

**Swale Borough Council**  
**Parking Services**

**Annual Report 2022-23**



The aim of the report is to summarise what services the Parking Services department provides and give an overview as to why Civil Parking Enforcement is required within Swale, how we operate and how well we are performing.

Reporting is an important part of our accountability. The transparency given by regular and consistent reporting should help the public gain a better understanding of Civil Parking Enforcement.

Monitoring also provides the Council with management information for performance evaluation and helps to identify where improvements are needed. In addition, it also provides a framework for performance comparisons between other local authorities.

I hope that you will find the contents of this report helpful and informative.

**Councillor Richard Palmer**  
**Chair of the Community Committee**

### **Our Commitments**

The Council's Parking Services Team is committed to:

- Enforcing the Traffic Management Act 2004 fairly, transparently and in accordance with the regulations
- Improving accessibility to the town centre for all members of the public
- Reducing the impact of antisocial parking
- Reducing peak time congestion in Town Centres
- Reinvesting any surplus into service and infrastructure to improve user experience.

Should you have any further enquiries please contact Parking Services at:

Swale Borough Council  
Parking Services Department  
Swale House  
East Street  
Sittingbourne  
Kent  
ME10 3HT

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

**TO BE TURNED INTO AN INFOGRAPHIC**

**On-street**

<b>Number of resident permits</b>	2875
<b>Number of traffic regulation order projects this year</b>	Sealed: 3 Drafted: 3
<b>Number of PCNs issued</b>	7819
<b>Number of NHS permits</b>	119
<b>Number on-street parking spaces</b>	1990*

\* On-street parking spaces are estimated only as individual bays are not marked out.

**Off-Street**

<b>Number of pay and display car parks</b>	26
<b>Number of free car parks</b>	18
<b>Number off-street parking spaces</b>	3225
<b>Total parking transactions</b>	1,150,936
<b>Number of PCNs issued</b>	12,625
<b>EV charging</b>	KWH used 116,502 kWh  Carbon savings 56,037.73 kg
<b>Cashless transactions</b>	63.86% of all transactions are made without cash, of which; <ul style="list-style-type: none"> <li>• RingGo is 56.5%</li> <li>• Card payments is 6.39%</li> <li>• PodPoint 0.97%</li> </ul>

**Enforcement**

15,000 patrol hours a year

77.69% of enforcement time is spent on-street and 22.31% off-street

## **Abbreviations**

The following abbreviations are used within this report;

CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
DfT	Department for Transport
SBC	Swale Borough Council
P&D	Pay & Display
PCN	Penalty Charge Notice
TRO	Traffic Regulation Order
TPT	Traffic Penalty Tribunal

## **Background to Parking in the Borough of Swale**

Parking restrictions are placed at key locations throughout the borough of Swale to specifically ensure the free flow of traffic and to maintain highway safety for both drivers and pedestrians.

The Road Traffic Act 1984 empowered local authorities to implement Traffic Regulation Orders in order to control traffic movements and parking provision. Responsibility at this time for enforcing observed contraventions came under the Police via on-street traffic wardens.

However, the Police service soon became increasingly unable to deal with the ever escalating volume of parking offences and the subsequent cost of funding the traffic warden service.

Consequently, the Road Traffic Act 1991 was implemented which de-criminalised illegal parking activity to allow the Police to deal with more serious matters and to free up the magistrate courts that were becoming overwhelmed with parking related issues.

This change in legislation (and later amendments) allowed local authorities to manage illegal parking through Civil Parking Enforcement agreements which enabled Civil Enforcement Officers to enforce parking restrictions under Section 6 of the Traffic Management Act 2004, in accordance with the relevant TRO.

Kent County Council as the highway authority are ultimately responsible for this matter, but in the two tier county of Kent, this has been delegated to District and Borough Councils, through a memorandum of understanding.

All existing TROs in Swale may be viewed online at [TRO Library - Traffic Penalty Tribunal](#).

## **Parking Principles**

The Council has always adhered to national guidance and legislation. In accordance with the DfT's "*Full Guidance on Local Transport Plans*" the Council principles are aimed at tackling congestion and changing travel behaviour. The Council is currently undergoing a process to complete a formal Parking Policy. In setting the principles, the Council has taken account of:

- Existing and projected level of demand for parking by all classes of vehicle.
- The availability and pricing of on and off street parking places.
- The justification for, and accuracy of, existing TROs.
- The adequacy, accuracy and quality of signing and lining which either restricts or permits parking.

With regards to enforcement operations, the Council has set and continues to appraise:

- The optimum level of compliance with parking controls.
- The level of enforcement necessary to secure that compliance.
- The need to effectively resource the operation and ensure all staff are appropriately trained and familiar with all restricted areas in Swale.

The Council's key parking principles are to:

- Regulate the use of vehicles in the busiest and most congested areas.
- Regulate parking, both on street and off street, and provide adequate Pay & Display facilities.
- Improve traffic flow and road safety.
- Encourage the use of public transport.
- Safeguard the needs and requirements of local residents, visitors and businesses.

## **The Parking Partnership**

Swale Borough Council has formulated a Parking Partnership with Maidstone Borough Council. Whilst retaining individual policies and principles, the authorities benefit from shared staff, joint contracts and sharing innovation. This model brings additional expertise that may not be possible with individual Councils and financial economies of scale.

## **Civil Parking Enforcement**

The Partnership has contracted the Civil Parking Enforcement operation to an external agent, *APCOA Parking*. They are a market leader in civil enforcement and a Contract Manager, Supervisor and 11 Civil Enforcement Officers are employed under this contract. They provide 15,000 hours of patrol time across the year.

The civil enforcement team patrol the borough on a daily basis to improve driver compliance to the regulations and reduce inconsiderate parking. Officers have the power to issue PCNs to any vehicles observed parked in contravention of an active parking restriction.

All Officers also act as the eyes and the ears of the Borough, reporting any faulty street furniture and greeting visitors to the Borough who require information or directions.

It is a common misconception that the CPE operation is purely a revenue making scheme and that the officers work to targets; this is incorrect. All members of staff under this contract are salaried and not in receipt of a commission based rate of pay or any other performance related incentives. The role of a Civil Enforcement Officer can often be a difficult and unpopular one and is often the subject of many 'myths' and stereotypes. Unfortunately, the common misconceptions about the role, can influence the public's view of Officers.

Through membership of the British Parking Association, Swale Borough Council are also committed to the Positive Parking Agenda which promotes the positive outcomes from parking management. More information can be found at: [PowerPoint Presentation \(britishparking.co.uk\)](http://britishparking.co.uk)

The information below may help to dispel some of the most common parking myths;

- All Officers are salaried and receive no commission
- Income generated by parking management is used to cover the cost of enforcement with any surplus being reinvested into key highway/transportation services by the Council
- Officers are not 'incentivised' to issue PCNs; Notices can only be issued where a vehicle is observed parked in contravention
- Officers routinely carry out late or early shifts to enforce 24-hour restrictions to maintain highway safety
- Our Officers are here to help and often assist visitors to the Borough by providing information and directions
- All Officers wear hi-visibility uniform to ensure they are visible to the public (winter coats are issued for the colder months!)
- Officers don't wait in car parks; in fact over 70% of enforcement is carried out on-street working on keeping traffic moving.

## **Body Worn Cameras**

- In 2016 APCOA, in partnership with Swale Borough Council, introduced body-worn cameras for all CEOs.
- Body-worn cameras ensure the health and safety of the officers by acting as a deterrent to verbally and physically abusive members of the public, as well as providing sufficient evidence to prosecute when required. They also allow Officers to detect and identify crime and antisocial behaviour.
- The cameras record for a full shift (all deployed hours) in 720p HD image quality with full colour and audio recording. All cameras are tamperproof by the officer.
- Cameras also allow Parking Services to investigate complaints made by members of the public, providing an impartial 'third witness'. However, footage cannot be used as supporting evidence when challenging a Penalty Charge Notice.
- Unfortunately, despite this safety measure our staff still suffer from verbal and physical threats every day. This resulted in over 1 red incident which involve physical assault and 9 yellow incidents that involve high level threats of physical attack. We also recorded 678 incidents of verbal abuse.

In accordance with the relevant TRO, the CEOs can legally enforce:

- Single and double yellow lines
- Loading restrictions
- Loading bays
- Disabled bays
- Limited waiting bays
- Off-street P&D car parks
- Taxi bays
- Motorcycle bays
- School keep clear markings
- Crossing zig zag restrictions
- Resident parking bays

Yellow line restrictions are enforceable from the centre of the road to the nearest property boundary. Where a vehicle is parked partially or fully blocking the footway, CEOs are able to issue a PCN, not against the obstruction but against the yellow line contravention. Where a vehicle is observed as parked blocking the footway but where no yellow line restrictions apply, CEOs are unable to deal with the obstruction; Kent Police have retained the delegated authority to deal with such offences under highway obstruction powers.

CEOs are fully carbon neutral using either foot patrols, bicycles and fully electric vehicles.

## **Penalty Charge Notices (PCNs)**

Where illegal parking is observed, the CEO on patrol has a responsibility to record the relevant contravention and issue a PCN accordingly.

With effect 31 May 2008, the Secretary of State decided that PCNs would be issued at two different tiers, £70.00 or £50.00, depending on the relevant parking contravention. Prior to this date, PCNs were issued at £60.00 irrespective of the seriousness of the offence, of which many recipients deemed as unfair.

- The higher level charge would be applicable if parking is observed in places where it is prohibited e.g. on yellow lines during prescribed hours of enforcement or in a disabled bay without displaying a valid blue badge.
- The lower level charge would be applicable where parking is permitted but a less serious contravention has occurred e.g. failing to display a valid Pay & Display ticket or parked outside the remit of a marked bay.

PCNs continue to be reduced by 50% if paid within 14 days of issue.

A CEO will serve a PCN by either attaching it to the vehicle or placing it under the windscreen wiper, should the notice be issued during inclement weather. The PCN will specify the contravention that has been observed, amount payable and the methods available for the recipient to informally challenge the notice.

Penalty Charge Notices are issued to vehicles observed parked in contravention; the link below shows the contravention codes used on both on-street and off-street by Swale Borough Council. <https://www.patrol-uk.info/contravention-codes/>

Although discretion cannot not be considered by a CEO upon an observation of illegal parking, any mitigating circumstances relevant to the motorist at the time of receiving a PCN, remain a consideration of the Parking Services appeals officer as part of the statutory appeals process.

[https://www.patrol-uk.info/docs/process\\_map.pdf](https://www.patrol-uk.info/docs/process_map.pdf)

Information on the appeals process and all applicable parking contraventions can be viewed online at <http://www.patrol-uk.info/site/index.php>

There is also then a nationwide, statutory appeals process for motorists who feel they have valid mitigation for parking in contravention, but their initial challenge has been rejected.

Every appeal is exceptional and has no bearing on the outcome of any other cases. Appeals are considered on statutory ground and in accordance with the mitigation submitted as part of the legal process.

Cases appealed through the nationwide legal process include the opportunity for a case review at an independent Traffic Penalty Tribunal in instances where the Local Authority and the Appellant fail to reach an agreed outcome. More information can be found at: <https://www.trafficpenaltytribunal.gov.uk/>



## **Schools Patrols**

We undertake schools patrols every weekday during term time. The main aim of our visits is to keep the traffic moving and improve safety around the schools to protect our children.

We obviously cannot be at every school at every drop-off and pick up as problems persist at many locations at the same time each day, however patrols are deployed to priority school locations and rotated to ensure that inconsiderate parking is reduced and that drivers comply to the regulations that are in place to ensure the safety of others.

## **Parking Provision and Services**

### **Car parks**

SBC currently provides 44 off-street car parks, 26 of which are pay and display and generate income that is used to counterbalance the Council's associated costs in general maintenance.

Any surplus off-street parking income forms part of the Council's overall income budget which is used to support the provision of other key public services that the Council delivers. This surplus on the parking account reduces the net budget requirement for the Council and therefore the level of Council Tax charged.

Our car parks accept cash, telephone/app and card transactions, with Season Tickets being available for all long-stay car parks. It remains our key principle that the majority of car parks provide cash as an option. There are a few sites where this is not possible due to the remote location or small number of spaces not justifying having a machine.

This year we replaced all 40 parking machines and they now offer payment via debit or credit card / or Google and Apple pay.

Additionally, a cashless option is also available through our partner RingGo <https://myringgo.co.uk/>. This cashless alternative to pay for parking, allows users to pay via telephone, SMS or using a smartphone app.

SBC's P&D machines operate on a pre-paid payment basis; accepting 5p, 10p, 20p, 50p, £1 and £2 coins.

There are a total of 3,225 controlled off-street parking spaces and approximately 1,990 controlled on-street parking spaces in the borough.

Information on car park locations and existing tariffs is available online at [Swale Borough Council - Parking and Streets](#)

## Bourne Place Multi-storey car park

The MSCP is a fairly new site and provides secure parking at a 24/7 monitored car park, close to the town centre, leisure park and train station. There are 308 spaces in the car park, with special places for disabled drivers, parent and toddlers and electric vehicles. There is lift access to all floors. It was built to service the new leisure park at Bourne Place and to allow the site at Cockleshell walk to be used for housing. As part of the Bourne Place development some of the businesses (cinema and hotel) provide concessionary parking at the MSCP.

Unlike our other car parks, this operates on a barrier entry and exit system. Residents do not need to pay when they arrive, they can simply take a ticket at the entrance, park up and go off to their activity. When they return, they place the ticket on the pay on foot machine and it charges you for the time used.

Usage at the car park has increased considerably since the return to some normality after the pandemic.

## Permits and Season tickets

Parking Services administer all resident, visitor & business permit applications in addition to season ticket requests.

Information on existing permit and season ticket prices is available online at <http://www.swale.gov.uk/Parking-Permits/>

## Electric Vehicle chargers in car parks

As at the end of 31<sup>st</sup> March 2023, the Borough has a total of 14 electric chargers in our car parks as shown in the table below equating to 28 EV charging bays.

Parking Zone Name	Count of Terminal	Energy Used (kWh)
Albany Road	3	130.50
Central	3	30,138.30
Rose Street	6	26,294.10
Swale House	1	16,762.50
Swallows	1	43,176.60
<b>Total</b>	<b>14</b>	<b>116,502.00</b>

EV charging equated to carbon savings of 56,037.73 kg when compared to fossil fuel powered cars.

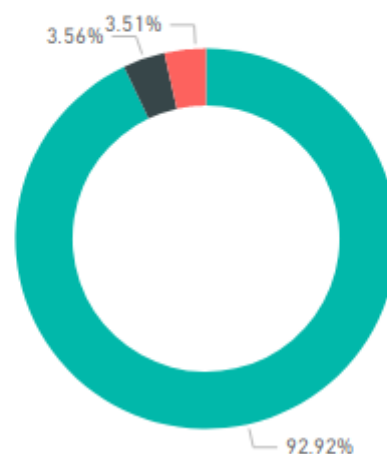
10 new chargers were commissioned by the Council over the year 2022-23 3@ Queens hall, Faversham, 3 @ Albany Road, Sittingbourne and 4 more at Rose Street, Sheerness. These will all come into full service in 2023-24.

Through use of RingGo data we can estimate the percentage of vehicles that use our car parks by type e.g. Fossil fuel/hybrid or fully electric. This still shows that the majority of cars that use our car parks are fossil fuel vehicles. We will continue to monitor this statistic to ensure we respond to increasing demand for electric charging but at the moment, the current level of charging units is enough to meet the demand.

### Count of Terminal

BY FUELHEAD

FuelHead ● Fossil Fuel ● BEV ● PHEV



### Resident Parking Scheme

Due to the huge increase of vehicle ownership in the past two decades, as well as the effects of commuter parking on local residents situated close to town centres, the council operate a number of Resident Parking Schemes. The schemes aim to reduce the effects of antisocial and commuter parking on residents as well as maintaining the free flow of traffic on the public highway. Contrary to popular belief (and the title!), it is not there to provide a guaranteed space for residents to park outside of their house of an evening. They are generally set to protect parking in the day time.

Swale Borough Council have adopted runs of bays as opposed to individual marked bays; individual bays must adhere to sizing restrictions which would reduce the amount of available on-street parking.

Each individual RPS has its own rules including times of operation which are set out when the traffic regulation order is implemented. These are following lots of public consultation.

Over 70% of enforcement is carried out on-street, reducing hazardous vehicle obstructions and maintaining the free flow of traffic, which is essential for the emergency services and some of our own services like refuse and recycling collection.

### **Key Traffic Regulation Order projects this year**

All on-street waiting restrictions in the borough are included in one overarching Consolidated Traffic Regulation Order. When changes are made to any waiting restrictions, including introducing new restrictions, a legal Traffic Regulation Order Amendment must be completed. This is an extensive process which will generally take at least 12 months to complete due to legislation which includes consultation procedures.

Once a proposed Order is drafted, it must be advertised on site and in local newspapers for a minimum period of 21 days, to allow anyone the opportunity to submit a formal objection, or indeed an indication of support. Formal comments received are then submitted in a report to the Swale Joint Transportation Board to consider and for Members to make a recommendation as to whether the proposals should proceed, be amended or be abandoned. This recommendation is then endorsed by the appropriate committee.

In cases where the proposals are complex, deemed contentious or where several options are available, an informal consultation will be undertaken with residents to gauge views prior to drafting the Traffic Regulation Order. The results of the informal consultation are reported to the Swale JTB for consideration prior to progressing to a Traffic Order.

Once progressed, the Traffic Regulation Order is Sealed by Kent County Council and is once again advertised in local newspapers and on our website stating the date in which the new Order will be effective.

A large proportion of our Traffic Orders cover disabled persons' parking bays, either formalising existing or removing redundant bays. Some other amendments which we have undertaken recently are listed below:-

- Introducing weight limits on waiting restrictions to deter HGV parking
- Amendments to parking bays to accommodate new dropped kerbs
- Installing loading bays outside shops (funded by the businesses)
- Extension to existing Residents' Parking Schemes

We have completed a number of Traffic Regulation Orders where we have included new double yellow lines to improve highway safety and traffic movements. As this a Kent County Council function, we work closely with County Members who use their Member Grants to implement new schemes within their areas, which have not received priority funding from the County Council. This benefits our residents by delivering improvement schemes which would otherwise not be possible. In addition to this, we also deliver Traffic Regulation Orders for new restrictions associated with new developments, funded by the developers. Working closely with colleagues at Kent County Council allows us to ensure we deliver the best results for our residents.

### **Active Travel**

This year we supported a scheme by Faversham Town Council to allow space in our car parks for additional bike storage. FTC has installed secure covered cycle parking (bike hangars), costing in the region of £7.5k for supply and installation, in Faversham Central Car Park and Institute Road. Each hangar holds up to six bikes. Residents can rent cycle parking spaces in the hangars for £30 per 6 months. The hangars have proved popular with the Central Car Park being fully utilised and Institute Road has four out of six spaces booked. There is an ambition to expand the scheme on-street in dense terraced housing locations, as has been successfully delivered in thousands of sites across London boroughs.

### **Civil Parking Enforcement Finance**

Under section 55 of the Road Traffic Regulations Act 1984, the council are required to keep an account of income and expenditure relating to on-street parking places; as well as income from and expenditure relating to our functions as enforcement authority.

This includes all income and expenditure related to the issue of and income from Penalty Charge Notices in respect of off-street parking places, but not income from ordinary car park charges nor any other expenditure in car parks.

Section 55(4) outlines the purposes for which any surplus in the parking account can be used. It also provides for the making good of any deficit in the parking account from the general fund, and for surpluses to be used to repay the general fund for any charges to that fund in the previous four years or may be carried forward.

Local authorities may under the powers of section 35 of the Road Traffic Regulations Act 1984, impose charges for parking in car parks provided under section 32 or 33(4) of that Act; and under sections 45 and 46 of the 1984 Act, charge for parking at on-street parking places. Full details of the Road Traffic Regulations Act 1984 Section 55 can be found at:

<https://www.legislation.gov.uk/ukpga/1984/27/section/55>

The Road Traffic Regulation Act 1984 sets out under section 55 how any collective surplus can be used:

- Make good the Parking CPE fund of any amount charged to that fund in the 4 years immediately preceding the financial year in question;
- Meeting all or any part of the cost of the provision by the local authority of off-street car parks (e.g. resurfacing, relining, lighting etc).

If it appears to the local authority that the provision in their area of further off-street car parks parking is unnecessary or undesirable, any surplus may be used for the following purposes:

- Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services
- The purposes of a highway or road improvement project in the local authority's area.

Financial Performance

<b>Off Street Income</b>	<b>2021 - 2022</b>	<b>2022 - 2023</b>
Pay & Display income	(1,716,926)	(2,518,173)
Season Ticket income	(95,586)	(95,851)
Penalty Charge Notice income	(271,918)	(280,447)
EV charging income	(4,550)	(17,027)
Wayleaves/Rents/licences income	(25,897)	(1,166)
<b>Total income</b>	<b>(2,127,300)</b>	<b>(2,922,026)</b>
<b>Total Expenditure</b>	<b>1,579,902</b>	<b>1,631,307</b>
<b>(Surplus) / Deficit</b>	<b>(547,398)</b>	<b>(1,290,719)</b>

<b>On Street Income</b>	<b>2021 - 2022</b>	<b>2022 - 2023</b>
Pay & Display income	<i>*No on-street Pay &amp; Display provision in Swale</i>	
Parking permit income	(138,401)	(132,458)
Penalty Charge Notice income	(260,858)	(247,391)
Visitor parking voucher income	(2,319)	(10,113)
Suspended parking income	(9,477)	(8,233)
<b>Total income</b>	<b>(411,054)</b>	<b>(398,205)</b>
<b>Total Expenditure</b>	<b>395,344</b>	<b>449,003</b>
<b>(Surplus) / Deficit</b>	<b>(15,711)</b>	<b>50,808</b>

### Statistical Information

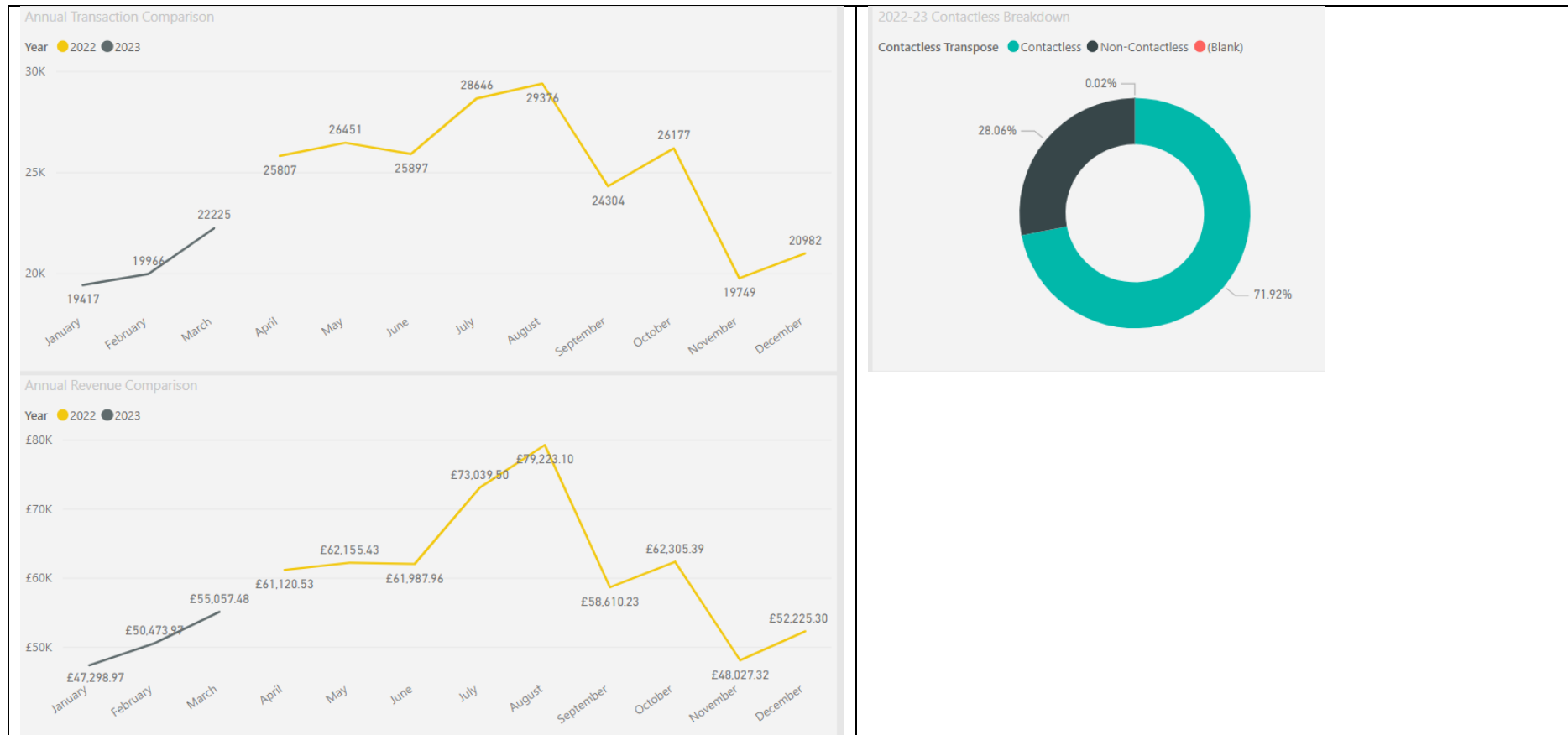
	2021-22			2022 – 2023		
	<i>On Street</i>	<i>Off Street</i>	<i>Total</i>	<i>On Street</i>	<i>Off Street</i>	<i>Total</i>
No. of High level PCNs	5779	996	6775	4885	444	5329
No. of Low level PCNs	3257	12701	15958	2934	12181	15115
<b>Total number of PCNs</b>	<b>9036</b>	<b>13697</b>	<b>22733</b>	<b>7819</b>	<b>12625</b>	<b>20444</b>
Number of PCNs paid at discounted rate	5347	7498	12845	4578	7078	11656
Number of PCNs paid at non-discounted rate	1223	1455	2678	1179	1432	2611
Total number of PCNs paid	6570	8953	15523	5757	8510	14267
Number of Notice to Owner issued	1761	1851	3612	1929	2211	4140
Number of representations received	319	363	682	338	444	782
Number of representations accepted	32	60	92	20	92	112
Number of representations rejected	107	109	216	140	152	292
Total number of PCNs registered with Traffic Enforcement Centre	825	738	1563	1045	1092	2137
Number of cases referred to the Traffic Penalty Tribunal	11	6	17	5	18	23
Number of cases rejected by the Traffic Penalty Tribunal	4	1	5	0	8	8
Total number of resident permits issued	2758			2875		
Total number of visitor permits issued	14530			17770		
Total number of season tickets issued	60			84		
Total number of business permits issued	81			116		
No. of school patrols	1113			1226		

No. of PCNs at School visits	184	180
No. of vehicles moved during School visits	2458	2590
Total number of abuse incidents towards CEOs	445	640

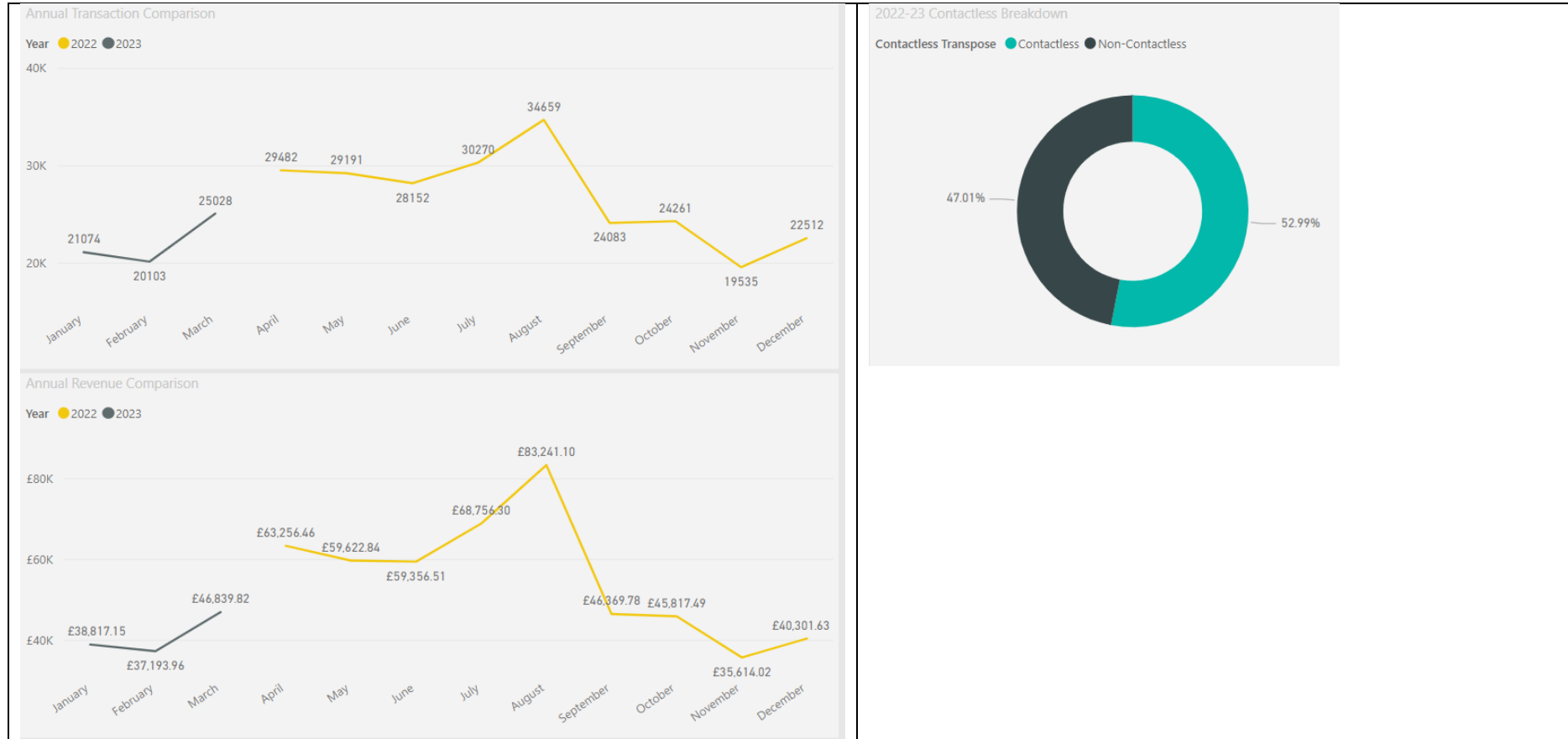


## Appendix 1 - Transactions and income by town

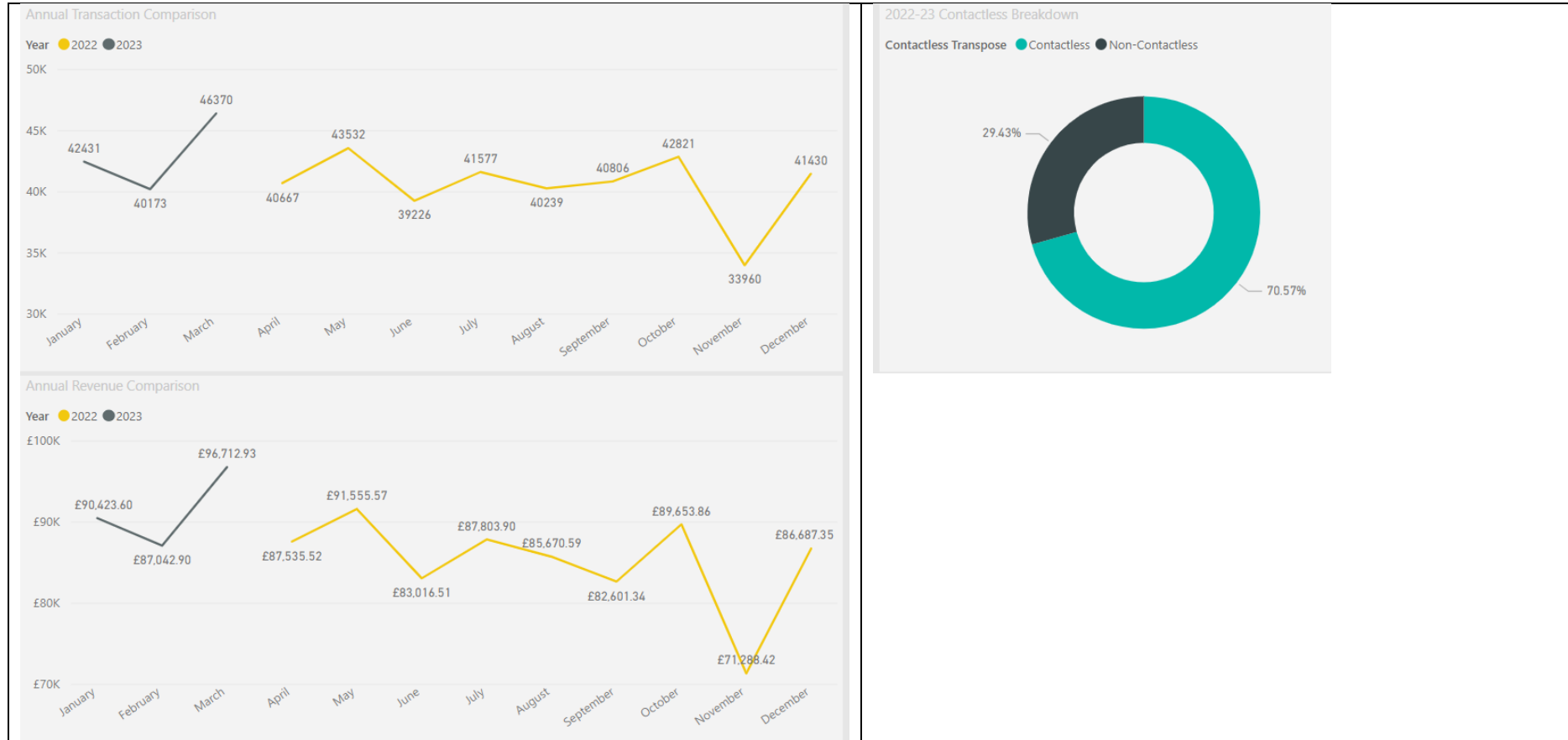
### Faversham



## Sheppey

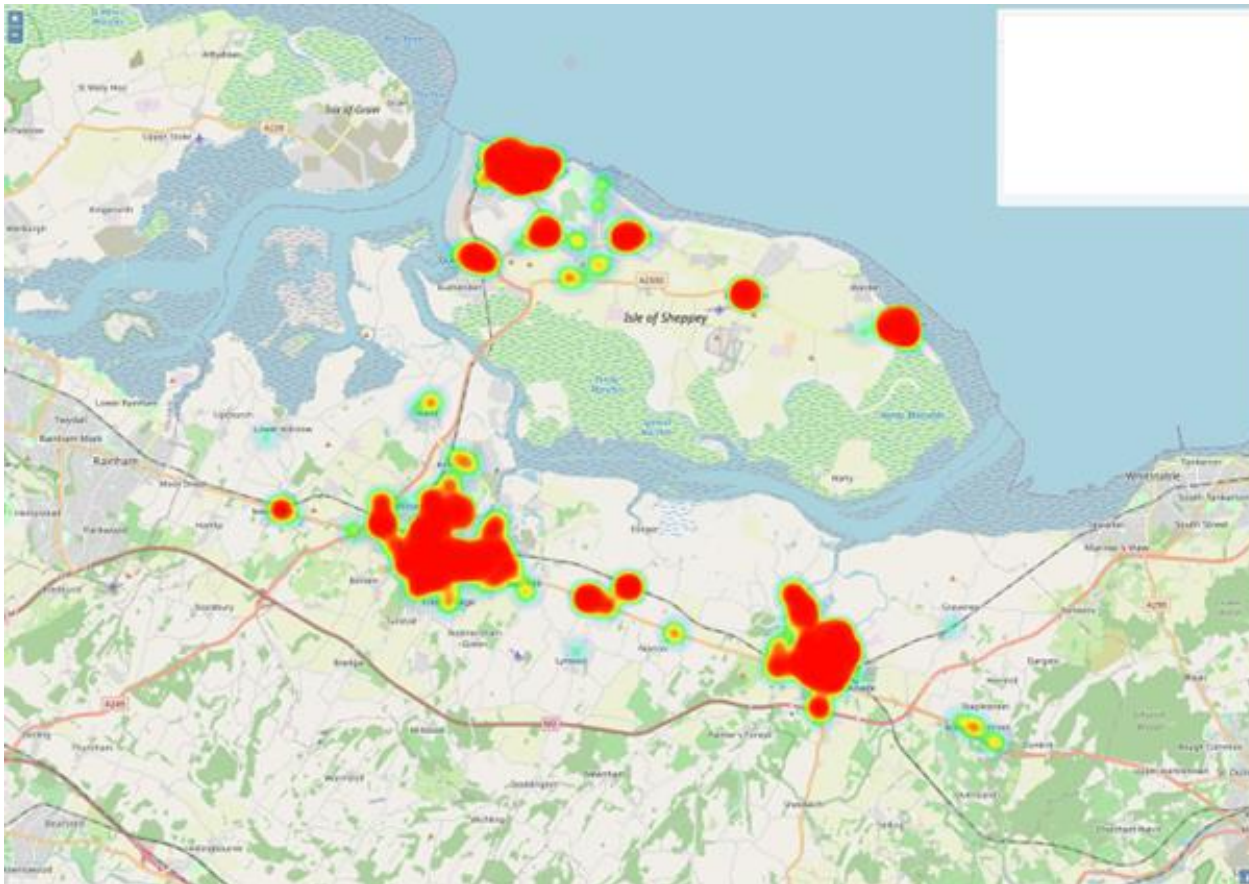


## Sittingbourne

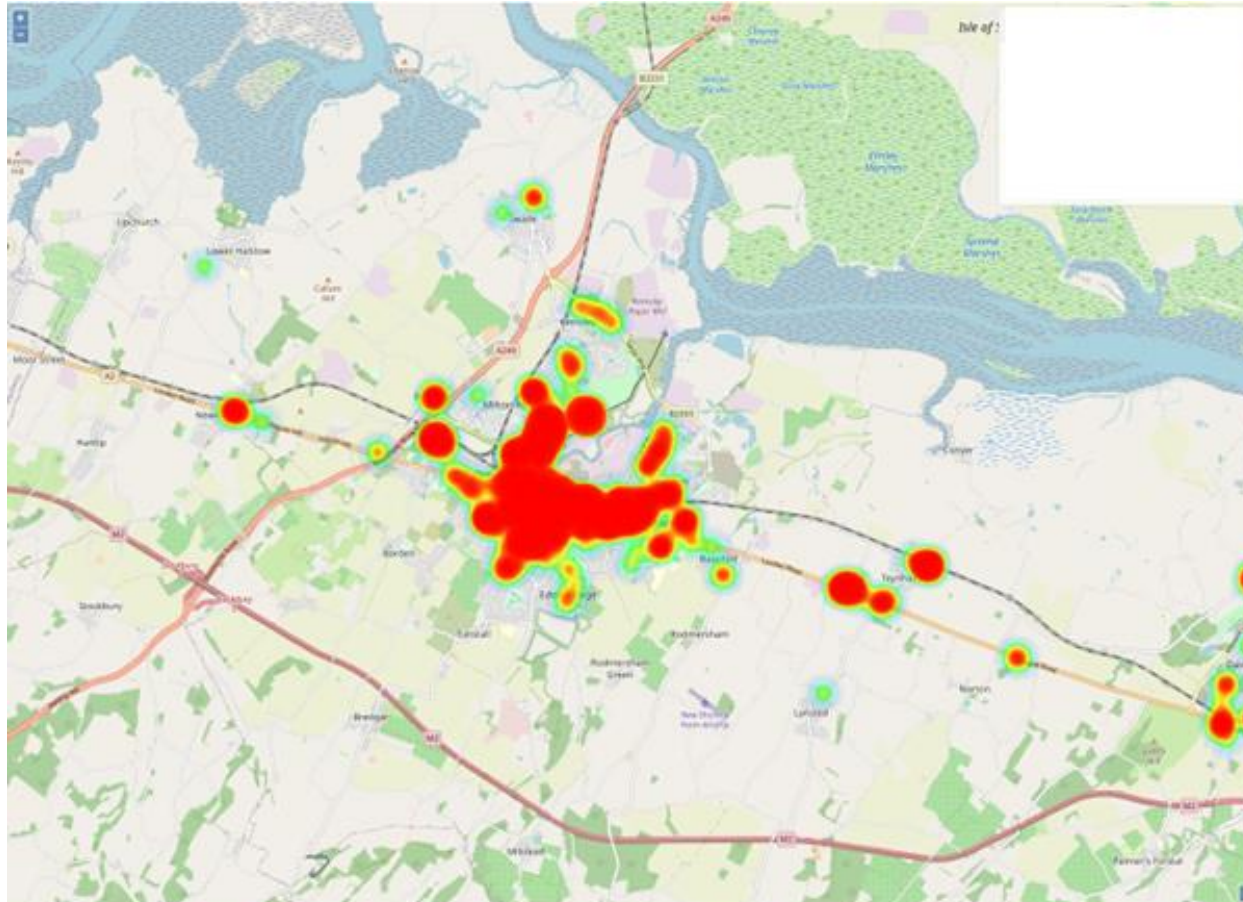


## Appendix 2 - Heat maps of PCNs by location and enforcement hours deployed

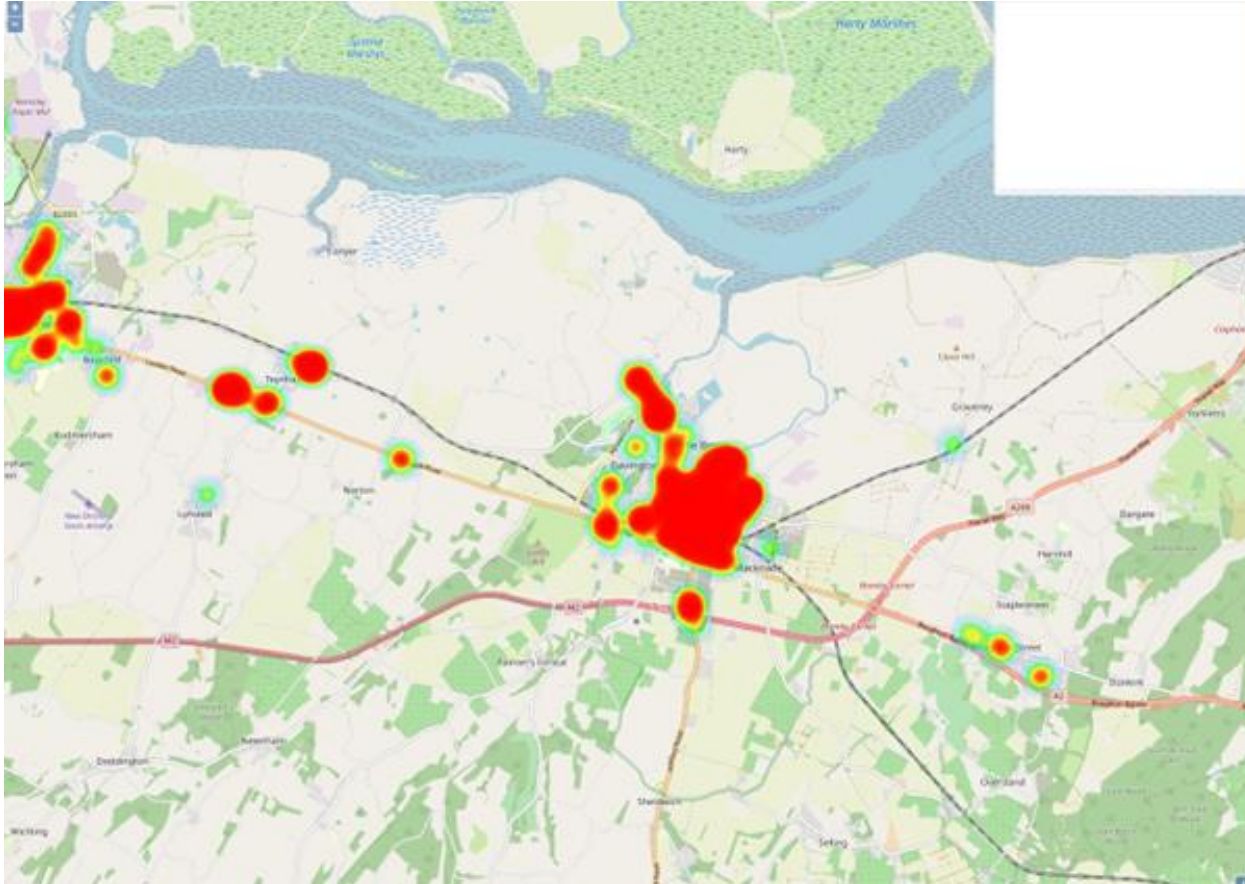
### Swale PCNs



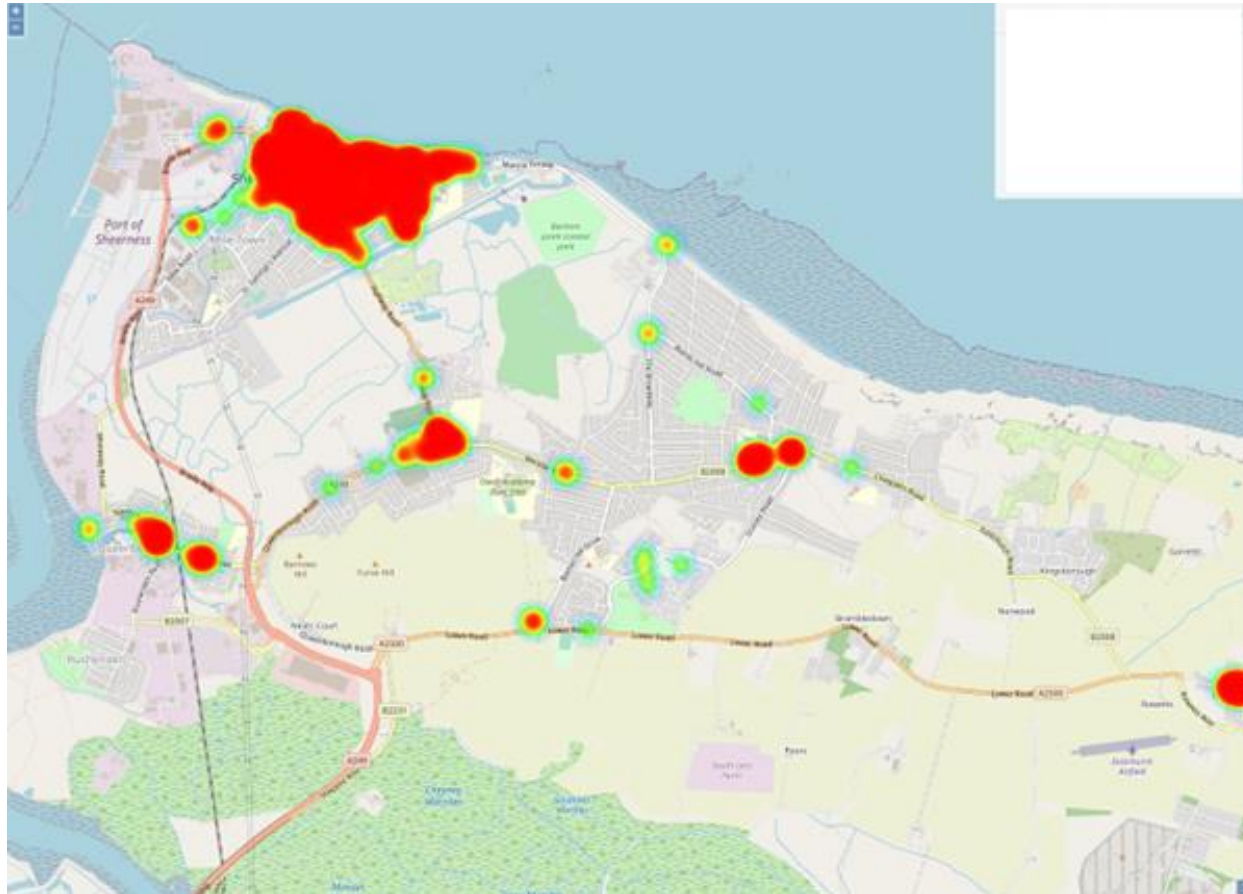
### Sittingbourne PCNs



## Faversham PCNs



### Sheerness PCNs

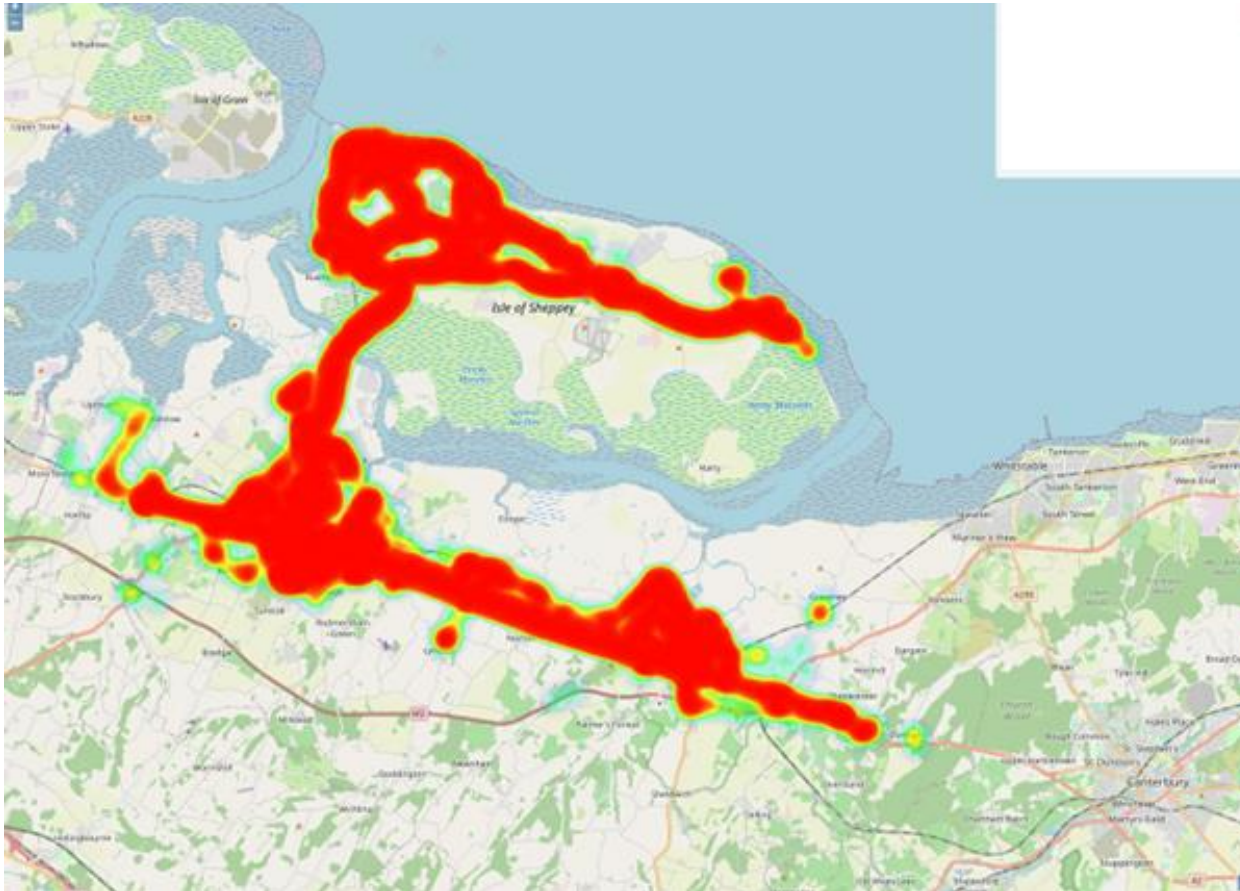


### Eastchurch and Leysdown PCNs



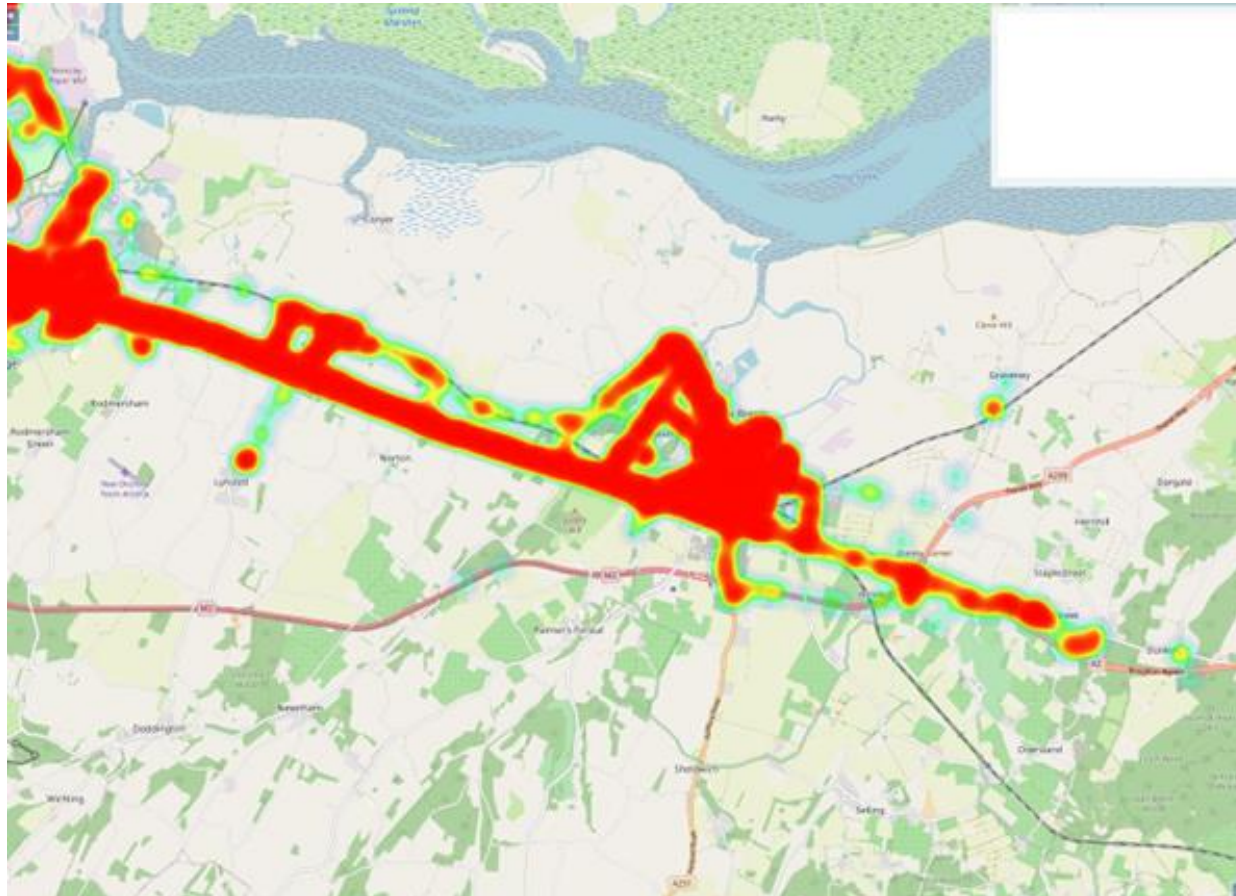


## Hours deployed Swale





### Hours deployed Faversham

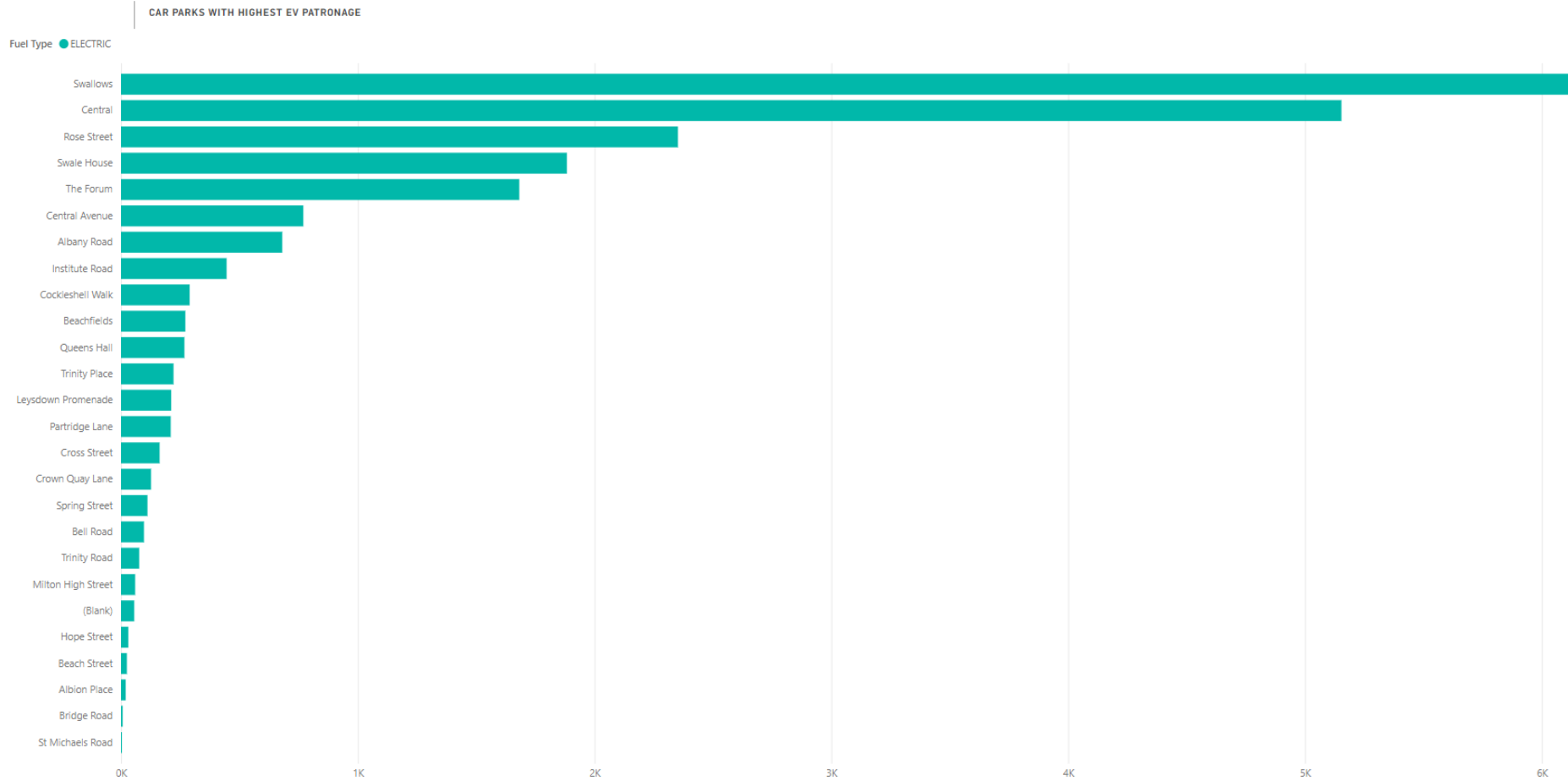









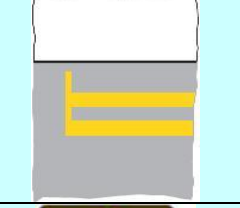

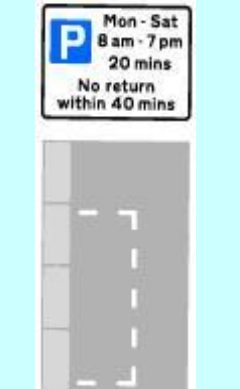
### Hours deployed Eastchurch and Leysdown









### Appendix 3 - Car parks with highest EV patronage





### Appendix 4 – Handy guide on who can enforce what?

Picture	Parking Offence Descriptions	Police	Parking Services
	<p><b>Parking obstructions</b> – parking where the vehicle is causing an obstruction to either other road users or pedestrians i.e. parking too close to a junction where there are no active yellow line restrictions.</p>	✓	
	<p><b>Blocking access to the highway from a private driveway</b> Vehicles that are parked across a private driveway of a property that prevents the motorist of the property from gaining access to the highway where there are no active yellow line restrictions.</p>	✓	
	<p><b>Pavement parking</b> – parking on or part on the footway where there are no active yellow lines in the road (this includes unmarked roads and all other restrictions i.e. bus stops, zigzag lines etc.)</p>	✓	
	<p><b>Pavement parking</b> – parking on or part on the footway where there ARE active yellow lines where the vehicle is parked.</p>		✓
	<p><b>White zigzag lines by pedestrian crossings</b></p>	✓	✓
	<p><b>Double Yellow Lines</b> – along the edge of the road mean no waiting at any time. However, you may stop to allow passengers to board or alight. Loading and unloading is also allowed, unless there are loading restrictions in place. No signs are needed for a permanent restriction of this kind.</p>		✓
	<p><b>Single Yellow Lines</b> – along the edge of the road mean you can't wait during the times shown on the adjacent sign. However, you may stop to allow passengers to board or alight. Loading and unloading is also allowed, unless there are loading restrictions in place.</p>		✓
	<p><b>Limited Waiting Bays</b> – are shown by bay markings and signs that indicate the maximum amount of time that you may park in the bay. The signs also state a 'No Return' period, which is the length of time during which you are not permitted to return to the parking bay.</p>		✓

Picture	Parking Offence Descriptions	Police	Parking Services
	<p><b>Taxi Ranks</b> – You must not park in a Taxi Rank during its period of operation. The period of operation will be shown on the adjoining signage. An accompanying sign will also indicate the number of taxis that may park on the rank.</p>		✓
	<p><b>Goods Vehicles Loading Bays</b> – are white 'bays' marked with the words 'Loading only' and a sign with the white on blue 'trolley' symbol. An adjacent sign will show the times when the bay is in operation. If no times are indicated the bay is in operation at all times. Vehicles may not park here if they are not loading or unloading.</p>		✓
	<p><b>Loading Restrictions</b> – are shown by yellow lines on the kerb or at the edge of the carriageway. Double yellow lines on the kerb mean no loading or unloading at any time. Single yellow lines on the kerb mean no loading during the times shown on the adjacent sign.</p>		✓
	<p><b>Bus Stop Clearways</b> – you must not stop in a bus stop clearway during its period of operation. The period of operation will be shown on the adjoining signage. Buses must only use stops to allow passengers to board and alight vehicles. Bus Stands are provided for buses to park for longer than the period taken for boarding and alighting, to maintain a timetable or to change crews. No other vehicle should park within the Bus Stand during its period of operation.</p>		✓
	<p><b>Pay &amp; Display Bays</b> - To use these bays you must purchase a ticket and display it clearly in the windscreen of the vehicle or pay using the RingGo App. Disabled badge holders may park free of charge in most car parks (check local signage)</p>		✓
	<p><b>Parking Bays for Specific Use</b> – you must not park in parking spaces reserved for specific users, such as Blue Badge holders, unless you are entitled to do so. Signs will indicate who is allowed to park and when the restrictions are in operation.</p>		✓



	<p><b>Permit Only Zones – parking for permit holders only in the street or streets beyond this sign, during the times shown.</b></p>		✓
	<p><b>School Keep Clear Markings – These can mainly be found outside of schools, to ensure that children can see and be seen clearly when crossing the road. The markings indicate the length of road where you should not stop, not even to pick up or set down children or other passengers. Where there is an upright sign, there is a mandatory prohibition of stopping during the times shown.</b></p>		✓