bay



## CODE: 06

### Penalty charge level:

Lower

### Code description:

Parked without clearly displaying a valid pay and display ticket or voucher.

### Code contravention:

The contravention occurs when a vehicle waits in a pay and display bay during controlled hours and a valid voucher or ticket has not been clearly displayed in the vehicle.

### Extra information to be recorded:

- Details of any tickets, vouchers or permits displayed.

### Loading/unloading allowed:

Yes

### Observation period:

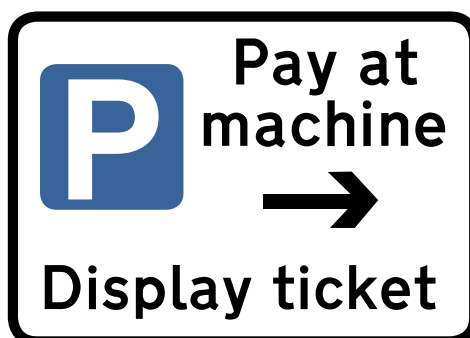
Yes

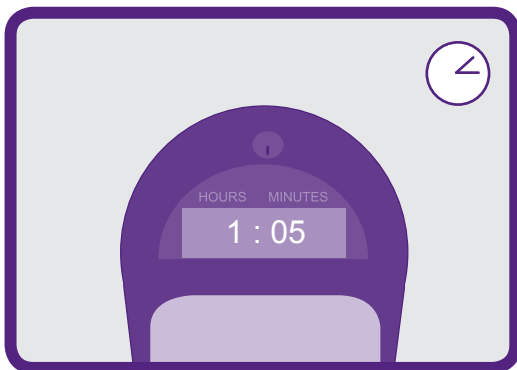
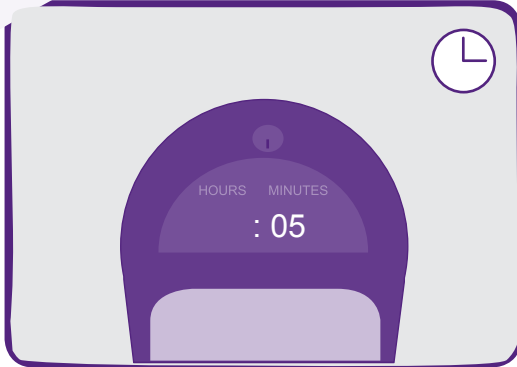
### Exemptions:

ADEH1IJKLNOP

### Suffixes:

- c = buses only
- i = wrong type of voucher
- p = pay and display
- v = voucher
- 1 = electric vehicles bay





## CODE: 07

### Penalty charge level:

Lower

### Code description:

Parked with payment made to extend the stay beyond initial time.

### Code contravention:

The contravention occurs when a vehicle remains in a parking bay beyond the time that was initially purchased by putting more money into the meter or displaying a further ticket or voucher.

### Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Any paid for time left to expire
- Vehicle valve positions.

Second observation (after initial expiry time):

- VRM and valve positions to match those made on first observation
- Details of extra time purchased
- Vehicle valve positions.

### Loading/unloading allowed:

Not applicable.

### Observation period:

None required at second observation.

### Exemptions:

ADEH1IJKNOP

### Notes:

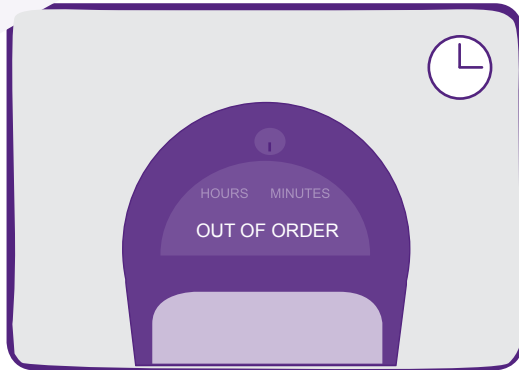
Some authorities have a policy that allows meter feeding up to the maximum permitted time on the parking bay. If total parking duration extends beyond the maximum time permitted then a code 30 PCN should be issued.

### Suffixes:

c = buses only  
m = parking meter bay  
p = pay and display bay  
r = residents' bay  
s = shared use bay

u = mobile phone parking  
v = voucher





## CODE: 08

### Penalty charge level:

Lower

### Code description:

Parked at an out of order meter during controlled hours.

### Code contravention:

The contravention occurs when a vehicle waits in a bay where an electronic meter displays an out of order message either with penalty or without unexpired time.

### Extra information to be recorded:

- Details of the fault with the meter
- Details of any notes on the vehicle regarding the meter

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

This contravention only occurs on electronic meters as opposed to mechanical meters.

### Suffixes:

c = buses only



## CODE: 09

### Penalty charge level:

Lower

### Code description:

Parked displaying multiple pay and display tickets where prohibited.

### Code contravention:

The contravention occurs when a vehicle waits in a bay during controlled hours displaying multiple pay and display tickets.

### Extra information to be recorded:

- Details of the pay and display tickets displayed.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

This contravention only occurs in some London boroughs.

### Suffixes:

p = pay and display  
s = shared use bay



## CODE: 10

### Penalty charge level:

Lower

### Code description:

Parked without clearly displaying two valid pay and display tickets when required.

### Code contravention:

The contravention occurs when a vehicle waits in a bay during controlled hours and fails to display the required number of valid pay and display tickets.

### Extra information to be recorded:

- Details of the pay and display tickets displayed.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

This contravention only occurs in some London boroughs.

The correct number of required tickets must be specified on the PCN – ‘two’ is shown only as an example - and may be varied to another number or “multiple”.

### Suffixes:

p = pay and display



## CODE: 11

**Penalty charge level:**

Lower

**Code description:**

Parked without payment of the parking charge.

**Code contravention:**

The contravention occurs when a vehicle waits in a bay during controlled hours and fails to pay the parking charge (usually by mobile phone).

**Extra information to be recorded:**

None

**Loading/unloading allowed:**

Yes

**Observation period:**

Yes

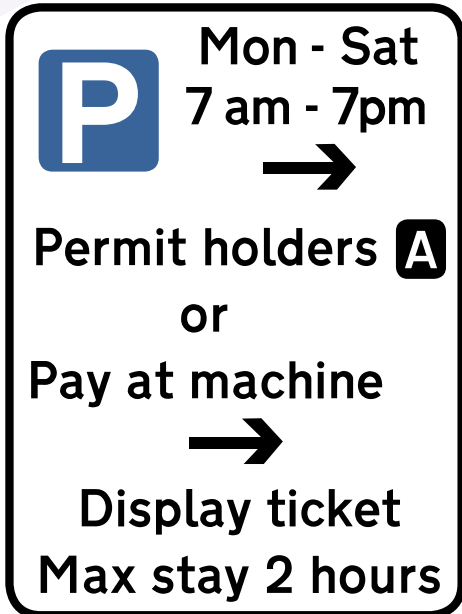
**Exemptions:**

ADEH1IJKLNOP

**Suffixes:**

g = motor cycle bay

u = mobile phone parking



## CODE: 12

### Penalty charge level:

Higher

### Code description:

Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge.

### Code contravention:

The contravention occurs when a vehicle waits in a residents' or shared use bay during controlled hours and either fails to display a permit, pay and display ticket or voucher or fails to pay the appropriate charge for that parking place.

### Extra information to be recorded:

- Details of any pay and display tickets, permits or vouchers displayed, with reasons why they are invalid for that place.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

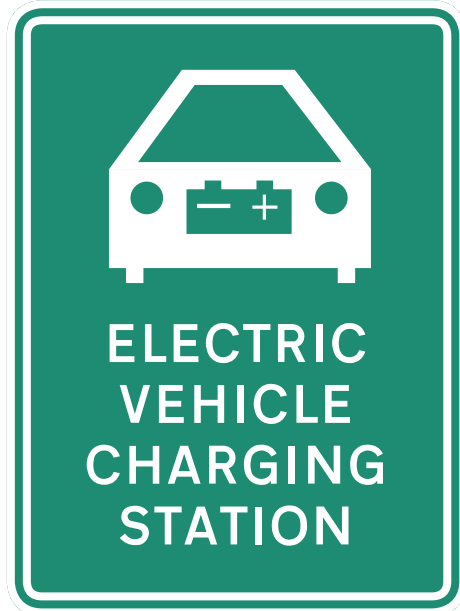
If a previously valid permit has expired then code 19 should be issued.

For payments that relate to the day of issue, e.g. pay and display tickets and vouchers which have been validated by a third party, then code 19 should be used.

For vouchers and scratch cards which have user input, in cases where the wrong date is filled in or scratched off then code 19 applies.

### Suffixes:

- r = residents' bay
- s = shared use bay
- t = voucher/P&D ticket used in permit bay
- u = mobile phone parking
- w = wrong parking zone
- y = obscured/illegible permit
- 4 = virtual permit



## CODE: 14

**Penalty charge level:**

Higher

**Code description:**

Parked in an electric vehicles' charging place during restricted hours without charging.

**Code contravention:**

The contravention occurs when a vehicle waits in an electric vehicles' charging bay without charging the vehicle.

**Extra information to be recorded:**

- Details of whether the vehicle is electric
- Whether there is any attachment to the charge point.

**Loading/unloading allowed:**

Yes

**Observation period:**

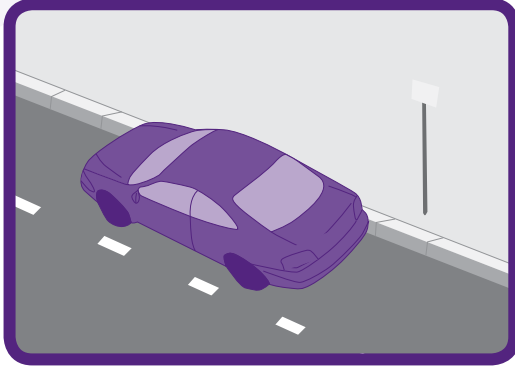
Yes

**Exemptions:**

ADEH1IJKLNOP

**Suffixes:**

None



## CODE: 16

### Penalty charge level:

Higher

### Code description:

Parked in a permit space or zone without displaying a valid permit.

### Code contravention:

The contravention occurs when a vehicle waits in a permit space without displaying a valid parking permit.

### Extra information to be recorded:

- Details of any out of date or incorrect permit
- Details of any other permit displayed

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

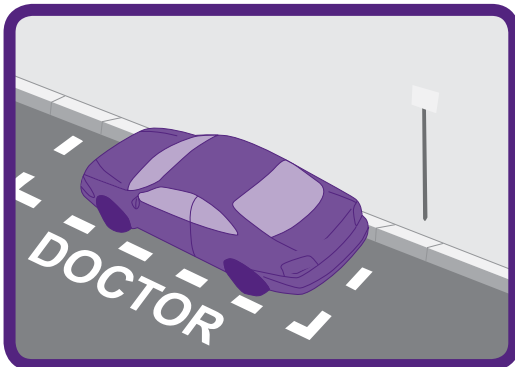
ADEH1IJKLNOP

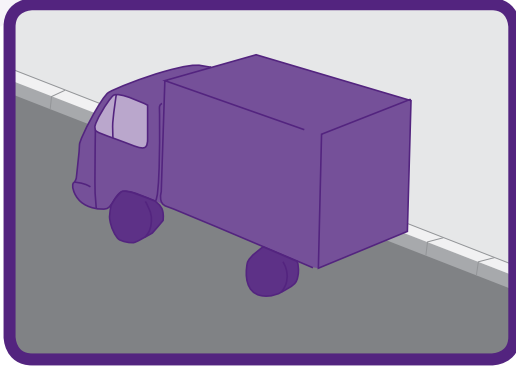
### Notes:

Suffix 's' only for use where bay is completely non-resident. In shared use bays where residents' permits are valid, codes 12 and 19 should be used as appropriate.

### Suffixes:

- b = business bay
- d = doctors' bay
- e = car club bay
- h = hospital bay
- q = market traders' bay
- s = shared use bay
- t = voucher/P&D ticket used in permit bay
- w = wrong parking zone
- x = incorrect VRM
- y = obscured/illegible permit
- z = out of date permit
- 4 = virtual permit





## CODE: 18

**Penalty charge level:**

Higher

**Code description:**

Using a vehicle in a parking place in connection with the sale, offering or exposing for sale of goods when prohibited.

**Code contravention:**

The contravention occurs when a vehicle waits in a parking place during controlled hours, for the sole use of offering, selling or advertising the sale of goods.

**Extra information to be recorded:**

None

**Loading/unloading allowed:**

No

**Observation period:**

None required.

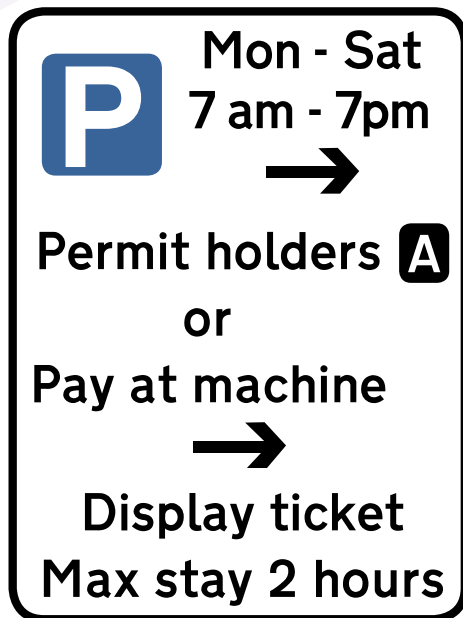
**Exemptions:**

Q

**Suffixes:**

b = business bay  
c = buses only  
d = doctors' bay  
e = car club bay  
f = free parking bay  
h = hospital bay  
j = camera enforcement  
m = parking meter  
p = pay and display  
r = residents' bay  
s = shared use  
v = voucher bay





## CODE: 19

### Penalty charge level:

Lower

### Code description:

Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket - or after the expiry of paid for time.

### Code contravention:

The contravention occurs when a vehicle waits in a residents' or shared use parking place or zone displaying an invalid permit voucher or pay and display ticket that would have been valid for that parking place at some time or after the expiry of paid for time.

### Extra information to be recorded:

- Details of any out of date or incorrect permit
- Details of any other permit displayed
- Details of any pay and display ticket
- Arrival time and value of voucher(s)
- Serial number(s) of ticket and voucher(s)
- Details of the expiry of paid for time

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

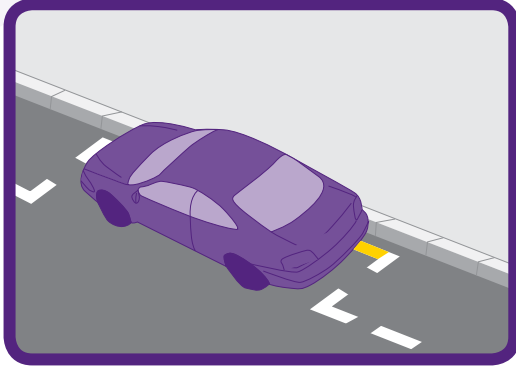
If a previously valid permit has expired then code 19 should be issued.

For payments that relate to the day of issue, e.g. pay and display tickets and vouchers which have been validated by a third party, then code 19 should be used.

For vouchers and scratch cards which have user input, in cases where the wrong date is filled in or scratched off then code 19 applies.

### Suffixes:

i = wrong type of voucher	y = obscured/illegible permit
r = residents' bay	z = out of date permit
s = shared use bay	4 = virtual permit
u = mobile phone parking	
w = wrong parking zone	
x = incorrect VRM	



## CODE: 20

### Penalty charge level:

Higher

### Code description:

Parked in a part of a parking place marked by a yellow line where waiting is prohibited.

### Code contravention:

The contravention occurs when a vehicle waits on a yellow line in part of a parking place during the controlled hours.

### Extra information to be recorded:

None

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNOP

### Notes:

Blue Badge holders can park on a loading gap, except in the Royal borough of Kensington and Chelsea, the London borough of Camden (south of the Euston Road), the City of London and the City of Westminster.

### Suffixes:

j = camera enforcement



## CODE: 21

### Penalty charge level:

Higher

### Code description:

Parked wholly or partly in a suspended bay or space.

### Code contravention:

The contravention occurs when a vehicle waits in a suspended parking place or in a suspended part of a parking place.

### Extra information to be recorded:

- Description and location of signs displayed
- Details of location of vehicle in relation to suspension.

### Loading/unloading allowed:

No

### Observation period:

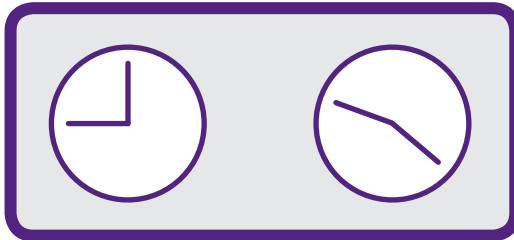
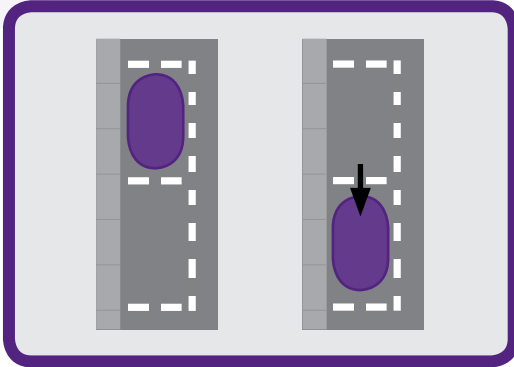
None required.

### Exemptions:

DKNP

### Suffixes:

- b = business bay
- c = buses only
- d = doctors' bay
- e = car club bay
- f = free parking bay
- g = motor cycle bay
- h = hospital bay
- j = camera enforcement
- l = loading place
- m = parking meter
- p = pay and display
- r = residents' bay
- s = shared use bay
- u = mobile phone parking
- v = voucher bay
- 1 = electric vehicles bay
- 2 = goods vehicle loading bays



## CODE: 22

### Penalty charge level:

Lower

### Code description:

Re-parked in the same parking place or zone within one hour of leaving.

### Code contravention:

The contravention occurs either when a vehicle departs from a parking place and subsequently returns to any bay or space in the same parking place, or moves to another bay or space within the same parking place, within the time specified on the signs.

### Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Vehicle valve positions.

Second observation (within the specified period):

- VRM to match that made on first observation
- Valve positions to differ from those made on first observation.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1IJKLNP

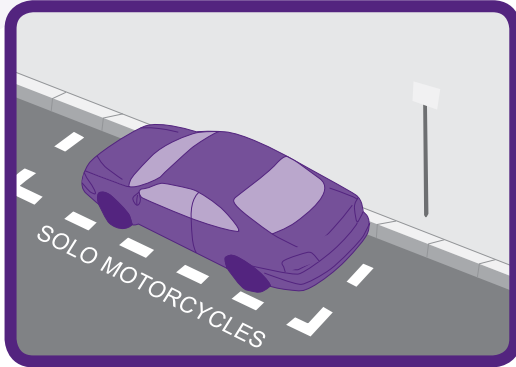
### Notes:

This does not apply to permit holders in permit parking places.

If an amount of time is specified on the PCN then it must be correct – ‘one hour’ is used here only as an example and may be varied to another time period or “the prescribed time period”.

### Suffixes:

c = buses only	s = shared use bay
f = free parking bay	v = voucher bay
j = camera enforcement	p = pay and display
l = loading place	
m = meter bay	
n = red route	
o = Blue Badge holder	



## CODE: 23

### Penalty charge level:

Higher

### Code description:

Parked in a parking place that is not designated for that class of vehicle.

### Code contravention:

The contravention occurs when a vehicle which is not of the class authorised to wait in the parking place or area is observed doing so during controlled hours.

### Extra information to be recorded:

- Details of the class of vehicle and, where appropriate, size.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

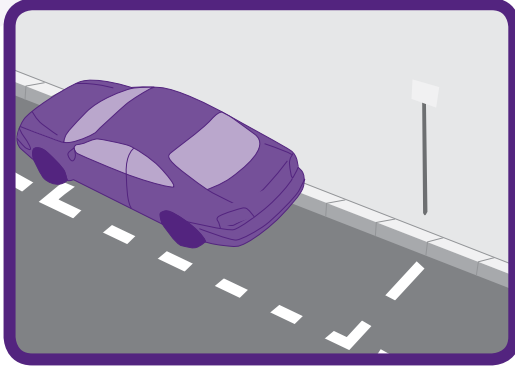
ABDEH1IJKLNOP

### Notes:

A suffix is required to fully describe the contravention.

### Suffixes:

- b = business bay
- c = buses only
- d = doctors' bay
- e = car club bay
- f = free parking bay
- g = motorcycle bay
- h = hospital bay
- j = camera enforcement
- k = ambulance bay
- l = loading place
- p = pay and display
- r = residents' bay
- s = shared use bay
- v = voucher bay
- 1 = electric vehicles bay
- 2 = goods vehicle loading bays
- 3 = bicycle bay



## CODE: 24

### Penalty charge level:

Lower

### Code description:

Not parked correctly within the markings of the bay or space.

### Code contravention:

The contravention occurs when a vehicle waits with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay.

### Extra information to be recorded:

- Details of the position of the vehicle in relation to the markings
- A diagram of the parking position. A photograph is desirable.

### Loading/unloading allowed:

Yes

### Observation period:

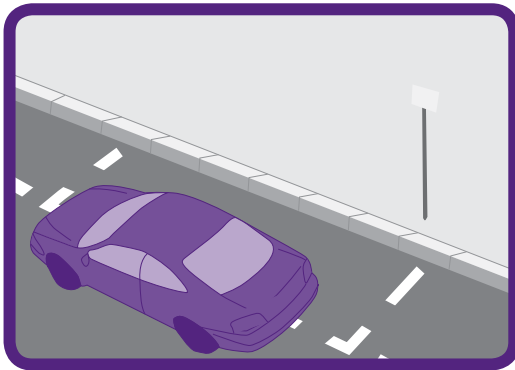
Yes

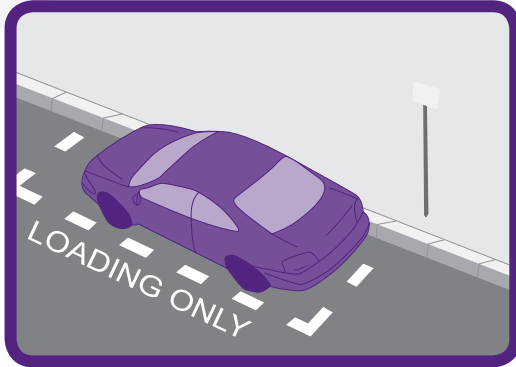
### Exemptions:

ADEH1IJKLNOP

### Suffixes:

- b = business bay
- c = buses only
- d = doctors' bay
- e = car club bay
- f = free parking bay
- h = hospital bay
- l = loading place
- m = parking meter bay
- p = pay and display
- q = market traders' bay
- r = residents' bay
- s = shared use bay
- v = voucher bay
- 1 = electric vehicles bay
- 2 = goods vehicles loading bays





## CODE: 25

**Penalty charge level:**  
Higher

**Code description:**  
Parked in a loading place during restricted hours without loading.

**Code contravention:**  
The contravention occurs when a vehicle waits in a parking place designated as an on-street loading bay during restricted hours without loading or unloading taking place.

**Extra information to be recorded:**

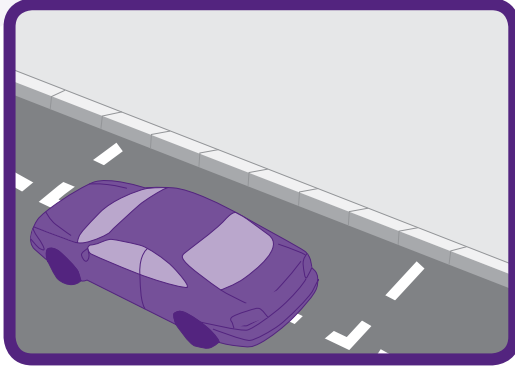
- Details of the sign at the location advising of loading
- Details of the vehicle type.

**Loading/unloading allowed:**  
Yes

**Observation period:**  
Yes

**Exemptions:**  
ADEH1IJKLNOP

**Suffixes:**  
j = camera enforcement  
n = red route



## CODE: 26

### Penalty charge level:

Higher

### Code description:

Parked in a special enforcement area more than 50cm from the edge of a carriageway and not within a designated parking space.

### Code contravention:

The contravention occurs when a vehicle waits more than the specified distance from the edge of the carriageway and not within a designated parking place.

### Extra information to be recorded:

- Details of the position of the vehicle in relation to the markings
- A diagram of the parking position. A photograph is desirable.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEIJKLNOP

### Notes:

Where a vehicle is parked incorrectly within the markings of a bay or space, but is not more than 50cm from the edge of the carriageway, code 24 should be used.

The correct distance must be specified on the PCN – in England and Wales this is set by the Traffic Management Act 2004 at 50cm.

The edge of the carriageway is not limited to the side of the carriageway – if there is an edge in front of or behind the vehicle then that edge must also be more than 50cm away from the vehicle.

### Suffixes:

j = camera enforcement





## CODE: 27

**Penalty charge level:**  
Higher

**Code description:**  
Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway.

**Code contravention:**  
The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the footway, cycle track or verge has been lowered to meet the level of the carriageway.

**Extra information to be recorded:**

- A diagram of the parking position. A photograph is desirable.

**Loading/unloading allowed:**  
Yes

**Observation period:**  
Yes

**Exemptions:**  
ADEIJKLNOP

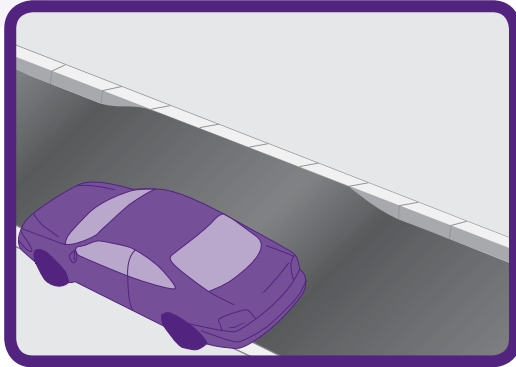
Exemptions also include:

- A vehicle that is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised
- A vehicle parked outside a residential premises by or with the consent of the occupier of the premises (but not in the case of a shared driveway).

**Notes:**  
Enforcements can only take place where the carriageway has been lowered for the purpose of:

- assisting pedestrians across the carriageway
- assisting cyclists entering and leaving the carriageway
- assisting vehicles entering and leaving the carriageway

**Suffixes:**  
j = camera enforcement  
o = Blue Badge holder



## CODE: 28

**Penalty charge level:**  
Higher

**Code description:**  
Parked in a special enforcement area on part of the carriageway raised to meet the level of the footway, cycle track or verge.

**Code contravention:**  
The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the carriageway has been raised to meet the level of the footway, cycle track or verge, or the carriageway has been raised to meet the level of the footway, cycle track or verge.

**Extra information to be recorded:**

- A diagram of the parking position. A photograph is desirable.

**Loading/unloading allowed:**  
Yes

**Observation period:**  
Yes

**Exemptions:**  
A DE I J K L N O P

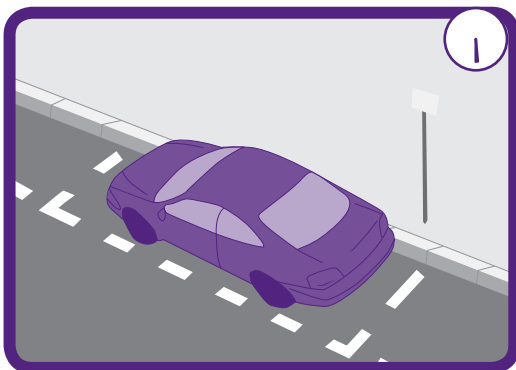
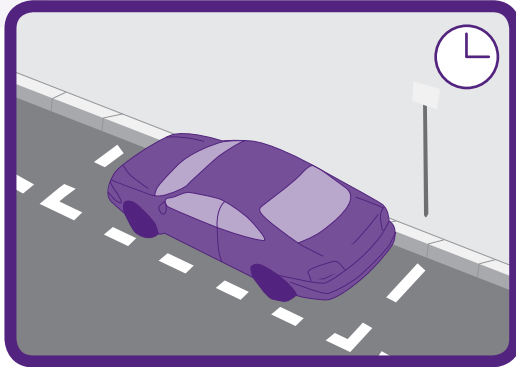
Exemptions also include:

- A vehicle that is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised.
- A vehicle parked outside a residential premises by or with the consent of the occupier of the premises. (NOT in the case of a shared driveway).

**Notes:**  
Enforcements can only take place where the carriageway has been raised for the purpose of:

- assisting pedestrians across the carriageway
- assisting cyclists entering and leaving the carriageway
- assisting vehicles entering and leaving the carriageway

**Suffixes:**  
j = camera enforcement  
o = Blue Badge holder



## CODE: 30

### Penalty charge level:

Lower

### Code description:

Parked for longer than permitted.

### Code contravention:

The contravention covers a number of circumstances in which a vehicle waits for longer than the permitted period.

### Extra information to be recorded:

Two observations need to be made:

First observation:

- Time of observation
- VRM
- Vehicle valve positions.

Second observation (after expiry of permitted time):

- VRM and valve positions to match those made on first observation
- Amount of time past the maximum period.

### Loading/unloading allowed:

Yes

### Observation period:

Yes

### Exemptions:

ADEH1JKLNOP

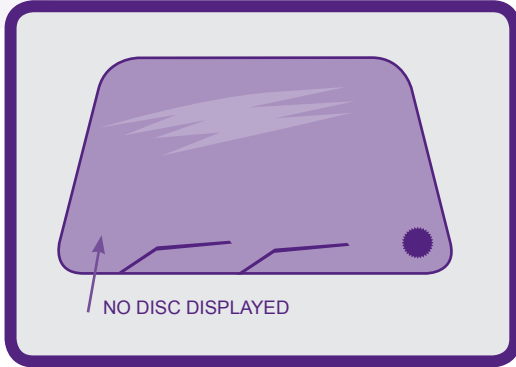
### Notes:

Examples of circumstances in which a code 30 can be issued:

- A vehicle in a free parking bay that stays for longer than the maximum permitted time
- A vehicle in a mobile phone payment bay that stays beyond the expiry of paid for time or for longer than the maximum permitted time.

### Suffixes:

f = free parking bay  
j = camera enforcement  
l = loading palce  
m = parking meter  
n = red route  
o = Blue Badge holder  
p = pay and display  
u = mobile phone parking  
s = shared use bay



## CODE: 35

### Penalty charge level:

Lower

### Code description:

Parked in a disc parking place without clearly displaying a valid disc.

### Code contravention:

The contravention occurs when a vehicle waits in a disc parking place during controlled hours, without displaying a valid disc.

### Extra information to be recorded:

- Details of any out of date or incorrect disc displayed.

### Loading/unloading allowed:

Yes

### Observation period:

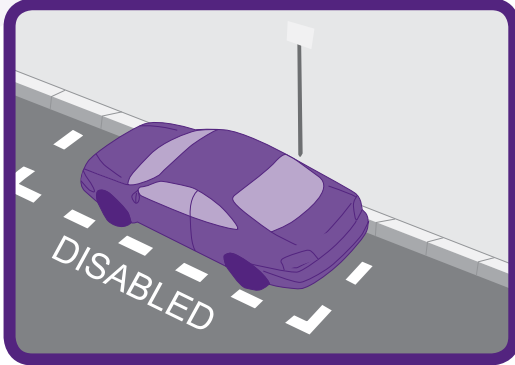
Yes

### Exemptions:

ADEH1JKLNOP

### Suffixes:

None



## CODE: 40

**Penalty charge level:**  
Higher

**Code description:**

Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner.

**Code contravention:**

The contravention occurs when a vehicle waits in a disabled person's parking place without displaying a valid disabled person's parking badge and/or clock.

**Extra information to be recorded:**

- Details of any out of date or invalid badges
- Details of the Blue Badge clock, if appropriate, including the time being displayed.

**Loading/unloading allowed:**

Yes

**Observation period:**

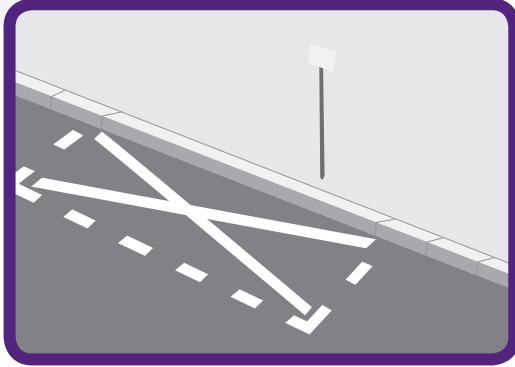
Yes

**Exemptions:**

ADEH1IJKNP

**Suffixes:**

n = red route



## CODE: 41

**Penalty charge level:**  
Higher

**Code description:**  
Parked in a parking place designated for diplomatic vehicles.

**Code contravention:**  
The contravention occurs when a vehicle which is not a diplomatic vehicle waits in a parking place marked with a white cross and signed 'diplomatic cars only'.

**Extra information to be recorded:**  
None

**Loading/unloading allowed:**  
No

**Observation period:**  
None required.

**Exemptions:**  
DJKNP

**Suffixes:**  
j = camera enforcement



## CODE: 42

**Penalty charge level:**  
Higher

**Code description:**  
Parked in a parking place designated for police vehicles

**Code contravention:**  
The contravention occurs when a vehicle which is not an official police vehicle waits in a parking place marked 'POLICE'.

**Extra information to be recorded:**  
None

**Loading/unloading allowed:**  
Yes

**Observation period:**  
Yes

**Exemptions:**  
ADEIJKLNP

**Suffixes:**  
j = camera enforcement



## CODE: 43

**Penalty charge level:**  
Higher

**Code description:**  
Stopped on a cycle docking station parking place

**Code contravention:**  
The contravention occurs when a vehicle waits on a designated cycle docking station parking place for the purposes of the London Cycle Hire Scheme.

**Extra information to be recorded:**  
None

**Loading/unloading allowed:**  
No

**Observation period:**  
None required

**Exemptions:**  
DJKNP

**Suffixes:**  
j = camera enforcement





## CODE: 45

**Penalty charge level:**  
Higher

**Code description:**  
Parked on a taxi rank.

**Code contravention:**  
The contravention occurs when a vehicle that it is not a licensed taxi with a licence plate on the rear waits on a taxi rank marked 'TAXIS'.

**Extra information to be recorded:**  
None

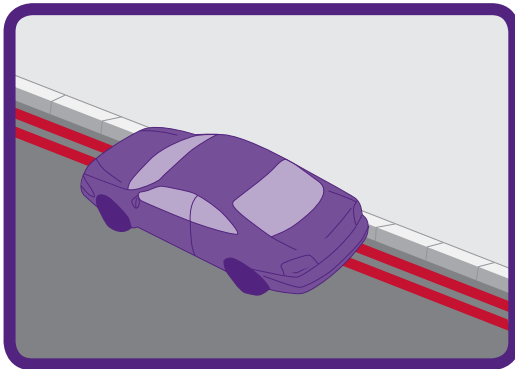
**Loading/unloading allowed:**  
No

**Observation period:**  
None required.

**Exemptions:**  
DJKNP

**Suffixes:**  
n = red route





## CODE: 46

**Penalty charge level:**  
Higher

**Code description:**  
Stopped where prohibited (on a red route or clearway).

**Code contravention:**  
The contravention occurs when a vehicle waits during prescribed hours on the carriageway of a red route or clearway, indicated by 'No Stopping' signs (and red lines on a red route).

**Extra information to be recorded:**  
None

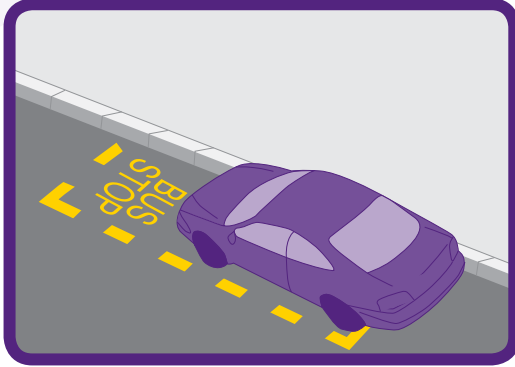
**Loading/unloading allowed:**  
No

**Observation period:**  
None required.

**Exemptions:**  
BCDEFGJKLNOP

**Notes:**  
Rural clearways do not have carriageway markings to support 'No Stopping' signs.

**Suffixes:**  
j = camera enforcement  
n = red route



## CODE: 47

**Penalty charge level:**  
Higher

**Code description:**  
Stopped on a restricted bus stop or stand

**Code contravention:**  
The contravention occurs when a vehicle other than a public service vehicle operating a scheduled service waits during prescribed hours on a restricted bus stop or bus stop clearway/red route marked by yellow markings and the words BUS STOP or BUS STAND.

A bus can only stop in a bus stop for the following reasons without causing a contravention:

- for so long as may be necessary to pick up or set down passengers
- for so long as may be necessary to change drivers
- for a maximum of two minutes in order to regulate the service.

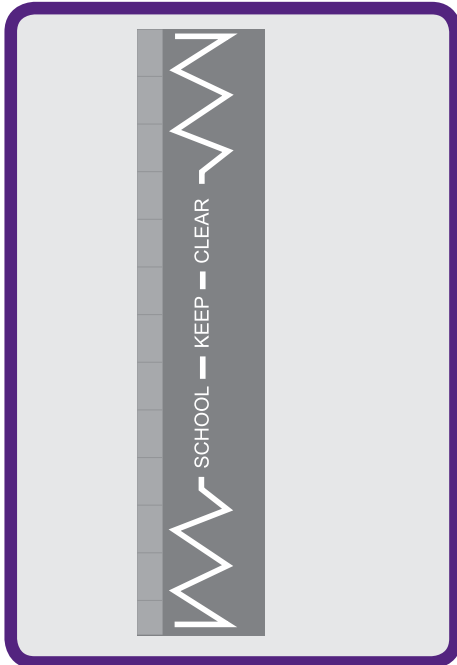
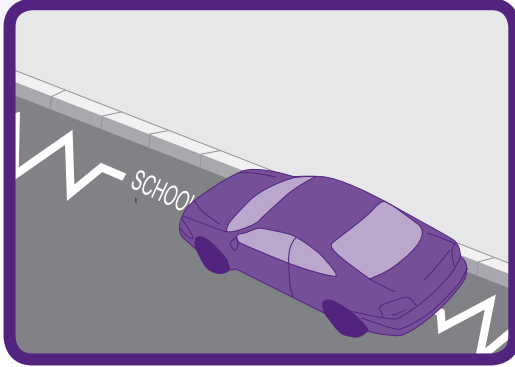
**Extra information to be recorded:**  
None

**Loading/unloading allowed:**  
No

**Observation period:**  
None required.

**Exemptions:**  
CDEJKNP

**Suffixes:**  
j = camera enforcement  
n = red route



## CODE: 48

**Penalty charge level:**  
Higher

**Code description:**  
Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited.

**Code contravention:**  
The contravention occurs when a vehicle waits during prescribed hours on a section of carriageway outside a school, hospital or fire, police or ambulance station with SCHOOL KEEP CLEAR, (or HOSPITAL or FIRE, or POLICE or AMBULANCE) written on the road with accompanying zigzag markings and a sign describing times of control.

**Extra information to be recorded:**  
None

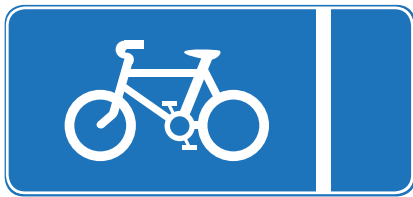
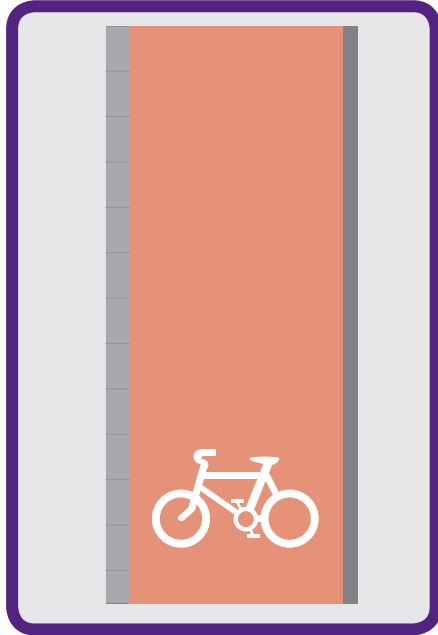
**Loading/unloading allowed:**  
No

**Observation period:**  
None required.

**Exemptions:**  
DNP

**Notes:**  
Outside of the prescribed times there is no contravention unless the area is marked with an ordinary yellow line indicating that a waiting restriction also applies.

**Suffixes:**  
j = camera enforcement



## CODE: 49

**Penalty charge level:**  
Higher

**Code description:**  
Parked wholly or partly on a cycle track or lane.

**Code contravention:**  
The contravention occurs when a vehicle waits on a cycle track or lane.

**Extra information to be recorded:**  
None

**Loading/unloading allowed:**  
Only in a cycle lane.

**Observation period:**  
Only in a cycle lane.

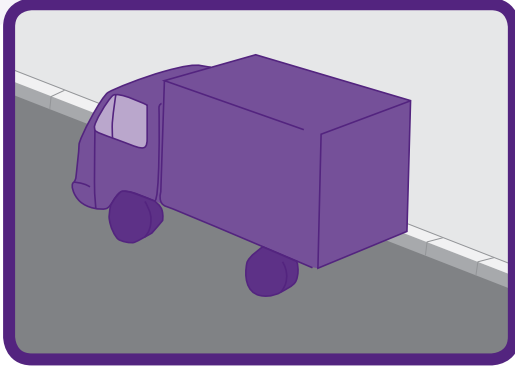
**Exemptions:**  
DENP

**Notes:**  
A cycle track is part of a highway for use only by pedal cycles. A cycle track is not a cycle lane.

A cycle lane is part of the carriageway and is marked by a white line and cycle logos. Parking in a mandatory cycle lane is a contravention under code 01 or 02 above.

Parking in an advisory cycle lane (with no yellow lines) is not a contravention.

**Suffixes:**  
None



## CODE: 55

**Penalty charge level:**  
Higher

**Code description:**  
A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban.

**Code contravention:**  
The contravention occurs when a commercial vehicle over the indicated max gross weight (usually either 5 or 7.5 tonnes excluding passenger carrying vehicles designed to carry fewer than 13 passengers) waits in a restricted street during the prescribed hours.

**Extra information to be recorded:**  
• Details of type and size of vehicle and MGW if shown.

**Loading/unloading allowed:**  
Yes

**Observation period:**  
Yes

**Exemptions:**  
ACDEGKLNOPQ

**Notes:**  
Whether a vehicle over 5 tonnes or 7.5 tonnes is considered to be parked in contravention depends upon the local authority traffic order.

Most London boroughs operate an overnight ban on parking by commercial vehicles. The ban does not apply to all boroughs in London or in England and Wales. Boroughs where this does apply may have exempted streets.

**Suffixes:**  
j = camera enforcement



# CODE: 56

**Penalty charge level:**

Higher

**Code description:**

Parked in contravention of a commercial vehicle waiting restriction.

**Code contravention:**

The contravention occurs when a commercial vehicle over 7.5 tonnes maximum gross weight (MGW) (but excluding passenger carrying vehicles designed to carry fewer than 13 passengers) waits in a street where such parking is restricted during the prescribed hours.

**Extra information to be recorded:**

- Details of type and size of vehicle and MGW if shown.

**Loading/unloading allowed:**

Yes

**Observation period:**

Yes

**Exemptions:**

ACDEGKLNOPQ

**Notes:**

Non-overnight waiting restriction on commercial vehicles.

**Suffixes:**

None

# CODE: 57

**Penalty charge level:**

Higher

**Code description:**

Parked in contravention of a coach ban.

**Code contravention:**

The contravention occurs when a coach is parked in a street where coach parking is restricted during prescribed hours.

**Extra information to be recorded:**

- Details of type and size of vehicle

**Loading/unloading allowed:**

Yes

**Observation period:**

Yes

**Exemptions:**

ACDEGKLNOPQ

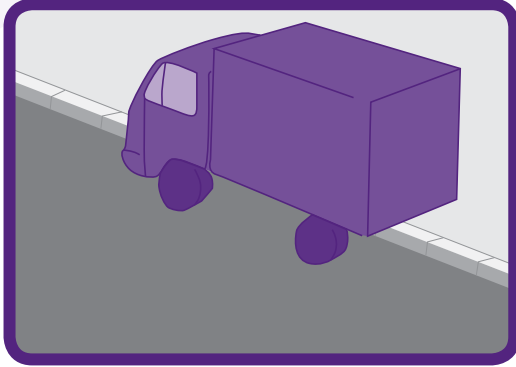
**Notes:**

Non-overnight waiting restriction.

**Suffixes:**

None





## CODE: 61

**Penalty charge level:**  
Higher

**Code description:**  
A heavy commercial vehicle wholly or partly parked on a footway, verge or land in between two carriageways.

**Code contravention:**  
The contravention occurs when a heavy commercial vehicle waits on any part of the footway. The vehicle must weigh more than 7.5 tonnes maximum gross weight (MGW).

**Extra information to be recorded:**

- Number of wheels on the footway
- Diagram or photograph of the parking position.

**Loading/unloading allowed:**  
Yes, but only if it is essential so as not to cause an obstruction and cannot be carried out elsewhere.

**Observation period:**  
If essential as described above, then yes.

**Exemptions:**  
DNOP

**Notes:**  
A footway means a way comprised in a road which also comprises a carriageway, being a way over which the public have a right of way on foot only.

This contravention applies nationally to vehicles with an operating weight of more than 7.5 tonnes, as defined in Section 20 of the Road Traffic Act 1988.

**Suffixes:**  
General:

j = camera enforcement

Code specific:

1 = one wheel on footway  
2 = partly on footway  
4 = all wheels on footway  
5 = on vehicle crossover  
6 = on grass verge



## CODE: 62

**Penalty charge level:**  
Higher

**Code description:**  
Parked with one or more wheels on or over a footpath or any part of the road other than a carriageway.

**Code contravention:**  
The contravention occurs when a vehicle waits on any part of a footpath or footway.

**Extra information to be recorded:**

- Number of wheels on the footway
- Diagram or photograph of the parking position.

**Loading/unloading allowed:**

Yes, but only if it is essential so as not to cause an obstruction and cannot be carried out elsewhere.

**Observation period:**

If essential as described above, then yes.

**Exemptions:**

DNOP

**Notes:**

A footway means a way comprised in a road which also comprises a carriageway, being a way over which the public have a right of way on foot only.

A footpath means a highway over which the public have the right of way on foot only, not being a footway.

Footway parking is allowed where signs and markings officially authorise them.

**Suffixes:**

General:

j = camera enforcement

Code specific:

1 = one wheel on footway

2 = partly on footway

4 = all wheels on footway

c = on vehicle crossover

g = on grass verge



## CODE: 63

**Penalty charge level:**

Lower

**Code description:**

Parked with engine running where prohibited.

**Code contravention:**

The contravention occurs when a vehicle, usually a coach, is parked with its engine running where prohibited.

**Extra information to be recorded:**

None

**Loading/unloading allowed:**

Not applicable

**Observation period:**

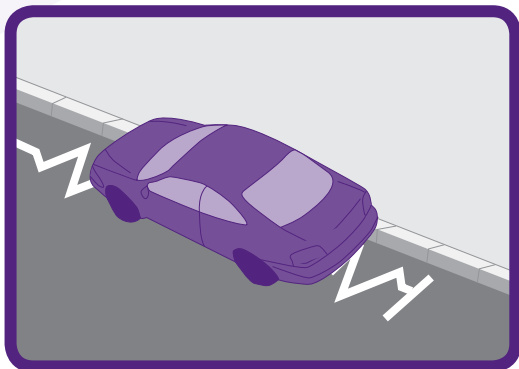
Not applicable

**Exemptions:**

ACDEFIKLNOP

**Suffixes:**

c = buses only



## CODE: 99

**Penalty charge level:**

Higher

**Code description:**

Stopped on a pedestrian crossing or crossing marked by zig zags.

**Code contravention:**

The contravention occurs when a vehicle waits on a pedestrian crossing marked by zig zags.

**Extra information to be recorded:**

- Diagram or photograph of the parking position.

**Loading/unloading allowed:**

No

**Observation period:**

None

**Exemptions:**

DNP

**Suffixes:**

j = camera enforcement

o = Blue Badge holder

# 7 Exemptions

- A.** Setting down and/or picking up of passengers, or to load or unload any personal luggage
- B.** A solo motorcycle or moped in a designated area
- C.** Public service vehicles operating a Transport for London Bus Service (as defined by the Greater London Authority Act 1999), waiting at an authorised stopping place, terminal or turning point
- D.** Vehicles when used for fire brigade, ambulance or police purposes but not for convenience parking
- E.** A 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
- F.** Licensed taxis waiting on an authorised taxi rank
- G.** A vehicle taking in petrol, oil, water or air at the kerbside e.g. a roadside garage
- H.**
  - 1.** A vehicle displaying a disabled person's badge
  - 2.** A vehicle displaying a disabled person's badge and clock
- I.** A vehicle used for removal of furniture to or from adjacent premises
- J.** A vehicle is prevented from moving by circumstances beyond the driver's control
- K.** A vehicle involved in the removal of any obstruction to traffic
- L.** A vehicle which is being used for loading/unloading, delivering/collecting of postal packets to or from a postal box or premises
- N.** A vehicle which is used by or in the services of military or visiting military forces
- O.** A vehicle waiting while a gate or barrier is opened/closed to allow access or departure to/from premises
- P.** A vehicle which has been told to wait by a police constable in uniform or has to stop in order to avoid an accident
- Q.** A stationary vehicle selling goods from a pitch on a restricted street whilst holding a licence from the council to do so.

# 8 Issuing a PCN where only a minor infringement is occurring

There are certain circumstances where a contravention is technically occurring but is sufficiently minor not to warrant a PCN being issued. The following is a list of some of the situations in which consideration should be made as to whether or not to issue a PCN.

## a) Vehicle overhang

A CEO should only issue a PCN if the vehicle is parked incorrectly to the extent that at least one wheel is wholly in contravention, for example a wheel being wholly outside the parking bay or wholly on a yellow line. If all of the wheels are within the confines of the bay but the vehicle is large and overhangs the bay to such an extent that it causes an obstruction equal to a normally-sized vehicle with one wheel wholly in contravention, then a PCN can also be issued. CEOs must use their judgement on this, and record any evidence (especially photographic) that proves the contravention.

## b) Time restrictions/paid parking

Where a time restriction applies, CEOs should not issue a PCN less than two minutes before a restriction starts or less than two minutes after the restriction has expired. For example, if a restriction starts (or paid-for time expires) at 8.00am then a PCN should only be issued if the vehicle is in contravention after 8.02am. Similarly, if a restriction ends at 6.00pm then no PCNs should be issued after 5.58pm. It should be stressed that a vehicle in such a situation does not have the right to be in place for two minutes – this is not a grace period.

## c) Wheels on footway

Similar to the vehicle overhang case in a) above, if a vehicle is parked with at least one wheel situated wholly on the kerb/footway, then a PCN should be issued. Evidence (especially photographic) proving the contravention should be recorded.

## d) Distance from the kerb

Contravention code 26 refers to a vehicle being more than 50cm from the edge of the carriageway. Although this provision was originally introduced to combat double parking, a vehicle parked a significant distance from the kerb so that it could be considered to be causing an obstruction should also receive a PCN. Evidence (especially photographic) proving the contravention should be recorded.

# 9 Explanation of terms

## **Grace period:**

This is an unofficial period of time where a vehicle committing a contravention will not receive a PCN. This should not be confused with an observation period.

## **Observation period:**

An observation period is an amount of time during which a vehicle is monitored to ensure that it is complying with the appropriate restrictions. Observation periods are split into two types; casual and constant.

- Casual observation takes place when a CEO notes the times when a vehicle has been observed but does not specifically monitor the vehicle.
- Constant observation takes place when a CEO remains at the location and monitors the vehicle for a specified period to establish whether a contravention is occurring.

## **Discretion:**

If a vehicle is parked in contravention, but there would appear to be mitigating circumstances for the vehicle being at that location, a CEO could afford discretion in issuing a PCN if they believe it applicable.

## **Exemption:**

If a vehicle is parked at a location where an exemption previously outlined applies and the CEO is satisfied that the criteria for an exemption is being fulfilled then they should not issue a PCN.

# 10 Feedback

If you have any suggestions for improving the handbook please sent your comments to:

**London Councils**

Transport and Mobility Services

59½ Southwark Street

London SE1 0AL

[parking@londoncouncils.gov.uk](mailto:parking@londoncouncils.gov.uk)

[www.londoncouncils.gov.uk](http://www.londoncouncils.gov.uk)

020 7934 9999