

January 2007

HART DISTRICT COUNCIL

CAR PARKING

POLICY 2007



Parking @ Hart

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HART DISTRICT COUNCIL PARKING POLICY 2007

This document is a compendium of approved procedures and policies for car park provision, maintenance and charges for Hart District.

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1.0 INTRODUCTION

- 1.1 This document sets out the detailed procedures and policies that govern the operation of the Decriminalised Parking Services in the District of Hart.
- 1.2 Hampshire County Council have authorised under agreement number 35/7105 dated 22 May 2002 Hart District Council to operate the decriminalised parking services for off Street and on street parking in the District of Hart. As such the Council is responsible for the operation and management of 13 off Street car parks throughout the District. The Council is also responsible for the issuing of residents permits for the District on street residents & business parking schemes.
- 1.3 Enforcement of on street Traffic Regulation Orders was passed to the Council from the Police under Statutory Instruments 2002 No 1351 on the 5 June 2002 approved and signed by the Secretary of State. However the police still retain powers of obstruction to move vehicles that cause obstruction to driveways and footways or zigzag lines at pedestrian crossings or schools. A list of Roads covered by traffic regulations and details of all Residents parking schemes can be seen at Appendix A
- 1.4 The regulations governing the use of the Council's car parks are set out in its Off-Street Parking Places Order. Copies of which can be viewed at the District Council Offices, Civic Offices, Harlington Way, Fleet. Or on the Council's web site.

2.0 OFF STREETCAR PARKING PROVISION

- 2.1 The District Council's policy with regards to off street car parking provision is set out in the District Local Plan (Replacement) 1996-2006. The relevant extract from this plan is provided in Appendix C

3.0 OFF STREETCAR PARKING CHARGES

- 3.1 The objectives of the District Council's charging policy is to derive revenue from charged car parks, and support the County Council's parking Strategy shown at Appendix D.
- 3.2 The Council's car park charging structure is reviewed annually to be implemented in the next financial year on or as close to the 1 April as practical.
- 3.3 Enforcement of the parking regulations, which control the use of the District car parks, is undertaken by District Council Staff. In addition to the issuing of Penalty Charge Notices, these staff also undertake routine maintenance and inspections.
- 3.4 The collection of cash, correct operation and the re-supply of tickets for the car park ticket machines is currently undertaken by District Council staff and machine servicing and repair is undertaken by an outside contractor.
- 3.5 The following vehicles are exempt from the payment of charges whilst using any of the Councils Off Street car parks:

- (a) An invalid carriage;
- (b) A vehicle issued to a disabled person by the Department of Social Security in lieu of an invalid carriage.
- (c) A vehicle of which the driver is a person who on account of their disability as defined by the Disabled Discrimination Act 1995 has been given a notice in writing by the Council that they are exempt from charges under the provisions of this order, subject to the notice being displayed in accordance with the provisions of the Off Street Parking Order.
- (d) A disabled person's vehicle which displays in the relevant position a disabled person's (blue badge) issued by any local authority in accordance with the provisions of the Disabled person's (Badges for Motor Vehicles) Regulations 1982.
- (e) Solo motor cycles if parked in a bay reserved only for their use.
- (f) A vehicle that displays a valid season ticket issued by the Council subject to the season ticket being displayed in accordance with the provisions of the Off Street Parking Order and the staff parking policy.
- (g) Any vehicle carrying the Hart District Council logo (or temporary hire vehicle) being used for and on behalf of the District Council Services whilst on duty for the District Council.
- (h) Any vehicle from the Hampshire County Fire, Ambulance, Police or County Highways Maintenance Services carrying the Hampshire County Council logo whilst on duty for the County Council.

4.0 SEASON TICKETS

4.1 Hart District Council issues annual, 3 monthly and monthly season tickets for purchase by the public in the following car parks within the District:

- (a) Fleet Car parks
 - Church Road
 - Victoria Road
- (b) Rural Car Parks
 - Blackwater Station Approach
 - Blackwater Community Centre
 - Hartley Wintney
 - Hook
 - Odiham Deer park View
 - Odiham The Bury

4.2 Season tickets are not valid in any short stay parking area within a car park or designated short stay car park.

4.3 The agreed season ticket application forms and processing procedure and charging structure is set out in appendix E

5.0 OFF STREET PARKING FOR HEAVY VEHICLES

- 5.1 Day time or overnight off street parking provision for heavy vehicles including lorries, coaches and buses is not included within the Council's car parks due to the close proximity to residential developments except for where the vehicles are being used in conjunction with the County Council Library or District Council Services, or by the permission of the Parking Services.

6.0 CAR PARK EVENTS

6.1 COMMERCIAL AND NONE COMMERCIAL USE OF THE CAR PARKS

- (a) Charity events or youth group events will be permitted in defined District Council car parks, providing the appropriate approved body is prepared to deal with the administration of these events. A minimum of 10 working days notice must be given to the District Council prior to the event. Any fees apportioned to each event must be approved by the Council parking services in line with the Council's policy for charges for commercial use of any car park.
- (b) Saturday Markets, and Car Boot Sales will be permitted in the approved car parks (currently Gurkha Square and Victoria Road car parks) under contract approved by the Council parking services on a 3-year contract for the market and 1 year for the car boot sales to ensure the markets viable future.
- (c) Farmers markets will be permitted in defined District Council car parks providing the appropriate organisers of the event are prepared to deal with the administration of the event and they leave the car park in a clean & tidy condition for return of use to public parking after the event. Any fees apportioned to each event must be approved and paid in advance of the event to the Council parking services in line with the Council's policy for charges for commercial use of any car park.

- 6.2 Organisers of the above events will be required to satisfy the District Council that they have the necessary minimum of £5 million Public liability insurance for each event.

- 6.3 Applications for events in any car park must be made in writing and submitted to the car parks Manager Hart District Council, Civic Offices, Harlington Way, Fleet, Hampshire. GU51 3AE

7.0 LOSS OF CARS AND DAMAGES

7.1 The Council shall not be liable in respect of the loss of or damage to any vehicle, or the fittings, or contents of any vehicle waiting or moving in or entering or leaving or otherwise using a parking place, nor shall they be so liable in respect of any person using a parking place for whatever purpose.

8.0 CAR PARK MAINTENANCE

8.1 All Pay & Display car parks are visited and inspected on a daily basis. Any urgent repairs identified are carried out as soon as practically possible.

8.2 Major repairs or refurbishment's are carried out in line with agreed capital expenditure or annual maintenance programmes.

8.3 All car parks are maintained to an adequate level to ensure the health and safety of their users.

8.4 DDA compliance inspections of all car parks have been completed and works identified have been included in the Council's Capital expenditure programme.

9.0 DETAILS OF CAR PARK OWNERSHIP

9.1 The Council's Legal Services, maintain details of ownership and rights of access agreements for all the Council's car parks. Detailed location plans for each car park can be seen on the Councils Web Site.

10.0 PENALTY CHARGE NOTICE PROCEDURE

10.1 The issuing and processing of all Penalty Charge Notice's (PCN) is undertaken by District Council staff.

10.2 The level of Penalty Charge imposed for contravention of the regulations governing the use of parking places are set under the Statutory Instruments 2002 No 1351 Dated the 5 June 2002 approved and signed by the Secretary of State and are fixed at £60.00.

10.3 The charge is reduced if payment is made within 14 days from the date of issue of the PCN by 50% to £30.00.

11.0 REASONS FOR ISSUING PENALTY CHARGE NOTICES

11.1 PCN's will be issued for the following contravention's:

(a) On Street

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

- Parked after the expiry of paid time or permit or authority to park.
- Parked without clearly displaying a valid ticket or voucher.
- Parked with additional payment made to extend the stay beyond expiry of the time initially purchased. (Short Stay parking area only)
- Parked in a residents bay without displaying a valid residents parking permit.
- Parked in a permit bay without displaying a valid parking permit.
- Parked in a loading gap marked by a yellow line.
- Parked in a suspended Bay/part of bay.
- Re parked within one hour (or other specified time) of leaving a bay in the same parking place (Short Stay parking area only).
- Parked in a parking place not designated for the class of vehicle.
- Not parked correctly within the markings of the bay or space.
- Parked in a loading bay during restricted hours without loading.
- Parked in a free parking bay for longer than the maximum period.
- Parked in a designated disabled persons parking bay without clearly displaying a valid disabled persons parking badge.
- Parked in a parking place designated for police vehicles.
- Parked on a taxi rank.
- Parked on an urban clearway where stopping is prohibited.
- Parked on a restricted bus stop.
- Parked on a restricted area outside a school during a restricted period.
- Parked wholly or partly on a cycle track.
- Heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways.
- Parked with engine running where prohibited.

(b) Off Street

- Parked for longer than the maximum period permitted.

- Parked in a restricted area in a car park.
- Parked after the expiry of time paid for in a pay & display car park.
- Parked in a pay & display car park without clearly displaying a valid pay & display ticket, voucher, permit or other authority to park, within the vehicles front windscreen or on the dashboard so as to be visible from outside the vehicle in respect of which it was issued facing forwards and in such a position that it can easily be seen and read from the front of the vehicle.
- Parked with additional payment made to extend the stay beyond time first purchased.
- Parked beyond the bay markings.
- Parked in a disabled person, parking space without clearly displaying a valid disabled person's badge.
- Vehicle parked exceeds the maximum weight permitted in the area as defined in the Off Street Parking Order.
- Re-parked within one hour of leaving a bay or space in a car park, or other specified duration in the Off Street Parking Order.
- Parked in an area not designated for that class of vehicle.
- Parked causing an obstruction.
- Parked in a car park when closed as a car park.

12.0 TOW AWAY FROM OFF STREET CAR PARKS

12.1 Where a vehicle is deemed to be causing an obstruction or is a danger to other car park users, or has been left in a parking place in excess of 12 hrs, after the issue of a Penalty Charge notice or when a car park is closed as a car park for other use then arrangements will be made to have the vehicle removed. The Council Authorise a nominated recovery company to recover from the registered keeper of the vehicle the cost of such removal and to make a reasonable charge for any subsequent storage. Such costs and charge shall be paid prior to the release of the vehicle. If after 28 days from the giving of the notice by recorded delivery post, addressed to the keeper at the last known address, the notice is returned undelivered or was for any reason not received by him, the Recovery Company shall dispose of the vehicle and recover such costs due to them from the proceeds.

13.0 REASONS FOR CANCELLATION OF A PCN.

13.1 PCN's may be cancelled for the following reasons:

(a) Off Street

- If all ticket machines in a car park are out of order (where alternative ticket machines are available the PCN will not be cancelled).
- When Police or statutory Undertakers are engaged on emergency business or carrying out work in a car park.
- If a motorist is unable to return to their vehicle due to a medical emergency.
- If vehicle details are not correct on the PCN.
- When a vehicle is being used by contractors employed by the Parking Service to carry out works within the car park.
- When a PCN has been issued for not displaying a valid ticket when a reasonable period of time (10 minutes) has not elapsed.
- When a reasonable period of time (10 minutes) has not elapsed when a PCN has been issued for an expired ticket.
- When a PCN has been issued for not displaying a valid pay & display ticket and is subsequently provided as part of a challenge on the first contravention providing it is valid for the time period the PCN was issued.
- Any other mitigating circumstances with supporting evidence for consideration. (Discretion may be applied)
- When a vehicle has broken down providing evidence to support this is included with any challenge.

(b) On Street

- When a reasonable period of time (5 minutes has not elapsed when parked in a restricted road) to determine if loading or unloading has taken place.
- If a motorist is unable to return to their vehicle due to a medical emergency.
- On written or verbal instructions from a Police officer on duty investigating a crime.

- When Police or statutory Undertakers are engaged on emergency business or carrying out work in the highway.
- When a vehicle has broken down providing evidence to support this is included with any challenge.
- Any other mitigating circumstances with supporting evidence for consideration. (Discretion may be applied)
- If signs or lines indicating the traffic regulation order are broken or missing.
- If the traffic regulation order was invalid.

14.0 CHALLENGING A PENALTY CHARGE NOTICE PROCEDURE.

- 14.1 Anyone who wishes to challenge a PCN should write to the Council at the following address:
 Parking @Hart
 PO Box Fleet 338
 Harlington Way
 Fleet
 Hampshire
 GU51 4WH
 Or
Parking@hart.gov.uk
- 14.2 All PCN correspondence is processed by the Parking Service team in accordance with the guidelines for Decriminalised Parking Enforcement Outside of London (Local Authority Circular 1/95) and the procedures set out below.
- 14.3 After receiving a PCN the driver/keeper of the vehicle has the option of paying the PCN at the reduced rate of £30.00 providing the payment is received within 14 days of issue of the PCN or making a challenge in writing. A challenge form is included on the Hart Web site under P for parking in the A-Z of services for customers use.
- 14.4 Challenges to a PCN should explain clearly the reasons why the PCN is being contested, and evidence to support the challenge such as a pay & display ticket, doctors note, police incident number, loading /unloading note or other mitigating circumstances to be considered. In addition the letter should be signed by the driver/keeper and include a response address that a decision to the challenge can be posted. Any challenge not including the above details will not be processed and the challenge will fall outside the discount period.
- 14.5 On receipt of a written challenge from the Driver/Keeper of the vehicle or a third party with written consent from the driver/keeper and providing it is received within the 14 days from the date of issue the PCN is put on hold at the reduced rate until a decision on the challenge is made. Usually the Council will endeavour to deal with

correspondence within 10 days or earlier. However under exceptional circumstances this may be longer.

- 14.6 Having looked at the circumstances of a challenge a decision will be made based on the evidence provided by the driver/keeper and that of the parking Officer who issued the PCN. If the decision is to accept the challenge then the case is closed. If the decision is to reject the challenge we will respond to the driver/keeper in writing detailing why we have rejected the challenge and give the driver/keeper 14 days in which to pay at the reduced rate (£30.00) and a further 14 days to pay at the full rate (£60.00).
- 14.7 If payment is not made after a rejection of challenge or no challenge is received then at the end of the discount period we will contact the Driver Vehicle Licensing Authority (DVLA) to obtain the registered keeper details in preparation for the issue of a Notice To Owner.

15.0 DRIVER VEHICLE LICENSING AUTHORITY PROCEDURES.

- 15.1 DVLA information is obtained electronically and is password protected. Their response provides details of the registered keeper. If DVLA currently do not hold information then a hard copy by post will be sent to us when it is available. This information is manually entered on the computer system.
- 15.2 Hard copies of all correspondence from DVLA are kept in the Parking Service Office until it has been processed on the system or archived.
- 15.3 Access to all information on the computer system is password protected and provides a full audit of all actions taken and by which operator.
- 15.4 The only information kept on individuals is:
- Name
 - Address
 - Vehicle Registration
 - Vehicle Make
 - Vehicle Colour
 - If payment has been made or not.
 - Details of other PCN's issued against either the vehicle or registered keeper.
 - Detailed notes of any communications either verbally or by telephone or written in support or enquiry about a PCN and its progression.
- 15.5 This information is never passed to a third party unless for the purpose of an Appeal with the National Parking Adjudication Service or Recovery of debt by our nominated Bailiff Company in pursuant of a warrant issued by the Traffic Enforcement Centre County Court.
- 15.6 Requests for information from DVLA are never made for any other purpose other than to obtain the details of the registered keepers of vehicles which have been

either abandoned or have PCN's outstanding against them.

16.0 NOTICE TO OWNER (NTO) PROCEDURES.

- 16.1 Following the issue of the NTO to the registered keeper of the vehicle the registered keeper can make payment in full at £60.00 or make a formal representation based on the following 6 grounds for appeal:
- a. The contravention did not occur.
 - b. The penalty exceeded the relevant amount.
 - c. The traffic Order was invalid.
 - d. I was not the owner/keeper of the vehicle at the time of the contravention.
 - e. The vehicle had been taken without my consent.
 - f. We are a hire firm and have supplied the name of the hirer.
- 16.2 Rejected challenges not based on the 6 grounds of appeal above will not be considered as a representation.
- 16.3 The Keeper of the vehicle will need to substantiate their representation with evidence such as a valid pay & display ticket, permit, disabled badge. Police incident number, note from doctor or hospital. Hire agreement details, Proof of sale. Loading/unloading delivery note or invoice.

17.0 NATIONAL PARKING ADJUDICATION SERVICE (NPAS) PROCEDURES.

- 17.1 If the representation made against the NTO is rejected by the Council, the Council will write to the Keeper of the vehicle informing them of the rejection notifying them to make payment in full within 28 days from the date of issue of the Rejection of representation or to appeal to the NPAS. An application form will be included with the NTO.
- 17.2 Under the Road Traffic Act 1991 The keeper has the right to appeal against the Council's Decision based on the same 6 grounds of appeal as shown above at 16.1.
- 17.3 The parking adjudicators consider appeals against the liability for the PCN and they can direct the Council to cancel the PCN or the NTO.
- 17.4 The adjudicators are experienced lawyers independent of the Council, and the appeal constitutes a tribunal under the Road Traffic Act 1991.
- 17.5 The adjudicators decision is final. There is no further appeal. You cannot argue the case in another court at a later date however in limited circumstances an

adjudicator's decision can be reviewed, if an adjudicator errs in law the decision may be reviewed in the High Court.

- 17.6 The procedure for dealing with parking appeals is set down in Schedule 6 of the Road Traffic Act 1991, and Road Traffic Parking Adjudicators Regulations.
- 17.7 Appeal cases can be considered at a personal hearing or on written evidence only. The nearest location for appeals at a personal hearing are: Aldershot or Reading. A full list of locations is included with the appeal form. Written appeals should be sent to the following address:
The Service Director,
NPAS,
Barlow House,
Minshull Street,
Manchester
M1 3DZ
- 17.8 Costs or expenses are not usually awarded to either the Council or the appellant however the Adjudicator does have the power to award costs.
- 17.9 All evidence required to support the appeal must be sent with written appeals. If the appellant is unable to provide the evidence until a later date then they can ask for the appeal to be rescheduled to give them time to collate evidence.
- 17.10 The appeal form declaration must be signed acknowledging that making a false statement to the adjudicator is a criminal offence and may result in prosecution.

18.0 CHARGE CERTIFICATE PROCEDURES.

- 18.1 If No payment or Appeal to NPAS is received within 28 days after the issue of a NTO the Penalty Charge will be increased by 50% to £90.00 or the balance outstanding if part payment has been made.
- 18.2 If payment is not received within 14 days of the date of issue of the Charge Certificate, then the Council will register the outstanding balance as a debt with the Traffic Enforcement Centre County Court at Northampton.
- 18.3 Prior to registration of the debt with the County Court the Council will send a debt registration final warning letter to the keeper. This letter will advise them that payment of the outstanding balance must be paid within 7 days to avoid court action and fees.

19.0 TRAFFIC ENFORCEMENT CENTRE PROCEDURES.

- 19.1 The Traffic Enforcement Centre (TEC) was established for dealing with unpaid PCN's arising from the implementation of the Road Traffic Act 1991. It is based at Northampton and forms part of the County Court Bulk Centre. There address is:
- Traffic Enforcement Centre
Northampton County Court Bulk Centre
St Katherine's House
St Katherine's Street
Northampton
NN1 2LH
- 19.2 If the PCN remains unpaid the Council will register the debt with the TEC to recover the outstanding amount as if it were payable under a County Court Order. The £5.00 costs of registration will be added to the outstanding balance.
- 19.3 On authority from TEC the Order for Recovery will be sent to the Owner/Keeper. Indicating payment of the outstanding balance must be made within 21 days from the date of receipt of the Order or file a Statutory Declaration.
- 19.4 At this stage there are only 3 grounds under which the charge can be contested:
- (a) If the Notice to Owner was not received by the owner/keeper.
 - (b) If a formal representation against the NTO has been made but no rejection notice has been received by the owner/keeper.
 - (c) If an appeal has been made to NPAS but no response to the appeal has been received.
- 19.5 If any of the above grounds apply then the owner/keeper should file a Statutory Declaration with the TEC within 21 days from the date of the Order for Recovery.
- 19.6 A Statutory Declaration must be witnessed before a commissioner for oaths or Solicitor. An officer of any County Court appointed by the Judge to take affidavits or a Justice of the Peace. There may be a fee to pay for this service.
- 19.7 The Council may contest the Statutory Declaration and recovery of the debt will be suspended pending the outcome of the TEC Court decision for any contested declaration. If the Court accepts the declaration they will instruct the Council to revoke the order for recovery and the Council will revert the PCN to the previous state that TEC instruct the PCN should be at.
- 19.8 The Statutory Declaration should include the following details:
- Full name and address
 - Local Authority concerned
 - Vehicle registration
 - PCN Number (HT00???????)
 - The grounds for making the Statutory Declaration.

- 19.9 Filing of false Declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and a prison sentence or fine or both may be imposed by the Court.
- 19.10 Failure to make a Statutory Declaration or make payment of the outstanding balance within 21 days the Council will apply to the TEC for a warrant of execution of the debt.
- 19.11 A warrant from the TEC will be issued to our nominated bailiff company to recover the outstanding debt on our behalf.
- 19.12 Once the warrant has been issued the bailiff company and only the bailiff company can now take payment. The Council are unable to assist further, because the warrant can only be enforced by a bailiff carrying a certificate issued under the Distress for Rent Rules 1998.
- 19.13 The bailiff is also entitled to include their companies' reasonable costs for executing the warrant. These costs are listed in the Enforcement of Road Traffic Debts (Certified Bailiffs) Regulations 1993.

20.0 BAILIFF OPERATIONAL PROCEDURES

Bailiff action carried out on behalf of Hart District Council (the Council) requires The Bailiff to follow :

- (i) *the **enforcement** of warrants of execution issued under the Road Traffic Act (RTA) 1991;*
- (ii) *the **administration** of such warrants and related matters.*

20.1 APPOINTMENT OF BAILIFFS

- (a) The Council has appointed two bailiff companies. The Council will distribute work equally between each Bailiff unless it becomes apparent that one Bailiff is significantly more successful than the other, in which case the Council reserves the right to apportion work where in its view there is the highest probability of recovery of debts. Multiple warrants against the same person will, wherever possible, be allocated to the same Bailiff.
- (a) The Council will issue warrants as and when appropriate under the requirements of the RTA 1991. It cannot guarantee the volume or frequency of issue, as this will depend upon the success of previous enforcement stages within the RTA, 1991.
- (b) Warrants will be issued in electronic format. The Bailiff is required to ensure that its computer systems can accurately input and process the data provided by the Council's IT provider.
- (c) The Bailiff will be responsible for the production of warrants in paper format to comply with the Lord Chancellor's enforcement and execution requirements.

- (d) The Bailiff will confirm to the Council the receipt of each warrant. The confirmation shall include the number of warrants in any batch so that the Council may reconcile its records.
- (e) The Bailiff's systems must enable it to identify debtors previously dealt with and, if warrants for such debtors have previously been unenforceable for reasons of having moved without trace, bankruptcy, liquidation or death, the new warrants must be returned with an appropriate report.

20.2 TERM OF CONTRACT

The term of the contract will be 3-years. Any extension to the contract will be subject to the respective Standing Orders of the Council and a review of performance.

21.0 DISPENSATIONS TO TRAFFIC REGULATION ORDERS

Dispensations to existing Traffic Regulation Orders can be obtained for specific reasons and these are laid out in Appendix F

APPENDIX A

HART DISTRICT COUNCIL ON STREET TRAFFIC REGULATION ORDERS AS OF APRIL 2006

Description	Town
A30 LONDON ROAD, BLACKWATER	BLACKWATER
ALBANY ROAD, FLEET	FLEET
ALBERT STREET, FLEET	FLEET
ALDERSHOT ROAD	FLEET
ALDERSHOT ROAD	CHURCH CROOKHAM
AVENUE ROAD	FLEET!
AVONDALE ROAD, FLEET	FLEET
AWARD ROAD	CHURCH CROOKHAM
AYLESHAM WAY, YATELEY	YATELEY
B3272 HAWLEY ROAD NORTH	BLACKWATER
BARTLEY WAY	HOOK
BEARWOOD GARDENS, FLEET	FLEET
BELL MEADOW ROAD, HOOK	HOOK
BIRCH AVENUE, FLEET	FLEET
BLACKWATER STATION ACCESS ROAD, BLACKWATER	BLACKWATER
BRAMSHOT DRIVE, FLEET	FLEET
BRANKSOMEWOOD ROAD, FLEET	FLEET
BRIDGE WALK	YATELEY
BROADACRES	FLEET
BROOK CLOSE	FLEET
BROOM ACRES, FLEET	FLEET
BROOM WAY, BLACKWATER	BLACKWATER
BURNSIDE, FLEET	FLEET
BURYFIELDS	ODIHAM
CARTHONA DRIVE, FLEET	FLEET
CHAPEL ROW (EAST), HARTLEY WINTNEY	HARTLEY WINTNEY
CHAPTER TERRACE, HARTLEY WINTNEY	HARTLEY WINTNEY
CHESTNUT GROVE, FLEET	FLEET
CHURCH GROVE, FLEET	FLEET
CHURCH ROAD, FLEET	FLEET
CHURCH STREET, ODIHAM	ODIHAM
CLARENCE ROAD, FLEET	FLEET
CONNAUGHT ROAD, FLEET	FLEET
CRANBROOK COURT, FLEET	FLEET
DARBY GREEN LANE	YATLEY
DARBY GREEN ROAD	YATELY
DARSET AVENUE	FLEET
DILLY LANE	HARTLEY WINTNEY
DINORBEN AVENUE	FLEET
DUNMOW HILL, FLEET	FLEET
ELMS ROAD, HOOK	HOOK
ELVETHAM ROAD, FLEET	FLEET
FERNDAL ROAD, FLEET	FLEET
FIR CLOSE	FLEET
FIRGROVE ROAD, YATELEY	YATELEY

FLEET ROAD B3011, HARTLEY WINTNEY	HARTLEY WINTNEY
FLEET ROAD, FLEET	FLEET
FLEET ROAD - MINLEY ROAD - CROOKHAM ROAD, FLEET	FLEET
FROGMORE ROAD	YATELEY
FRY'S LANE, YATELEY	YATELEY
GABLES ROAD, FLEET	FLEET
GALLY HILL ROAD, FLEET	FLEET
GLEBE COURT, FLEET	FLEET
GLEN ROAD, FLEET	FLEET
GREEN LANE, BLACKWATER	BLACKWATER
GUILDFORD ROAD	FLEET
HALL LANE	YATELEY
HARDINGS LANE	HARTLEY WINTNEY
HARLINGTON WAY	FLEET
HARTLEY CLOSE	YATELEY
HARTSLEAF CLOSE	FLEET
HARVEST CRESCENT, FLEET	FLEET
HEARMON CLOSE	YATELEY
HIGH STREET, HARTLEY WINTNEY	HARTLEY WINTNEY
HUNTS COMMON ROAD, HARTLEY WINTNEY	HARTLEY WINTNEY
KENT ROAD, FLEET	FLEET
KING STREET	ODIHAM
KINGFISHER DRIVE, YATELEY	YATELEY
KINGS PARADE, BLACKWATER	BLACKWATER
KINGS ROAD, FLEET	FLEET
KING'S ROAD/NORRIS HILL ROAD	FLEET
KINGSWAY, BLACKWATER	BLACKWATER
KNOLL CLOSE	FLEET
KNOLL ROAD, FLEET	FLEET
LEAWOOD ROAD, FLEET	FLEET
LINKWAY, FLEET	FLEET
LISMOYNE CLOSE, FLEET	FLEET
LONDON ROAD A30, HOOK	HOOK
LONGMEAD, FLEET	FLEET
MABBS LANE	HARTLEY WINTNEY
MALLARD WAY, YATELEY	YATELEY
MANLEY JAMES CLOSE, ODIHAM	ODIHAM
MANOR PARK DRIVE	YATELEY
MERIVALE	FLEET
MINLEY ROAD, COVE	COVE
MINLEY ROAD, COVE	COVE
MITCHELL AVENUE	HARTLEY WINTNEY
MONACHUS LANE, HARTLEY WINTNEY	HARTLEY WINTNEY
MYRTLE DRIVE, BLACKWATER	BLACKWATER
NORTHFIELD ROAD, FLEET	FLEET
OAKFIELD ROAD, HAWLEY	HAWLEY
OAKLAND TERRACE	HARTLEY WINTNEY
OAKLEY PLACE	HARTLEY WINTNEY
OLD COVE ROAD	FLEET
OLDE FARM DRIVE	YATELEY

PALACE GATE	ODHIAM
PALACE GATE FARM	ODIHAM
PARK CORNER ROAD	HARTLEY WINTNEY
PARKHILL ROAD, BLACKWATER	BLACKWATER
PARSONS LANE, HARTLEY WINTNEY	HARTLEY WINTNEY
PHOENIX COURT	HARTLEY WINTNEY
PINEWOOD HILL, FLEET	FLEET
PINEWOOD ROAD, FLEET	FLEET
PLOUGH ROAD, YATELEY	YATELEY
POND CROFT	YATELEY
PONDTAIL GARDENS	FLEET
PONDTAIL ROAD	FLEET
PRIORY LANE	HARTLEY WINTNEY
RAVEN CLOSE, YATELEY	YATELEY
RAVEN ROAD, HOOK	HOOK
READING ROAD (A32), HOOK	HOOK
READING ROAD (NORTH AND SOUTH), FLEET	FLEET
READING ROAD (A327)	YATELEY
READING ROAD SOUTH, FLEET	FLEET
READING ROAD, YATELEY	YATELEY
RICHMOND CLOSE, FLEET	FLEET
ROCHESTER GROVE	FLEET
ROSEMARY LANE, BLACKWATER	BLACKWATER
ROYAL OAK CLOSE	YATELEY
RYE CLOSE, FLEET	FLEET
SANDHURST ROAD	YATELEY
SCHOOL LANE, YATELEY	YATELEY
SELWYN DRIVE, YATELEY	YATELEY
SERVICE ROAD EAST OF ROSEMARY LANE, BLACKWATER	BLACKWATER
SOMERVILLE CRESCENT	YATELEY
SOUTHWARK CLOSE	YATELEY
ST JAMES ROAD, FLEET	FLEET
STATION ROAD, HOOK	HOOK
STILWELL CLOSE, YATELEY	YATELEY
STOCKTON AVENUE, FLEET	FLEET
STREAMSIDE	FLEET
TAVISTOCK ROAD, FLEET	FLEET
THACKHAMS LANE	HARTLEY WINTNEY
THE BURY CAR PARK, ODIHAM	ODIHAM
THE LEA, FLEET	FLEET
THE VERNE	CHURCH CROOKAHM
TINDAL CLOSE	YATELEY
UPPER STREET, FLEET	FLEET
VERANDAH COTTAGES	HARTLEY WINTNEY
VICARAGE ROAD, BLACKWATER	BLACKWATER
VICTORIA ROAD, FLEET	FLEET
VILLAGE WAY	YATELEY
WALPOLE GARDENS, HARTLEY WINTNEY	HARTLEY WINTNEY
WATERSIDE COURT	FLEET
WAVERLEY AVENUE	FLEET

WELLINGTON AVENUE, FLEET
WEST GREEN ROAD, HARTLEY WINTNEY
WESTMINSTER CLOSE, FLEET
WHITE HART PARADE, BLACKWATER
WHITE LION WAY
WHITewater ROAD, NORTH WARNBOROUGH
WOOD LANE
WOODLANDS
WOODVILLE CLOSE

FLEET
HARTLEY WINTNEY
FLEET
BLACKWATER
YATELEY
NORTH WARNBOROUGH
FLEET
FLEET
YATELY

APPENDIX A-1 RESIDENTS PARKING SCHEME PROCEEDURES

As a general guideline, residents within the parking scheme are entitled to a maximum of 2 permits per household where no off street parking is provided for the property and 1 permit per household where off Street parking is provided. Each scheme will determine the exact entitlement within the respective Traffic Regulation Order (TRO).

Multiple occupancy dwellings already within the scheme will remain eligible for permits new developments of this nature will be excluded on the grounds of capacity of the road and scheme not being capable of the increased number of vehicles.

Permits will be vehicle registration specific to prevent misuse or abuse of the permit scheme in all parking schemes. Misuse or abuse of the permit scheme could result in the removal of eligibility of the resident from the permit scheme.

Residents will be eligible to apply for up to 200 scratch cards for visitors and can be purchased in books of 5 or as determined within the respective TRO.

In addition to the above residents will be entitled to apply for up to 17 (2 week) visitor permits for long-term guests or as determined within the respective TRO.

Businesses within the scheme already identified on the application form will be entitled to purchase 1 permit for each business at the current fee set out in the Councils Fees and Charges or as determined within the respective TRO.

New businesses will be considered on application to be included within the scheme on an annual review.

CONDITIONS OF USE

1. The permit is only valid for use on street in areas covered by the Residential Parking Scheme as set out in the respective TRO.
2. A visitor permit must be displayed if your visitor parks during the controlled hours (displayed on street signs).
3. A permit is only valid if fully completed and clearly displayed as described on the permit.
4. The issue of a visitor permit does not guarantee the availability of a parking space.
5. Parking bays may be suspended from time to time and users should check that the bay is in operation before parking.

APPENDIX B

HART DISTRICT COUNCIL LOCAL PLAN (REPLACEMENT) 1996-2006 (EXTRACT) POLICY T 12 PUBLIC CAR AND MOTORCYCLE PARKING

Land will be safeguarded for the provision of public off street car and motorcycle parking. Car parks will be managed to provide principally for use by short stay users to support the economic well being of the shopping centre.

- (i) Land will be safeguarded at Victoria Road, Fleet.
- (ii) Land will be safeguarded at Church Road, Fleet.

The provision of additional off street parking spaces in Fleet Town Centre will compensate for the loss of on street parking places. This loss will result from the implementation of traffic management measures in the Town Centre.

The allocation of land for off street parking provision in Fleet Town Centre is in line with Government policy set out in PPG 6 "Town Centres and Retail Developments". This guidance emphasises the important contribution retail activity can make to securing the vitality and viability of Town Centres.

POLICY T13 TRAFFIC MANAGEMENT

On Roads not forming part of the strategic Road Network, Traffic Management measures will be promoted where necessary to improve road safety and reduce the environmental impact of traffic, particularly heavy goods vehicles. Where serious safety or environmental problems cannot be solved by such measures, new roads or road improvements may be permitted providing that they accord with other policies of this plan.

Supporting text:

Whenever possible land will be made available for public off street car, cycle and motorcycle parking close to shops and recreation areas and for transport interchanges at train stations within the District.

At the present time the District Council provides public car parks in Fleet, Blackwater, Hartley Wintney, Hook and Odiham. In addition to these there are a range of parking facilities throughout the District provided in association with individual retail, business and recreational enterprises.

The town and village centre public car parks will be managed for use principally by short stay users to support the economic well being of the areas.

The need for parking spaces in the District will be kept under review; future provision will need to be in line with the Area Transport Strategies.

It is likely that the car parks referred to in policy T12 will be revised during the Town Centre improvements or refurbished in line with capital expenditure programmes. Any

additional parking provision will need to be included in the next local plan revision.

The above policies are in line with the parking strategy, policies and proposals set out by Hampshire County Council as shown in appendix C

APPENDIX C

HCC PARKING STRATEGY: POLICIES AND PROPOSALS

The following is an extract from Hampshire County Council's parking Strategy and Standards 2002

The parking strategy aims to help tackle congestion as part of a sustainable transport system through the following seven main parking policies.

Policy 1: Effectively manage and co-ordinate the existing on and off street public car parking stock through measures including the supply of spaces, maintenance, charging and enforcement.

Proposal 1a:

Manage efficiently the publicly owned on and off street public parking stock to avoid over-provision and support its use by intended categories of users.

- Work with private and public owners of public off-street car parks to assist in achieving the objectives of the relevant Area Transport Strategy.
- Achieving and maintaining the balance of supply and demand in the total number of spaces are important factors in providing for local transport needs.

Proposal 1b:

Reduce long stay parking for the workplace and give greater priority to adequate parking for shorter stay purposes such as shopping and visiting.

- As part of the Area Transport Strategy proposals, include parking for shorter stay users such as shoppers while restricting long stay parking for commuters, particularly in urban centres where alternative modes of transport are available. Clearly longer-term parking is needed at transport interchanges, notably rail stations.

Proposal 1c:

Apply levels of parking charges that assist in meeting the Area Transport Strategy objectives.

- Set parking charges at appropriate levels for the local area to help balance parking supply and demand, bearing in mind the Area Transport Strategies and charges as a whole within Hampshire. The parking authorities will seek to ensure a consistent approach to charging levels.

Proposal 1d:

Enforce parking regulations effectively and where appropriate introduce measures to assist in enforcement such as Special Parking Areas and decriminalisation of parking.

- Without enforcement of parking regulations, both Parking and Area Transport Strategies could be undermined.

Proposal 1e:

Implement park and ride facilities where appropriate to the Area Transport Strategy.

- This applies to bus and rail based park and ride, and to informal car –sharing locations where overall car-trip mileage can be reduced.

Policy 2: Encourage reductions in existing privately owned non-residential car parking spaces, or usage of these spaces, or both:**Proposal 2a:**

Introduce Company travel plans, school travel plans and other initiatives to reduce the need for or usage of parking spaces.

- Encourage employers, schools, colleges and similar establishments, through community and public involvement, to achieve a voluntary reduction of car usage and parking demand.

Proposal 2b:

Consider the introduction of workplace parking charges at an appropriate time.

- This may provide an opportunity to influence travel costs to users of private non residential parking spaces, which form the majority of parking stock in most urban centres: the aim is to encourage the use of alternative modes of travel.
- Work place parking charges are likely to be linked with company travel plans in an integrated strategy.

Policy 3: Introduce Hampshire Parking Standards to car parking associated with land use development: (Subject to the District Council Planning policy on parking Standards)

- i) The parking Standards contained in the “Hampshire Parking Strategy and Standards 2002” be supported and adopted by the District Council for use in determining planning applications. This Council considers this to be an inappropriate standard to determine planning applications taking in to account the decline in public transport services within the District. The prime determining factor in all parking assessments should be the accessibility of the site to alternative means of transport:
- ii) The Council should monitor and review the standards applied to ensure parking standards set do not lead to additional pressures for on or off street parking facilities where land is not provided.

Proposal 3a:

Apply “Hampshire Parking Strategy and Standards”, the local maximum car parking Standards, to developments.

New parking standards for all new developments are defined in Hampshire Parking Strategy and Standards aims to provide a robust but flexible approach to setting

standards for the county and the two unitary cities. For example, more stringent parking standards are proposed for developments that have better access by public transport and other non-car modes.

- In the medium to long term this approach is expected to influence travel behaviour significantly, particularly in the Major Development Areas. The accessibility level, with several secondary considerations such as economic or environmental conditions, will reflect the varied nature of Hampshire.

Proposal 3b:

New development areas should assist in achieving the Area Transport Strategy objectives and the developer will normally be required to provide financial support for alternative transport provision.

- This should be read with and guidance in producing a transport assessment for new development proposals, as indicated in Section 23 of Planning Policy Guidance (PPG 13). Developers will normally be asked to contribute to help make the development work effectively by providing new transport facilities alongside a more balance provision of parking.
- Contributions from private funds may be needed for public transport, cycling, pedestrian facilities and other elements of the appropriate Area Transport Strategy.

Proposal 3c:

Existing public parking stock with spare capacity within a reasonable walking distance of a development proposals will be taken into account in the overall maximum parking provision.

- This will apply mainly in urban areas, and ensures that additional parking spaces are not needlessly added where existing public parking stock is available.
- Similarly, where a parking area can be shared without conflict (e.g. used for different purposes at different times of the day or days of the week), it is better to avoid duplication and apply only the standard that will provide the greater single number of spaces.

Proposal 3d:

Where existing non-residential land use is extended or there is a change of use, Hampshire Parking Strategy and Standards apply to the entire site.

Proposal 3e:

When considering the parking requirements of additional development on a site, subject to an application for planning permission, it is necessary to take into account the entire parking stock on the site.

- Where the additional development is more than 10% of existing floor space, and there will be more than 50 employees on the entire site, the whole site will become subject to a company travel plan.

- These proposals require that a developer seeking planning permission on an existing site for, an extension would have to take into account all parking already available on the site.

Proposal 3f:

Developers are required to commit themselves to producing and implementing company travel plans with development proposals to reduce car travel to work and journeys in the course of work.

- For non-residential uses, company travel plans or site travel plans will be required for sites above the thresholds specified in table B of the Hampshire Parking Standards. The local planning authority may also require a plan for smaller sites below the thresholds.

Policy 4: Provide adequate cycle parking provision and facilities for cyclists:

Proposal 4a

Apply the cycle parking standards specified in Hampshire Parking Strategy and Standards.

- New developments are required to include at least the level of cycle parking and facilities specified according to the type of land use in the Hampshire Parking Strategy and Standards (short and long stay)
- For workplaces and some other land uses, secure covered spaces with lockers and changing facilities will also be expected, subject to the transport assessment.

Proposal 4b

Introduce more cycle parking.

- This can be achieved through voluntary means such as the company and school travel plans referred to in 3f above.
- Local cycle policies and proposals in the Area Transport Strategy should also be taken into account when providing additional cycle facilities in public places.

Policy 5: Ensure changes to parking provision do not undermine the economic viability of areas or adversely affect local roads and the environment:

Proposal 5a:

Parking provision and charges should be designed not to undermine the vitality and economic viability of cities, towns and villages.

- The effect of parking provision and charges on the local economy is a “local factor” identified in Hampshire Parking Strategy and Standards. The level of parking is based mainly on levels of accessibility to non car modes, but can be modified for local factors such as economic conditions. This allows the local

planning authorities some flexibility to increase or reduce the maximum parking provision according to economic conditions in their area.

- This flexibility will normally apply only to retail and employment land uses.

Proposal 5b:

Parking facilities to be designed to have minimal adverse impact on the physical environment

- The environmental characteristics of a location such as a conservation area, can reduce the maximum number of parking spaces identified in the Hampshire Parking Strategy and Standards. This allows the local authorities some flexibility to reduce the maximum parking provision to take account of environmental conditions in the area, for example air quality, surface water run-off or flooding and visual quality.

Proposal 5c

Apply suitable enforcement measures for existing users where the restriction of on site car parking is likely to result in an unacceptable over spill onto neighbouring streets.

- The application of Hampshire Parking Strategy and Standards might prompt drivers to park in neighbouring residential or other streets.
- Where appropriate, developers will be required to monitor potential parking difficulties and, if necessary, help pay for parking controls to maintain existing arrangements.
- Enforcement techniques may include establishing “residents “parking areas, controlled parking zones or waiting restrictions enforceable by traffic regulation orders.

Policy 6: Promote high quality facilities for people with mobility impairments in all parking areas:

Proposal 6a:

Within parking areas, provide facilities for people with impairments who need to use a private car.

- For many people with disabilities, community transport can provide an acceptable door-to door service. Where this is not available and they use a car, they will need suitable facilities at the car parking location.

Proposal 6b:

All new parking areas to provide for mobility-impaired people, as set out in national standards.

- Parking spaces for people with disabilities should be designed to take account of best practice and guidance (see Appendix 1 of the Hampshire Parking Strategy and Standards).

Policy 7: Improve safety and personal security standards in parking areas:
Proposal 7a:

The layout and design of parking areas to be set in a manner to minimise personal injury accidents.

- Parking areas must provide safe conditions for all users, notably car driver, pedestrians, motorcyclists and pedal cyclists.
- Facilities for service vehicles or those delivering or removing goods from premises should be segregated from the parking areas as far as possible to avoid conflict and prevent their use as overflow parking areas.
- Refer to the Hampshire Design Guide for residential areas and to best practice elsewhere.

Proposal 7b:

The layout and design of parking areas to be set out with regards to personal security and security against theft.

- Refer to guidance on Personal Security in the Pedestrian Journey by the Department for Transport and best practice elsewhere.
- Personal security considerations are important and measures such as good lighting and video surveillance are strongly recommended.

APPENDIX D

HART DISTRICT COUNCIL STAFF PARKING POLICY



PARKING POLICY FOR STAFF AND COUNCILLORS

CAR PARKING

The aim of this policy is to allocate staff with parking space, which addresses the operational needs of the Council.

This policy covers all staff and councillors. There is also guidance for parking relating to visitors to the Civic Offices.

All Councillors are entitled to a parking permit. Councillors' will be allocated Central Courtyard parking permits, which will also be valid in all other car parks, other than short stay, whilst on Council business.

All members of staff employed at the Civic Offices are entitled to a parking permit. Permits are valid only whilst staff are at work or carrying out Council business.

Some members of staff who are based at the Council's other offices at Springwell Lane, Hart Leisure Centre and Frogmore Leisure Centre may be entitled to a parking permit if they regularly visit the Civic Offices or meet any of the conditions below. Otherwise, parking is made available at these remote offices for staff based there.

Four car parks within the town centre are available for staff with a parking permit. They are:

- The Central Courtyard (between the Library and Civic Offices) {28 spaces}
- The Courtyard annexe (by the rear entrance to the Harlington Centre) {15 spaces}
- The Civic Offices Car Park (around the rear of the Civic Offices) {65 spaces}
- Church Road Car Park (long stay section only)

Victoria Road Car Park is NOT available. As the only major car park at the southern end of the town centre it is important that this car park is kept for the use of shoppers and customers to the businesses in this part of the town centre.

All of these car parks are covered by the Hart (Off-Street Parking Places) Order.

ALLOCATION OF CAR PARK

Everyone will be issued with a parking permit for a car park allocated in accordance with the following guidelines:

Central Courtyard Car Park

The following members of staff will be allocated space in the Central Courtyard:

The Chief Executive

Chief Solicitor

All Corporate Directors

All Heads of Service

Committee Services Officers

Staff who need to be close to the building for severe mobility reasons.

Central Courtyard Annexe

The following members of staff will be allocated space in the Central Courtyard Annexe:

All members of staff employed at the Harlington Centre
CCTV Operators
Stewards
Parking Attendants.

Civic Offices Car Park

The following members of staff will be allocated space in the Civic Offices Car Park:

All staff who make a minimum of SIX journeys a year for which mileage was claimed. (Based upon the information held by the Payments Section, averaged over the course of a year and subject to annual review)

Staff who need to be close to the building for security or mobility reasons

Church Road Car Park

The remaining staff will be allocated spaces in Church Road Car Park (long stay section only).

PARKING ARRANGEMENTS

There may be times when parking is not available within the allocated car park. If this is the case then you should park in the car park next down on the list shown above. For example, if there is no space in the Civic Offices Car Park, you should park in Church Road Long-Stay. However, a Civic Offices permit holder is not allowed to park 'up a level' in the Central Courtyard.

When staff are required to carry out evening work, such as attendance at Committee meetings, all permits will be valid in all the Council's car parks close to the Civic Offices after 5pm. (The four mentioned above plus Victoria Road and Gurkha Square.)

Permit holders may park free of charge in other Council car parks, such as Hartley Wintney or Odiham, if on official Council business.

Parking will not be permitted for any permit holder in Victoria Road Car Park or any of the Council's short stay car parks (Gurkha Square, Birchayes, Church Road Short-Stay & Hartley Wintney Short-Stay).

Permits do not provide exemption from on-street restrictions.

RESPONSIBILITIES

Permit holders are responsible for:

- Displaying their permit within the windscreen of their vehicle at all times
- Observing all regulations in place as a result of the Hart (Off-Street Parking Places) Order (e.g. parking within a marked bay)
- Notifying the Car Parks Manager of any change of vehicle or loss of permit

PARKING FOR VISITORS

It is expected that visitors to these offices will normally make their own arrangements for parking. Where there are special circumstances visitor parking should be provided in Victoria Road or Church Road. Only in exceptional circumstances will parking be provided in the Central Courtyard. As with staff, visitors will not be exempt from complying with the parking regulations. Where a penalty charge is issued to a visitor, officers and members should not interfere in the statutory process controlling this matter.

A charge will be made to Service Units for visitor parking. A visitor permit will be charged at the daily rate for Victoria Road and a visitor permit for the Central Courtyard will be charged at double that rate.

6 July 2006

APPENDIX E

HART DISTRICT COUNCIL SEASON TICKET PROCEDURES EFFECTIVE FROM 5 APRIL 2005

1. The number of Season tickets issued will be restricted to (70%) of available spaces in an individual car park.
2. On application an individual is required to nominate their preferred car park.
3. Season tickets issued shall be marked with the nominated car park and specify the vehicle registration.
4. Season tickets will only be valid for the car park for which they have been issued.
5. Applications shall only be accepted if accompanied by an official application form, (forms can be obtained by applying in writing or by telephone to the Parking Service or from the Council Web site under P for parking in the A-Z of services).
6. Season tickets are available for 5 days Monday to Fridays or weekly.
7. Season tickets do not guarantee availability of a space in a car park.
8. Season tickets include payment of the evening charge.
9. Individual cheques must accompany all applications made payable to Hart District Council.
10. Applications will be delivered by post or can be collected in person at the Council Offices. Proof of identity will be required if collection in person.
11. Applications will be valid for, either 1, 3 or 12 months from the date of issue.
12. Refunds on returned season tickets will only be sent out by post to the nominated applicant.
13. Refunds will be calculated on any unused full months left on the season ticket.
14. In the event that the number of season ticket applications exceeds the number of spaces allocated in a specific car park, then unallocated permits will be placed on a waiting list for an available permit.
15. No season ticket will be automatically renewed when a waiting list is in operation.
16. In exceptional circumstances the Parking Manager has delegated powers to issue additional season tickets for limited periods of 1 month for seasonal

activities.

17. Season tickets are not valid in any short stay car park or designated short stay area within a car park.
18. Season tickets can be changed when a replacement vehicle is used for servicing, repair or if the vehicle is sold or disposed of. The Parking Service must be notified in advance and a replacement season ticket will be issued for the remaining balance of the original season ticket. This replacement can be sent by post or collected from the Council Offices.
19. A season ticket displayed in a vehicle that it was not issued for will not be valid.
17. Staff parking permits for Council employees are not included in the % of season ticket allocations for each car park. These are allocated under the staff parking policy.

Season ticket allocations

70%

Name of car park Fleet	No. of Spaces	Season Ticket Allocation
Church Road	350	245
Victoria Road	159	111
Blackwater		
Station Approach	250	175
Community Centre	28	20
Hook		
Crossway Manor	60	42
Odiham		
The Bury	12	7
Deer park View	45	33
Hartley Wintney	150	100
Total Spaces	933	700

Season Ticket Charges as approved under the Annual car park report by the Council. Details of current charges can be found on the Councils web site.

APPENDIX F
HART DISTRICT COUNCIL DISPENSATION PROCEDURES
EFFECTIVE FROM 5 APRIL 2005

INTRODUCTION

The Council, in certain circumstances, will allow, by the issue of a **dispensation**, a vehicle or vehicles to park lawfully in what otherwise would be a contravention of a TRO.

The purpose of this Section is to set out policy, criteria and procedures in regard to the management and administration of these matters.

The Council is authorised by The Local Authorities (Transport Charges) Regulations 1998 [S.I. 1998 No. 948] to make charges for these services but it will be appreciated that these are limited to the cost of dealing with the matters and cannot include any profit element or any potential loss of income.

DISPENSATIONS

A dispensation authorises a vehicle (or vehicles) to park in contravention of a TRO. It allows parking where alternative arrangements cannot be made for the following principal reasons:

- Loading/ unloading where this activity is either normally prohibited or the permitted period is insufficient; or
- Situations where alternative arrangements would be unsatisfactory.

A dispensation does not permit general 'parking'. It does not allow the vehicle to remain in the restricted/-prohibited area once the dispensation purpose has been fulfilled. At that time the motorist is required to park elsewhere and lawfully.

Based on the above qualifications and subject to Council policy, dispensations will be issued for:

- Furniture removals;
- Building/ maintenance/ repair works where close proximity to the site is essential;
- Skips placed in a restricted road.
- Goods deliveries in respect of which it is reasonable to allow longer than that normally permitted by the regulations;
- The hearse and chief mourners' vehicles at funerals;
- The bridal and attendants' vehicles at weddings;
- Vehicles essential to filming operations;
- Other circumstances in which the Council may reasonably regard the requirement to be essential.

Dispensations will **not** be issued for:

- Applications where parking may adversely affect disabled/ doctors/ business bays, taxi ranks, bus stops or tram movement;
- Applications where loading restrictions are in place if the dispensation is requested during the restricted period(s);

- Locations within 50 meters of a signal controlled junction, the entry/ exit pedestrian crossing marking, on a footway and/or other locations where parking may cause danger to pedestrians and road users, serious obstruction / traffic flow impediment ;
- Requests where there are doubts concerning the validity of the application;
- Applications in respect of vehicles where dispensations have been issued more than twice within the four weeks before the date of the application. Officers have discretion to vary this ban if it is considered it is otherwise reasonable to approve the application.

Applications may be made by post or in person but are to be in writing; a Faxed application forms are acceptable. Applications should be received at least **2 working days before the required date** to enable the Council to inspect the site if felt necessary before approval is given. However, officers have discretion to deal with more urgent applications if it is reasonable to do so.

Except in extenuating circumstances dispensations should not be issued for continuous periods in excess of five days and should not authorise parking for more than two vehicles at any one location unless the officer is satisfied that the road width and length and precise location permit this safely.

The Council can refuse to provide a dispensation if they feel it is not appropriate to do so.

Dispensations are uniquely numbered and are issued in a permit form.

The conditions of use, must be brought to the applicant's attention who must also be advised to display the document clearly on the lower near side of the vehicle's windscreen.

An administration charge of £15.00 per vehicle per week is to be made except in respect of funerals for which no charges are made.