

PANEL CYFFREDINOL CYNGOR TREF MACHYNLLETH **GENERAL PURPOSE PANEL OF MACHYNLLETH TOWN COUNCIL**

Gwysir chi l fynychu cyfarfod o Banel Adnoddau Cyngor Tref Machynlleth
yn ystafell John Edwards ar **Ddydd Llun, Chwefror 6^{ed}** am 6.30yh.

You are summoned to attend a meeting of the Facilities Panel of Machynlleth Town Council
In the John Edwards Room on **Monday 6th of February** at 6:30pm.

Agenda	
1.	<u>YMDDIHEURIADAU / APOLOGIES</u> I dderbyn ymddiheuriadau fel y cawsant eu adrodd i'r Clerc cyn y cyfarfod. To receive apologies as reported to the Clerk before the meeting.
2.	<u>ETHOL CADEIRYDD / ELECT A CHAIRPERSON</u>
3.	<u>DATGANIAD O FUDDIANT / DECLARATION OF INTEREST</u> I dderbyn unrhyw ddatganiad o fuddiant / To receive any declarations of interest.
4.	<u>PARCIO AR Y STRYD / ON STREET PARKING.</u> I awgrymu gwellianau i'r drefn parcio ar y stryd yng ngholau adroddiad ysgrifennedig gan y Clerc a Polisi Parcio Cyngor Sir Powys (wedi eu hatodi). To make suggestions to improve on street parking in the the town in light of the information provided in a written report from the Clerk and the attached Powys County Council Parking Policy.



Parking Policy

Version: 1

January 18

Cyngor Sir Powys County Council

Updates

Version	Date	Approved by
1	09/01/2018	Cabinet - 09/01/2018

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1 Introduction

This document sets out our approach to parking across all of the towns and the larger and smaller villages of Powys. Providing safe and convenient parking is vital to the economy of Powys, ensuring that our towns remain easily accessible for people who choose to drive.

Appropriate parking management supports the objectives of Powys County Council, offering access to many amenities and places to visit and enabling our residents and businesses to achieve their potential.

This document sets out the key policies within Powys with regard to the provision of both on-street and off-street parking and for the enforcement of Traffic Regulation Orders. By its nature, parking policies adapt and change over time and will need to be regularly reviewed and updated.

Powys County Council's parking policies aim to:-

- Integrate traffic management policies with effective on-street and off-street enforcement.
- Provide dedicated on and off street enforcement.
- Prioritise parking enforcement in areas where the requirement is greatest and to be responsive to changing needs, local factors and demand.
- Provide parking dispensations and suspensions as appropriate.
- Manage parking capacity both on and off street to meet the demands of business and the public.

Parking charges are set by the Council and reviewed periodically as necessary.

2 General

Powys County Council is the Parking Authority and the Enforcing Authority responsible for all on street parking and off street public car parks.

The Welsh Government made an Order – The Civil Enforcement of Parking Contraventions (County of Powys) Designation Order 2011, which provide the Council with the legal framework in which to enforce parking contraventions.

Except for certain military roads that are open for public use all public highways within the County of Powys form the civil enforcement area and a special enforcement area for the purposes of Part 6 of the Traffic Management Act 2004. Parking contraventions on these roads are therefore dealt with through a civil law regime.

Powys County Council will abide by the Statutory Guidance from the Welsh Government on the civil enforcement of road traffic contraventions.

Powys County Council is a member of PATROL, the joint committee of England and Wales for the enforcement of parking and traffic contraventions outside London. Being a member of PATROL allows the Authority to operate Civil Parking Enforcement [CPE] as well as gaining access to the independent appeals tribunal, the Traffic Penalty Tribunal [TPT].

2.1 General Policies

Powys County Council will:

- Ensure that there is effective enforcement of on-street waiting and parking restrictions in order to reduce congestion and increase the availability of short stay parking space.
- Provide adequate space for taxis, coaches and buses to park and operate safely in appropriate locations.
- Review the extent of long stay, on street car parking where this causes problems in residential areas, conflicts with essential traffic movements, creates safety problems or reduces space for short stay visitors.
- Enhance and encourage the use of public off-street car parks for short and long stay parking.
- Make attractive parking arrangements for holders of "Blue Badges" in suitable locations and improve the access and internal layout of car parks to give full access for the disabled.
- Provide adequate space for overnight parking for coaches and heavy goods vehicles (HGV's) where this will not cause a problem for local residents in Long stay car parks.
- Deal with any challenges and appeals regarding enforcement in a fair and consistent manner.
- Ensure all informal/formal enquiries are dealt with within prescribed timescales.

2.2 Parking in Town Centre Areas

Visitors to a town often fall into 3 categories:

1. Short term visitors who visit a few shops and/or banks etc. These shoppers need quick access to those shops for a relatively short duration. They require on street parking outside or within the central business area and be confident spaces would be available. Not having availability of this convenient parking may deter this type of shopper or

cause them to drive away often to out of town to supermarkets for example.

2. Longer term visitors. These are expecting to stay within a town for a longer period and may be visiting a variety of shops/services and or having longer appointments at a hairdressers or Estate Agent etc. These visitors have made a purposeful journey to the town wishing to stay longer than 1 hour and would expect to make use of an off street car park.
3. Commuters, these visitors are regular visitors to a town during the working week and need suitable parking within long stay car parks.

The short term visitor needs to be able to quickly access a towns facilities, undertake their business and then vacate the parking space for the next. Parking within the town centre is often limited however where it is safe and practical to provide, sections of limited waiting bays will be provided. To ensure there is sufficient turnaround of spaces the limited waiting bays will be restricted to either 30 minutes or 1 hour. This should provide sufficient chance for a short term visitor to be able to find a suitable space. In exceptional circumstances different times may be considered to meet a local need however the maximum on street parking will be 1 hour.

For longer staying visitors and commuters, the Council's off street car parks are available.

2.3 *Reviews of Traffic Regulation Orders (TROs)*

Powys County Council is responsible for all aspects of on-street parking on the local highway network, introducing regulations to improve safety and the turnover of spaces and enforcement of regulations by civil enforcement officers

Traffic regulation orders are in place within our towns and communities, designated with appropriate signing and lining. Traffic orders place restriction on parking such as loading/unloading, disabled and residential permits.

Reviews of restrictions within Towns and Communities will continue to take place as funding permits to reflect new and changing priorities as well as safeguarding safety and securing the expeditious movement of vehicles along the highway.

Powys County Council may review TROs in the following circumstances where funding allows:

- Implementation of additional parking restrictions or alteration of existing to address a potential road safety issue.

- Implementation of additional parking restrictions or alteration of existing restrictions to address a problem associated with traffic movement.
- New or amendments to existing TROs to provide additional on-street or off street parking provision.

TROs may also be altered to allow the implementation of a traffic management scheme approved as part of the County Council capital programme or to facilitate a development and has been highlighted in any Section 106 or 278 agreement.

Requests for the introduction of restrictions or the alteration of existing restrictions will be considered in conjunction with the County Council's priorities on funding or where external funding has been secured to cover the costs incurred. Any such requests made during periods of moratoriums on expenditure will be retained on file for consideration in the event that funding becomes available.

Powys County Council may also review TROs in respect of off street parking places. TROs can be made to vary the terms and conditions of use of a car park or to add or amend the car parks that are covered by an Order.

Any proposed TRO will be consulted upon in accordance with the The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 as amended.

3 On Street Parking

3.1 Disabled Parking Provision

Disabled persons parking places will be provided on street within the town centre shopping areas. These mandatory bays will be marked in accordance with diagrams 661A and 1028.3 of The Traffic Sign Regulations General Directions (TSRGD) and may be enforced at any time of the day.

It will be the general rule that a 3 hour restriction will apply to all these types of bay to ensure that they do provide sufficient time for most visitors needs but also that they do not become blocked out by a limited number of long term visitors/commuters who should make alternative use of the nearest off street car park.

Within residential areas Advisory Disabled bays will be considered outside of people's property where residents with Blue Badges often find it difficult to park at or near their homes.

These types of bay markings are only advisory and therefore cannot be enforced should non blue badge holders park within them. However if they are used appropriately and sparingly they should be generally accepted that they are there to assist those with mobility issues and therefore be. Overuse may lead to them being disregarded and therefore not effective.

Where applications meet the appropriate criteria an advisory bay will be marked on the highway free of charge. The Council reserves the right to request information again, should it be suspected that circumstances have changed and the requirements for the bay are no longer met. The Council may remove the bay if the requested information is not satisfactorily provided.

Applications for disabled bays in residential areas must be able to satisfy the following criteria.

- The applicant does not have any off road parking facility at their home address nor is it feasible for them to make that provision. The feasibility will be based upon engineering difficulty as opposed to any costs involved to make that provision.
- On street parking predominantly occupies the available road space for the majority of the time.
- The applicant holds a blue badge and is the driver of the vehicle.
- There are no existing waiting restrictions
- Less than 10% of spaces in the street are taken up by disabled parking bays.
- It is practical in terms of road safety or traffic management that a bay could be marked outside the applicant's home address.
- The local elected County Councillor for the ward the applicant resides within lends their support.
- A Medical Practitioner provides written statement outlining the applicant's mobility difficulties and how the bay would assist them.

Where approved, a bay will only be marked outside the applicant's home address unless, where it is not possible to do so, neighbours to the applicant provide written confirmation that they would be willing to accept the bay to be marked wholly or partially outside their property.

3.2 Taxi Ranks

Taxis are an essential part of the transport provision to the public. It is important that ample space is provided for taxi ranks in town centres. However, the provision of too many ranks can lead to some ranks not being occupied for long periods of the day and valuable town centre kerb space not being utilised

effectively. The County Council will continue to work with the Local Town Councils and other stakeholders where there is a need for new ranks and where alterations to existing ranks may be necessary.

It is also important that ranks are reserved for the use of hackney carriage taxis only. All ranks will be covered by TROs and are enforceable by the County Council's Civil Enforcement Officers.

3.3 Loading Bays

Loading bays can be provided within town centre locations where they would provide a benefit by reducing the likelihood of goods being loaded or unloaded from vehicles at inappropriate locations. Loading bays can be reserved for the loading/unloading of all vehicles, or restricted to loading/unloading by goods vehicles only. Loading bays are generally only effective between the times and days identified on the accompanying signs, and are available for use by all other traffic outside of those times and days.

3.4 Motorcycle Parking

Individual solo motorcycle on street bays are not generally considered necessary within the town centres. However should it be identified that the use of a specific bay for motorcycles would be appropriate this would be considered as part of a town wide parking provision review.

3.5 Bicycle Parking

Bicycles are exempt from any parking TROs and in order to promote the use of this form of sustainable transport, cycle parking facilities may be provided within town centre areas, public transport interchanges and other key areas such as tourist locations.

3.6 Footway/Verge Parking

Parking on footways and verges can be a significant problem in many areas. Where parking restrictions are in place in affected roads then the restrictions will also extend and apply to any adjacent footway or verge areas and can be enforced by the issuing of PCN's.

TROs may be introduced to deter footway parking, however such orders require significant investment to implement and result in a considerable amount of additional signage to the area, which can increase the 'street clutter' as well as the effect of vehicle displacement. This type of order will therefore not generally be considered except in exceptional circumstances.

The Council will however work in partnership with the local Police to educate motorists in areas where there are safety implications of inappropriate footway parking. Where such parking causes a clear obstruction to pedestrians or danger to other road users in any location then the Police may enforce.

3.7 Resident Parking

Refer to separate policy for On Street Residents Parking.

3.8 Other Types of parking bays

Other types of parking bay such as Bus Stands/Stops or Doctors will be considered and provided where appropriate. Bus Stop/stands do not require a TRO however other such restrictive parking bays and waiting/loading prohibitions do require a TRO and will only be considered as part of a town review unless specific funding is made available for an individual bay or other prohibition.

4 Off Street Car Parking

Powys County Council recognises that by providing good value, attractive and safe off street parking it will contribute towards effective traffic management, economic growth and provide improved access to many members of the community.

The following outline policies have been developed to ensure that the provision of Off-street parking complements the provision of on-street parking in order to reduce congestion, allow safe parking and to allow local businesses to flourish.

Signage to all Council car parks will be provided by the highway authority along the most appropriate route. For town centre car parks signing promotes the use of the car parks thereby improving traffic flow, reduces journey times and congestion.

Car parks should be provided where there is proven demand for off street parking within a locality and it is viable to do so. Where new areas have been identified as requiring additional parking facilities due to a high level of on street parking causing congestion or road safety concerns, a business case will need to be undertaken. If it can be demonstrated there is a positive business case to provide a new car park, a suitable bid for capital funding will be made.

4.1 Charging Policy

4.1.1 Daily charges

The level of car park charges will be reviewed periodically, the charges will be in line with the following two designations. These designations have been developed in order to assist the public in choosing specific car parks to suit their needs.

Short Stay Car Parks: Defined as sites where stays of over 2 hours are to be discouraged in order to create a turnover of available spaces. Primarily designed for the use of shoppers and will be located very close to shops/facilities within a town. Often smaller car parks with limited spaces therefore the short maximum time limit assists in creating the turnaround of vehicles to increase the chances of users finding an appropriate space.

Long Stay Car Parks: Whilst allowing also short stay parking, these would also allow vehicles to park all day. Primarily aimed at commuters longer term visitors to a town.

4.1.2 Parking Permits

Parking permits will be made available at a concessionary rate to encourage the use of long stay off street parking. These permits are available for 1, 3, 6 and 12 months and can only be obtained via the website.

<http://www.powys.gov.uk/parking>

Parking permits are not available for use in any short stay car park.

Parking permits offering reduced rates to specific residents in properties adjacent or near to a long stay car park will not be made available.

4.1.3 Hire of car parks

Long stay car parks only can be hired to assist in facilitating events by entering into an agreement with terms and conditions which may be varied to suit the location and/or the type of event. The car park may be used for providing free parking for an event or to hold an event itself. Where a car park is being used to hold an event the organiser must demonstrate capacity for parking within the town is not compromised by the event unless providing suitable alternative arrangements.

Parts of long stay car parks may be hired, by agreement and subject to terms and conditions as may be appropriate to the operations, to assist in facilitating works where a compound may be required and there is no alternative location

is suitable or where building works are occurring adjacent to a car park. In these situations, a developer/builder will pay the daily charges for each bay taken out of action as if it were occupied by a car for a whole day, plus an administration fee. Within in coach and lorry car parks the charge will be made as if a coach or lorry is utilising the bay taken out of action. Any compound will not be provided for the parking of any vehicle which should make use of the general section of the car park paying any appropriate charges as necessary. For long term hire, consideration will be given to charging the equivalent to a seasonal parking permit for each bay taken out of action plus the administration fee.

Where an event or site compound is requested within a car park where charges are not currently imposed, the fees will be agreed prior to entering to an agreement.

4.1.4 Discounted Parking Vouchers

Car park charges will not be discounted to cater for any local demand. However businesses or business groups and such like may apply for a voucher scheme to be implemented whereby the pay and display machines issues a secondary ticket 'a voucher' which entitles the recipient a discount in a participating business. The voucher may offer full or partial discount or other offer as may be deemed appropriate within the participating businesses. The scheme may be offered in individual car parks or within an agreed area.

The promotor of the scheme must fund all reasonable expenses incurred by the Authority in setting up and maintaining such a scheme. This cost will be agreed and paid upfront prior to it being implemented.

4.2 Advertising on P+D Tickets

An advertiser may work with our supplier and/or their agents by funding the cost of the production of blank pay and display tickets in return for advertising on the rear of those tickets.

The choice of advertiser will be at the discretion of the Authority and that decision is final. Advertisers not meeting the corporate values of the Authority or be offering a product/service that the Authority would not wish to be associated with may not be permitted to take up advertisements on the rear of the tickets.

Advertisers may, by agreement, be used within; individual car parks, within an area or county wide.

4.3 Disabled Parking

Off street parking provisions for disabled drivers will be provided in all pay and display car parks. They will be located within the most easily accessible locations within the car parks and designed to assist ease of mobility.

Blue Badge holders may park within any bay of a pay and display car park and providing the blue badge is clearly displayed in the windscreen will benefit from the concession available.

Within the Short stay car parks the maximum time limit also applies to blue badge holders.

4.4 Motorcycle Parking

In some circumstances motorcycle parking area can be marked within the Council's off street car parks however generally they are able to make use of bays marked for any vehicle. These will only be considered where there is a regular use of a high number of motorcycles within a car park and it would be more efficient use of space.

Where charges apply to vehicles they will also apply to motorcycles.

4.5 Coach Parking

Coaches play a significant role in the provision of long-distance travel and commuter services and in the provision of transport for specific groups such as educational parties, theatre visitors, tourists and people with mobility difficulties. Powys County Council recognises these values and provides coach parking in many long stay car parks.

In addition to these provisions it is recommended that good relationships are established and maintained between the Council and the coach and tourism industries. This will encourage responsible behaviour by operators and drivers as well as providing feedback on any arising coach parking problems.

4.6 Motorhome/Caravan Parking

Motorhomes and caravans are permitted to use most long stay car parks. Where they are permitted it will be allowed for that vehicle to be used for camping purposes for 1 night in any 7 day period.

It is recognised that visitors staying in a locality benefit the local economy and making use of a car park to stay a night assists in that regard.

4.7 *Parking near Schools*

In order to promote safer journeys to school and to encourage parents/carers to park away from school gates to ease congestion, parking permits are available from some schools for the school start and finish times.

4.8 *Emergency Service Vehicles*

Marked emergency service vehicles are permitted to park in the Authorities car parks without paying any required fee, providing that vehicle is being used in connection with official business. Marked vehicle being used for personal use, will be required to pay and display.

Unmarked vehicles will be required to obtain a valid pay and display ticket.

Emergency Service vehicles are those operated by the Police, Fire and Rescue Service, Welsh Ambulance Service [WAST] or the Mountain Rescue. Private ambulances operated by St John's Ambulance Service will also be exempt whilst providing cover for WAST.

4.9 *Recycling facilities*

Recycling containers that are owned by or under contract to Powys Council Council's recycling service will be permitted within the Off Street car parks where there is no other convenient location within a locality. Where they are located within a car park, their number will be kept to a minimum for effective service delivery and placed only within an agreed area.

Containers from other operators will not be permitted.

5 Civil Enforcement

The County Council is a Civil Enforcement Authority operating under the Regulations of the Traffic Management Act 2004.

The Council is responsible for enforcing parking contraventions and the issue of Penalty Charge Notices by Civil Enforcement Officers [CEOs] and will follow statutory guidance as published by the Welsh Government.

Powys County Council is a partner in the Wales Penalty Processing Partnership [WPPP]. WPPP provide all the back office function following the issue of a PCN. The WPPP also produce [Civil Parking Enforcement Procedures](#) which sets out the methodology of enforcement and the appeals process.

5.1 Authorised Personnel

Only appointed Civil Enforcement Officers wearing the issued uniform and identified by a unique CEO number will issue PCNs to a vehicle that is contravening a parking restriction.

CEOs will adhere to the observation times in the [WPPP Procedures](#) and shall not offer any discretion thereby treating every vehicle the same as the next to ensure they act in a fair and consistent manner.

All CEOs will be trained to at least Level 2 in Civil Parking Enforcement or an equivalent/higher qualification.

Body worn video badges are worn by each CEO for their personal safety. Recording can be made whilst patrolling/issuing PCNs. The recordings are encrypted and can only be viewed by nominated personnel. Whilst they are primarily used for the health, safety and wellbeing of an Enforcement Officer, the footage may also be used to substantiate or otherwise any complaints made against the service. The use of body worn cameras is subject to compliance with the requirements of current legislation governing their use and subject to separate policy/procedures.

Discretion will only be provided during appeal/representations following the issue of a PCN as it is recognised there are many genuine reasons for a parking offence for which the PCN may be cancelled. Only the authorised personnel listed below may make a decision upon an appeal. The Welsh Government Statutory Guidance expressly states 'elected members and unauthorised staff should not, under any circumstances, play a part in deciding the outcome of individual challenges or representations. This is to ensure that only fully trained staff make decisions on the facts presented.'

The Authorised staff able to make decisions on formal appeals/representations to a PCN are:

- The lead CEO's [but not on PCN's they issued]
- The Parking Officer
- The Traffic and Travel Manager
- Senior Manager Highways Technical Services
- Head of Highways, Transport and Recycling

Other officers of the authority or County Councillors will not be permitted to influence a decision on an appeal/representation.

5.2 Appeals

Any appeals/representations against a PCN must be made in writing to the WPPP. Any that are received by the County Council will be referred to the WPPP.

Each appeal will be considered on its own merits and a balanced judgement will be made depending upon the circumstances. The [WPPP Procedures](#) outline the main areas where discretion will be allowed providing the required evidence is supplied with the appeal.

The WPPP will notify the appellant of the outcome of any appeal/representation within set timescales.

6 Dispensations

The Council understands that in exceptional circumstances a vehicle (that is not exempt within the relevant Traffic Regulation Order) may need to stop or wait where they would not normally be permitted to do so, or to wait for longer than allowed in a limited waiting or “loading only” bay.

In these circumstances, and only when it is clearly safe and acceptable to do so, a parking dispensation may be issued. This would be subject to the Council being satisfied that there is no alternative available and that a request is not being made simply for the convenience of the applicant.

A dispensation is intended only for circumstances in which constant access to a vehicle is essential. Existing exemptions allow traders to drop off or pick up goods, tools and equipment so that they may move and park where it is legal to do so.

6.1 Dispensation Policy

Other than in exceptional circumstances, dispensations will not be issued for continuous periods in excess of five days or for more than two vehicles at any location.

Dispensations may not be required for vehicles usually exempted in Traffic Regulation Orders and Off-Street Parking Orders. Generally that means vehicles in use:

- by fire, ambulance or police personnel when on duty
- carrying out duties of the Highway Authority or working on the highway as a statutory undertaker

- by mail delivery services to collect or deliver mail
- as a hearse or by principal mourners at funerals (maximum three vehicles)
- as principal or attendants vehicles at weddings (maximum three vehicles)
- by a medical practitioner visiting adjacent premises in an emergency
- if directed to do so by a uniformed Police Officer..
- Vehicles involved in removals [either domestic or business] can do so without applying for a parking suspension, if a parking space is available. Blocking the space off e.g. by using cones or boxes is not permitted. However, the unloading and loading must take place continually, or the vehicle will be liable for a Penalty Charge Notice as it will be parked illegally.

An application may be refused if acceptance would cause unnecessary problems to traffic flow or safety, or if it is requested for an unacceptable reason.

Acceptable reasons may include vehicles required for:

- loading and removing builder's debris
- transporting equipment which cannot be removed, e.g. vehicle-mounted devices, to which tradesmen working at adjacent premises need access
- use by a glazier when large shop front windows are being fitted
- domestic/business removals (when un/loading may not be seen as continuous)
- the loading and removal of asbestos or contaminated waste
- carrying hazardous materials/chemicals for use at adjacent premises
- handling heavy building materials (but not in continuous attendance)
- use as a mobile workshop (e.g. for welding, window cleaning)
- film productions or events that have been agreed with the Council.

The above list is not exhaustive and other situations may be considered.

Dispensations will not normally be approved for parking in:

- disabled parking spaces
- bus stops and areas reserved for specific users, e.g. taxi ranks
- areas subject to a loading ban or locations with loading restrictions
- school or pedestrian crossing areas marked by zig-zag lines
- locations within 50 meters of a signal-controlled junction
- locations at the entry or exit to pedestrian crossing markings
- locations where there may be a serious disruption or hazard to traffic
- instances where there are doubts concerning the validity of the application.

6.2 Conditions of Issue

Validity – A dispensation permit may only be used to the applicant and for the approved purpose. The dispensation will only apply for the specified location, dates and vehicle(s).

Parking - Permitted vehicles must be parked in a manner that creates no hazard to pedestrians or other road users, does not obstruct sight lines at junctions or accesses, or impede the free flow of traffic. A dispensation does not remove or relax the necessity to comply with any legal requirement.

Display - Each vehicle must display a valid dispensation permit as prescribed at all times or it may attract a Penalty Charge Notice.

Rights – The grant of a dispensation does not guarantee that space to park a vehicle (or vehicles) will be available. Other road users who do not require a dispensation, e.g. disabled badge holders, may already be parked at the location.

A Police Officer or CEO may require the immediate removal of a vehicle from a location at any time.

Cancellation - A dispensation permit may be cancelled at any time at the discretion of the Council and shall thereupon immediately cease to be valid.

Notification of such cancellation shall be initially by phone and confirmed in writing to the holder of the permit at the address that the Council believes to be that person's address and the dispensation permit shall forthwith be surrendered to the Council.

Redemption – In the event that no use is made of a dispensation, payments made to the Council in respect of an application will not be refunded.

6.3 Dispensation Applications

When a dispensation is requested, a correctly completed application form and payment must be received by the Council a minimum of five working days in advance of the proposed start date. This is to enable proper consideration to be given to the proposal, consultation with other services and for a site inspection to be carried out.

Same day dispensations will not be issued except in situations of genuine emergency.

Applications, by post or in person, must be accompanied by payment of the non-refundable fee.

The vehicle registration number(s) and make(s), the exact location proposed and type of restriction currently in place must be detailed before applications can be processed.

7 Parking Bay Suspensions

Parking bay suspensions can be granted for a number of reasons e.g. to facilitate street/road works, provide access to a site, special events, storing plant and materials and temporary structures. Suspensions can be granted for limited waiting bays and loading only bays and, in exceptional circumstances only, disabled badge holders, taxi ranks and doctors permit holders only bays.

Bay suspensions are not intended to provide unrestricted parking in places where parking would not normally be permitted. In these situations dispensations are available [see section 6].

When a bay suspension is required an application must be received by the Council a minimum of 10 working days in advance of the date required to enable proper consideration to be given, consultation with other officers and if necessary for a site inspection to be carried out.

Except in extenuating circumstances, suspensions will not be issued for a continuous period in excess of 7 days. For periods of more than 7 days the Authority may require the applicant to consult with Locally Elected representatives and/or make alternative provisions.

Applications must be submitted with a non-refundable application fee.

The Council will erect appropriate signage suspending the parking bays for the duration of the suspension. Any vehicle parking in a suspended bay will be issued a PCN if observed by a Civil Enforcement Officer.

Any misuse of a suspended bay will be investigated and we may withdraw the parking suspension.

Alterations to a booked suspension cannot be made unless notification is made at least 3 working days prior to the suspension being made. If notification is less than this an additional administration fee will be charged to amend the date. If the signs have already been erected on site the applicant will be required to reapply with new dates forgoing any fee already paid. Extensions to parking bay suspensions will not be permitted.