

# Sheffield City Council Civil Enforcement Officer (CEO) handbook

## INTRODUCTION

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

The handbook lists

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

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

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

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

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

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

### On-Street

Code	General suffix(es)	Description	Diff. level	Notes
01	ajoyz	Parked in a restricted street during prescribed hours	Higher	Code specific suffixes apply. Suffixes y & z for disabled badge holders only. See additional notes
02	ajo	Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force	Higher	Code specific suffixes apply. See additional notes
04	cs	Parked in a meter bay when penalty time is indicated	Lower	
05	cgpsuv1	Parked after the expiry of paid for time	Lower	
06	cipv1	Parked without clearly displaying a valid pay & display ticket or voucher	Lower	Higher level in Wales
07	cgmprsuv	Parked with payment made to extend the stay beyond initial time	Lower	'meter feeding'
08	c	Parked at an out-of-order meter during controlled hours	Lower	Electronic meters only
09	ps	Parked displaying multiple pay & display tickets where prohibited	Lower	
10	p	Parked without clearly displaying two valid pay and display tickets when required	Lower	"two" may be varied to another number or "multiple".
11	gu	Parked without payment of the parking charge	Lower	
12	arstuw4	Parked in a residents' or shared use parking place or zone without a valid virtual permit or clearly displaying a valid physical permit or voucher or pay and display ticket issued for that place where required, or without payment of the parking charge	Higher	Code specific suffixes apply
13		---- RESERVED FOR TIL USE (LOW EMISSION ZONE) ----	n/a	
14	ay89	Parked in an electric vehicles' charging place during restricted hours without charging	Higher	
16	abdehqstwxzy4569	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required	Higher	Code specific suffixes apply. Suffix "s" only for use where bay is completely non-resident
17		---- RESERVED FOR ROAD USER CHARGING USE ----	n/a	
18	abcdefghijklmnoprsxy12356789	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	
19	airsuwxyz4	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay and display ticket, or after the expiry of paid for time	Lower	Code specific suffixes apply
20		Parked in a part of a parking place marked by a yellow line where waiting is prohibited	Higher	
21	abcdefghijklmnopqrsvxy1256789	Parked wholly or partly in a suspended bay or space	Higher	
22	cfglmnopsv1289	Re-parked in the same parking place or zone within one hour after leaving	Lower	"one hour" may be varied to another time period or "the prescribed time period"
23	abcdefghijklmnoprsvwxy123789	Parked in a parking place or area not designated for that class of vehicle	Higher	Suffix required to fully describe contravention
24	abcdefghijklmnopqrsvxy1256789	Not parked correctly within the markings of the bay or space	Lower	
25	n2	Parked in a loading place or bay during restricted hours without loading	Higher	On-street loading bay or place

26	n	Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place	Higher	"50 cm" may be varied to another distance in Scotland.
27	no	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway	Higher	
28	no	Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge	Higher	
29	j	Failing to comply with a one-way restriction	n/a	
30	acfglmnopsuy1278g	Parked for longer than permitted	Lower	
31	j	Entering and stopping in a box junction when prohibited	n/a	
32	jdt	Failing to proceed in the direction shown by the arrow on a blue sign	n/a	Code-specific suffixes apply.
33	jboefghikqrsyz	Using a route restricted to certain vehicles	n/a	Code-specific suffixes apply.
34	j0	Being in a bus lane	n/a	
35		Parked in a disc parking place without clearly displaying a valid disc	Lower	
36	j	Being in a mandatory cycle lane	n/a	
37	j	Failing to give way to oncoming vehicles	n/a	
38	jlr	Failing to comply with a sign indicating that vehicular traffic must pass to the specified side of the sign	n/a	Code-specific suffixes apply.
39		--- RESERVED FOR TIL USE (ULTRA LOW EMISSION ZONE) ---	n/a	
40	n	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	
41		Stopped in a parking place designated for diplomatic vehicles	Higher	
42		Parked in a parking place designated for police vehicles	Higher	
43		Stopped on a cycle docking station parking place	Higher	
45	nw	Stopped on a taxi rank	Higher	"stopped" may be varied to "waiting"
46	n	Stopped where prohibited (on a red route or clearway)	Higher	
47	jn	Stopped on a restricted bus stop or stand	Higher	
48	j	Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited	Higher	CCTV can be used on a restricted area outside a school only
49	j	Parked wholly or partly on a cycle track or lane	Higher	
50	jlr	Performing a prohibited turn	n/a	Code-specific suffixes apply.
51	j	Failing to comply with a no entry restriction	n/a	
52	jgmsvx	Failing to comply with a prohibition on certain types of vehicle	n/a	Code-specific suffixes apply.
53	cj	Failing to comply with a restriction on vehicles entering a pedestrian zone	n/a	'and cycle' may be added (see additional notes)
54	cj	Failing to comply with a restriction on vehicles entering and waiting in a pedestrian zone	n/a	'and cycle' may be added (see additional notes)
55		A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	Higher	
56		Parked in contravention of a commercial vehicle waiting restriction	Higher	Non- overnight waiting restriction
57		Parked in contravention of a bus ban	Higher	Non- overnight waiting restriction
58		Using a vehicle on a restricted street during prescribed hours without a valid permit	n/a	London Lorry Control Scheme
59		Using a vehicle on a restricted street during prescribed hours in breach of permit conditions	n/a	London Lorry Control Scheme

61	124cgn	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	Higher	Code-specific suffixes apply.
62	124cgn	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	Higher	Code-specific suffixes apply.
63		Parked with engine running where prohibited	Lower	
64	124	Parked in contravention of a notice prohibiting leaving vehicles on a grass verge, garden, lawn or green maintained by a local authority	n/a	Code-specific suffixes apply. For use in Essex only
65	124	Parked in contravention of a notice prohibiting leaving vehicles on land laid out as a public garden or used for the purpose of public recreation	n/a	Code-specific suffixes apply. For use in Essex only.
66	124cg	Parked on a verge, central reservation or footway comprised in an urban road	n/a	Code-specific suffixes apply. For use in Exeter only.
67		Using a vehicle on a restricted street without a valid HGV Safety Permit	n/a	HGV Safety Permit Scheme (Direct Vision Standard)
68		Using a vehicle on a restricted street in breach of HGV Safety Permit conditions	n/a	HGV Safety Permit Scheme (Direct Vision Standard)
72		--- RESERVED FOR BUILDERS' SKIPS CONTRAVENTIONS ---		London only
75		--- RESERVED FOR LITTERING FROM MOTOR VEHICLES ---		
76		-- RESERVED FOR WASTE RECEPTACLE CONTRAVENTIONS --		London only
97		Driving a motor vehicle in an unrestricted street in excess of the posted speed limit	n/a	London only
99	no	Stopped on a pedestrian crossing or crossing area marked by zigzags	Higher	Pedestrian Crossings

### Off-Street

70		Parked in a loading place or bay during restricted hours without loading	Higher	Off-street loading areas
71		Parked in an electric vehicles' charging place during restricted hours without charging	Higher	Off-street car parks
73	gu	Parked without payment of the parking charge	Lower	Off-street car parks
74	prs	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	Off-street car parks
77		--- RESERVED FOR DVLA USE ---	n/a	
78	abdefghklpqvu156789	Parked wholly or partly in a suspended bay or space	Higher	Off-street car parks
80	gu	Parked for longer than permitted	Lower	Off-street car parks
81	o	Parked in a restricted area in an off-street car park or housing estate	Higher	Off-street car parks
82	puv4	Parked after the expiry of paid for time	Lower	Off-street car parks
83	4	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower	Off-street car parks
84	gu	Parked with payment made to extend the stay beyond initial time	Lower	Off-street car parks
85	abrwyz45	Parked without a valid virtual permit or clearly displaying a valid physical permit where required	Higher	Off-street car parks. Code specific suffixes apply.
86	prs	Not parked correctly within the markings of a bay or space	Lower	Off-street car parks
87		Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher	Off-street car parks
89		Vehicle parked exceeds maximum weight or height or length permitted	Higher	Off-street car parks

90	psuv	Re-parked in the same car park within one hour after leaving	Lower	Off-street car parks. "one hour" may be varied to another time period or "the prescribed time period"
91	cg	Parked in a car park or area not designated for that class of vehicle	Higher	Off-street car parks
92	o	Parked causing an obstruction	Higher	Off-street car parks
93		Parked in car park when closed	Lower	Off-street car parks
94	p	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required	Lower	Off-street car parks. "two" may be varied to another number or "multiple"
95		Parked in a parking place for a purpose other than that designated	Lower	Off-street car parks
96		Parked with engine running where prohibited	Lower	Off-street car parks

## Suffixes and Additional Notes

### General suffixes: –

a) permit holder only electric vehicle charging bay	b) business bay	c) buses only
d) doctor's bay	e) car club bay	g) motorcycle bay
h) hospital bay	i) wrong type of voucher	k) ambulance bay
l) loading place	m) parking meter	o) blue badge holder
p) pay & display	q) market traders' bay	s) shared use bay
t) voucher/P&D ticket used in permit bay	r) residents' bay	v) voucher
w) e-scooter bay	u) electronic payment	0) local buses / trams only
1) electric vehicles bay	y) electric solo motorcycle bay	4) virtual permit
5) dedicated disabled bay	3) bicycle bay	6) zero emission capable taxis only
9) electric vehicle car club bay	7) taxis only	

### Restricted street (codes 01 and 02) only: -

Suffix a) 'temporary traffic order' (code specific)

### Permit contraventions (codes 01, 12, 16, 19 and 85) only: -

Suffixes w) 'wrong parking zone', x) 'incorrect VRM', y) 'obscured/illegible permit' and z) 'out of date permit' (code specific)

Note: Suffixes 'y' and 'z' are applicable on code 01 for Blue Badge contraventions only

### Taxi Ranks (code 45) only: -

w) amends the contravention code description to change the wording from 'stopped' to 'waiting'

### Footway parking (codes 61, 62, 64, 65 and 66) only: –

1) one wheel on footway	2) partly on footway	4) all wheels on footway
c) on vehicle crossover	3) on grass verge	

### Moving traffic contraventions only: –

32 d) proceeding in the wrong direction      t) turning in the wrong direction

33 b) buses only      c) buses and cycles only      e) buses, cycles and taxis only      f) buses and taxis only

g) local buses only      h) local buses and cycles only      i) local buses, cycles and taxis only      k) local buses and taxis only  
 q) tramcars and local buses only      r) tramcars only      s) tramcars and buses only      y) pedal cycles only  
 z) pedal cycles and pedestrians only

38 l) must pass to the left      r) must pass to the right

50 l) no left turn      r) no right turn      u) no U-turn

52 b) buses      g) goods vehicles exceeding max gross weight indicated      m) motor vehicles  
 s) solo motorcycles      v) all vehicles except non-mechanically propelled ones being pushed  
 x) motor vehicles except solo m/cycles

53 Code specific suffix c) amends the description to add 'and cycle' after the word pedestrian

54 Code specific suffix c) amends the description to add 'and cycle' after the word pedestrian

### Camera Enforcement

Suffix 'j' identifies a contravention that can be used on highways other than red routes using CCTV. The suffix itself is not required on a PCN.

For contravention codes 01 and 02, Suffix 'j' can only be used if there is also a mandatory cycle lane at the location (London and England only)

## **Enforcement evidence required**

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

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

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

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

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

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

### **Observation period:**

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



### Grace period:

- This is different to an observation period; it is time that **must**<sup>1</sup> be allowed before a PCN can be issued.
- A PCN must not be issued to a vehicle which had been legitimately parked in a bay (on or off street) until at least 10 minutes has elapsed after it was allowed to be parked.  
*i.e. if a vehicle was parked in a pay and display bay at 10.06am with a previously valid ticket in the vehicle which expired at 10.00am, a PCN could not be issued until after 10.11am. If the CEO first saw the same vehicle at 10:11am a PCN could be issued instantly. However, if there was no pay and display ticket clearly displayed (or evidence of paid for time), a normal observation period would apply.*
- The grace period applies whether the period of parking is paid for, or free limited waiting.
- Grace periods only apply to designated parking places where a person is permitted to park. A road with a restriction (e.g. single yellow line) or prohibition (e.g. double yellow line) is not a 'designated' parking place either during - or outside of - the period of the restriction or prohibition.
- However, if a blue badge has been used correctly on a yellow line and overstay the 3-hour limit, we will allow a 10 minute grace period too

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

### Location:

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

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

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

- Distance to the nearest restriction sign (if applicable)

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<sup>1</sup> The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022

## What is displayed in the vehicle

The CEO should:

- check all windows of the vehicle
- record everything displayed in the windscreen - such as notes, permits, pay and display tickets, vouchers, Blue Badges
- document what is shown on items on display – such as permit number, serial number, expiry dates / times<sup>2</sup>
- if there is an item such as a permit or Blue Badge that can be seen elsewhere in the vehicle (e.g. on a car seat, or in a footwell), make a note of this and if any details on the item can be read
- scan permits that have barcodes on them to check they are still valid

## Photographs:

Although these are not a legal requirement, they are very useful evidence and should ideally be taken wherever possible to show:

- the front and rear of the vehicle (clearly showing the number plate)
- a perspective view of the vehicle in relation the nearest sign(s) and road markings<sup>3 4 5</sup>
- the PCN attached to the windscreen of the vehicle (if applicable)<sup>6</sup>
- a close-up of the restriction sign (if applicable)
- the dashboard and windscreen / other windows to show what (if anything) was on display
- close up image(s) of item(s) on display

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

## Other comments to check / record:

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<sup>2</sup> this information may be important when appeals are being considered; an adjudicator may question whether an item that can be seen in a photograph was in fact a valid ticket / permit, even if it is something else (e.g. a permit issued by another authority) but this cannot be clearly seen in the picture.

<sup>3</sup> if there are gaps in the markings, or they have started to fade where the vehicle is parked it is helpful to also take pictures of the markings that are further to the front and rear of the vehicle (at least another one of two car lengths); this is evidence adjudicators may ask for.

<sup>4</sup> other than zone entry signs, the restriction sign(s) should be on the same side of the street to the vehicle

<sup>5</sup> these should include photographs of supplementary information signs, such as yellow information signs, car park information boards

<sup>6</sup> If the PCN was issued but the motorist drove away / prevented issue before it could be served, a photograph of the vehicle driving away should be taken if possible

- signs / markings
- did the driver return and if so log any conversation / comments
- was any loading / unloading seen (it helps to know what was being carried and where the driver came from / went)
- if evidence of a passenger being dropped off / picked up is seen
- if constant or casual observations were carried out
- how the PCN was served<sup>7</sup>
- any evidence of breakdown (e.g. a flat tyre)
- if relevant does the nearest pay and display machine appear to be working
- if there is an option at the location to pay for parking by phone checks should be made to see if this has been used
- for code 22 or code 30 contraventions constant observation is not required but there needs to be a first observation to record the VRM, time seen, vehicle valve positions, the direction the vehicle is facing and the location, ideally with a photo. A second observation is carried out (within the specified time) to see if the VRM matches and if the valve positions differ to the original observation. Additional photos should be taken before issue.
- any other information which is likely to be useful.

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

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

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

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<sup>7</sup> if the CEO was prevented from serving it on street / or the vehicle drove away beforehand see section below regarding postal PCNs

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
















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

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
















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
















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

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Waiting restrictions	✓			✓	✓	✓		✓ 3-hour limit, no return with 1 hour	✓	✓	✓	✓	✓		✓
Loading ban restrictions	✓			✓	✓	✓				✓	✓	✓	✓	✓	✓
Parking bays for 1. designated class (e.g. motorcycle) 2. electric vehicle charging 3. Voucher parking bays	✓			✓	✓	✓			✓	✓	✓	✓	✓		✓
Parking bays - with free limited waiting	✓			✓	✓	✓		✓ <sup>8</sup>	✓	✓	✓	✓	✓		✓
Pay and display bays (including shared use ones)	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Permit parking bays	✓	✓		✓	✓	✓		✓ 3-hour limit, no	✓	✓	✓	✓	✓		✓

<sup>8</sup> if the disabled badge holder symbol shows on the sign the maximum stay also applies to Blue Badge holders

																
								return with 1 hour								
<p>Loading bays: TSM says Disabled badge holders may use loading bays, other than those reserved for goods vehicles, but only for as long as is necessary for the purposes of loading or unloading</p>	✓			✓	✓	✓		<p>✓ 3-hour limit, no return with 1 hour</p>	✓	✓	✓	✓	✓			✓
Disabled bays	✓			✓	✓	✓		<p>✓ signs on some disabled bays set a maximum stay and period of no return</p>	✓	✓	✓	✓	✓			✓
24-hour carriageway clearway and clearway footway				✓	✓	✓				✓	✓	✓	✓			✓
















																
and verge restrictions																
Heavy goods vehicle footway restriction				✓												✓
Taxi clearways				✓			✓			✓	✓					✓
Bus stop clearways	✓ 9		✓	✓		✓				✓	✓	✓				✓
Red routes	10		See section on red routes for RED ROUTE No stopping except buses restrictions	✓	✓	✓				✓	✓	✓	✓			✓
No stopping on entrance markings				✓												✓
Parked more than 50cm from the	✓			✓	✓ 11	✓			✓	✓	✓					✓

<sup>9</sup> this only applies for taxis (hackney carriages, not PHVs) for as long as is reasonably necessary for the passenger to board or alight; other vehicles are not allowed to pick up / drop off passengers in a bus stop

<sup>10</sup> See section on Red Routes for dropping off / picking up passengers exemptions on single and double red lines for taxis and blue badge holders

<sup>11</sup> only if being used for the collection of waste by a local authority, or carrying out works in relation to a road, a traffic sign or road lighting



																
edge of carriageway									m of 20 minutes							
Parked in front of a kerb that is dropped, or a section of road that has been raised to be level with a footway, cycle track or verge <sup>12</sup>	✓			✓	✓ 13	✓			✓	✓	✓					✓
Bay suspensions				✓						✓	✓					✓
Pedestrian crossings				✓						✓						✓
Cycle tracks				✓												✓

<sup>12</sup> An exemption also applies if a vehicle is parked outside residential premises by or with the consent (but not consent given for reward) of the occupier of the premises. This exemption is not applicable for shared driveways.

<sup>13</sup> only if being used for the collection of waste by a local authority, or carrying out works in relation to a road, a traffic sign or road lighting

**Exemptions key:**



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

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



A solo motorcycle or moped.



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



Vehicles when used for fire brigade, ambulance or police purposes but not for convenience parking.



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



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

- if the work cannot be undertaken without the vehicle being at that location and it is not parked there for longer than necessary for this to be carried out.



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



A vehicle displaying a disabled person's badge



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



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



A vehicle involved in the removal of any obstruction to traffic



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



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



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



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

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

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

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

DRAFT

## On street restriction types

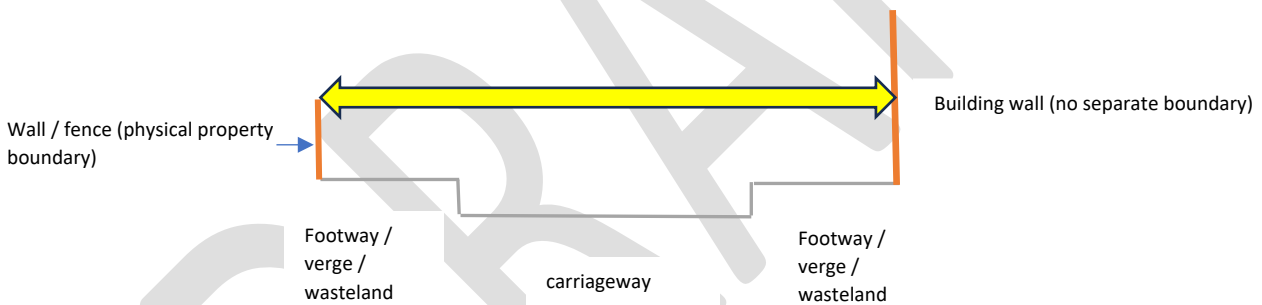
DRAFT

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

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

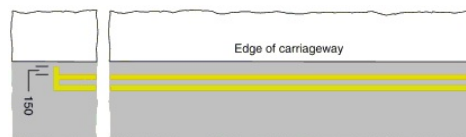
		<p>which has a no waiting restriction. Private hire vehicles are not permitted to park on a taxi rank and should be enforced against the same as any other vehicle. Taxis and private hire vehicles may be distinguished from each other by the information contained on the plates attached to the rear of the vehicle.</p>	
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**Waiting restrictions apply from the white line at the centre of the road to the first building line, whether that be a garden wall or the wall of a building. Highway is regarded as a way over which members of the public have a right to pass and repass. Even if the land is unadopted or privately owned, if it is still highway (i.e. all members of the public still have a right to pass over this section of land) the restriction still applies. Similarly, restrictions may apply across the entire length of a road to which the public have access even if that road is not a highway.**



**Sign Required for Double Yellow Line: No**  
(indicating no waiting at any time)

**Lines Required: Yes**



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



### **Controlled Parking Zones (CPZ)**

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

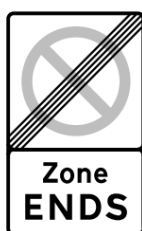
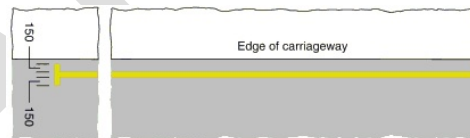
The zone may also have other restrictions such as double yellow lines (no waiting at any time), single yellow lines with adjacent times plates (if the restriction applies at different times to the rest of the zone), bus stop clearways and designated parking places.

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

**Lines Required: Yes**



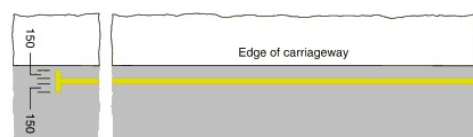
*Located at entrances to the zone*



*Located at exits to the zone*

**Other Single Yellow Lines\*:**

**Lines Required: Yes**





## Sign Required for Single Yellow Line: Yes



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

## Restricted Parking Zones

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

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

**Sign Required: Yes**

**Lines Required: No**



*Signs located at entrance to the zone*



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



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

## Pedestrian Zones

**Sign Required:** Yes

Some pedestrian zones only have waiting restrictions:



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



*Repeater signs within the zone*

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

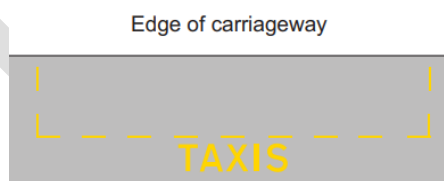
**Sign Required:** Yes



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

**Lines Required:**

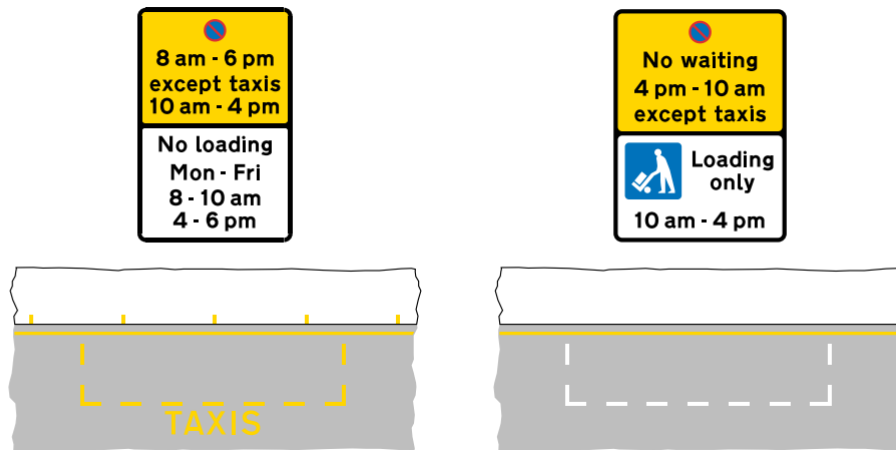
No (if no kerb steps, but yellow lines may be provided)



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

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

Examples below:



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

### No waiting on the footway

Sign Required: Yes

Lines Required: No



Waiting restrictions in pedestrian zones are covered in section 4.

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

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

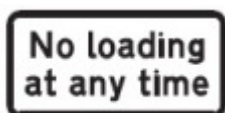
*If kerb markings are badly faded and/or the required loading restriction sign is missing a code 01 PCN may be issued instead.*

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

### No loading at any time restrictions

Sign Required: Yes\*

Double Kerb-bar Markings Required: Yes

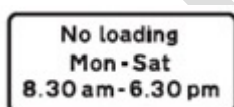


\* The no loading at any time sign may be omitted and enforcement carried out if the double kerb markings are in good condition.

### No loading – part time restrictions

Sign Required: Yes

Single Kerb-bar Markings Required: Yes



### Restricted Parking Zones

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

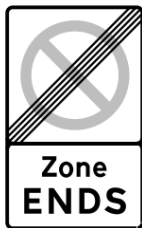
If no times are shown the restrictions apply at all times. The sign may show specific times for the restrictions and / or that parking is allowed in the zone in signed bays.

**Sign Required: Yes**

**Lines Required: No**



*Signs located at entrance to the zone*



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



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

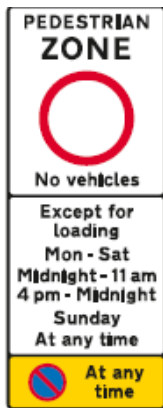
## **Pedestrian Zones**

**Sign Required: Yes**

**Lines Required:**

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

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



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



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

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

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



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

#### **3.1 Motorcycle bays**


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

This may also include vehicles other than passenger vehicles, goods vehicles, or invalid carriages which are left parked in pay and display bays<sup>14 15</sup>.

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

<sup>14</sup> "Passenger vehicle" means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>15</sup> "Goods Vehicle" means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer

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



		parking space or bay and at least one wheel should be within the bay markings.	
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**Signs required: Yes\***

**Bay markings required: Yes**

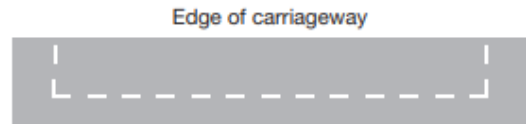
\* Sign may be omitted if the bay has a legend and the restriction applies at all times without other restrictions such as time limits



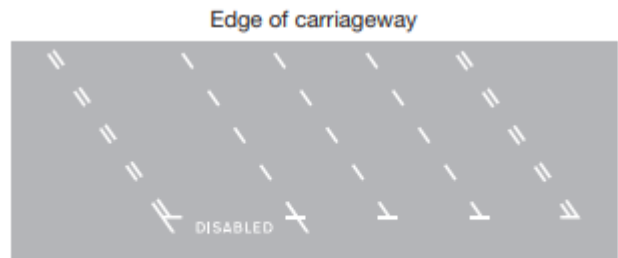
Car and caravan, or motor caravan



Goods vehicles



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



Parking bay with individual spaces (echelon)

For solo motor cycle bays a legend may say either

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

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

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

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

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

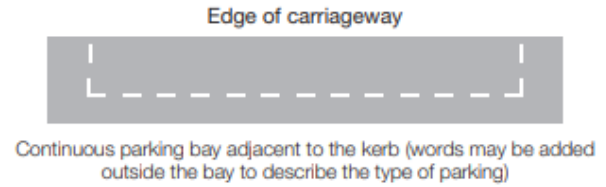
<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
14	Parked in an electric vehicles' charging place during restricted hours without charging	A contravention occurs when a vehicle is seen parked in an on street electric charging bay without actively charging.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

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

Signs required: Yes



Bay markings required: Yes



A legend may say either

"ELECTRIC VEHICLES" or "ELECTRIC VEHICLES ONLY"

"ELECTRIC VEHS" or "ELECTRIC VEHS ONLY"

"ELECTRIC MOTORCYCLES" or "ELECTRIC MOTORCYCLES ONLY"

"ELECTRIC M/CYCLES" or "ELECTRIC M/CYCLES ONLY"

"ELECTRIC M/CS" or "ELECTRIC M/CS ONLY".

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

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

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

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

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

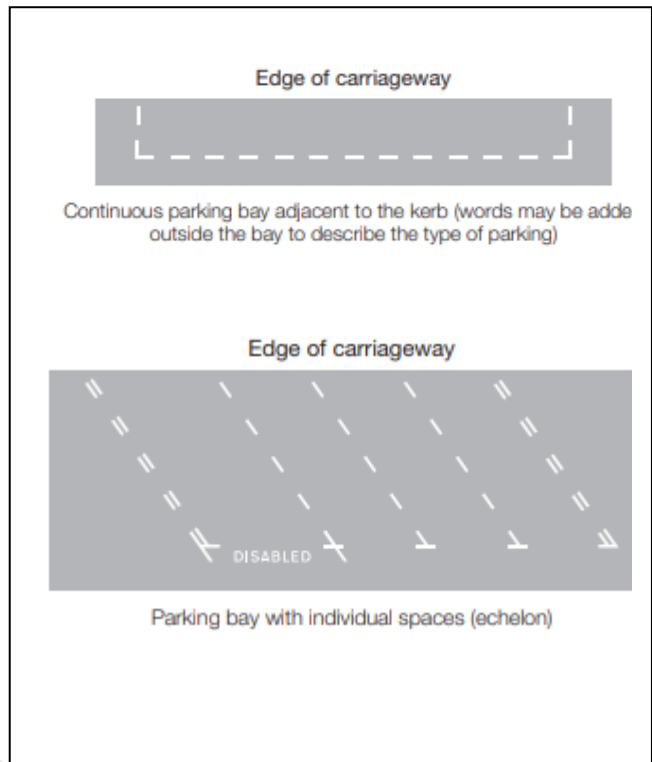
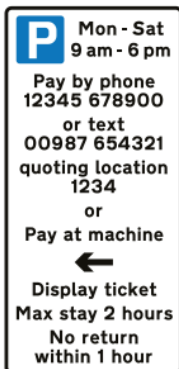
		passenger vehicles, goods vehicles, or invalid carriages <sup>16 17</sup> .	
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs (or for longer than permitted for time restricted permits that may be used in such bays).	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the paid for session, or other logs made by the CEO recording when the vehicle had been observed in the bay.

**Signs required: Yes**

**Bay markings required: Yes**

<sup>16</sup> "Passenger vehicle" means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>17</sup> "Goods Vehicle" means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer



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

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





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

<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. The restriction sign next to the bay should state a period of no return.	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	A contravention occurs if the limited waiting sign has symbols showing the types of vehicle permitted to use the bay but a different type of vehicle parks there. For example, if a car parks in a limited waiting motorcycle bay.	3 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes

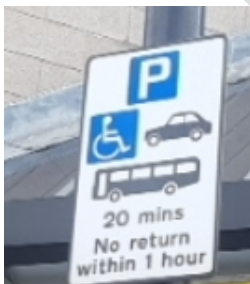
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This is based on logs made by the CEO recording when the vehicle had been observed in the bay.
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Signs required: Yes

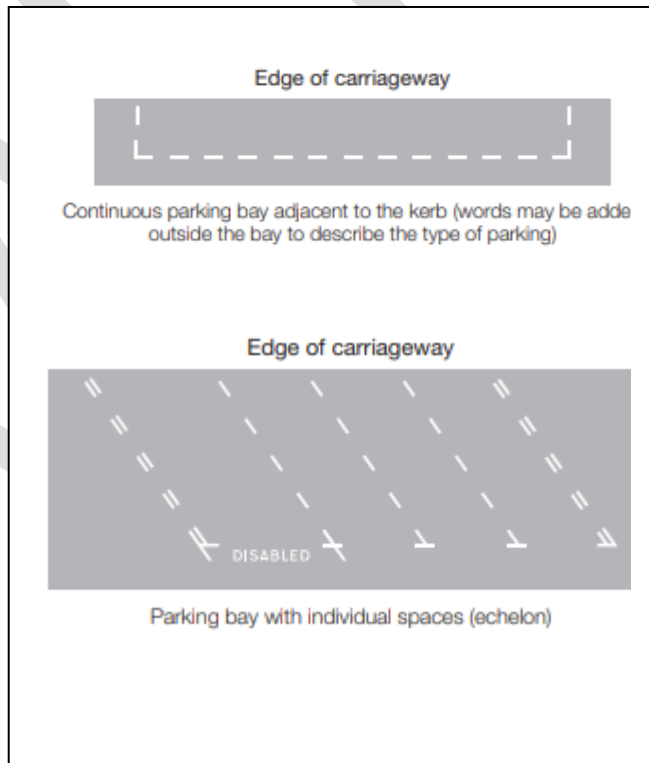


The sign may indicate the vehicles that may park in the bay as per the example in the motorcycle parking section. These can include solo motorcycles, motor cars, buses, disabled badge holders, car club permit holders, electric vehicle charging bays and voucher holders. The bay may be for use for a combination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

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



Bay markings required: Yes



### 3.5 Permit parking

<b>Contravention code</b>	<b>Contravention Description</b>	<b>Summary</b>	<b>Observation period</b>
16	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required.	If the vehicle is parked in a permit bay and does not have a permit (physical or virtual) that is valid for the type of permit bay and / or the scheme where the bay is	3 minutes - to allow motorists adequate time to obtain a visitor permit as well as establish if loading/unloading is taking place.
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed in a permit bay for longer than allowed, i.e. blue badge holders for more than 3 hours, carers or NHS organisational permits for more than 2 hours	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This is based on logs made by the CEO recording when the vehicle had been observed in the bay and / or the time of arrival set on the relevant timer disc

**Signs required: Yes\***

**Bay markings required:**

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

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

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

Yes - if signs are on next to the carriageway

A legend may be provided:

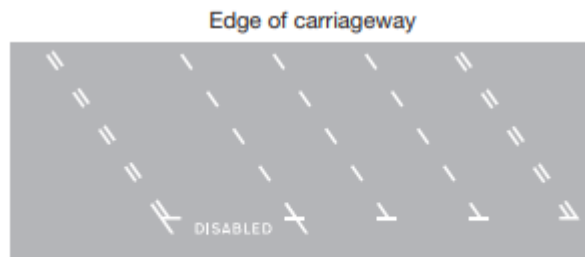
“PERMIT HOLDERS ONLY” or “PERMIT HOLDERS”,

“DOCTOR” or “DOCTOR ONLY”.

No – for permit holder areas



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



Parking bay with individual spaces (echelon)

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



### 3.6 Disabled bays

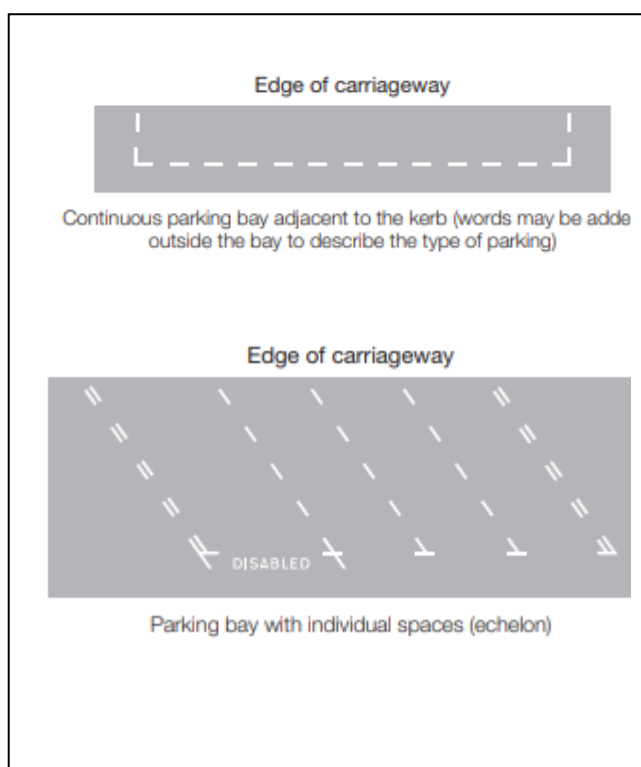
Contravention code	Contravention Description	Summary	Observation period
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services,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

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

**Signs required: Yes\***

**Bay markings required: Yes**

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



Legends may be provided as follows:

“DISABLED” or “DISABLED ONLY”

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

### 3.7 Voucher parking bays

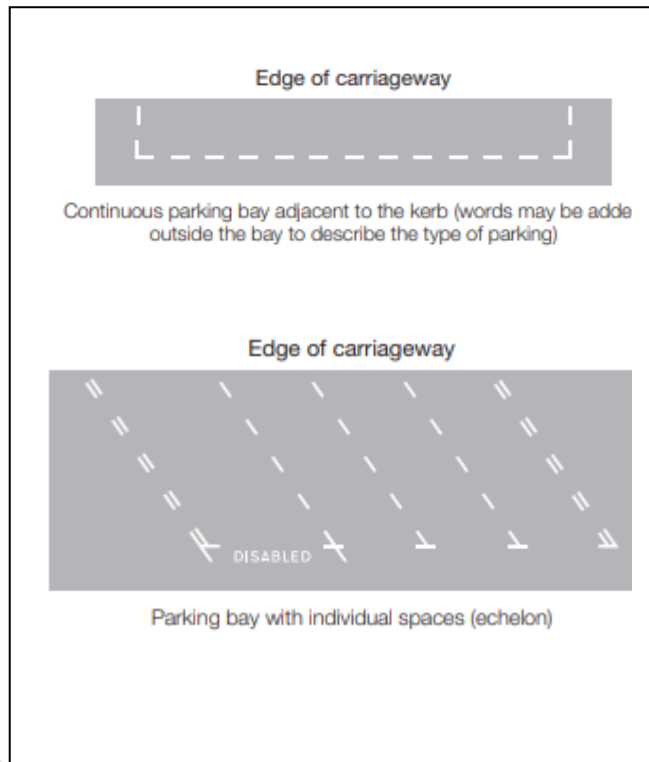
Contravention code	Contravention Description	Summary	Observation period
06	Parked without clearly displaying a valid pay & display ticket or voucher.	When a vehicle is parked without clearly displaying a valid voucher.	3 minutes
18	Using a vehicle in a parking place in connection with the sale or offering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

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

**Signs required: Yes**

**Bay markings required: Yes**





### 3.8 Loading bays

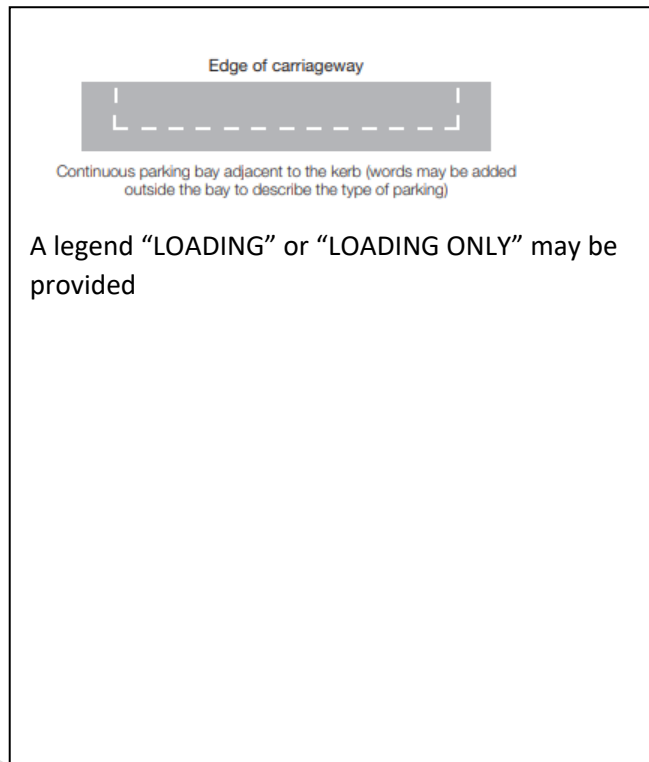
Contravention code	Contravention Description	Summary	Observation period
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	A contravention occurs if the loading bay or place is for goods vehicles only but a different type of vehicle parks there.	0 minutes
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.	3 minutes

		At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	
25	Parked in a loading place or bay during restricted hours without loading	The contravention occurs when a vehicle waits in a restricted on-street loading bay, or a signed loading area without loading or unloading seen to be taking place.	3 minutes
30	Parked for longer than permitted	A contravention occurs if the loading bay sign indicates a maxi when a but it has stayed for longer than any time limit specified on the signs.	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the time disc arrival time, or other logs made by the CEO recording when the vehicle had been observed in the bay.

**Signs required: Yes\***

**Bay markings required: Yes**

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



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

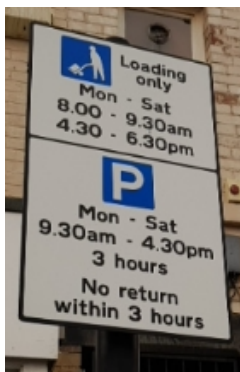


### **3.9 Shared use bays**

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

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

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



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

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

At other times no restriction applies.

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

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



Contravention code	Contravention Description	Summary	Observation period
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	A contravention occurs if a vehicle is being used to sell (or offer for sale) goods, skills or services, unless otherwise licensed by the Council.	0 minutes
19	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay and display ticket, or after the expiry of paid for time	<p>This on-street contravention code occurs when a vehicle is parked in a shared use permit holder / pay and display bay (or pay by phone bay)</p> <ul style="list-style-type: none"> <li>• If a previously valid permit has expired</li> <li>• If a permit or payment display item that relates to the day of issue, e.g. pay and display tickets and daily use permits is not valid when / where the vehicle is parked (e.g. expired that day, was issued for a different zone); or if a cashless payment session has expired</li> <li>• For daily use permits which have wrong user input (e.g. in cases where the wrong date is filled in or scratched off)</li> </ul>	<p>0 minutes</p> <p>A 10 minute grace period applies after the pay &amp; display ticket or the virtual payment system has expired. A PCN should not be issued in this period.</p>

12	Parked in a residents' or shared use parking place or zone without a valid virtual permit or clearly displaying a valid physical permit or voucher or pay and display ticket issued for that place where required, or without payment of the parking charge	<p>When a vehicle is parked without clearly displaying a valid pay and display ticket or voucher. E.g. the vehicle is parked in an on street pay and display bay with a pay and display that is obscured or upside down, or in a voucher bay without a valid voucher clearly displayed</p> <p>No permit or pay &amp; display ticket seen in the vehicle and not showing as having a cashless payment session or virtual permit valid for where the vehicle is parked.</p> <p>This would also apply if a driver obtained a free parking ticket at locations where these are available but then used more free sessions instead of paying to park.</p>	3 minutes
22	Re-parked in the same parking place within 1 hour (or other specified time) of leaving.	The contravention occurs when a vehicle is seen to be re-parked in any bay or space within the same parking place within 1 hour (or other specified time) of leaving. For shared use bays information about the period of no return will be stated on the pay and display machine.	0 minutes
23	Parked in a place or area not designated for that class of vehicle.	The signs and lines required are the same as indicated for pay and display bays normally but the information on the pay and display machine should state	3 minutes

		permitted vehicle information. This may also include vehicles that exceed a specified size or weight / vehicles other than passenger vehicles, goods vehicles, or invalid carriages <sup>18 19</sup> .	
24	Not parked correctly within the markings of the bay or space	When part of a vehicle is not parked wholly within the markings of the bay or space. In the case of a RPZ bay this would be applied if part of the vehicle is outside the delineated area.  At least one full wheel must be outside the parking space or bay and at least one wheel should be within the bay markings.	3 minutes
30	Parked for longer than permitted	A contravention occurs when a vehicle is seen to be parked where it may not originally have been in contravention of a restriction, but it has stayed for longer than any time limit specified on the signs (or for longer than permitted for time restricted permits that may be used in such bays).	No observation period is required after the motorist has exceeded the maximum stay, but 10 minutes grace period should be allowed. This may be based on evidence of the duration of the paid for session, or other logs made by the CEO recording when the vehicle had been observed in the bay.

<sup>18</sup> "Passenger vehicle" means a motor vehicle (other than a motor cycle or an invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer

<sup>19</sup> "Goods Vehicle" means a motor vehicle not exceeding 30cwt unladen weight which is constructed or adapted for use for the carriage of goods of any description and is not drawing a trailer

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

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



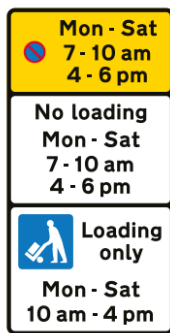
### 3.10 Bays with prohibition of waiting and loading at certain times

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



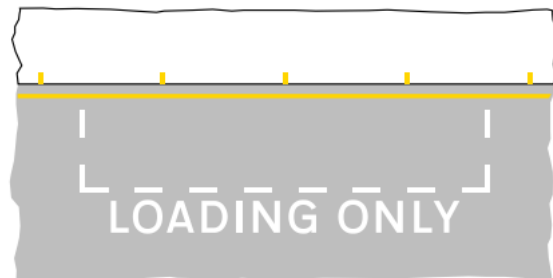
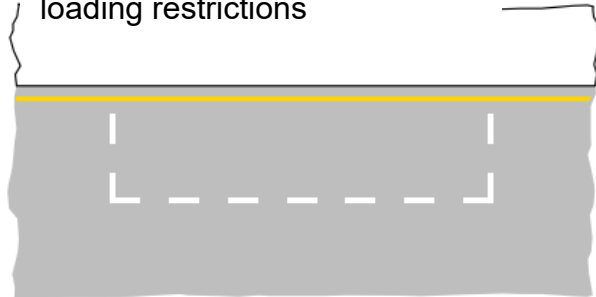
## Signs required: Yes

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



## Bay markings required:

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

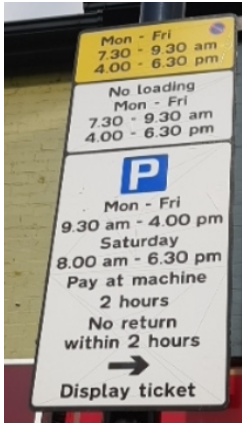


The contravention codes that would apply would depend on whether at the time a vehicle is parked the waiting / loading, or the parking bay restrictions apply.

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

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

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



## 4. Clearways

### 4.1 24 hour carriageway clearway

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

**Sign required:** Yes

**Lines Required:** No

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



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



**End**

#### 4.2 24-hour footway / verge parking clearway

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

Sign required: Yes

Lines Required: No



### 5 Other footway parking

#### 5.1 Heavy goods vehicle restrictions

Contravention code	Contravention Description	Summary	Observation period
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land in between two carriageways.	Vehicles over 7.5 tonnes (including any trailer) must not park on a verge, pavement or any land situated between carriageways <sup>20</sup> , unless	3 minutes

<sup>20</sup> section 19 of the Road Traffic Act 1988

		with police permission, or the vehicle is attended and being used for loading / unloading.	
--	--	--	--

**Sign required:** No

**Lines Required:** No



## 5.2 Zones prohibiting footway and verge parking

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

**Sign required:** Yes

**Lines Required:** No

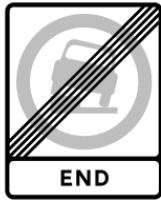
*Sign at the zone entry*



*Repeater signs in the area:*

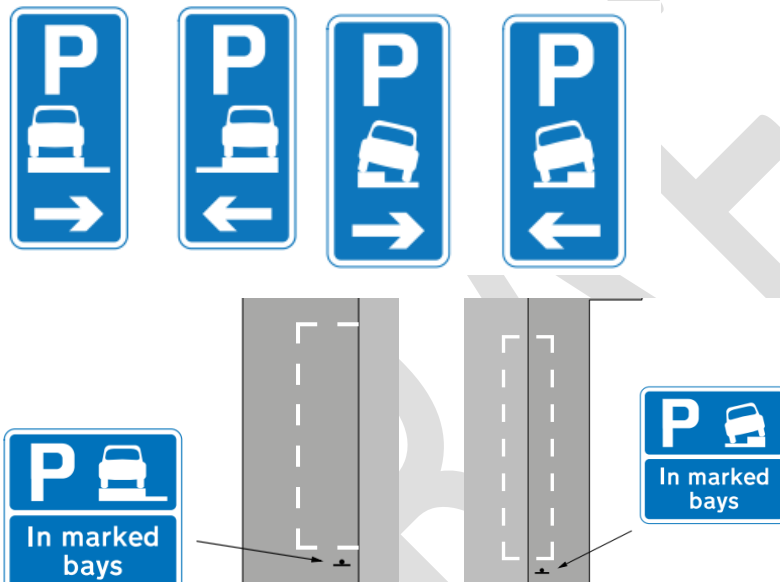


*Sign at the end of the zone*

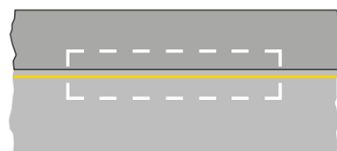


### 5.3 Permitted footway parking

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



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



## 6. Other parking restrictions

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

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

**Sign required:** Yes



**Lines Required:** Yes



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

## 6.2 Bus stop clearways

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

Sign required: Yes

Lines Required: Yes



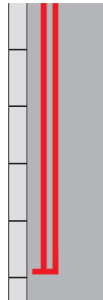
## 6.3 Red routes

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

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

**Sign required:** Yes

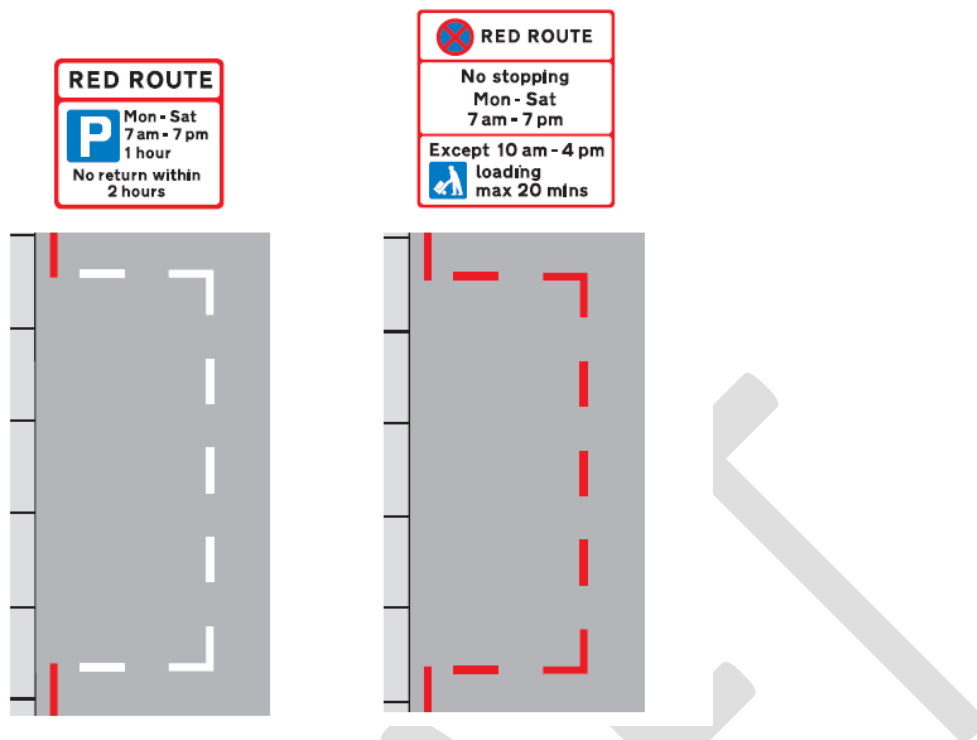
**Lines Required:** Yes



Red routes may also have marked bays:

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





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

For example:

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

### Bus stop clearways on red routes

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



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

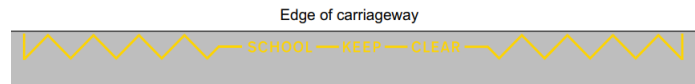


### 6.3 No stopping on entrance markings – schools, ambulances

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

**Sign required:** Yes

**Lines Required:** Yes



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

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

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

**Sign required:** No

**Lines Required:** No

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

Contravention code	Contravention Description	Summary	Observation period
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway.	The contravention occurs when a vehicle waits in the carriageway adjacent to a section of footway that has been lowered to meet the	3 minutes

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

**Sign required: No**

**Lines Required: No**

No regulatory markings required, but enforcement to be carried out at locations with an advisory 'H marking' in place, or tactile paving



### 6.6 Bay suspensions and temporary parking restrictions

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

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

**Sign Required:** Yes

**Lines Required:** No



Sign ref GT50/151/0024

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

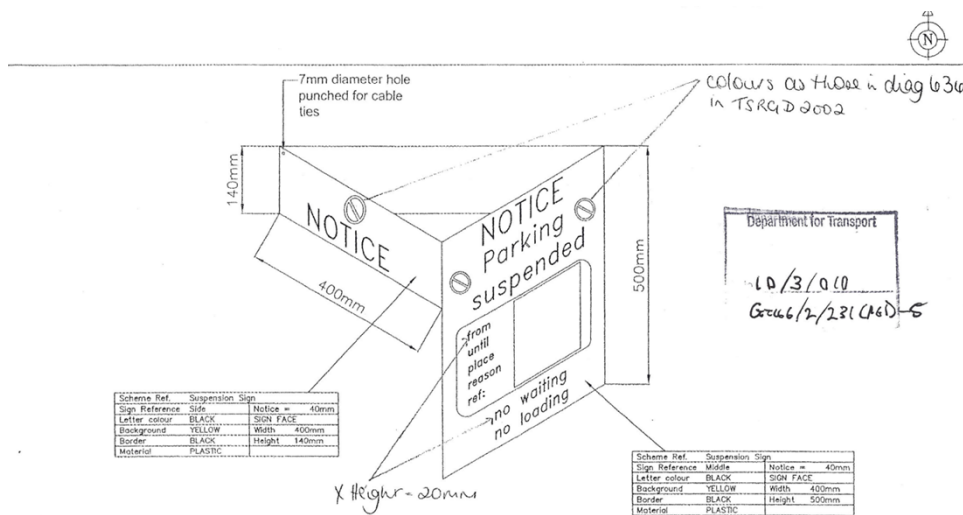
### Parking bay suspensions

Sign required: Yes

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

Bay Markings Required: Yes

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



Sign ref GT46/2/231



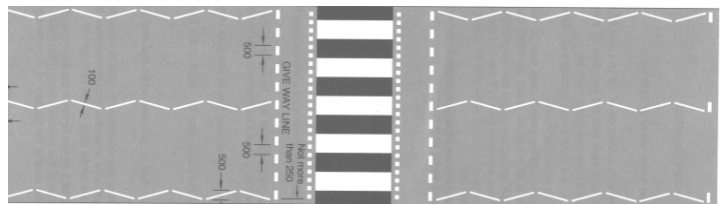
The parking suspension details are shown on the middle inset panel

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

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

Sign required: No

Lines Required: Yes



## 6.8 Cycle lanes and tracks

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

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

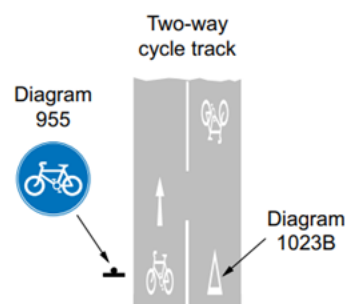
Parking in an advisory cycle lane without yellow lines is not a contravention.

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

**Sign required: Yes**



**Lines Required: Yes**





# Car park restrictions



# Pay & Display or Pay by Phone

## Ebenezer Street • Car Park

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

**PAYMENTS** - Coin and card payments can be made. Overpayment accepted, no change given.

**PAY BY PHONE** - See information panel on the pay and display machine.

**PAY AND DISPLAY OR PAY BY PHONE HOURS**  
8.00am - 8.30pm. All days payable.

**THE BLUE BADGE SCHEME** - **PARK FREE** on display of badge in any parking bay (without time limit). You cannot park with a badge in any other area of the car park.

**MOTORCYCLES** - Solo Motorcycles may **PARK FREE** in any parking bays (except disabled bays).

**ELECTRIC VEHICLES** - Bays restricted 24 hours a day. Any vehicle in an electric bay must be charging. Refer to additional information signs for tariff details. During pay and display hours a valid pay and display ticket or cashless parking session must be obtained (except motorcycles and Blue Badge holders).

**VEHICLE WEIGHT** - Not to exceed more than 3.5 tonne.

**CONDITIONS OF USE AND CODE OF CONDUCT**

**A Penalty Charge Notice may be issued if you:**

- Park for longer than permitted
- Leave a vehicle parked after the expiry of your pay and display ticket or cashless parking session
- Do not park properly in a marked bay (parking is restricted in all other areas of the car park)
- Park where double yellow lines or areas hatched in yellow indicate a prohibition of waiting
- Park within a disabled parking bay without displaying a valid blue badge
- Park in a manner that causes obstruction
- Park within the car park or parking bay marked as closed or reserved unless authorised by SCC
- Park a vehicle that exceeds 3,500 Kilograms gross vehicle weight or has a trailer attached
- If machine is out of order you must pay by phone or the nearest machine for the location
- Park in an area not designated for that class of vehicle, vehicles in electric bays must be actively charging and during pay and display hours must have a valid pay and display ticket or cashless parking session

**It is an offence to sleep overnight in a parked vehicle.**

**TO REPORT ANY MACHINE FAULTS, please contact Parking Services on 0114 273 6255**

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

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

Parking Services • Tel: 0114 273 6255 • www.sheffield.gov.uk



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

Car park restriction signage may include;

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

### **Blue badge holders**

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

Blue badge holders are not allowed to park on yellow lines in car parks.

## Loading

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

Contravention code	Contravention Description	Summary	Observation period
70	Parked in a loading place or bay during restricted hours without loading	The contravention occurs when a vehicle waits in a restricted car park loading bay, or a signed loading area without loading or unloading seen to be taking place.	3 minutes
71	Parked in an electric vehicles' charging place during restricted hours without charging	A contravention occurs when a vehicle is seen parked in a car park electric charging bay without actively charging.	0 minutes
73	Parked without payment of the parking charge	<p>When a vehicle is parked without either clearly displaying a valid pay &amp; display ticket or purchasing parking time using pay by phone in an area of a car park where drivers must pay to park.</p> <p>This would also apply if a driver obtained a free parking ticket at locations where these are available but then used more free sessions instead of paying to park.</p> <p><i>*NOTE* if the option to pay by mobile phone / web based payment systems is not available at the location and drivers can only park using pay and display tickets, contravention 83 must be used;</i></p>	0 minutes - but if the CEO can see there is a queue at the pay and display machine, observations may be allowed to see if the driver is one of the motorists in the process of buying a ticket.

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

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

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

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

# Bus lane restrictions

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



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

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





## When to enforce

1. Non – exempt vehicles enters and proceeds into a bus gate
2. Non-exempt vehicles not allowed in the bus lane travels more than 4 car lengths (20m) within bus lane
3. Vehicle straddles bus lane and adjacent carriageway (see below)
4. Vehicle gains unfair advantage over **more than** one queued vehicle
5. Vehicle obstructs / delays exempted vehicle

## When not to enforce

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

## Straddling

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

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

If a VRM is not clear from the footage / is partially obscured and cannot be read in full it should not be guessed; no PCN should be issued.

## Permitted Vehicles

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

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



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

- **Taxi**

## taxi

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

- **Pedal cycle**



- **(Solo) 'Motorcycle:**



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

### Authorised vehicles

authorised vehicles



- **Private Hire Vehicles (PHVs)**  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*
- **NHS vehicles**  
Vehicles with suitable side markings, as approved by Sheffield City Council, carrying persons on behalf of the National Health Service for medical reasons.  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*
- **Local Authority Vehicles**  
Vehicles with suitable side markings, as approved by Sheffield City Council, being operated on behalf of a Local Authority for educational or care reasons.  
*These must be on the exemption list (drivers of vehicles not on the current list will need to provide proof if they are sent a PCN)*
- A permit to drive through the bus or tram gate at Langsett Road (outbound only) is available for residents of the following roads:
  - Rudyard Road
  - Rudyard Mews
  - Treswell Crescent
  - Rider Road
  - Haggard Road
  - Kipling Road

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

### **General exemptions**

1. During the first and last 5 minutes of bus lane (or bus gate) controlled hours (grace period)
2. Footage shows that a police officer may have dealt with the matter on-street
3. Vehicle being used for passenger drop-off (and does not proceed along the bus lane before / after pulling over for this purpose)
4. Vehicle only crosses over the bus lane through a gap in the solid white line at a junction
5. Vehicle only crosses over the bus lane to a point opposite, where this point is a footway crossing or vehicular access way; or in order to leave such a point
6. Vehicle enters or stops in the bus lane to avoid an accident
7. Vehicle is required to enter or stop within bus lane by law or in accordance with restrictions or requirements indicated by traffic signs
8. Vehicle enters or stops within bus lane with permission or at the direction of a police constable in uniform
9. Turning left (does not include driving down the bus lane in advance of this)
10. Crossing the bus lane to get to or from an adjacent road – or to an access to premises

## Exemptions summary – by Vehicle type or Activity

Blue light emergency service vehicles	Exempt
Vehicles removing traffic obstructions	Exempt if removing the obstruction within the bus lane / gate when observed
Royal Mail vehicles	Exempt from enforcement if collecting mail from Post Box within bus lane, collecting mail from adjacent buildings, or delivering to adjacent buildings. Where not collecting or delivering mail, treat as car – i.e. not exempt.
Local Authority refuse collection vehicles	Exempt while collecting refuse within the bus lane - otherwise treat as car.
Roadsweepers	Exempt from enforcement while road-sweeping - otherwise treat as car.
Maintenance vehicles - Gas, Water, Electricity, Telecommunications	Exempt <b>only</b> if undertaking maintenance within the bus lane - otherwise treat as car.
Maintenance vehicles - Highway, Street, Bus Stop, Tram & track	Exempt <b>only</b> if undertaking maintenance within the bus lane - otherwise treat as car.
Maintenance vehicles, Sewage, Drainage, Pipe Works	Exempt <b>only</b> if undertaking maintenance within the bus lane - otherwise treat as car.

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