

Deposited Documents – Reference TMO/P004/26 - 21

Held on deposit online

Placed on deposit on Friday, 23 January 2026

Hartham Road, Controlled Parking Zone Consolidation

Contents:

- 1. Notice of Making dated 21 January 2026**
- 2. Traffic Management Order**
 - A. The London Borough of Hounslow (Parking Places) (Hartham Road) Order 2026
- 3. Existing Traffic Management Orders**
 1. The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018
 2. The London Borough of Hounslow (Hartham Road) (Parking Places) (Amendment No.1) Order 2025

Any queries regarding these deposited documents should be sent by email to trafficorders@hounslow.gov.uk or alternatively a voicemail can be left on extension 3322.

Hartham Road, Controlled Parking Zone Consolidation

The London Borough of Hounslow (Parking Places) (Hartham Road) Order 2026

1. NOTICE IS HEREBY GIVEN that The London Borough of Hounslow on the 21 January 2026 has made the above-mentioned Order under sections 6, 45, 46, 49 and 124 of and Part III and IV of Schedule 9 to the Road Traffic Regulation Act 1984, as amended. The Order will come into force on 6 February 2026.
2. The general effect of this Order will be to revoke and reintroduce the provisions of the Orders specified in the Schedule to this notice into a new consolidation Order without any change to the substance of the prohibitions, restrictions and designations of parking places in all roads located within the Hartham Road Controlled Parking Zone in the London Borough of Hounslow.
3. All made documents can be viewed online at hounslow.gov.uk by typing in the term “traffic notices” in the search bar and at Hounslow Library, Hounslow House First Floor, 7 Bath Road, TW3 3EB or at The Reception of Hounslow House, Ground Floor, 7 Bath Road, TW3 3EB on Mondays and Thursdays between 9.30am and 8pm, Tuesdays, Wednesdays, Fridays and Saturdays between 9.30am and 5.30pm or on Sundays between 11.30am and 4.00pm.
4. If any person wishes to question the validity of the Order or of any of its provisions on the grounds that it or they are not within the powers conferred by the Road Traffic Regulation Act 1984, or that any requirement of that Act or of any instrument made under that Act has not been complied with, that person may, within 6 weeks from the date on which the Order was made, apply for the purpose to the High Court.

Dated: 21 January 2026

Sabeel Khan
Acting Assistant Director for Traffic, Transport and Parking
(The Officer appointed for the purpose)

Schedule - Revocations

1. The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018
2. The London Borough of Hounslow (Hartham Road) (Parking Places) (Amendment No.1) Order 2025

Traffic Management Order

2026 No.014

The London Borough of Hounslow (Parking Places) (Hartham Road) Order 2026

Made on 21 January 2026

Coming into operation on 6 February 2026

ARRANGEMENT OF ARTICLES

PART I - PRELIMINARY	Article
Citation and Commencement	1
Revocations	2
Interpretation	3
PART II - DESIGNATION OF PARKING PLACES	Article
Designation of Parking Places	4
Number and situation of Parking Spaces	5
Vehicles for which Parking Places are designated	6
Display of Permits	7
Charge for use of Parking Places	8
Payment of the Charge at Parking Places	9
Exemption from Charges	10
Contravention	11
Movement of a vehicle in a Parking Place in an emergency	12
PART III - SUPPLEMENTARY PROVISIONS	
Section 1 – General	Article
Restriction on the removal of Permits	13
Indications by Ticket Machine and Virtual Tickets	14

Indications by Ticket Machine and Virtual Tickets as evidence	15
Indications and evidence by the Telephone or Electronic Payment System	16
Interval before a vehicle may again be left in a Parking Place	17
Power to suspend the use of a Parking Place	18
Restriction on the use of a Parking Place	19
Restriction on waiting by a vehicle in a Parking Place	20
Manner of waiting in a Parking Place	21
Installation and placing of traffic signs, etc	22
Section 2 – Permits	Article
Application for and issue of Residents' Permits for the use of Parking Places	23
Refund of Charge paid and change of vehicle in respect of Residents' Permit	24
Application for and issue of Business Permits for the use of Parking Places	25
Refund of Charge in respect of Business Permits	26
Application for and issue of Season Tickets for the use of Parking Places	27
Refund of Charge paid in respect of Season Ticket Permits	28
Application for and issue of Carer Permits for the use of Parking Places	29
Refund of Charge paid in respect of Carer Permits	30
Application for and issue of Temporary Resident Permits for the use of Parking Places	31
Refund of Charge paid in respect of Temporary Resident Permits	32
Application for and issue of Operational Permits (All Zones) for the use of Parking Places	33
Refund of Charge paid in respect of Operational Permits (All Zones)	34
Application for and issue of Operational Permits (External) for the use of Parking Places	35
Refund of Charge paid in respect of Operational Permits (External)	36
Application for and issue of Doctor Permits for the use of Parking Places	37
Refund of Charge paid in respect of Doctor Permits	38

Surrender, withdrawal and validity of Permits	39
Application for and issue of a duplicate Permit	40
Form of Permit	41
Section 3 - Visitors' Permit	Article
Application for the issue of Visitors' Permit for the use of Parking Places	42
Refund of Charge paid in respect of a Visitors' Permit	43
Surrender, withdrawal and validity of Visitors' Permit	44
Application for the issue of replacement Visitors' Permits	45
Form of Visitors' Permit	46

SCHEDULES

Schedule 1 – Payment Parking and Operational Permit Parking Places

Schedule 2 – Payment Parking, Business Permit, Season Ticket and Operational Permit Parking Places

Schedule 3 – Payment Parking, Resident Permit and Visitors' Permit, Season Ticket, Carer Permit, Temporary Resident Permit, Operational Permit and Doctor Permit Parking Places

Schedule 4 – Payment Parking, Business Permit, Resident Permit and Visitors' Permit, Season Ticket, Carer Permit, Temporary Resident Permit, Operational Permit and Doctor Permit Parking Places Parking Places

Schedule 5 – Business Permit, Season Ticket and Operational Permit Parking Places

Schedule 6 – Business Permit, Resident Permit and Visitors' Permit, Season Ticket, Carer Permit, Temporary Resident Permit, Operational Permit and Doctor Permit Parking Places

Schedule 7 – Resident Permit and Visitors' Permit, Carer Permit, Temporary Resident Permit, Operational Permit and Doctor Permit Parking Places

Schedule 8 – Streets or parts of streets for the purpose of the definition of business that are within the Zone Hartham Road with the Permit Identifier HR

Schedule 9 – Streets or parts of streets for the purpose of the definition of Resident that are within the Zone Hartham Road with the Permit Identifier HR

Schedule 10 – On-Street Payment Parking Charges

Schedule 11 – Business Permit Charges

Schedule 12 – Resident Permit Charges

Schedule 13 – Visitors' Permit Charges

Schedule 14 – Season Ticket Charges

Schedule 15 – Carer Permit Charges

Schedule 16 – Temporary Resident Permit Charges

Schedule 17 – Operational Permit (All Zones) Charges

Schedule 18 – Operational Permit (External) Charges

Schedule 19 – Doctor Permit Charges

The Council of the London Borough of Hounslow, having consulted the Commissioner of Police of the Metropolis, in exercise of the powers conferred by sections 45, 46, 49 and 51 and 124 and of Part III and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984^a as amended and the Traffic Management Act 2004^b and of all other enabling powers hereby make the following Order:

^a 1984 c.27

^b 2004 c.18

PART I – PRELIMINARY

1. Citation and Commencement

- (1) This Order may be cited as The London Borough of Hounslow (Parking Places) (Hartham Road) Order 2026 and shall come into operation for all purposes on 6 February 2026.

2. Revocations

- (1) Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order the following Orders are hereby revoked:

The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018^c

The London Borough of Hounslow (Hartham Road) (Parking Places) (Amendment No. 1) Order 2025^d

3. Interpretation

- (1) In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

“Administration Charge” means the Charge listed in the Schedules to this Order which applies for the change of vehicle, replacement or refund of a Permit or Season Ticket;

“Affiliate Staff” means any staff working for companies and organisations who are recognised affiliates of the London Borough of Hounslow, working on their behalf and approved for an Operational Permit (External);

“Business Permit” means a Business Permit issued under the provisions of Article 25;

“Business User” means a person who occupies premises the postal address of which is in any street or part of street described in Schedule 8 and who uses such premises for non-Residential purposes;

“CO2 Emissions Figure” has the same meaning as in Schedule 1 of the Vehicle Excise and Registration Act 1994, as amended. For the avoidance of doubt, this is intended to have the same meaning as that used by DVLA for the purpose of vehicle excise duty at the time when this order was made. If there should be any future amendment to the meaning as used by DVLA, such amendment will not, of itself, be binding on the Council for the purposes of this order;

“Carer Permit” means a Permit issued under the provisions of Article 29 of this Order;

^c LBH 2018/95

^d LBH 2025/53

“Cashless Payment” means a method of payment whereby the Charge (and any appropriate Service Charge) is collected by the Service Provider, via an arranged account, with payment being made over the Telephone or Electronic Payment System (including via the internet) by Payment Card or other means of secure authorised payment to allow vehicles to be parked for the period of time for which payment has been made;

“Charge” means the Charge for a Permit, Season Ticket, Residents’ Visitors’ Permit or Payment Parking Place and specified in the Schedules to this Order (or amended by ‘notice’);

“Civil Enforcement Officer” has the same meaning as in the Traffic Management Act 2004;

"Council" means the Council of the London Borough of Hounslow;

“Council Staff” means members of staff employed at the Council;

“Diesel Vehicle” means a vehicle in which the motive power is wholly or partially derived directly or indirectly from a compression ignition engine;

"Disabled Person" and "Disabled Person's Badge" have the same meanings as in The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000^e;

"Disabled Person's Vehicle" means a vehicle lawfully displaying a Disabled Person’s Badge;

“Doctor Permit” means a Permit issued under the provisions of Article 37 of this Order;

"Driver" in relation to a vehicle waiting in a Parking Place means the person driving the vehicle at the time it was left in the Parking Place;

“DVLA Band” means the banding of vehicles based on CO2 Emissions Figures generated (g/km) as set by the Driver and Vehicle Licensing Agency;

"Enactment" means any Enactment, whether public, general or local, and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an Enactment;

"Goods" means Goods of any kind whether animate or inanimate and includes postal packets of any description; and "delivering" and "collecting" in relation to any Goods includes a reasonable amount of time checking the Goods for the purpose of their delivery or collection;

"Goods Vehicle" means a motor vehicle constructed or adapted for use for the carriage of Goods or burden of any description and not drawing a trailer;

“Handheld Device” means a wireless handheld computer (including mobile phone) used by a Civil Enforcement Officer whilst carrying out duties which is programmed to interface with the Telephone or Electronic Payment System operator;

“Household” means either one person living alone or a group of people living or staying at the same address sharing a kitchen or bathroom or other common amenity;

^e SI 2000/682

“Location Identification Number” means the unique number assigned to the Parking Place where the telephone payment parking system is operational;

“Motor Cycle and Invalid Carriage” have the same meaning respectively as in Section 136 of the Road Traffic Regulation Act 1984;

“Operational Permit (All Zones)” means a Permit issued under the provisions of Article 33 of this Order;

“Operational Permit (External)” means a Permit issued under the provisions of Article 35 of this Order;

“Owner”, has the same meaning as in the Traffic Management Act 2004^f;

“Parking Charge” means that a vehicle has parked during the hours of operation and is due to pay a charge for parking, unless they are an exempt vehicle;

“Parking Contravention” has the meaning as assigned to it in Part 1 of Schedule 7 of the Traffic Management Act 2004;

“Parking Place” means any area on a highway designated as such by this Order;

“Parking Space” means a space in a Parking Place referred to in Schedules 1, 2, 3, 4, 5, 6 and 7 which is provided for the leaving of vehicles;

“Passenger Vehicle” means a motor vehicle (other than a Motor Cycle or Invalid Carriage) constructed or adapted for the carriage of not more than eight passengers (exclusive of the Driver) and their effects and not drawing a trailer;

“Payment Card” means a debit/credit card, PayPoint or any other accepted form of electronic payment system, that can be used by a person and accepted as a means of making a payment for a Permit, Visitors’ Permit, Season Ticket, Virtual Permit, Virtual Visitors’ Permit, Virtual Season Tickets or Virtual Tickets;

“Payment Parking Place” means a Parking Place to which a payment for parking applies on leaving a Vehicle in that Parking Place designated as such by this Order and where payment of the Parking Charge is made by means of a Ticket Machine or a Cashless Payment system;

“Penalty Charge” means an amount set by the London Council’s Transport and Environment Committee under the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022^g;

“Penalty Charge Notice (PCN)” means a notice issued or served by a Civil Enforcement Officer to the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;

^f 2004 C.18

^g SI 2022/71

“Penalty Charge and Reduced Penalty Charge” means an amount set by the London Council’s Transport and Environment Committee under the provisions of Part 6 of the Traffic Management Act 2004 and with the approval of the Secretary of State for Transport which unless contested, is to be paid to the Council within 28 days beginning with the date on which the alleged contravention occurred, or in 14 days in the case of a Reduced Penalty Charge, from the date of issue of the Penalty Charge notice;

“Permit” means a Permit or Virtual Permit of the type described within this Order and issued by the Council for which the payment of the Charge is made;

“Permit Holder” means a person or organisation to whom a Permit or Virtual Permit has been issued under the provisions of this Order;

“Permit Identifier” means any symbol, logo, letter, numeral or name (or any combination of such), specified in Schedules 8 and 9 applicable to the Permit Parking Places specified in Schedules 2, 3, 4, 5, 6 and 7 and used on Permits, Visitors’ Permits, Season Tickets or Virtual Permits, Virtual Visitors’ Permits and Virtual Season Tickets to identify the Permit Parking Places for which they are valid and on Handheld Devices and on signs at relevant Parking Places;

“Permitted Hours”, in relation to a Parking Place, means the period specified at the beginning of the Schedule relating to that Parking Place;

“Resident” means a person whose usual place of abode is at the premises the postal address of which is in any street or part of a street described in Schedule 9;

“Residents’ Permit” means a Permit issued under the provisions of Article 23;

“Residents’ Permit Holder” means a person to whom a Residents’ Permit has been issued under the provisions of Article 23;

“Season Ticket” means a Season Ticket or Virtual Season Ticket issued under the provisions of Article 27 of this Order;

“Service Provider” means a contractor authorised by the Council to accept payment of the Charge for a Permit, Visitors’ Permit, Season Ticket or Virtual Ticket, on its behalf and to keep a record of that payment and the Vehicle, Parking Place or Parking Area and the parking period in respect of which payment has been made using the Telephone or Electronic Payment System;

“Service Charge” means any Charge which may be payable to the Service Provider (in addition to the Parking Charge in accordance with the provisions of Article 8) for vehicles using the telephone payment parking system;

“Schedule” means a Schedule to this Order;

“Telephone or Electronic Payment System” means an electronic system, using a telephone connection, text messaging, mobile application, web application or other electronic application set up and maintained by the Service Provider;

“Temporary Resident Permit” means a Permit issued under the provisions of Article 31 of this Order;

“Ticket Machine” (where applicable) means a type of parking meter as defined in regulation 46(2) (a) (i) of the Road Traffic Regulation Act 1984 for the purposes of this Order being apparatus designed to indicate the time and to issue Virtual Tickets indicating the payment of the Charge referred to in Article 8 of this Order and the period in respect of which the Charge has been paid;

“Valid Visitors’ Permit” means a Visitors’ Permit validated by entering the following indications:

- (a) the registration mark of the vehicle;
- (b) the month and the date in the month; and
- (c) the time of arrival for each entry.

“Vehicle Emissions (g/km)” means the amount, in grams, of carbon dioxide emissions a vehicle generates per kilometre driven;

“Virtual Permit” means a digital, electronic record of a Permit. Unlike with a traditional paper Permit, with a Virtual Permit there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Permit issued by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Visitors’ Permit” means a digital, electronic record of a Visitors’ Permit. Unlike with a traditional paper Visitors’ Permits, with a Virtual Visitors’ Permit there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual Visitors’ Permit issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Season Ticket” means a digital, electronic record of a Season Ticket. Unlike with a traditional paper Season Tickets, with a Virtual Season Ticket there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual “Season Ticket” issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Tickets” means a digital, electronic record of a ticket indicating the payment of the Charge referred to in Article 8 of this Order and the period in respect of which the Charge has been paid. Unlike with traditional paper tickets, with a Virtual Ticket there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual Ticket issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device.

“Visitors’ Permit” means a Visitors’ Permit or Virtual Visitors’ Permit issued under the provisions of Article 42;

“Zone” means the streets and parts of streets containing Permit Parking where the Permit Identifier for such Parking Places indicates the Zone to which those Parking Places belong.

- (2) Any reference in this Order to any Enactment shall be construed as a reference to that Enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent amendment.
- (3) For the purposes of this Order a vehicle shall be regarded as displaying a Disabled Person's Badge in the relevant position when it is so regarded for the purposes of Regulation 3 of the

PART II - DESIGNATION OF PARKING PLACES

4. Designation of Parking Places

- (1) The areas of highway as described in column 2 of Schedules 1, 2, 3, 4, 5, 6 and 7 are designated as Parking Places.
- (2) The limits of each Parking Place and the limits of each Parking Space, if marked within a Parking Place, shall be indicated on the highway in accordance with the Traffic Signs Regulations and General Directions 2016ⁱ

5. Number and situation of Parking Spaces

- (1) The number of Parking Spaces in each Parking Place shall not be less than the number specified in relation to that Parking Place in column 3 of Schedules 1, 2, 3, 4, 5, 6 and 7.
- (2) The number and situation of Parking Spaces in each Parking Place shall be determined by the Council.

6. Vehicles for which Parking Places are designated

- (1) Each Parking Place referred to in Schedules 1, 2, 3, 4, 5, 6 and 7 may be used subject to the provisions of this Order for the leaving during the Permitted Hours of such vehicles as are Passenger Vehicles, Goods Vehicles, Motor Cycles, or Invalid Carriages.
- (2) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 1 during the Permitted Hours shall either:
 - (a) have been granted a Virtual Ticket through the Telephone or Electronic Payment System or a Ticket Machine; or
 - (b) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.
- (3) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 2 during the Permitted Hours shall either:
 - (a) have been granted a Virtual Ticket through the Telephone or Electronic Payment System or a Ticket Machine; or
 - (b) cause to be displayed a valid Business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket and a record of which is accessible on a Handheld Device; or

^h SI 2000/683
ⁱ SI 2016/362

- (d) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (e) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.
- (4) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 3 during the Permitted Hours shall either:
- (a) have been granted a Virtual Ticket through the Telephone or Electronic Payment System or a Ticket Machine; or
 - (b) cause to be displayed a valid Residents' Permit or the Permit Holder has obtained a Virtual Residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a Visitors' Permit or having been granted a Virtual Visitors' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (d) cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket and a record of which is accessible on a Handheld Device; or
 - (e) cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (f) cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (g) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (h) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (i) cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld device.
- (5) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 4 during the Permitted Hours shall either:
- (a) have been granted a Virtual Ticket through the Telephone or Electronic Payment System or a Ticket Machine; or
 - (b) cause to be displayed a valid Business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a valid Residents' Permit or the Permit Holder has obtained a Virtual Residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (d) cause to be displayed a Visitors' Permit or having been granted a Virtual Visitors' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (e) cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket and a record of which is accessible on a Handheld Device; or

- (f) cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (g) cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (h) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (i) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (j) cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld device.
- (6) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 5 during the Permitted Hours shall either:
- (a) cause to be displayed a valid Business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (b) cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (d) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.
- (7) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 6 during the Permitted Hours shall either:
- (a) cause to be displayed a valid Business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (b) cause to be displayed a valid Residents' Permit or the Permit Holder has obtained a Virtual Residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a Visitors' Permit or having been granted a Virtual Visitors' Permit which exempts then from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (d) cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket and a record of which is accessible on a Handheld Device; or
 - (e) cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (f) cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or

- (g) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (h) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (i) cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld device.
- (8) Subject to the provisions of this Order, a person leaving a vehicle in a Parking Place referred to in Schedule 7 during the Permitted Hours shall either:
- (a) cause to be displayed a valid Residents' Permit or the Permit Holder has obtained a Virtual Residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (b) cause to be displayed a Visitors' Permit or having been granted a Virtual Visitors' Permit which exempts then from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (c) cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (d) cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (e) cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (f) cause to be displayed a valid Operational Permit (External) of the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - (g) cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld device.

7. Display of Permits

- (1) At all times during which a vehicle is left in a Parking Place during the Permitted Hours and where required to do so by Article 6, the Driver shall cause either a valid Permit, a valid Season Ticket or a Visitors' Permit, issued for that vehicle, to be displayed on the front or kerb side of the vehicle so that either:
- (a) all of the particulars of the Residents' Permit referred to in Article 41(1) are clearly visible from the front or kerb side of the vehicle; or
 - (b) all of the particulars of the Business Permit referred to in Article 41(2) are clearly visible from the front or kerb side of the vehicle; or
 - (c) all of the particulars of the Visitors' Permit referred to in Article 46(1) are clearly visible from the front or kerb side of the vehicle and have been duly completed or;
 - (d) all of the particulars of the Season Ticket, Carer Permit, Temporary Resident Permit, Operational Permit (All Zones), Operational Permit (External) and Doctor Permit referred to in Articles 41(3), 41(4), 41(5) and 41(6) are clearly visible from the front or kerb side of the vehicle.

- (2) The Driver shall be exempt from displaying a valid Permit, a valid Season Ticket or a Valid Visitors' Permit as specified in Article 7(1), if the Driver has obtained a Virtual Ticket, Virtual Permit, Virtual Season Ticket or a Virtual Visitors' Permit and a record of which is accessible on a Handheld Device.

8. Charge for use of Parking Places

- (1) A Parking Charge shall be paid for the leaving of a vehicle in a Parking Place described in Schedule 1 during the Permitted Hours, such Charge being as specified in Schedule 10.
- (2) A Charge shall be paid for the leaving of a vehicle in a Parking Place described in Schedules 2, 3 and 4 during the Permitted Hours, such Charge being either:
 - (a) as specified in Schedule 10; or
 - (b) a Business Permit fee as specified in Schedule 11; or
 - (c) a Residents' Permit fee as specified in Schedule 12; or
 - (d) a Visitors' Permit fee as specified in Schedule 13; or
 - (e) a Season Ticket Fee as specified in Schedule 14; or
 - (f) a Carer Permit fee as specified in Schedule 15; or
 - (g) a Temporary Resident Permit fee as specified in Schedule 16; or
 - (h) an Operational Permit (All Zones) fee as specified in Schedule 17; or
 - (i) an Operational Permit (External) fee as specified in Schedule 18; or
 - (j) a Doctor Permit fee as specified in Schedule 19.
- (3) A Charge shall be paid for the leaving of a vehicle in a Parking Place described in Schedules 5, 6 and 7 during the Permitted Hours, such Charge being either:
 - (a) a Business Permit fee as specified in Schedule 11; or
 - (b) a Residents' Permit fee as specified in Schedule 12; or
 - (c) a Visitors' Permit fee as specified in Schedule 13; or
 - (d) a Season Ticket Fee as specified in Schedule 14; or
 - (e) a Carer Permit fee as specified in Schedule 15; or
 - (f) a Temporary Resident Permit fee as specified in Schedule 16; or
 - (g) an Operational Permit (All Zones) fee as specified in Schedule 17; or
 - (h) an Operational Permit (External) fee as specified in Schedule 18; or
 - (i) a Doctor Permit fee as specified in Schedule 19.
- (4) No period for a vehicle left in a Parking Place referred to in Schedules 1, 2, 3 and 4 shall exceed the allocated time as stated in the Permitted Hours.

9. Payment of Parking Charge at Parking Places

- (1) A person leaving a vehicle in a Parking Place referred to in Schedules 1, 2, 3 and 4 can obtain a Virtual Ticket by paying the Parking Charge by Payment Card as stated on the Ticket Machine, and take such steps as may be necessary to cause the Ticket Machine to issue a Virtual Ticket.
- (2) A person leaving a vehicle in a Parking Place referred to in Schedules 1, 2, 3 and 4 can use the Telephone or Electronic Payment System or other form of Cashless Payment to pay the Parking Charge, imposed by this Order, for the period they wish to park by communicating with the Service Provider.

- (3) In the case of only one of the methods of payment, as mentioned in paragraphs (1) and (2) of this Article, being available, that method shall be used for the payment of the Parking Charge.

10. Exemption from Charges

- (1) Notwithstanding the foregoing provisions of this Order, any Disabled Person's Vehicle displaying in the relevant position a Disabled Person's Badge may be left in a Parking Place if the use of that part has not been suspended.

11. Contravention

- (1) If a vehicle is left in a Parking Place at any time without complying with the provisions of this Order, then a contravention of this Order, and a Parking Contravention within Part 1 of Schedule 7 to the Traffic Management Act 2004, shall be deemed to have occurred.
- (2) Where a vehicle is left in a Parking Place without complying with the provisions of this Order, the vehicle may be removed or caused to be removed from that Parking Place as provided for by Regulations made under section 99 of the Road Traffic Regulation Act 1984.

12. Movement of a vehicle in a Parking Place in an emergency

- (1) A police constable in uniform, a traffic warden or Civil Enforcement Officer may move or cause to be moved a vehicle from/to a Parking Place in an emergency.

PART III - SUPPLEMENTARY PROVISIONS

Section 1 - General

13. Restriction on the removal of Permits

- (1) Where a Permit has been displayed on a vehicle, no person shall remove the Permit from the vehicle unless authorised to do so by the Driver.

14. Indications by Ticket Machines and Virtual Tickets

- (1) Payment of the Charge for a vehicle left in a Parking Place referred to in Schedules 1, 2, 3 and 4 shall be indicated by the issue by a Ticket Machine relating to that Parking Place of a Virtual Ticket indicating the Charge paid in respect of the period in accordance with Schedule 10, the day and date of issue, the expiry date and a record of which is accessible on a Handheld Device or available to be obtained by a Civil Enforcement Officer contacting the Service Provider.
- (2) The expiry of the period for which payment was made by the Charge for a vehicle left in a Parking Place referred to in Schedules 1, 2, 3 and 4 shall be indicated by the Virtual Ticket issued by a Ticket Machine relating to that Parking Place which is accessible on a Handheld Device, showing the day and date of issue, Charge and expiry time of the Charge, and the day so shown is not the day on which the vehicle is so left or the time shown on the clock on the said Ticket Machine is more than two minutes later than the time shown on the Virtual Ticket.

15. Indications by Ticket Machines and Virtual Tickets as evidence

- (1) If at any time while a vehicle is left in a Parking Place referred to in Schedules 1, 2, 3 and 4 during the Permitted Hours no Virtual Ticket issued by a Ticket Machine relating to that Parking Place is accessible on a Handheld Device it shall be presumed unless the contrary is proved that the Charge has not been duly paid.
- (2) If at any time while a vehicle is left in a Parking Place referred to in Schedule 1, 2, 3 and 4 during the Permitted Hours the Virtual Ticket issued by a Ticket Machine relating to that Parking Place is accessible on a Handheld Device and the clock on the Ticket Machine by which such Virtual Ticket was issued give the indication mentioned in Article 14(2), it shall be presumed unless the contrary is proved that the Charge has been duly paid in respect of that vehicle, and that the period for which payment was made by the Charge has already expired.
- (3) Any Virtual Ticket issued by a Ticket Machine relating to a Parking Place referred to in Schedule 1, 2, 3 and 4 shall be presumed unless the contrary is proved to have been issued on the day.

16. Indications and evidence by the Telephone or Electronic Payment System

- (1) Where a vehicle has been left in a Parking Place referred to in Schedules 1, 2, 3 and 4 using the Telephone or Electronic Payment System or other form of Cashless Payment, an indication that payment has been made and the parking period for which payment has been made shall either:
 - (a) appear on a Handheld Device; or
 - (b) be obtained by a Civil Enforcement Officer contacting the Service Provider.
- (2) Without prejudice to the provisions of this Order, if at any time while a vehicle is left in a Parking Place referred to in Schedules 1, 2, 3 and 4 and no indication that a Virtual Ticket has been granted using the Telephone or Electronic Payment System or other form of Cashless Payment, or an indication that the parking period for which payment was made has expired, it shall be presumed, unless the contrary is proved, that either:
 - (a) the Parking Charge has not been duly paid in respect of that vehicle; or
 - (b) the parking period for which payment was made had already expired.

17. Interval before a vehicle may again be left in a Parking Place

- (1) Without prejudice to the provisions of Article 19, no vehicle which has left a Parking Place during the Permitted Hours, after the Charge has been incurred, shall until the expiration of one hour from the time it was taken away be left in the Parking Place again during the Permitted Hours.

18. Power to suspend the use of a Parking Place

- (1) A Civil Enforcement Officer or person duly authorised by the Council or by the Commissioner of Police of the Metropolis may suspend the use of a Parking Place or any part thereof whenever he considers such suspension reasonably necessary:
 - (a) for the purpose of facilitating the movement of traffic or promoting its safety;
 - (b) for the purpose of any building operation, demolition or excavation adjacent to the Parking Place, the 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 any telecommunication system or the placing, maintenance or removal of any traffic sign or other street furniture;
 - (c) for the convenience of occupiers of premises adjacent to the Parking Place on any occasion of the removal of furniture to or from one office or dwelling house adjacent to the Parking Place from or to a depository, another office or dwelling house;
 - (d) on any occasion on which it is likely by reason some special attraction that any street will be thronged or obstructed; or
 - (e) for the convenience of occupiers of premises adjacent to the Parking Place at times of weddings or funerals, or on other special occasions.
- (2) A police constable in uniform or Civil Enforcement Officer may suspend for not longer than twenty four hours the use of a Parking Place or any part thereof whenever they consider suspension reasonably necessary for the purposes of facilitating the movement of traffic or promoting its safety.
- (3) A Civil Enforcement Officer, police constable or person duly authorised by the Council suspending the use of a Parking Place or any part thereof in accordance with the provisions of paragraph (1), or as the case may be, paragraph (2) of this Article shall thereupon place or cause to be placed in or adjacent to any part of that Parking Place which is suspended a traffic sign of any size, colour and type prescribed or authorised under Section 64 of the Road Traffic Regulation Act 1984 indicating that waiting by vehicles is prohibited.
- (4) No person shall cause or permit a vehicle to wait in a Parking Place during the period and location shown on a traffic sign placed in pursuance of paragraph (3) of this Article. Provided that nothing in this paragraph shall apply to:
- (a) any vehicle being used for fire brigade, ambulance or police purposes or any vehicle which is waiting for any reason specified in Article 20(1) (c) (e) or (f); or
 - (b) anything done with the permission of the person duly authorised by the Council suspending the use of the Parking Place or part thereof in pursuance of paragraph (1) of this Article.

19. Restriction on use of a Parking Place

- (1) During the Permitted Hours no person shall use any Parking Place or any vehicle while it is in a Parking Place in connection with the sale or offering for sale of any Goods to any person in or near the Parking Place or in connection with the selling or offering for sale of their skill in handicraft or their services in any other capacity. Provided that nothing in this Article shall prevent the sale of Goods from a vehicle:
- (a) if the Goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale effected; or
 - (b) if the vehicle is one to which provisions of Article 20(1)(i) apply.

20. Restriction on waiting by a vehicle in a Parking Place

- (1) Any vehicle may wait during the Permitted Hours anywhere in any part of a Parking Place if the use of that part has not been suspended and if the vehicle is waiting:
- (a) for so long as is necessary to enable a person to board or alight from the vehicle and to load thereon or unload therefrom their personal luggage;
 - (b) for so long as is necessary to enable Goods to be loaded onto the vehicle from premises adjacent to the Parking Place or unloaded from the vehicle to premises adjacent to the Parking Place, provided that the vehicle is parked only for this purpose;

- (c) for so long as is necessary for postal packets to be collected from or delivered to premises or posting boxes adjacent to the Parking Place in which the vehicle is waiting;
 - (d) whilst being used for fire brigade, ambulance or police purposes or, not being a Passenger Vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait in the place in which it is waiting;
 - (e) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;
 - (f) owing to the Driver being prevented from proceeding by circumstances beyond their control or to such waiting being necessary in order to avoid an accident;
 - (g) the vehicle not being a Passenger Vehicle is waiting only for so long as may be reasonably necessary to enable it to be used for any purpose specified in Article 18(1) (b);
 - (h) the vehicle is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the Parking Place from or to a depository, another office or dwelling house; or
 - (i) the vehicle is waiting otherwise than in a parking bay or Parking Space if Goods are being sold or offered or exposed for sale from the vehicle by a person who is licensed by the Council to sell Goods from a stationary vehicle on a pitch situated in a Parking Space.
- (2) No Charge specified in the foregoing provisions of this Order shall be payable in respect of any vehicle waiting in a Parking Place in accordance with the foregoing provisions of this Article.
- (3) Nothing in the foregoing provisions of this Order shall be taken as authorising anything which would be a contravention of any Regulations made or having effect as if made under Section 25 of the Road Traffic Regulation Act 1984.

21. Manner of waiting in a Parking Place

- (1) Every vehicle left in a Parking Place shall stand so that every part of the vehicle is wholly within the limits of any Parking Space or Parking Place where defined, except if the vehicle is waiting in a Parking Place by virtue of the provisions of Article 20(1) (c), (g), (h) or (i) where every vehicle shall stand so that every part of the vehicle is wholly within the limits of the Parking Place unless the width of the vehicle precludes compliance with this paragraph.
- (2) If the width of the vehicle does preclude compliance with paragraph (1) of this Article the vehicle waiting in the Parking Place shall stand so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres.
- (3) Every vehicle left in a Parking Place in relation to which special provisions as to the manner of standing of a vehicle in that Parking Place is specified in column 3 of Schedules 1, 2, 3, 4, 5, 6 and 7 shall stand so that as to be in accordance with those provisions.

22. Installation and placing of traffic signs, etc

- (1) The Council shall:
 - (a) cause the limits of each Parking Place to be indicated on the carriageway by placing and maintaining thereon traffic signs (road markings) of any size, colour and type prescribed or authorised under Section 64 of the Road Traffic Regulation Act 1984; and
 - (b) place and maintain in or in the vicinity of each Parking Place traffic signs of any size, colour and type prescribed or authorised under the Traffic Signs Regulations and General Directions 2016; and
 - (c) carry out such other work as is reasonably required for the purpose of the satisfactory operation of a Parking Place.

Section 2 - Permits

23. Application for and issue of Residents' Permits for the use of Parking Places

- (1) Any Resident who is the user of a vehicle that is a Passenger Vehicle, a Goods Vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a Motor Cycle or an Invalid Carriage, may apply to the Council for the issue of a Residents' Permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- (2) The Council may at any time require an applicant for a Residents' Permit or a Residents' Permit holder to produce to an officer of the Council such evidence in respect of an application for a Residents' Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Residents' Permit issued by them as they may reasonably call for to verify that the Residents' Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) In receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 12, the Council, upon being satisfied that the applicant is a Resident and is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Residents' Permit or Virtual Resident's Permit for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 3, 4, 6 and 7 of the vehicle to which such Residents' Permit relates. Provided that, subject to the provisions of Article 24, the Council shall not issue a Residents' Permit or Virtual Resident's Permit to any Resident which would be valid during any period during which any other Residents' Permit or Virtual Resident's Permit issued to that Resident is or would be valid.
- (4) Subject to the provisions of this Order a Residents' Permit shall be valid for a period of twelve months running from the date on which the Residents' Permit first became valid.
- (5) Notwithstanding the foregoing provisions of this Order, no Permit shall be issued to a Resident of a housing unit subject to a planning consent to which has been appended an informative or a condition or which is restricted by a planning obligation made under section 106 of the Town and Country Planning Act 1990 or under section 16 of the Greater London Council (General Powers) Act 1974 indicating that such Resident will not be entitled to a Residents' Permit.

- (6) The CO2 Emissions Figure of any vehicle is that which is recorded as the engine emissions in the vehicle's registration document or registration certificate. If the registration document or certificate in respect of the vehicle for which the Permit is being issued does not contain a statement as to the CO2 Emissions Figure then the DVLA Band 7 (over 226 g/km) will apply.
- (7) Permits issued for lower DVLA Bands, whether also Diesel Vehicles or not, will always be counted first when counting the total number of Residents' Permits issued to a Household. Where Permits have previously been issued to any member of a Household then any Permits subsequently issued for lower DVLA Bands will be counted first when Permits previously issued are renewed. Higher Charges therefore apply for more than one Permit per Household.
- (8) A Residents' Permit or Virtual Residents' Permit does not guarantee a Parking Space and is only valid for the area in which it has been issued for use.

24. Refund of Charge paid and change of vehicle in respect of a Residents' Permit

- (1) A Residents' Permit holder who surrenders a Residents' Permit to the Council before it becomes valid shall be entitled to a refund of the Charge paid in respect thereof.
- (2) A Residents' Permit holder who surrenders a Residents' Permit to the Council after it has become valid shall be entitled to a refund of a part of the Charge paid. The refund will be paid less the Administration Charge as per Schedule 12 and any remaining Charge pro rata for any complete months which remain unexpired at the time when the Residents' Permit is surrendered to the Council.
- (3) On a change of vehicle where the replacement vehicle is a lower DVLA Band and the Council issues a replacement Permit the Resident shall be entitled to a refund of the Charge paid less an Administration Charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the change of vehicle is notified to the Council.
- (4) On a change of vehicle where the replacement vehicle is not a lower DVLA Band vehicle but is replacing a Permit due to change of vehicle, then the Resident shall be required to pay the Residents' Permit Charge and Administration Charge as specified in Schedule 12 according to the number of Residents' Permits issued to the Household.
- (5) A Residents' Permit holder who surrenders a Residents' Permit to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the Charge paid less an Administration Charge specified in Schedule 12 as set by the Council.

25. Application for and issue of Business Permits for the use of Parking Places

- (1) Any Business User who is the user of a motor vehicle that is a Passenger Vehicle, a Goods Vehicle or a Motor Cycle may apply to the Council for the issue of a Business Permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for a Business Permit or a Business Permit holder to produce to an officer of the Council such evidence in respect of an application for a Business Permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any Business Permit issued by them as they may

reasonably call for to verify that the Business Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.

- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 11, the Council upon being satisfied that the applicant is a Business User is the Owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Business Permit or Virtual Business Permit for the leaving during the Permitted Hours in a Parking Space in any Parking Place referred to in Schedule 2, 4, 5 and 6 to this Order of the vehicle to which such Business Permit relates.
- (4) Subject to the provisions of this Order a Business Permit shall be valid for a period of twelve months running from the date on which the Business Permit first becomes valid.
- (5) The CO2 Emissions Figure of any vehicle is that which is recorded as the engine emissions in the vehicle's registration document or registration certificate. If the registration document or certificate in respect of the vehicle for which the Permit is being issued does not contain a statement as to the CO2 Emissions Figure then the DVLA Band 7 (over 226 g/km) will apply.
- (6) A Business Permit or Virtual Business Permit does not guarantee a Parking Space and is only valid for the area in which it has been issued for use.

26. Refund of Charge paid in respect of Business Permits

- (1) A Business Permit holder who surrenders a Business Permit to the Council before it becomes valid shall be entitled to a refund of the Charge paid in respect thereof less the Administration Charge as per Schedule 11.
- (2) A Business Permit holder who surrenders a Business Permit to the Council after it has become valid shall be entitled to a refund will be paid less the Administration Charge as per Schedule 11 and any remaining Charge pro rata for any complete months which remain unexpired at the time when the Business Permit is surrendered to the Council.
- (3) The Council may at its absolute discretion limit the number of Business Permits that are issued at any one time in respect of businesses.
- (4) On a change of vehicle where the replacement vehicle is a lower DVLA Band and the Council issues a replacement Permit the Business Permit Holder shall be entitled to a refund of the Charge paid less an Administration Charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the change of vehicle is notified to the Council.
- (5) On a change of vehicle where the replacement vehicle is not a lower DVLA Band vehicle but is replacing a Business Permit due to change of vehicle, then the Permit Holder shall be required to pay the Business Permit Charge as specified in Schedule 11 according to the number of Business Permits issued.

27. Application for and issue of Season Tickets for the use of Parking Places

- (1) Any person may make application to the Council for a Season Ticket or Virtual Season Ticket for a Charge to specified in Schedule 14 and that Season Ticket shall be valid in such Parking Place(s) referred to in Schedules 2, 3, 4, 5 and 6 as is specified thereon and during the period for which it is issued.
- (2) No person shall after obtaining a Season Ticket or Virtual Season Ticket, accessible on a Handheld Device on the Telephone or Electronic Payment System approved by the Council or approved contractor, alter the indication given by that Season Ticket or Virtual Season Ticket whilst the vehicle to which it relates remains in the Parking Place, or knowingly exhibit on a vehicle a Season Ticket which has been altered, defaced, mutilated, copied or added to.
- (3) A Season Ticket or Virtual Season Ticket shall only be valid for the Parking Place for which it was issued and for the vehicle or by the User in respect of which or by whom it was obtained or purchased, and shall neither be transferable to another vehicle or User nor to another Parking Place.
- (4) The issue and availability of Season Tickets and Virtual Season Tickets shall be at the discretion of the Council and on such terms as the Council may from time to time determine.
- (5) No person shall use a Season Ticket or Virtual Season Ticket otherwise than in accordance with the terms and conditions issued by the Council with the Season Ticket or Virtual Season Ticket.
- (6) A Season Ticket or Virtual Season Ticket does not guarantee a Parking Space and is only valid for the area in which it has been issued for use.

28. Refund of Charge paid in respect of Season Ticket Permits

- (1) A Season Ticket holder shall not be entitled to a refund on the Season Ticket.

29. Application for and issue of Carer Permits for the use of Parking Places

- (1) Any Resident requiring regular visits from a carer to maintain an independent life may apply to the Council for the issue of a Carer Permit for a vehicle used by a care giver that is a Passenger Vehicle, a Goods Vehicle, a Motor Cycle or an Invalid Carriage. Any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied. In addition, a valid Doctor's statement must be supplied with alongside the application and checks may be carried out to verify the document.
- (2) The Council may at any time require an applicant for a Carer Permit or a Carer Permit holder to produce to an officer of the Council such evidence in respect of an application for a Carer Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Carer Permit issued by them as they may reasonably call for to verify that the Carer Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 15, the Council, upon being satisfied that the applicant is a Resident and the care giver is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Carer Permit or Virtual

Carer Permit for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 3, 4, 6 and 7 of the vehicle to which such Carer Permit relates.

- (4) Subject to the provisions of this Order a Carer Permit shall be valid for a period of twelve months running from the date on which the Carer Permit first becomes valid.
- (5) Carer Permits are not valid in private parking areas not enforced by the London Borough of Hounslow
- (6) The issue of a Permit does not guarantee a Parking Space.

30. Refund of Charge paid in respect of Carer Permits

- (1) A Carer Permit holder shall not be entitled to a refund on the Carer Permit upon surrendering that Carer Permit.

31. Application for and issue of Temporary Resident Permits for the use of Parking Places

- (1) Any Resident may apply to the Council for the issue of a Temporary Resident Permit for a Passenger Vehicle, a Goods Vehicle, a Motor Cycle or an Invalid Carriage and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- (2) A Temporary Resident Permit shall only be valid for the vehicle registration number shown on the Permit or Virtual Permit.
- (3) The Council may at any time require an applicant for a Temporary Resident Permit or a Temporary Resident Permit holder to produce to an officer of the Council such evidence in respect of an application for a Temporary Resident Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Temporary Resident Permit issued by them as they may reasonably call for to verify that the Temporary Resident Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 16, the Council, upon being satisfied that the applicant is a Resident and is the user of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Temporary Resident Permit or Virtual Temporary Resident Permit for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 3, 4, 6 and 7 of the vehicle to which such Temporary Resident Permit relates.
- (5) Subject to the provisions of this Order a Temporary Resident Permit shall be valid for a period of one month running from the date on which the Temporary Resident Permit first became valid.
- (6) A maximum of two Temporary Resident Permits may be issued per Household per year or more as may be permitted at the discretion of the Council.
- (7) The issue of a Permit does not guarantee a Parking Space.

32. Refund of Charge paid in respect of Temporary Resident Permits

- (1) A Temporary Resident Permit holder shall not be entitled to a refund on the Temporary Resident Permit.

33. Application for and issue of Operational Permits (All Zones) for the use of Parking Places

- (1) Any Council Staff or approved contractors carrying out work for or on behalf of the Council who is the user of a Passenger Vehicle, a Goods Vehicle, a Motor Cycle or an Invalid Carriage, may apply to the Council for the issue of an Operational Permit (All Zones) and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information required by such form to be supplied.
- (2) The Council may at any time require an applicant for an Operational Permit (All Zones) or an Operational Permit (All Zones) holder to produce to an officer of the Council such evidence in respect of an application for an Operational Permit (All Zones) made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Operational Permit (All Zones) issued by them as they may reasonably call for to verify that the Operational Permit (All Zones) is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 17, the Council upon being satisfied that the applicant is carrying out work for or on behalf of the Council, and is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Operational Permit (All Zones) or Virtual Operational Permit (All Zones) for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 1, 2, 3, 4, 5, 6 and 7 of the vehicle to which such Operational Permit (All Zones) relates.
- (4) Subject to the provisions of this Order an Operational Permit (All Zones) shall be valid for a period of twelve months running from the date of issue.
- (5) Operational Permits (All Zones) shall only be valid for Council staff while visiting premises, sites or customers as part of their normal duties.
- (6) An Operational Permit (All Zones) shall only be valid for the vehicle registration number shown on the Permit. The vehicle registration on the Permit can be updated via the change of Vehicle form on the parking page of the intranet, an Administration Charge will be applicable as set out in Schedule 17.
- (7) Any non-compliance of the use of the Operational Permits (All Zones) will invalidate the permit. Non-compliances include the following:
 - (a) parking in restricted areas near the Operational Permit (All Zones) holder's normal place of work.
 - (b) driving into areas with Permit access restrictions or access restricted streets.
 - (c) use outside the normal working hours of the holder, except in the course of official duties
 - (d) leisure activities, including shopping, at any time
 - (e) non-operational matters such as training

- (f) parking in suspended bays
- (g) in private parking areas not enforced by the London Borough of Hounslow

(8) The issue of a Permit does not guarantee a Parking Space.

34. Refund of Charge paid in respect of Operational Permits (All Zones)

- (1) An Operational Permit (All Zones) holder who surrenders an Operational Permit (All Zones) to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the Charge paid less an Administration Charge specified in Schedule 17 as set by the Council. The refund will be paid pro rata for any full/unused days which remain unexpired at the time when the Operational Permit (All Zones) is surrendered to the Council. The Administration Charge specified in Schedule 17 as set by the Council, shall also be applied to any change of Permit or re-issue.

35. Application for and issue of Operational Permits (External) for the use of Parking Places

- (1) Any Affiliate Staff who is the user of a Passenger Vehicle, a Goods Vehicle, a Motor Cycle or an Invalid Carriage, may apply to the Council for the issue of an Operational Permit (External) and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information required by such form to be supplied.
- (2) The Council may at any time require an applicant for an Operational Permit (External) or an Operational Permit (External) holder to produce to an officer of the Council such evidence in respect of an application for an Operational Permit (External) made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Operational Permit (External) issued by them as they may reasonably call for to verify that the Operational Permit (External) is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 18, the Council upon being satisfied that the applicant is Affiliate Staff, and is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Operational Permit (External) or Virtual Operational Permit (External) for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 1, 2, 3, 4, 5, 6 and 7 of the vehicle to which such Operational Permit (External) relates.
- (4) Subject to the provisions of this Order an Operational Permit (External) shall be valid for a period of twelve months running from the date of issue.
- (5) An Operational Permit (External) shall only be valid for the vehicle registration number shown on the Permit. The vehicle registration on the Permit can be updated via the change of Vehicle form on the Parking page of the intranet, an Administration Charge will be applicable as set out in Schedule 18.
- (6) Operational Permits (External) are not valid for:
 - (a) parking in restricted areas near the Operational Permit (External) holder's normal place of work
 - (b) driving into areas with Permit access restrictions or access restricted streets

- (c) use outside the normal working hours of the holder, except in the course of official duties
- (d) leisure activities, including shopping, at any time
- (e) non-operational matters such as training
- (f) parking in suspended bays
- (g) in private parking areas not enforced by the London Borough of Hounslow

(7) The issue of a Permit does not guarantee a Parking Space.

36. Refund of Charge paid in respect of Operational Permits (External)

- (1) An Operational Permit (External) holder who surrenders an Operational Permit (External) to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the Charge paid less an Administration Charge specified in Schedule 18 as set by the Council. The refund will be paid pro rata for any full/unused which remain unexpired at the time when the Operational Permit (External) is surrendered to the Council. The Administration Charge specified in Schedule 18 as set by the Council, shall also be applied to any change of Permit or re-issue.

37. Application for and issue of Doctor Permits for the use of Parking Places

- (1) Any doctor who makes home visits to a Resident who is the user of a vehicle that is a Passenger Vehicle, a Goods Vehicle, a Motor Cycle or an Invalid Carriage, may apply to the Council for the issue of a Doctor Permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- (2) A Doctor Permit shall only be valid for the vehicle registration number shown on the Permit or Virtual Permit.
- (3) The Council may at any time require an applicant for a Doctor Permit or a Doctor Permit holder to produce to an officer of the Council such evidence in respect of an application for a Doctor Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Doctor Permit issued by them as they may reasonably call for to verify that the Doctor Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 19, the Council, upon being satisfied that the applicant is a doctor who makes home visits to a Resident and is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Doctor Permit or Virtual Doctor Permit for the leaving during the Permitted Hours in a Parking Place referred to in Schedules 3, 4, 6 and 7 of the vehicle to which such Doctor Permit relates.
- (5) Subject to the provisions of this Order a Doctor Permit shall be valid for a period of twelve months running from the date on which the Doctor Permit first becomes valid.

- (6) Doctor Permits are not valid for use:
- (a) outside the normal working hours of the Doctors Permit holder, except in the course of official duty
 - (b) during leisure activities
 - (c) on operational matters such as training
 - (d) in private parking areas not enforced by the London Borough of Hounslow
- (7) The issue of a Permit does not guarantee a Parking Space.

38. Refund of Charge paid in respect of Doctor Permits

- (1) A Doctor Permit holder who surrenders a Doctor Permit to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the Charge paid less an Administration Charge specified in Schedule 19 as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the Doctor Permit is surrendered to the Council.

39. Surrender, withdrawal and validity of Permits

- (1) A Permit holder may surrender a Permit to the Council at any time and shall surrender a Permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the Permit holder by sending the same by recorded delivery service or read receipt to the Permit holder at the address or email address shown by that person on the application for the Permit or at any other address believed to be that person's place of abode, withdraw a Permit if it appears to the Council that any one of the events set out in paragraph (3) (a), (b) or (d) of this Article has occurred and the Permit holder shall surrender the Permit to the Council within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are:
- (a) the Permit holder ceasing to be a Resident, a Resident requiring a carer, a doctor who makes home visits, a doctor ceasing to be registered as working at the doctors practice stated within their Permit application, an Operational Permit (All Zones) holder or Operational Permit (External) holder ceasing to meet the conditions of the Permit set out in the terms and conditions or a Business User;
 - (b) the Permit holder ceasing to be the Owner of the vehicle in respect of which the Permit was issued;
 - (c) the withdrawal of such Permit by the Council under the provisions of paragraph (2) of this Article;
 - (d) the vehicle in respect of which such Permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in respect of the Parking Place;
 - (e) the issue of the duplicate Permit by the Council under the provisions of Article 40;
 - (f) the Permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article, a Permit shall cease to be valid at the expiration of the period specified thereon or the occurrence of any one of the events set out in paragraph (3) (a), (b), (c), (d), (e) or (f) of this Article, whichever is the earlier.

- (5) Where a Permit is issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured, or a card payment subsequently fails, the Permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom the Permit was issued by sending the same by recorded delivery service to them at the address shown by that person on the application for the Permit or any other address believed to be that person's place of abode, require that person to surrender the Permit to the Council within 48 hours of the receipt of the afore-mentioned notice.
- (6) All Permits remain the property of the Council, who retain the right to withdraw the Permit when not used in accordance with these terms and conditions. The Council will confirm withdrawal of the Permit by letter to the Permit Holder's address, the letter will also confirm the date from when the Permit becomes invalid.

40. Application for and issue of a duplicate Permit

- (1) If a Permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the Permit has become altered by fading or otherwise, the Permit holder shall either surrender it to the Council or apply to the Council for the issue to them of a duplicate Permit and the Council upon the receipt of the Permit, shall issue a duplicate Permit so marked and upon such issue the Permit shall become valid.
- (2) If a Permit is lost or destroyed, the Permit holder may apply to the Council for the issue to them of a duplicate Permit and the Council, upon being satisfied as to the loss or destruction, shall issue a duplicate Permit, for a fee, so marked and upon such issue the Permit shall become valid.
- (3) If an Operational Permit (All Zones) or Operational Permit (External) is lost applications do not need to be authorised and should be sent directly to the Parking Office. The Administration Charge for a replacement Permit may be passed on to the staff member.
- (4) The provisions of this Order shall apply to a duplicate Permit and an application therefore as if it were a Permit or, as the case may be, an application therefor.

41. Form of Permit

- (1) A Residents' Permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit is issued;
 - (b) the period during which, subject to the provisions of Article 23(4), the Residents' Permit shall remain valid;
 - (c) the Zone to which the Permit applies;
 - (d) an indication that the Residents' Permit has been issued by the Council; and
 - (e) Permit type.
- (2) A Business Permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit has been issued or the name of the company to which the Permit has been issued;
 - (b) the period during which, subject to the provisions of Article 25(4), the Business Permit shall remain valid;
 - (c) the Zone to which the Permit applies;
 - (d) an indication that the Business Permit has been issued by the Council; and

- (e) Permit type.
- (3) A Season Ticket and Temporary Resident Permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit is issued;
 - (b) the period during which, subject to the provisions of Article 27(1) and 31(5), the Permit shall remain valid;
 - (c) the Zone to which the Permit applies;
 - (d) an indication that the Permit has been issued by the Council; and
 - (e) Permit type.
 - (4) A Doctor Permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit is issued;
 - (b) the period during which, subject to the provisions of Article 37(5), the Permit shall remain valid;
 - (c) an indication that the Permit has been issued by the Council; and
 - (d) Permit type.
 - (5) An Operational Permit shall be in writing or electronic form and shall include the following particular:
 - (a) the period during which, subject to the provisions of Article 33(4), and 35(4), the Permit shall remain valid;
 - (b) an indication that the Permit has been issued by the Council; and
 - (c) Permit type.
 - (6) A Carer Permit shall be in writing or electronic form and shall include the following particular:
 - (a) the period during which, subject to the provisions of Article 29(4), the Permit shall remain valid;
 - (b) the Zone to which the Permit applies;
 - (c) an indication that the Permit has been issued by the Council; and
 - (d) Permit type.

Section 3 - Visitors' Permits

42. Application for the issue of Visitors' Permit for the use of Parking Places

- (1) Any Resident may apply to the Council for the issue of up to 10 Visitors' Permit booklets or up to 300 hours of Virtual Visitors' Permit hours for a vehicle of the class described in Article 23(1) and belonging to a person visiting that Household and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for a Visitors' Permit to produce to an officer of the Council such evidence in respect of an application for such a Visitors' Permit made to them as they may reasonably call for to verify any particulars or information given to them. In respect of a Virtual Visitors' Permit the Council can access the record of the Virtual Visitors' Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.

- (3) On receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 13, the Council upon being satisfied that the applicant is a Resident, shall issue to the applicant the Visitors' Permit or Virtual Visitors' Permit.
- (4) The number of Visitors' Permits shall be restricted to a maximum of 30 Visitors' Permits per Household in any 12 month period. In the case of Virtual Visitors' Permits the maximum hours shall be restricted to 300 hours per Household in any 12 month period.

43. Refund of Charge paid in respect of a Visitors' Permit

- (1) A Householder who surrenders a Visitors' Permit to the Council before it becomes valid shall be entitled to a refund of the Charge paid.

44. Surrender, withdrawal and validity of a Visitors' Permit

- (1) A Householder may surrender a Visitors' Permit to the Council at any time and shall surrender a Visitors' Permit to the Council on the occurrence of the event set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the Householder by sending the same by recorded delivery service to the Householder at the address shown by that person on the application for the Visitors' Permit or any other address believed to be that person's place of abode, withdraw a Visitors' Permit if it appears to the Council that the event set out in paragraph (3) (a) of this Article has occurred and the Householder shall surrender the Visitors' Permit to the Council within 48 hours of the receipt of the afore-mentioned notice.
- (3) The events referred to in the foregoing provisions of this Article are:
 - (a) the Householder ceasing to be a Resident;
 - (b) the withdrawal of such a Visitors' Permit by the Council under the provisions of paragraph (2) of this Article;
 - (c) the Visitors' Permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article, a Visitors' Permit shall cease to be valid at the expiration of the period specified thereon or on the occurrence of any one of the events set out in paragraph (3) (a) or (b) of this Article, whichever is the earlier.
- (5) Where Visitors' Permits are issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured, or a card payment subsequently fails, Visitors' Permits shall cease to be of any effect and the Council shall by notice in writing served on the person to whom the Visitors' Permits were issued by sending the same by recorded delivery service to them at the address shown by that person on the application for the Visitors' Permit or at any other address believed to be that person's place of abode, require that person to surrender the Visitors' Permit to the Council within 48 hours of the receipt of the afore-mentioned notice.
- (6) All Visitors' Permits remain the property of the Council, who retain the right to withdraw the Visitors' Permit when not used in accordance with these terms and conditions. The Council reserves the right to change the terms and conditions.

45. Application for the issue of replacement Visitors' Permit

- (1) If a Visitors' Permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the Visitors' Permit has become altered by fading or otherwise, the Householder shall either surrender it to the Council or apply to the Council for the issue of a replacement Visitors' Permit and the Council, upon receipt of the Visitors' Permit, shall issue a replacement Visitors' Permit.
- (2) The provisions of this Order shall apply to a replacement Visitors' Permit and an application therefor as if it were a Visitors' Permit or, as the case may be, an application therefor.

46. Form of Visitors' Permit

- (1) A Visitors' Permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the year;
 - (b) the month;
 - (c) the date in the month;
 - (d) the time of arrival;
 - (e) the vehicle registration mark;
 - (f) the period during which the Visitors' Permit may remain valid;
 - (g) the Zone to which the Visitors' Permit applies;
 - (h) an indication that the Visitors' Permit has been issued by the Council.
- (2) The details required by paragraph (1)(a), (1)(b), (1)(c), (1)(d) and (1)(e) shall be written in on the Visitors' Permit in ink in the spaces provided. In the case of a Virtual Visitors' Permit the details of which shall be included electronically which are accessible on a Handheld Device.

Dated this twenty first day of January 2026.



Sabeel Khan
Acting Assistant Director for Traffic, Transport, and Parking
(The Officer appointed for the purpose)

SCHEDULE 1

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Operational Permit or has been granted a valid Virtual Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.

1 No. of Parking Place	2 Designated Parking Place	3 Special manner of standing
No Items		

SCHEDULE 2

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Business Permit, a valid Season Ticket or a valid Operational Permit or has been granted a valid Virtual Ticket, Virtual Business Permit, Virtual Season Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.

No. of Parking Place	Designated Parking Place	Special manner of standing
1.	2.	3.

No items.

SCHEDULE 3

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Residents' Permit, a Valid Visitors' Permit, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or has been granted a valid Virtual Resident's Permit, Virtual Visitors' Permit, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Ticket a record of which is accessible on a Handheld Device.

No. of Parking Place	Designated Parking Place	Special manner of standing
1.	2.	3.

No items.

SCHEDULE 4

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Residents' Permit, Visitors' Permit, Business Permit, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or has been granted a valid Virtual Resident's Permit, Virtual Visitors' Permit, Virtual Business Permit, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Ticket a record of which is accessible on a Handheld Device.

In relation to a parking place referred to in this Schedule, the expression "permitted hours" means the period between 10:00am and 7:00pm Monday's to Saturday's inclusive Except for Christmas Day, Good Friday and Bank Holidays. Maximum stay 2 hours.

1 No. of Parking Place	2 Designated Parking Place	3 Special manner of standing
1	Hartham Road, Isleworth, the north-east side, from a point 19 metres north-west of its junction with London Road to a point 11 metres south-east of the boundary of Nos. 1/3 Hartham Road	-
2	Hartham Road, Isleworth, the south-west side, from a point 19 metres north-west of its junction with London Road to a point 16 metres south-east of the boundary of Nos. 6/8 Hartham Road	-
3	London Road - Service Road Fronting 409 - 435 London Road, Isleworth, the north-west side, from a point 3 metres south-west of the common boundary of Nos 433 and 435 London Road to the extended property boundary of 411/413 London Road	-
4	Wood Lane, Isleworth, the north-east side, from a point 18 metres north-east of its junction with London Road for a distance of 21 metres in a north-westerly direction	-
5	Wood Lane, Isleworth, the south-west side, from a point 6 metres south-east of its extended south-eastern kerb-line of Hartham Road to a point 11 metres northwest of its extended north-western kerb-line of Hartham Road	-

SCHEDULE 5

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Business Permit, a valid Season Ticket or a valid Operational Permit or has been granted a valid Virtual Business Permit, Virtual Season Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.

No. of Parking Place	Designated Parking Place	Special manner of standing
1.	2.	3.

No items.

SCHEDULE 6

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Business Permit, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a valid Residents' Permit or a Visitors' Permit or has been granted a valid Virtual Business Permit, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit, Virtual Resident's Permit or Virtual Visitors' Permit a record of which is accessible on a Handheld Device.

1 No. of Parking Place	2 Designated Parking Place	3 Special manner of standing
No Items		

SCHEDULE 7

Parking places in respect of which a vehicle may be left during the Permitted Hours if it displays a valid Residents' Permit, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a Valid Visitors' Permit or has been granted a valid Virtual Resident's Permit, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Visitors' Permit a record of which is accessible on a Handheld Device.

In relation to a parking place referred to in this Schedule, the expression "permitted hours" means the period between 10:00am and 7:00pm Monday's to Saturday's inclusive Except for Christmas Day, Good Friday and Bank Holidays.

1 No. of Parking Place	2 Designated Parking Place	3 Special manner of standing
1	Deepwell Close, Isleworth, both sides, from a point 5 metres south-east of its junction with Hartham Road for a distance of 27 metres in a south-easterly direction	-
2	Deepwell Close, Isleworth, the north-west side, from a point 7 metres south-west of the extended property boundary of 58/60 Hartham Road for a distance of 11 metres in a north-easterly direction	-
3	Deepwell Close, Isleworth, the north-east side, from the boundary of Nos. 1/2 Deepwell Close to its southeastern extent	-
4	Deepwell Close, Isleworth, the south-west side, from the boundary of Nos. 22/23 Deepwell Close to its southeastern extent	-
5	Deepwell Close, Isleworth, the south-east side, from a point 6 metres south-west of the boundary of Nos. 27/28 Deepwell Close to the extended north-eastern building line of number 23 Deepwell Close	-
6	Deepwell Close, Isleworth, the south-west side, from a point 15 metres south-west of the boundary of Nos. 27/28 Deepwell Close to a point 3 metres south-east of the boundary of Nos. 33/34 Deepwell Close	-
7	Deepwell Close, Isleworth, the north-west side, from a point 2 metres north-east of the extended property boundary of 25/26 Deepwell Close to a point 1 metres north-east of the extended property boundary of 70/72 Hartham Road	-
8	Hartham Close, Isleworth, the north-west side, from a point 4 metres north-east of the boundary of Nos. 1/2 Hartham Close to the boundary of Nos. 3/4 Hartham Close	-
9	Hartham Close, Isleworth, the south-east side, from a point 4 metres north-east of the extended property boundary of 1/2 Hartham Close for a distance of 10.5 metres in a north-easterly direction	90 degrees to kerb
10	Hartham Road, Isleworth, the north-west side, from a point 4 metres north-east of the boundary of Nos. 49/51 Hartham Road to the south-western building line of No. 105 Hartham Road	-
11	Hartham Road, Isleworth, the north-west side, from the boundary of Nos. 103/105 Hartham Road to a point 5 metres north-east of its junction with Wood Lane	-
12	Hartham Road, Isleworth, the south-east side, from a point 4 metres north-east of the boundary of Nos. 122/124 Hartham Road to a point 6 metres north-east of its junction with Wood Lane	-

13	Hartham Road, Isleworth, the south-east side, from a point 5 metres north-east of the boundary of Nos. 96/98 Hartham Road for a distance of 12 metres in a south-westerly direction	-
14	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 92/94 Hartham Road for a distance of 5 metres in a south-westerly direction	-
15	Hartham Road, Isleworth, the south-east side, from a point 5 metres north-east of the boundary of Nos. 88/90 Hartham Road for a distance of 10 metres in a south-westerly direction	-
16	Hartham Road, Isleworth, the south-east side, from a point 4 metres south-west of the boundary of Nos. 82/84 Hartham Road to a point 5 metres south-west of the boundary of Nos. 84/86 Hartham Close	-
17	Hartham Road, Isleworth, the south-east side, from a point 5 metres south-west of the boundary of Nos. 78/80 Hartham Road to a point 5 metres north-east of the boundary of Nos. 82/84 Hartham Close	-
18	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 74/76 Hartham Road for a distance of 6 metres in a south-westerly direction	-
19	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 42/44 Hartham Road to the northeastern building line of No. 58 Hartham Road	-
20	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 58/60 Hartham Road to a point 6 metres north-east of its junction with Deepwell Close	-
21	Hartham Road, Isleworth, the south-east side, from a point 7 metres north-east of the boundary of Nos. 38/40 Hartham Road to a point 4 metres north-east of the boundary of Nos. 42/44 Hartham Road	-
22	Hartham Road, Isleworth, the north-east side, from the boundary of Nos. 45/47 Hartham Road to a point 5 metres south-east of the boundary of Nos. 1/3 Hartham Road	-
23	Hartham Road, Isleworth, the south-west side, from a point 11 metres north-west of the boundary of Nos. 32/34 Hartham Road to a point 1 metres south-east of the extended property boundary of 45/47 Hartham Road	-
24	Hartham Road, Isleworth, the south-west side, from a point 6 metres south-east of the boundary of Nos. 6/8 Hartham Road to a point 5 metres north-west of the boundary of Nos. 32/34 Hartham Road	-
25	Langley Road, Isleworth, the north-east side, from a point 7 metres south-east of its junction with London Road (Service Road fronting 409-435 London Road, Isleworth to the boundary of Nos. 10/12 Langley Road	-
26	Langley Road, Isleworth, the north-east side, from a point 6 metres south-east of the boundary of Nos. 10/12 Langley Road to its southern extent	-
27	Langley Road, Isleworth, the south-west side, from a point 3 metres north-west of the boundary of Nos. 9/11 Langley Road to its southern extent	-

SCHEDULE 8

**Streets or parts of streets for the purpose of the definition of “business” that are within the
Zone Hartham Road with the Permit Identifier HR**

1. Hartham Road, Isleworth
2. London Road service road fronting Nos. 409-435 London Road
3. Wood Lane

SCHEDULE 9

**Streets or parts of streets for the purpose of the definition of “Resident” that are within the
Zone Hartham Road with the Permit Identifier HR**

1. Deepwell Close
2. Hartham Close
3. Hartham Road
4. Langley Road

SCHEDULE 10

On-Street Payment Parking Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	Charges for Parking Period up to 30 minutes (3)	Charges for Parking Period up to 1 hour (4)	Charges for Parking Period up to 1 ½ hours (5)	Charges for Parking Period up to 2 hours (6)	Charges for Parking Period up to 2 ½ hours (7)	Charges for Parking Period up to 3 hours (8)	Charges for Parking Period up to 3 ½ hours (9)	Charges for Parking Period up to 4 hours (10)	Charges for Parking Period up to 4 ½ hours (11)	Charges for Parking Period up to 5 hours (12)
1	0	£0.80	£1.60	£2.40	£3.20	£4.00	£4.80	£5.60	£6.40	£7.20	£8.00
2	1 to 75	£1.20	£2.40	£3.60	£4.80	£6.00	£7.20	£8.40	£9.60	£10.80	£12.00
3	76 to 100	£1.60	£3.20	£4.80	£6.40	£8.00	£9.60	£11.20	£12.80	£14.40	£16.00
4	101 to 130	£1.70	£3.40	£5.10	£6.80	£8.50	£10.20	£11.90	£13.60	£15.30	£17.00
5	131 to 170	£1.80	£3.60	£5.40	£7.20	£9.00	£10.80	£12.60	£14.40	£16.20	£18.00
6	171 to 225	£1.90	£3.80	£5.70	£7.60	£9.50	£11.40	£13.30	£15.20	£17.10	£19.00
7	Over 226	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00	£16.00	£18.00	£20.00
Additional Diesel Surcharge ¹		£0.20	£0.40	£0.60	£0.80	£1.00	£1.20	£1.40	£1.60	£1.80	£2.00

Notes:

1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles

SCHEDULE 11

Business Permit Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	Passenger vehicle (3)	Goods Vehicle (4)
1	0	£645.00	£380.00
2	1 to 75	£754.00	£487.00
3	76 to 100	£862.00	£593.50
4	101 to 130	£970.00	£700.00
5	131 to 170	£1,078.00	£806.50
6	171 to 225	£1,186.00	£913.00
7	Over 226	£1,294.00	£1,019.50
Administration Charge for re-issue of Business Permit: £23			

SCHEDULE 12

Resident Permit Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	First Residents' Permit per Household (3)	Second Residents' Permit per Household (4)	Third Residents' Permit per Household (5)	Fourth Residents' Permit per Household (6)	Fifth and subsequent Residents' Permits per Household (6)
1	0	£60.00	£150.00	£245.00	£335.00	£425.00
2	1 to 75	£70.00	£160.00	£255.00	£345.00	£435.00
3	76 to 100	£80.00	£170.00	£265.00	£355.00	£445.00
4	101 to 130	£90.00	£180.00	£275.00	£365.00	£455.00
5	131 to 170	£100.00	£190.00	£285.00	£375.00	£465.00
6	171 to 225	£120.00	£210.00	£305.00	£395.00	£485.00
7	Over 226	£140.00	£230.00	£325.00	£405.00	£505.00
Additional Diesel Surcharge ¹		£75.00	£75.00	£75.00	£75.00	£75.00
Administration Charge for change of vehicle/replacement/refund: £23						

Notes:

1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles

SCHEDULE 13

Visitors' Permit Charges

	Charge
Visitors' Permit	£27.20 (per book of 30 Cards) OR £27.20 (per 30 hours)

SCHEDULE 14

Season Ticket Charges

Season Tickets Monday to Sunday				
DVLA Band (1)	Vehicle Emissions (g/km) (2)	3 Months (3)	6 Months (4)	Annual (5)
1	0	£339.00	£666.50	£1,310.00
2	1 to 75	£354.00	£696.50	£1,370.00
3	76 to 100	£369.00	£725.60	£1,430.00
4	101 to 130	£384.00	£756.50	£1,490.00
5	131 to 170	£404.00	£796.50	£1,570.00
6	171 to 225	£424.00	£836.50	£1,650.00
7	Over 226	£444.00	£876.50	£1,730.00
Additional Diesel Surcharge ¹		£18.75	£37.50	£75.00
Multi-Vehicle Permit ²		£424.00	£836.50	£1,650.00
Administration Charge for re-issue of Season Ticket: £23				

Notes:

- 1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles
- 2) Charge for Season Tickets for multiple vehicles

SCHEDULE 15

Carer Permit Charges

1. Type of Permit	2. Period of validity	3. Charges
Carer Permits – CPZ (Single Zone) Specific	Annual	£0.00

SCHEDULE 16

Temporary Resident Permit Charges

1. Type of Permit	2. Period of validity	3. Charges
Temporary Resident Permit	1 Month	£44.00

SCHEDULE 17**Operational Permit (All Zones) Charges**

1. Type of Permit	2. Period of validity	3. Charges
Operational Permits – All Zones	Annual	£163.75
Administration Charge for change of vehicle/replacement/refund	n/a	£23

SCHEDULE 18**Operational Permit (External) Charges**

1. Type of Permit	2. Period of validity	3. Charges
Operational Permits – External	Annual	£310.50
Administration Charge for change of vehicle/replacement/refund	n/a	£23

SCHEDULE 19**Doctor Permit Charges**

1. Type of Permit	2. Period of validity	3. Charges
Doctor Permits	Annual	£399.00
Administration Charge for change of vehicle/replacement/refund	n/a	£24.50

EXPLANATORY NOTE

(This note is not part of the Order, but is intended to indicate its general purport)

This Order revokes and reintroduces the provisions of all previous Hartham Road CPZ Orders into a new consolidation Order without any change to the substance of the prohibitions, restrictions and designations of Parking Places in all roads located within the Hartham Road Controlled Parking Zone in the London Borough of Hounslow.

Traffic Management Order

2018 No. 95

The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018

Made on 3 December 2018

Coming into operation on 10 December 2018

ARRANGEMENT OF ARTICLES

PART I - PRELIMINARY

Article

Citation and commencement 1

Revocations 2

Interpretation 3

PART II - DESIGNATION OF PARKING PLACES

Article

Designation of parking places 4

Number and situation of parking bays and parking spaces 5

Manner of standing in a parking place 6

Vehicles for which parking places are designated 7

Display of permits and tickets 8

Charge for parking places 9

Payment of the charge at parking places with ticket machines 10

Exemption from charges 11

Contravention 12

Movement of a vehicle in a parking place in an emergency 13

PART III - SUPPLEMENTARY PROVISIONS

Section 1 – General

Article

Period for which a vehicle may be left after the penalty charge

has been incurred	14
Restriction on the removal of permits, tickets and notices	15
Indications by ticket machine and tickets	16
Indications by ticket machine and tickets as evidence	17
Indications and evidence by the telephone payment parking system	18
No tickets to be displayed other than those obtained on payment of the parking charge	19
Interval before a vehicle may again be left in a parking place	20
Power to suspend the use of a parking place	21
Restriction on the use of a parking place	22
Restriction on waiting by a vehicle in a parking place	23
Manner of waiting in a parking place	24
Installation of ticket parking meters, placing of traffic signs, etc	25

Section 2 - Permits

Application for and issue of residents' permits for the use of parking places	26
Refund of charge paid in respect of residents' permit	27
Application for and issue of business permits for the use of parking places	28
Refund of charge in respect of business permits	29
Surrender, withdrawal and validity of permits	30
Application for and issue of duplicate permits	31
Form of permits	32

Section 3 - Residents' Visitor Parking Cards

Application for and issue of residents' visitor parking cards for the use of parking places	33
Refund of charge paid in respect of a residents' visitor parking card	34
Surrender, withdrawal and validity of residents' visitor parking card	35
Application for the issue of replacement residents' visitor parking cards	36
Form of residents' visitor parking cards	37

SCHEDULES

Schedule 1 - Pay & Display parking places

Schedule 2 - Pay & Display and Business Permit parking places

Schedule 3 - Pay & Display, Resident Permit and Residents' Visitor Parking Card parking places

Schedule 4 - Pay by telephone, Business Permit, Resident Permit and Residents' Visitor Parking Card parking places

Schedule 5 - Business Permit parking places

Schedule 6 - Business Permit, Resident Permit and Residents' Visitor Parking Card parking places

Schedule 7 - Resident Permit and Residents' Visitor Parking Card parking places

Schedule 8 - Resident Permit parking places

Schedule 9 - Streets or parts of streets for the purpose of the definition of business user

Schedule 10 - Streets or parts of streets for the purpose of the definition of resident

Schedule 11 – On-Street Pay & Display parking charges

Schedule 12 - Business Permit charges

Schedule 13 - Resident Permit charges

Schedule 14 - Residents' Visitors Parking Card Charges

The Council of the London Borough of Hounslow, having consulted the Commissioner of Police of the Metropolis, in exercise of the powers conferred by sections 45, 46, 49 and 51 and 124 of and Part III and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984¹ as amended and the Traffic Management 2004² and of all other enabling powers hereby make the following Order:

¹ 1984 c.27

² 2004 c.18

PART I - PRELIMINARY

1. Citation and Commencement

- (1) This Order may be cited as The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018 and shall come into operation for all purposes on 3 December 2018.

2. Revocation

- (1) Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order the following Orders are hereby revoked:
(a) *****

3. Interpretation

- (1) In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

“Band A or B vehicle” means a vehicle whose carbon dioxide emissions figure does not exceed 110 grams per kilometre driven.

“business permit” means a business permit issued under the provisions of Article 28;

“business user” means a person who occupies premises the postal address of which is in any street or part of street described in Schedule 9 and who uses such premises for non-residential purposes;

“carbon dioxide emissions figure” has the same meaning as in the Vehicle Excise and Registration Act 1994b, as amended. For the avoidance of doubt, this is intended to have the same meaning as that used by DVLA for the purpose of vehicle excise duty at the time when this order was made. If there should be any future amendment to the meaning as used by DVLA, such amendment will not, of itself, be binding on the Council for the purposes of this order;

“civil enforcement officer” has the same meaning as in the Traffic Management Act 2004;

"Council" means the Council of the London Borough of Hounslow;

“diesel vehicle” means a vehicle in which the motive power is wholly or partially derived directly or indirectly from a compression ignition engine;

"disabled person" and "disabled person's badge" have the same meanings as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000³;

"disabled person's vehicle" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 2000⁴;

³ SI.2000/882

⁴ SI.2000/683

"driver" in relation to a vehicle waiting in a parking place means the person driving the vehicle at the time it was left in the parking place;

"electric vehicle" means a vehicle in which the electrical motive power is derived from an electrical storage battery which is not connected to any source of power derived from fossil fuel when the vehicle is in motion.

"enactment" means any enactment, whether public, general or local, and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment;

"goods" means goods of any kind whether animate or inanimate and includes postal packets of any description; and "delivering" and "collecting" in relation to any goods includes checking the goods for the purpose of their delivery or collection;

"goods vehicle" has the same meaning as in the The Traffic Signs Regulations and General Directions 2002⁵;

"hand-held device" means a wireless hand-held computer used by a civil enforcement officer, which is programmed to interface with the telephone payment parking systems;

"household" means either one person living alone or a group of people (related or not) living together in a room, or rooms, or flat or house having an individual postal address.

"location identification number" means the unique number assigned to the parking place where the telephone payment parking system is operational;

"low emission vehicle" means a Band A or B vehicle registered between 1 March 2001 and 31 March 2017, or a vehicle registered on or after 1 April 2017 whose carbon dioxide emissions figure does not exceed 50 grams per kilometre driven.

"motor cycle and invalid carriage" have the same meaning respectively as in Section 136 of the Road Traffic Regulation Act 1984;

"owner", has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007⁶;

"parking contravention" has the meaning as assigned to it in Part 1 of Schedule 7 of the Traffic Management Act 2004;

"parking place" means any area on a highway designated as such by this Order;

"parking space" means a space in a parking place referred to in Schedules 1, 2, 3, 4, 5, 6, 7 and 8 which is provided for the leaving of vehicles;

"passenger vehicle" means a motor vehicle (other than a motor cycle or invalid carriage) constructed or adapted solely for the carriage of not more than eight passengers (exclusive of the driver) and their effects and not drawing a trailer;

⁵ SI.2002/3113

⁶ SI.2007/3483

“penalty charge” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007

“penalty charge and reduced penalty charge” means a charge set by the Council under the provisions of Part 6 of the Traffic Management 2004 and with the approval of the Secretary of State for Transport which is to be paid to the Council within 28 days beginning on the date of the Notice, or in 14 days in the case of a reduced penalty charge, following the issue of the penalty charge notice;

“penalty charge notice” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“permitted hours”, in relation to a parking place, means the period specified at the beginning of the Schedule relating to that parking place;

“resident” means a person whose usual place of abode is at the premises the postal address of which is in any street or part of a street described in Schedule 10;

“residents’ permit” means a residents’ permit issued under the provisions of Article 26;

“residents’ permit holder” means a person to whom a residents’ permit has been issued under the provisions of Article 26;

“residents’ visitor parking card” means a residents’ visitor parking card issued under the provisions of Article 33;

“service provider” means the company authorised and appointed by the Council to operate, administer and maintain the payment of parking charges using the telephone payment parking system;

“service charge” means any charge which may be payable to the service provider (in addition to the parking charge in accordance with the provisions of Article 9) for vehicles using the telephone payment parking system;

“Schedule” means a Schedule to this Order;

“telecommunications system” has the same meaning as in the Telecommunications Act 1984⁷;

“telephone payment parking system” means a system to facilitate and monitor the payment of parking charges using telephone communication with the service provider in accordance with instructions indicated on signs located at each parking place where the system is operational;

“ticket” means a ticket issued by a ticket machine relating to a parking place.

“ticket machine” means a type of parking meter as defined in regulation 46(2) (a) (i) of the Road Traffic Regulation Act 1984 for the purposes of this Order being apparatus designed to indicate the time and to issue tickets indicating the payment of the charge

⁷ 1984 c.12

referred to in Article 9 of this Order and the period in respect of which the charge has been paid;

“user”, in relation to a vehicle, means the person by whom such a vehicle is kept and used;

“valid residents’ visitor parking card” means a residents’ visitor parking card validated by entering the following indications by or on behalf of the driver:

- (a) the registration mark of the vehicle;
 - (b) the month and the date in the month; and
 - (c) the time of arrival.
- (2) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent amendment.
- (3) For the purposes of this Order a vehicle shall be regarded as displaying a disabled person's badge in the relevant position when it is so regarded for the purposes of Regulation 3 of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 2000⁸.

PART II - DESIGNATION OF PARKING PLACES

4. Designation of parking places

- (1) The areas of highway as described in column 2 of Schedules 1, 2, 3, 4, 5, 6, 7 and 8 are designated as a parking places.
- (2) The limits of each parking place and the limits of each parking space within a parking place shall be indicated on the highway in accordance with the Traffic Signs Regulations and General Directions 2002⁹.

5. Number and situation of parking spaces

- (1) The number of parking spaces in each parking place shall not be less than the number specified in relation to that parking place in column 3 of Schedules 1, 2, 3, 4, 5, 6, 7 and 8.
- (2) The number and situation of parking spaces in each parking place shall be determined by the Council.

6. Manner of standing in a parking place

- (1) Every vehicle left in a parking place shall stand so that every part of the vehicle is wholly within the limits of any parking space if so marked, or within the limits of any parking place.
- (2) Every vehicle left in a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place is specified in column 5 of

⁸ SI 2000/683

⁹ SI 2002/3113

Schedules 2, 3, 4, 5, 6, 7 and 8 shall stand so that as to be in accordance with those provisions.

7. Vehicles for which parking places are designated

- (1) Each parking place referred to in Schedules 1, 2, 3, 4, 5, 6, 7 and 8 may be used subject to the provisions of this Order for the leaving during the permitted hours of such vehicles as are passenger vehicles, goods vehicles, motor cycles, or invalid carriages.
- (2) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 1 during the permitted hours shall either:
 - (a) make payment through the telephone payment parking system; or
 - (b) cause to be displayed a valid ticket.
- (3) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 2 during the permitted hours shall either:
 - (a) make payment through the telephone payment parking system; or
 - (b) cause to be displayed a valid ticket; or
 - (c) cause to be displayed a valid business permit.
- (4) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 3 during the permitted hours shall either:
 - (a) make payment through the telephone payment parking system; or
 - (b) cause to be displayed a valid ticket; or
 - (c) cause to be displayed a valid residents' permit; or
 - (d) cause to be displayed a valid residents' visitors parking card.
- (5) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 4 during the permitted hours shall either:
 - (a) make payment through the telephone payment parking system; or
 - (b) cause to be displayed a valid ticket; or
 - (c) cause to be displayed a valid business permit; or
 - (d) cause to be displayed a valid residents' permit; or
 - (e) cause to be displayed a valid residents' visitors parking card.
- (6) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 5 during the permitted hours shall cause to be displayed a valid business permit.
- (7) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 6 during the permitted hours shall either:
 - (a) cause to be displayed a valid business permit;
 - (b) cause to be displayed a valid residents' permit; or
 - (c) cause to be displayed a valid residents' visitors parking card
- (8) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 7 during the permitted hours shall either:
 - (a) cause to be displayed a valid residents' permit; or
 - (b) cause to be displayed a valid residents' visitors parking card

- (9) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 8 during the permitted hours shall cause to be displayed a valid residents' permit.

8. Display of permits and tickets

- (1) At all times during which a vehicle is left in a parking place during the permitted hours and where required to do so by Article 7, the driver shall cause either a valid ticket, a valid permit, or a valid residents' visitor parking card, issued for that vehicle, to be displayed on the front or kerb side of the vehicle so that either:
- (a) all the details on the side of the ticket which bears the indication that the parking charge has been paid are clearly visible from the front or kerb side of the vehicle; or
 - (b) all of the particulars of the residents' permit referred to in Article 32(1) are clearly visible from the front or kerb side of the vehicle; or
 - (c) all of the particulars of the business permit referred to in Article 32(2) are clearly visible from the front or kerb side of the vehicle; or
 - (d) all of the particulars of the visitor parking card referred to in Article 37(1) are clearly visible from the front or kerb side of the vehicle and have been duly completed.

9. Charge for use of parking places

- (1) A charge shall be paid for the leaving of a vehicle in a parking place described in Schedule 1 during the permitted hours, such charge being as specified in Schedule 11.
- (2) A charge shall be paid for the leaving of a vehicle in a parking place described in Schedules 2, 3 and 4 during the permitted hours, such charge being either:
- (a) as specified in Schedule 11; or
 - (b) a business permit fee as specified in Schedule 12; or
 - (c) a residents' permit fee as specified in Schedule 13; or
 - (d) a residents' visitors parking card fee as specified in Schedule 14.
- (3) A charge shall be paid for the leaving of a vehicle in a parking place described in Schedules 5, 6 7 and 8 during the permitted hours, such charge being either:
- (a) a business permit fee as specified in Schedule 12; or
 - (b) a residents' permit fee as specified in Schedule 13; or
 - (c) a residents' visitors parking card fee as specified in Schedule 14.
- (4) For users of the telephone payment system the parking charge will be the same as specified in Schedule 11 plus the payment of an additional twenty (20) pence convenience fee.
- (5) No period for a vehicle left in a parking place referred to in Schedule 1, 2, 3 and 4 shall exceed the allocated time as stated in the permitted hours.

10. Payment of parking charge at parking places with ticket machines

- (1) A person leaving a vehicle in a parking place referred to in Schedules 1, 2, 3 and 4, can obtain a valid ticket by inserting the appropriate coins into the ticket machine, which shall be used as a means of collecting the parking charge imposed by this Order, and take such steps as may be necessary to cause the ticket machine to issue a ticket (such as press a button to confirm that they have paid the charge for the period they wish to park).
- (2) A person leaving a vehicle in a parking place referred to in Schedules 1, 2, 3 and 4, can use the telephone payment parking system to pay the parking charge, imposed by this Order, for the period they wish to park by making telephone communication with the service provider in accordance with instructions indicated on signs located at the parking place.
- (3) In the case of only one of the methods of payment, as mentioned in paragraphs (1) and (2) of this Article, being available, that method shall be used for the payment of the parking charge.

11. Exemption from charges

- (1) Notwithstanding the foregoing provisions of this Order any disabled person's vehicle displaying in the relevant position a disabled person's badge may be left in any part of a parking place described in Schedules 1, 2, 3, 4, 5, 6, 7 and 8 if the use of that part has not been suspended.
- (2) Notwithstanding the foregoing provisions of this Order any motor cycle may be left in any part of a parking place described in Schedules 5, 6 and 7.

12. Contravention

- (1) If a vehicle is left in a parking place at any time during the permitted hours without complying with the provisions of this Order, then a contravention of this Order and a parking contravention within Part 1 of Schedule 7 to the Traffic Management Act 2004, shall deemed to have occurred.
- (2) Where a vehicle is left in a parking place without complying with the provisions of this Order, the vehicle may be removed or caused to be removed from that parking place as provided for by Regulations made under section 99 of the Road Traffic Regulation Act 1984.

13. Movement of a vehicle in a parking place in an emergency

- (1) A police constable in uniform, a traffic warden or Civil Enforcement Officer may move or cause to be moved a vehicle from a parking place in an emergency.

PART III - SUPPLEMENTARY PROVISIONS

Section 1 - General

14. Period a vehicle may be left after the penalty charge has been incurred

- (1) The period for which a vehicle may be left in a parking place during the permitted hours after the penalty charge has been incurred shall not exceed one hour.

15. Restriction on the removal of tickets and permits

- (1) Where a ticket or permit has been displayed on a vehicle, no person, not being the driver of the vehicle, shall remove the ticket or permit from the vehicle unless authorised to do so by the driver.

16. Indications by ticket machine and tickets

- (1) Payment of the charge for a vehicle left in a parking place referred to in Schedules 1, 2, 3 and 4 shall be indicated by the issue by a ticket machine relating to that parking place of a ticket indicating a charge paid in respect of the period in accordance with Schedule 11, the day and date of issue, the expiry date and by the display of that ticket in the manner specified in Article 8(1)(a).
- (2) The expiry of the period for which payment was made by the charge for a vehicle left in a parking place referred to in Schedules 1, 2, 3 and 4 shall be indicated by the display on the vehicle in accordance with the provisions of Article 8(1)(a) of a ticket issued by a ticket machine relating to that parking place showing the day and date of issue, charge and expiry time of the charge, and the day so shown is not the day on which the vehicle is so left or the time shown on the clock on the said ticket machine is more than two minutes later than the time shown on the ticket.
- (3) The expiry of the period mentioned in Article 14 (being the period for which a vehicle may remain in a parking place after the penalty charge has been incurred) shall be indicated in the case of a vehicle left in a parking place referred to in Schedules 1, 2, 3 and 4 by the display on the vehicle in accordance with the provisions of Article 8(1)(a) a ticket issued by a ticket machine relating to that parking place showing the day and date of issue, charge and expiry time of the charge, and the day so shown is not the day on which the vehicle is so left or the time shown on the clock on the said ticket parking meter is more than one hour later than the time shown on the ticket.

17. Indications by ticket machine and tickets as evidence

- (1) If at any time while a vehicle is left in a parking place referred to in Schedules 1, 2, 3 and 4 during the permitted hours no ticket issued by a ticket machine relating to that parking place is displayed on that vehicle in accordance with the provisions of Article 8(1)(a) it shall be presumed unless the contrary is proved that the charge has not been duly paid.
- (2) If at any time while a vehicle is left in a parking place referred to in Schedule 1, 2, 3 and 4 during the permitted hours the ticket issued by a ticket machine relating to that parking place and displayed on the vehicle in accordance with the provisions of Article 8(1)(a) and the clock on the ticket machine by which such ticket was issued give the indication mentioned in Article 16(2), it shall be presumed unless the contrary is proved that the charge has been duly paid in respect of that vehicle, and that the period for which payment was made by the charge has already expired.
- (3) If at any time while a vehicle is left in a parking place referred to in Schedules 1, 2, 3 and 4 during the permitted hours the ticket issued by a ticket machine relating to that parking place and displayed on the vehicle in accordance with the provisions of Article 8(1)(a) and the clock on the ticket machine by which such ticket was issued give the indication mentioned in Article 16(3), that indication shall in any proceedings for a parking contravention under the Traffic Management Act 2004:

- (a) of leaving a vehicle in that parking place for longer than after the penalty charge has been incurred than the time authorised by Article 14, be evidence that it was so left; and
 - (b) of failing to pay the penalty charge, be evidence that the charge was incurred.
- (4) Any ticket issued by a ticket machine relating to a parking place referred to in Schedule 1, 2, 3 and 4 shall be presumed unless the contrary is proved to have been issued on the day shown thereon when the clock on the ticket parking meter by which such ticket was issued indicated the expiry time shown on the said ticket less the period.

18. Indications and evidence by the telephone payment parking system

- (1) Where a vehicle has been left in a parking place referred to in Schedules 1, 2, 3 and 4 using the telephone payment parking system, an indication that payment has been made and the parking period for which payment has been made shall either:
 - (a) appear on a hand-held device; or
 - (b) be obtained by a civil enforcement officer contacting the service provider.
- (2) Without prejudice to the provisions of this Order, if at any time while a vehicle is left in a parking place referred to in the Schedule and no indication that payment of the parking charge has been made using the telephone payment parking system, or an indication that the parking period for which payment was made has expired, it shall be presumed, unless the contrary is proved, that either:
 - (a) the parking charge has not been duly paid in respect of that vehicle; or
 - (b) the parking period for which payment was made had already expired.

19. No tickets to be displayed other than those obtained on payment of the parking charge

- (1) No person shall display on a vehicle left in a parking place referred to in Schedule 1, 2, 3 and 4 during the permitted hours any ticket other than the ticket issued by the ticket machine relating to that parking place upon payment of the parking charge in respect of that vehicle.

20. Interval before a vehicle may again be left in a parking place

- (1) Without prejudice to the provisions of Article 22, no vehicle which has been taken away from a parking place during the permitted hours, after the charge has been incurred, shall until the expiration of one hour from the time it was taken away again be left in the parking place during the permitted hours.

21. Power to suspend the use of a parking place

- (1) A Civil Enforcement Officer duly authorised by the council or by the Commissioner of Police of the Metropolis may suspend the use of a parking place or any part thereof whenever he considers such suspension reasonably necessary:
 - (a) for the purpose of facilitating the movement of traffic or promoting its safety;
 - (b) for the purpose of any building operation, demolition or excavation adjacent to the parking place, the 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 any telecommunication system or the placing, maintenance or removal of any traffic sign;
- (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture to or from one office or dwelling house adjacent to the parking place from or to a depository, another office or dwelling house;
 - (d) on any occasion on which it is likely by reason some special attraction that any street will be thronged or obstructed; or
 - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals, or on other special occasions.
- (2) A police constable in uniform or traffic warden may suspend for not longer than twenty four hours the use of a parking place or any part thereof whenever they consider suspension reasonably necessary for the purposes of facilitating the movement of traffic or promoting its safety.
- (3) A Civil Enforcement Officer, police constable or traffic warden suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1), or as the case may be, paragraph (2) of this Article shall thereupon place or cause to be placed in or adjacent to any part of that parking place which is suspended a traffic sign of any size, colour and type prescribed or authorised under Section 64 of the Road Traffic Regulation Act 1984 indicating that waiting by vehicles is prohibited.
- (4) No person shall cause or permit a vehicle to wait in a parking place or part thereof during such period as there is in or adjacent to that part of the parking place a traffic sign placed in pursuance of paragraph (3) of this Article. Provided that nothing in this paragraph shall apply to:
- (a) any vehicle being used for fire brigade, ambulance or police purposes or any vehicle which is waiting for any reason specified in Article 23(1) (c) (e) or (f); or
 - (b) anything done with the permission of the person suspending the use of the parking place or part thereof in pursuance of paragraph (1) of this Article.

22. Restriction on use of a parking place

- (1) During the permitted hours no person shall use any parking place or any vehicle while it is in a parking place in connection with the sale or offering for sale of any goods to any person in or near the parking place or in connection with the selling or offering for sale of his skill in handicraft or his services in any other capacity. Provided that nothing in this Article shall prevent the sale of goods from a vehicle:
- (a) if the goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale effected; or
 - (b) if the vehicle is one to which provisions of Article 23(1)(i) apply.

23. Restriction on waiting by a vehicle in a parking place

- (1) Any vehicle may wait during the permitted hours anywhere in any part of a parking place if the use of that part has not been suspended and if the vehicle is waiting:

- (a) for so long as is necessary to enable a person to board or alight from the vehicle and to load thereon or unload therefrom their personal luggage;
 - (b) for so long as is necessary to enable goods to be loaded onto the vehicle from premises adjacent to the parking place or unloaded from the vehicle to premises adjacent to the parking place;
 - (c) for so long as is necessary for postal packets to be collected from or delivered to premises or posting boxes adjacent to the parking place in which the vehicle is waiting;
 - (d) whilst being used for fire brigade, ambulance or police purposes or, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait in the place in which it is waiting;
 - (e) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;
 - (f) owing to the driver being prevented from proceeding by circumstances beyond his control or to such waiting being necessary in order to avoid an accident;
 - (g) the vehicle not being a passenger vehicle is waiting only for so long as may be reasonably necessary to enable it to be used for any purpose specified in Article 21(1) (b);
 - (h) the vehicle is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the parking place from or to a depository, another office or dwelling house; or
 - (i) the vehicle is waiting otherwise than in a parking bay or parking space if goods are being sold or offered or exposed for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle on a pitch situated in a parking space.
- (2) No charge specified in the foregoing provisions of this Order shall be payable in respect of any vehicle waiting in a parking place in accordance with the foregoing provisions of this Article.
- (3) Nothing in the foregoing provisions of this Order shall be taken as authorising anything which would be a contravention of any Regulations made or having effect as if made under Section 25 of the Road Traffic Regulation Act 1984.

24. Manner of waiting in a parking place

- (1) Every vehicle waiting in a parking place by virtue of the provisions of Article 23(1) (c), (g), (h) or (i) shall stand so that every part of the vehicle is wholly within the limits of the parking place unless the width of the vehicle precludes compliance with this paragraph.
- (2) If the width of the vehicle does preclude compliance with paragraph (1) of this Article the vehicle waiting in the parking place shall stand so that the longitudinal axis of the vehicle is parallel to the edge of the carriageway and the distance between the said edge and the nearest wheel of the vehicle is not more than 300 millimetres.
- (3) Every vehicle left in a parking place in relation to which special provisions as to the manner of standing of a vehicle in that parking place is specified in column 5 of

Schedules 1, 2, 3, 4, 5, 6, 7 and 8 shall stand so that as to be in accordance with those provisions.

25. Placing of traffic signs etc.

- (1) The Council shall:
 - (a) cause the limits of each parking place to be indicated on the carriageway by placing and maintaining thereon traffic signs (road markings) of any size, colour and type prescribed or authorised under Section 64 of the Road Traffic Regulation Act 1984;
 - (c) place and maintain in or in the vicinity of each parking place traffic signs of any size, colour and type prescribed by or authorised under the Road Traffic Regulation Act 1984; and
 - (d) carry out such other work as is reasonably required for the purpose of the satisfactory operation of a parking place.

Section 2 - Residents' Permits

26. Application for and issue of residents' permits for the use of parking places

- (1) Any resident who is the user of a vehicle of the following class, that is to say a passenger vehicle, a goods vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage, may apply to the Council for the issue of a residents' permit in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for a residents' permit or a residents' permit holder to produce to an officer of the Council such evidence in respect of an application for a residents' permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any residents' permit issued by them as they may reasonably call for to verify that the residents' permit is valid.
- (3) In receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 13, the Council, upon being satisfied that the applicant is a resident and is the user of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefor one residents' permit for the leaving during the permitted hours in a parking place referred to in Schedules 3, 4, 6, 7 and 8 of the vehicle to which such residents' permit relates by the owner of such vehicle or by any person using such with the consent of the owner other than a person to whom such vehicle has been let for hire or reward. Provided that, subject to the provisions of Article 27, the Council shall not issue a residents' permit to any resident which would be valid during any period during Which any other residents' permit issued to that resident is or would be valid.
- (4) Subject to the provisions of this Order a residents' permit shall be valid for a period of twelve months running from the beginning of the month in which the residents' permit first became valid.

- (5) Notwithstanding the foregoing provisions of this Order, no permit shall be issued to a resident of a housing unit subject to a planning consent to which has been appended an Informative or which is restricted by a planning obligation made under section 106 of the Town and Country Planning Act 1990a indicating that such resident will not be entitled to a residents' parking permit.
- (6) The carbon dioxide emissions figure of any vehicle is that which is recorded as the engine emissions in the vehicle's registration document or registration certificate. If the registration document or certificate in respect of the vehicle for which the permit is being issued does not contain a statement as to the carbon dioxide emissions figure then the low emission vehicles rates will not apply.
- (7) Permits issued for low emission vehicles, whether also diesel vehicles or not, will always be counted first when counting the total number of residents' permits issued to a household. Where permits have previously been issued to any member of a household then any permits subsequently issued for low emission vehicles will be counted first when permits previously issued are renewed.

27. Refund of charge paid and change of vehicle in respect of a residents' permit

- (1) A residents' permit holder who surrenders a residents' permit to the Council before it becomes valid shall be entitled to a refund of the charge paid in respect thereof less an administration charge as set by the Council.
- (2) A residents' permit holder who surrenders a residents' permit to the Council after it has become valid shall be entitled to a refund of a part of the charge paid less an administration charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the residents' permit is surrendered to the Council.
- (3) On a change of vehicle where the replacement vehicle is a low emission vehicle and the Council issues a replacement permit the resident shall be entitled to a refund of the charge paid less an administration charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the change of vehicle is notified to the Council.
- (4) On a change of vehicle where the replacement vehicle is not a low emissions vehicle but is replacing a low emissions vehicle, then the resident shall be required to pay the residents' permit charge as specified in Schedule 13 according to the number of residents' permits issued to the household.

28. Application for and issue of business permits for the use of parking places

- (1) Any business user who is the owner of a vehicle of the following class, that is to say a passenger vehicle, a goods vehicle the overall height of which does not exceed 2.50 metres and the overall length of which does not exceed 5.25 metres or a motor cycle may apply to the Council for the issue of a business permit in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for a business permit or a business permit holder to produce to an officer of the Council such evidence in respect of an application for a business permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any business permit

issued by them as they may reasonably call for to verify that the business permit is valid.

- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 12 of this Article, the Council upon being satisfied that the applicant is a business user is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefor one business permit for the leaving during the permitted hours in a parking space in any parking place referred to in Schedule 2, 4, 5 and 6 to this Order of the vehicle to which such business permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward.
- (4) Subject to the provisions of this Order a business permit shall be valid for a period of twelve months running from the date on which the business permit first becomes valid.

29. Refund of charge paid in respect of business permits

- (1) A business permit holder who surrenders a business permit to the Council before it becomes valid shall be entitled to a refund of the charge paid in respect thereof less an administration charge as set by the Council.
- (2) A business permit holder who surrenders a business permit to the Council after it has become valid shall be entitled to a refund of the charge paid less an administration charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the residents' permit is surrendered to the Council.
- (3) The Council may at its absolute discretion limit the number of business permits that are issued at any one time in respect of businesses.

30. Surrender, withdrawal and validity of permits

- (1) A permit holder may surrender a permit to the Council at any time and shall surrender a permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the permit holder by sending the same by recorded delivery service to the residents' permit holder at the address shown by that person on the application for the permit or at any other address believed to be that person's place of abode, withdraw a residents' permit if it appears to the Council that any one of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the residents' permit holder shall surrender the residents' permit to the Council within 48 hours of the receipt of the afore-mentioned notice.
- (3) The events referred to in the foregoing provisions of this Article are:
 - (a) the permit holder ceasing to be a resident or a business user;
 - (b) the permit holder ceasing to be the owner of the vehicle in respect of which the permit was issued;

- (c) the withdrawal of such permit by the Council under the provisions of paragraph (2) of this Article;
 - (d) the vehicle in respect of which such permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in respect of the parking place;
 - (e) the issue of the duplicate permit by the Council under the provisions of Article 31;
 - (f) the permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article, a permit shall cease to be valid at the expiration of the period specified thereon or the occurrence of any one of the events set out in paragraph (3) (a), (b), (c), (d), (e) or (f) of this Article, whichever is the earlier.
- (5) Where a permit is issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured, the permit shall cease to be of any effect and the Council shall by notice in writing served on the person to whom the permit was issued by sending the same by recorded delivery service to him at the address shown by that person on the application for the permit or any other address believed to be that person's place of abode, require that person to surrender the permit to the Council within 48 hours of the receipt of the afore-mentioned notice.

31. Application for and issue of a duplicate permit

- (1) If a permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the permit has become altered by fading or otherwise, the permit holder shall either surrender it to the Council or apply to the Council for the issue to him of a duplicate permit and the Council upon the receipt of the permit, shall issue a duplicate permit so marked and upon such issue the permit shall become valid.
- (2) If a permit is lost or destroyed, the permit holder may apply to the Council for the issue to him of a duplicate permit and the Council, upon being satisfied as to the loss or destruction, shall issue a duplicate permit so marked and upon such issue the permit shall become valid.
- (3) The provisions of this Order shall apply to a duplicate permit and an application therefore as if it were a permit or, as the case may be, an application therefor.

32. Form of permit

- (1) A residents' permit shall be in writing and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the permit is issued;
 - (b) the period during which, subject to the provisions of Article 26(4), the residents' permit shall remain valid;
 - (c) the zone to which the permit applies;
 - (d) an indication that the residents' permit has been issued by the Council; and
 - (e) permit type.
- (2) A business permit shall be in writing and shall include the following particulars:

- (a) the registration mark of the vehicle in respect of which the permit has been issued or the name of the company to which the permit has been issued;
- (b) the period during which, subject to the provisions of Article 28(4), the business permit shall remain valid;
- (c) the zone to which the permit applies;
- (d) an indication that the business permit has been issued by the Council; and
- (e) permit type.

Section 3 - Residents' Visitor Parking Cards

33. Application for the issue of residents' visitor parking cards for the use of parking places

- (1) Any resident may apply to the Council for the issue of up to ten residents' visitor parking cards for a vehicle of the class described in Article 26(1) and belonging to a person visiting that household and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for residents' visitor parking cards to produce to an officer of the Council such evidence in respect of an application for such a residents' visitor parking cards made to them as they may reasonably call for to verify any particulars or information given to them.
- (3) On receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 14, the Council upon being satisfied that the applicant is a resident, shall issue to the applicant the residents' visitors parking cards.
- (4) The number of residents' visitor parking cards shall be restricted to a maximum of ten residents' visitor parking cards per household in any 12 month period.

34. Refund of charge paid in respect of a residents' visitor parking card

- (1) A resident who surrenders a wholly unused residents' visitor parking card to the Council shall be entitled to a refund of the charge paid.

35. Surrender, withdrawal and validity of a residents' visitor parking card

- (1) A householder may surrender a residents' visitor parking card to the Council at any time and shall surrender a residents' visitor parking card to the Council on the occurrence of the event set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may, by notice in writing served on the householder by sending the same by recorded delivery service to the householder at the address shown by that person on the application for the residents' visitor parking card or any other address believed to be that person's place of abode, withdraw a residents' visitor parking card if it appears to the Council that the event set out in paragraph (3)(a) of this Article has occurred and the householder shall surrender the residents' visitor parking card to the Council within 48 hours of the receipt of the afore-mentioned notice.

- (3) The events referred to in the foregoing provisions of this Article are:
 - (a) the householder ceasing to be a resident;
 - (b) the withdrawal of such a residents' visitor parking card by the Council under the provisions of paragraph (2) of this Article;
 - (c) the residents' visitor parking card ceasing to be valid pursuant to the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article, a residents' visitor parking card shall cease to be valid at the expiration of the period specified thereon or on the occurrence of any one of the events set out in paragraph (3) (a) or (b) of this Article, whichever is the earlier.
- (5) Where residents' visitor parking cards are issued to any person upon receipt of a cheque and the cheque is subsequently dishonoured, the residents' visitor parking cards shall cease to be of any effect and the Council shall by notice in writing served on the person to whom the residents' visitor parking cards were issued by sending the same by recorded delivery service to him at the address shown by that person on the application for the residents' visitor parking cards or at any other address believed to be that person's place of abode, require that person to surrender the residents' visitor parking cards to the Council within 48 hours of the receipt of the afore-mentioned notice.

36. Application for and issue of replacement residents' visitor parking cards

- (1) If a residents' visitor parking card is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the residents' visitor parking card has become altered by fading or otherwise, the householder shall either surrender it to the Council or apply to the Council for the issue of a replacement residents' visitor parking card and the Council, upon receipt of the residents' visitor parking card, shall issue a replacement residents' visitor parking card.
- (2) The provisions of this Order shall apply to a replacement residents' visitor parking card and an application therefor as if it were a residents' visitor parking card or, as the case may be, an application therefor.

37. Form of residents' visitor parking card

- (1) A residents' visitor parking card shall be in writing and shall include the following particulars:
 - (a) the year;
 - (b) the month;
 - (c) the date in the month;
 - (d) the time of arrival;
 - (e) the vehicle registration mark;
 - (f) the period during which, subject to the provisions of Article 33(3), the residents' visitor parking card may remain valid;
 - (g) the zone to which the residents' visitors parking card applies;
 - (h) an indication that the residents' visitor parking card has been issued by the Council.

- (2) The details required by paragraph (1)(a), (1)(b), (1)(c), (1)(d) and (1)(e) shall be written in on the residents' visitors parking card in ink in the spaces provided.

Dated this third day of December 2018

A handwritten signature in black ink, consisting of a series of loops and a final horizontal stroke.

Head of Traffic, Transport & Environmental Strategy
(the officer appointed for the purpose)

SCHEDULE 1

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No Items

SCHEDULE 2

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine or a valid business permit.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No Items

SCHEDULE 3

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' permit, a valid residents' visitor parking card or a valid parking ticket from a ticket machine.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No Items

SCHEDULE 4

In relation to a parking place referred to in this Schedule, the expression “permitted hours” means the period between 10am-7pm Monday to Saturday inclusive, except for Christmas Day, Good Friday and Bank Holidays

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents’ permit, residents’ visitor parking card, business permit or a valid payment by telephone – maximum stay 2 hours

1 No. of parking place	2 Designated parking place	3 Minimum number of parking bays	4 Special manner of standing
1.	Hartham Road, Isleworth, the north-east side, from a point 19 metres north-west of its junction with London Road to a point 11 metres south-east of the boundary of Nos. 1/3 Hartham Road	1	-
2.	Hartham Road, Isleworth, the south-west side, from a point 19 metres north-west of its junction with London Road to a point 16 metres south-east of the boundary of Nos. 6/8 Hartham Road	1	-
3.	London Road - Service Road Fronting 409 - 435 London Road, Isleworth, the north-west side, from a point 3 metres south-west of the common boundary of Nos 433 and 435 London Road to the extended property boundary of 411/413 London Road	1	-
4.	Wood Lane, Isleworth, the north-east side, from a point 18 metres north-east of its junction with London Road for a distance of 21 metres in a north-westerly direction	1	-
5.	Wood Lane, Isleworth, the south-west side, from a point 6 metres south-east of its extended south-eastern kerbline of Hartham Road to a point 11 metres north-west of its extended north-western kerbline of Hartham Road	1	-

SCHEDULE 5

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business permit.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No items.

SCHEDULE 6

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business permit or a valid residents' permit or a residents' visitor parking card.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No items.

SCHEDULE 7

In relation to a parking place referred to in this Schedule, the expression “permitted hours” means the period between 10am-7pm Monday to Saturday inclusive, except for Christmas Day, Good Friday and Bank Holidays

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents’ permit or a valid residents’ visitor parking card.

1 No. of parking place	2 Designated parking place	3 Minimum number of parking bays	4 Special manner of standing
6.	Deepwell Close, Isleworth, both sides, from a point 5 metres south-east of its junction with Hartham Road for a distance of 27 metres in a south-easterly direction	1	Permit parking area
7.	Deepwell Close, Isleworth, the north-west side, from a point 7 metres south-west of the extended property boundary of 58/60 Hartham Road for a distance of 11 metres in a north-easterly direction	1	Permit parking area
8.	Deepwell Close, Isleworth, the north-east side, from the boundary of Nos. 1/2 Deepwell Close to its south-eastern extent	1	Permit parking area
9.	Deepwell Close, Isleworth, the south-west side, from the boundary of Nos. 22/23 Deepwell Close to its south-eastern extent	1	Permit parking area
10.	Deepwell Close, Isleworth, the south-east side, from a point 6 metres south-west of the boundary of Nos. 27/28 Deepwell Close to the extended north-eastern building line of number 23 Deepwell Close	1	Permit parking area
11.	Deepwell Close, Isleworth, the south-west side, from a point 15 metres south-west of the boundary of Nos. 27/28 Deepwell Close to a point 3 metres south-east of the boundary of Nos. 33/34 Deepwell Close	1	Permit parking area
12.	Deepwell Close, Isleworth, the north-west side, from a point 2 metres north-east of the extended property boundary of 25/26 Deepwell Close to a point 1 metres north-east of the extended property boundary of 70/72 Hartham Road	1	Permit parking area

SCHEDULE 7 (continued)

1 No. of parking place	2 Designated parking place	3 Minimum number of parking bays	4 Special manner of standing
13.	Hartham Close, Isleworth, the north-west side, from a point 4 metres north-east of the boundary of Nos. 1/2 Hartham Close to the boundary of Nos. 3/4 Hartham Close	1	-
14.	Hartham Close, Isleworth, the south-east side, from a point 4 metres north-east of the extended property boundary of 1/2 Hartham Close for a distance of 10.5 metres in a north-easterly direction	1	90 deg to kerb
15a.	Hartham Road, Isleworth, the north-west side, from a point 4 metres north-east of the boundary of Nos. 49/51 Hartham Road to the south-western building line of No. 105 Hartham Road	1	-
15b.	Hartham Road, Isleworth, the north-west side, from the boundary of Nos. 103/105 Hartham Road to a point 5 metres north-east of its junction with Wood Lane	1	-
16.	Hartham Road, Isleworth, the south-east side, from a point 4 metres north-east of the boundary of Nos. 122/124 Hartham Road to a point 6 metres north-east of its junction with Wood Lane	1	-
17.	Hartham Road, Isleworth, the south-east side, from a point 5 metres north-east of the boundary of Nos. 96/98 Hartham Road for a distance of 12 metres in a south-westerly direction	1	-
18.	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 92/94 Hartham Road for a distance of 5 metres in a south-westerly direction	1	-
19.	Hartham Road, Isleworth, the south-east side, from a point 5 metres north-east of the boundary of Nos. 88/90 Hartham Road for a distance of 10 metres in a south-westerly direction	1	-

SCHEDULE 7 (continued)

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing
20.	Hartham Road, Isleworth, the south-east side, from a point 4 metres south-west of the boundary of Nos. 82/84 Hartham Road to a point 5 metres south-west of the boundary of Nos. 84/86 Hartham Close	1	-
21.	Hartham Road, Isleworth, the south-east side, from a point 5 metres south-west of the boundary of Nos. 78/80 Hartham Road to a point 5 metres north-east of the boundary of Nos. 82/84 Hartham Close	1	-
22.	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 74/76 Hartham Road for a distance of 6 metres in a south-westerly direction	1	-
23a.	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 42/44 Hartham Road to the north-eastern building line of No. 58 Hartham Road	1	-
23b.	Hartham Road, Isleworth, the south-east side, from the boundary of Nos. 58/60 Hartham Road to a point 6 metres north-east of its junction with Deepwell Close	1	-
24.	Hartham Road, Isleworth, the south-east side, from a point 7 metres north-east of the boundary of Nos. 38/40 Hartham Road to a point 4 metres north-east of the boundary of Nos. 42/44 Hartham Road	1	-
25.	Hartham Road, Isleworth, the north-east side, from the boundary of Nos. 45/47 Hartham Road to a point 5 metres south-east of the boundary of Nos. 1/3 Hartham Road	1	-
26.	Hartham Road, Isleworth, the south-west side, from a point 11 metres north-west of the boundary of Nos. 32/34 Hartham Road to a point 1 metres south-east of the extended property boundary of 45/47 Hartham Road	1	-

SCHEDULE 7 (continued)

1 No. of parking place	2 Designated parking place	3 Minimum number of parking bays	4 Special manner of standing
27.	Hartham Road, Isleworth, the south-west side, from a point 6 metres south-east of the boundary of Nos. 6/8 Hartham Road to a point 5 metres north-west of the boundary of Nos. 32/34 Hartham Road	1	-
28.	Langley Road, Isleworth, the north-east side, from a point 7 metres south-east of its junction with London Road (Service Road fronting 409-435 London Road, Isleworth) to the boundary of Nos. 10/12 Langley Road	1	Permit parking area
29.	Langley Road, Isleworth, the north-east side, from a point 6 metres south-east of the boundary of Nos. 10/12 Langley Road to its southern extent	1	Permit parking area
30.	Langley Road, Isleworth, the south-west side, from a point 3 metres north-west of the boundary of Nos. 9/11 Langley Road to its southern extent	1	Permit parking area

SCHEDULE 8

Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' permit.

1	2	3	4
No. of parking place	Designated parking place	Minimum number of parking bays	Special manner of standing

No items.

SCHEDULE 9

Streets or parts of streets for the purpose of the definition of “business”

1. Hartham Road, Isleworth
2. London Road service road fronting Nos. 409-435 London Road
3. Wood Lane

SCHEDULE 10

Streets or parts of streets for the purpose of the definition of “resident”

1. Deepwell Close
2. Hartham Close
3. Hartham Road
4. Langley Road

SCHEDULE 11

On-Street Pay & Display Parking Charges

Period	Charge
Up to 30 minutes	£1.20
Up to 1 hour	£2.40
Up to 1½ hours	£3.60
Up to 2 hours	£4.80
Up to 2½ hours	£6.00
Up to 3 hours	£7.20
Up to 3½ hours	£8.40
Up to 4 hours	£9.60
Up to 4½ hours	£10.80
Up to 5 hours	£12.00

SCHEDULE 12

Business Permit Charges

	12-month permit
Goods vehicle	£506.25
Passenger vehicle	£753.75

SCHEDULE 13
Resident Permit Charges

1.	2. First residents' permit per household	3. Second residents' permit per household	4. Third residents' permit per household	5. Fourth residents' permit per household	6. Fifth and subsequent residents' permits per household
12 month permit for a low emission vehicle.	£0	£0	£0	£0	£0
12 month permit for a low emission vehicle which is also a diesel vehicle.	£50	£50	£50	£50	£50
12 month permit for all other diesel vehicles	£130	£210	£290	£370	£450
12-month permit for all other vehicles	£80	£160	£240	£320	£400

SCHEDULE 14
Residents' Visitors Parking Card Charges

	Each card
Residents' visitors parking card	£22.50

EXPLANATORY NOTE

(This note is not part of the Order, but is intended to indicate its general purport)

This Order designates parking places in certain lengths of street in the vicinity of Hartham Road in the London Borough of Hounslow at which vehicles displaying a valid proof of payment by telephone, valid business permit, valid residents permit or a valid residents visitors parking card issued by the Council of the London Borough may be left in designated areas.

TRAFFIC MANAGEMENT ORDER**2025 No. 53**

**The London Borough of Hounslow (Hartham Road) (Parking Places) (Amendment No. 1)
Order 2025**Made 21st February 2025Coming into force 27th February 2025

The Council of the London Borough of Hounslow, having consulted the Commissioner of Police of the Metropolis, in exercise of the powers conferred by sections 6, 45, 46, 49 and 51 and 124 and of Part III and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984¹ as amended and the Traffic Management Act 2004² and of all other enabling powers hereby make the following Order:

Citation and commencement

1. This Order shall come into operation on 27th February 2025 and may be cited as The London Borough of Hounslow (Hartham Road) (Parking Places) (Amendment No. 1) Order 2025.

Interpretation

2. The Interpretation Act 1978 shall apply to this Order as it applies for the interpretation of an Act of Parliament.
3. Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order.
4. In this Order, the “Parent Order” shall mean The London Borough of Hounslow (Hartham Road) (Parking Places) Order 2018.

Definitions

5. The following definitions shall be inserted into Article 3 of the Parent Order:

“Season Ticket” means a Season Ticket or Virtual Season Ticket issued under the provisions of Article 29A of this Order;

“Carer Permit” means a Permit issued under the provisions of Article 29C of this Order;

“Temporary Resident Permit” means a Permit issued under the provisions of Article 29E of this Order;

“Operational Permit (All Zones)” means a Permit issued under the provisions of Article 29G of this Order;

“Operational Permit (External)” means a Permit issued under the provisions of Article 29I of this Order;

“Doctor Permit” means a Permit issued under the provisions of Article 29K of this Order;

“Council Staff” means members of staff employed at the Council;

“Affiliate Staff” means any staff working for companies and organisations who are recognised affiliates of the London Borough of Hounslow, working on their behalf and approved for an Operational Permit (External);

“Administration Charge” means the Charge listed in the Schedules to this Order which applies for the change of vehicle, replacement or refund of a Permit or Season Ticket;

“Charge” means the Charge for a Permit, Season Ticket, Residents’ Visitor Parking Card or Payment Parking Place and specified in the Schedules to this Order (or amended by ‘notice’);

“Cashless Payment” means a method of payment whereby the Charge (and any appropriate Administration Charge) is collected by the Service Provider, via an arranged account, with payment being made over the Telephone or Electronic Payment System (including via the internet) by Payment Card or other means of secure authorised payment to allow vehicles to be parked for the period of time for which payment has been made;

“DVLA Band” means the banding of vehicles based on Carbon Dioxide Emissions Figures generated (g/km) as set by the Driver and Vehicle Licensing Agency;

“Vehicle Emissions (g/km)” means the amount, in grams, of carbon dioxide emissions a vehicle generates per kilometre driven;

“Handheld Device” means a wireless handheld computer (including mobile phone) used by a Civil Enforcement Officer whilst carrying out duties which is programmed to interface with the Telephone or Electronic Payment System operator;

“Payment Card” means a debit/credit card, PayPoint or any other accepted form of electronic payment system, that can be used by a person and accepted as a means of making a payment for a Permit, Residents’ Visitor Parking Card, Season Ticket, Ticket or Virtual Permit, Virtual Residents’ Visitor Parking Card, Virtual Season Tickets or Virtual Tickets;

“Payment Parking Place” means a Parking Place to which a payment for parking applies on leaving a Vehicle in that Parking Place designated as such by this Order and where payment of the parking Charge is made by means of a Ticket Machine or a Cashless Payment system;

“Permit” means a Permit or Virtual Permit of the type described within this Order and issued by the Council for which the payment of the Charge is made;

“Permit Holder” means a person to whom a Permit or Virtual Permit has been issued under the provisions of this Order;

“Permit Identifier” means any symbol, logo, letter, numeral or name (or any combination of such), specified in Schedules 9 and 10 applicable to the Permit Parking Places specified in Schedules 2, 3, 4, 5, 6, 7 and 8 and used on Permits, Residents’ Visitor Parking Cards, Season Tickets or Virtual Permits, Virtual Residents’ Visitor Parking Cards and Virtual Season Tickets to identify the Permit Parking Places for which they are valid and on Handheld Devices and on signs at relevant Parking Places;

“Residents’ Visitor Parking Card” means a Residents’ Visitor Parking Card or Virtual Residents’ Visitor Parking Card issued under the provisions of Article 33;

“Service Provider” means the contractor authorised by the Council to accept payment of the Charge for a Permit, Residents’ Visitor Parking Card, Season Ticket or Virtual Ticket, on its behalf and to keep a record of that payment and the Vehicle, Parking Place or Parking Area and the parking period in respect of which payment has been made using the Telephone or Electronic Payment System;

“Telephone or Electronic Payment System” means an electronic system, using a telephone connection, text messaging, mobile application, web application or other electronic application set up and maintained by the Service Provider whereby:

- (a) the driver of a vehicle, or some other person authorised by that driver on their behalf, uses a telephone or electronic device to communicate with the Service Provider and make payment of the Charge or Administration Charge in respect of a specified Vehicle by use of a Payment Card or pre-arranged payment account; and
- (b) the Service Provider, on behalf of the Council, accepts payment of the Charge or Administration Charge by the method referred to in paragraph (a) of this definition and records such payment together with the parking period for which payment has been made, the Parking Place in which the vehicle is left and the registration mark of the vehicle in respect of which payment has been made;
- (c) Telephone charges incurred in the costs of making the transaction depend on network provider and phone service and are the responsibility of the applicant.

“Virtual Permit” means a digital, electronic record of a Permit. Unlike with a traditional paper Permit, with a Virtual Permit there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Permit issued by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Residents’ Visitor Parking Card” means a digital, electronic record of a Residents’ Visitor Parking Card. Unlike with a traditional paper Residents’ Visitor Parking Card, with a Virtual Residents’ Visitor Parking Card there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual Residents’ Visitor Parking Card issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Season Ticket” means a digital, electronic record of a Season Ticket. Unlike with a traditional paper Season Tickets, with a Virtual Season Ticket there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual

Season Ticket issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Virtual Tickets” means a digital, electronic record of a Ticket. Unlike with traditional paper Tickets, with a Virtual Ticket there is nothing to physically display. A Civil Enforcement Officer is able to determine which vehicles hold a valid Virtual Ticket issued and confirmed by the Council for which the payment of the Charge is made, via the information that is displayed on their Handheld Device;

“Zone” means the streets and parts of streets containing Permit Parking where the Permit Identifier for such Parking Places indicates the Zone to which those Parking Places belong;

“Penalty Charge” means a charge set by the Council under the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;

“Penalty Charge Notice (PCN)” means a notice issued or served by a Civil Enforcement Officer to the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022

6. The following Definitions shall be removed from Article 3 of the Parent Order:

“penalty charge” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“penalty charge notice” has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“telephone payment parking system” means a system to facilitate and monitor the payment of parking charges using telephone communication with the service provider in accordance with instructions indicated on signs located at each parking place where the system is operational;

“service provider” means the company authorised and appointed by the Council to operate, administer and maintain the payment of parking charges using the telephone payment parking system;

“Band A or B vehicle” means a vehicle whose carbon dioxide emissions figure does not exceed 110 grams per kilometre driven.

“low emission vehicle” means a Band A or B vehicle registered between 1 March 2001 and 31 March 2017, or a vehicle registered on or after 1 April 2017 whose carbon dioxide emissions figure does not exceed 50 grams per kilometre driven;

“hand-held device” means a wireless hand-held computer used by a civil enforcement officer, which is programmed to interface with the telephone payment parking systems;

“residents’ visitor parking card” means a residents’ visitor parking card issued under the provisions of Article 33;

Amendments to Vehicles for which parking places are designated

7. Article 7 (2), (3), (4), (5), (6), (7), (8) and (9) of the Parent Order shall be replaced by the following:

(2) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 1 during the permitted hours shall either:

- a. Have been granted a Virtual Ticket after making a payment through the Telephone or Electronic Payment System; or
- b. cause to be displayed a valid ticket; or
- c. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(3) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 2 during the permitted hours shall either:

- a. Have been granted a Virtual Ticket after making a payment through the Telephone or Electronic Payment System; or
- b. cause to be displayed a valid ticket; or
- c. cause to be displayed a valid business permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket which exempts them from displaying a Season Ticket and a record of which is accessible on a Handheld Device; or
- e. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- f. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(4) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 3 during the permitted hours shall either:

- a. Have been granted a Virtual Ticket after making a payment through the Telephone or Electronic Payment System; or
- b. cause to be displayed a valid ticket; or
- c. cause to be displayed a valid residents' Permit or the Permit Holder has obtained a Virtual residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid residents' visitors parking card or having been granted a Virtual Residents' Visitor Parking Card which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- e. cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket which exempts them from displaying a Season Ticket and a record of which is accessible on a Handheld Device; or

- f. cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - g. cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - h. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - i. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - j. cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.
- (5) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 4 during the permitted hours shall either:
- a. Have been granted a Virtual Ticket after making a payment through the Telephone or Electronic Payment System; or
 - b. cause to be displayed a valid ticket; or
 - c. cause to be displayed a valid business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - d. cause to be displayed a valid residents' Permit or the Permit Holder has obtained a Virtual residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - e. cause to be displayed a valid residents' visitors parking card or having been granted a Virtual Residents' Visitor Parking Card which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - f. cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket which exempts them from displaying a Season Ticket and a record of which is accessible on a Handheld Device; or
 - g. cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - h. cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - i. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
 - j. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them

from displaying a Permit and a record of which is accessible on a Handheld Device; or

- k. cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(6) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 5 during the permitted hours shall either:

- a. cause to be displayed a valid business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- b. cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket which exempts them from displaying a Season Ticket and a record of which is accessible on a Handheld Device; or
- c. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(7) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 6 during the permitted hours shall either:

- a. cause to be displayed a valid business Permit or the Permit Holder has obtained a Virtual Business Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- b. cause to be displayed a valid residents' Permit or the Permit Holder has obtained a Virtual residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- c. cause to be displayed a valid residents' visitors parking card or having been granted a Virtual Residents' Visitor Parking Card which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Season Ticket or having been granted a Virtual Season Ticket which exempts them from displaying a Season Ticket and a record of which is accessible on a Handheld Device; or
- e. cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- f. cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- g. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- h. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them

from displaying a Permit and a record of which is accessible on a Handheld Device; or

- i. cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(8) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 7 during the permitted hours shall either:

- a. cause to be displayed a valid residents' Permit or the Permit Holder has obtained a Virtual residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- b. cause to be displayed a valid residents' visitors parking card or having been granted a Virtual Residents' Visitor Parking Card which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- c. cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- e. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- f. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- g. cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

(9) Subject to the provisions of this Order, a person leaving a vehicle in a parking place referred to in Schedule 8 during the permitted hours shall either:

- a. cause to be displayed a valid residents' Permit or the Permit Holder has obtained a Virtual residents' Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- b. cause to be displayed a valid Carer Permit or the Permit Holder has obtained a Virtual Carer Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- c. cause to be displayed a valid Temporary Resident Permit or the Permit Holder has obtained a Virtual Temporary Resident Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- d. cause to be displayed a valid Operational Permit (All Zones) or the Permit Holder has obtained a Virtual Operational Permit (All Zones) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or

- e. cause to be displayed a valid Operational Permit (External) or the Permit Holder has obtained a Virtual Operational Permit (External) Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device; or
- f. cause to be displayed a valid Doctor Permit or the Permit Holder has obtained a Virtual Doctor Permit which exempts them from displaying a Permit and a record of which is accessible on a Handheld Device.

Amendments to Display of Permits and tickets

8. Article 8 of the Parent Order shall be replaced by the following:

- (1) At all times during which a vehicle is left in a parking place during the permitted hours and where required to do so by Article 7, the driver shall cause either a valid ticket, a valid Permit, a valid Season Ticket or a valid Residents' Visitor Parking Card, issued for that vehicle, to be displayed on the front or kerb side of the vehicle so that either:
 - a. all the details on the side of the ticket which bears the indication that the parking charge has been paid are clearly visible from the front or kerb side of the vehicle; or
 - b. all of the particulars of the residents' Permit referred to in Article 32(1) are clearly visible from the front or kerb side of the vehicle; or
 - c. all of the particulars of the business Permit referred to in Article 32(2) are clearly visible from the front or kerb side of the vehicle; or
 - d. all of the particulars of the visitor parking card referred to in Article 37(1) are clearly visible from the front or kerb side of the vehicle and have been duly completed; or
 - e. all of the particulars of the Season Ticket, Carer Permit, Temporary Resident Permit, Operational Permit (All Zones), Operational Permit (External) and Doctor Permit referred to in Article 32(3) are clearly visible from the front or kerb side of the vehicle.
- (2) The driver shall be exempt from displaying a valid ticket, a valid Permit, a valid Season Ticket or a valid Residents' Visitor Parking Card as specified in Article 8 (1), if the driver has obtained a Virtual Ticket, Virtual Permit, Virtual Season Ticket or a Virtual Residents Parking Card and a record of which is accessible on a Handheld Device.

Amendments to Charges for use of parking places

9. Article 9 (2) and (3) of the Parent Order shall be replaced by the following:

- (2) A Charge shall be paid for the leaving of a vehicle in a parking place described in Schedules 2, 3 and 4 during the permitted hours, such Charge being either:
 - a. as specified in Schedule 11; or
 - b. a business Permit fee as specified in Schedule 12; or
 - c. a residents' Permit fee as specified in Schedule 13; or
 - d. a residents' visitors parking card fee as specified in Schedule 14; or
 - e. a Season Ticket fee as specified in Schedule 15; or
 - f. a Carer Permit fee as specified in Schedule 16; or
 - g. a Temporary Resident Permit fee as specified in Schedule 17; or
 - h. an Operational Permit (All Zones) fee as specified in Schedule 18; or
 - i. an Operational Permit (External) fee as specified in Schedule 19; or
 - j. a Doctor Permit fee as specified in Schedule 20.

- (3) A Charge shall be paid for the leaving of a vehicle in a parking place described in Schedules 5, 6, 7 and 8 during the permitted hours, such Charge being either:

- a. a business Permit fee as specified in Schedule 12; or
- b. a residents' Permit fee as specified in Schedule 13; or
- c. a residents' visitors parking card fee as specified in Schedule 14; or
- d. a Season Ticket fee as specified in Schedule 15; or
- e. a Carer Permit fee as specified in Schedule 16; or
- f. a Temporary Resident Permit fee as specified in Schedule 17; or
- g. an Operational Permit (All Zones) fee as specified in Schedule 18; or
- h. an Operational Permit (External) fee as specified in Schedule 19; or
- i. a Doctor Permit fee as specified in Schedule 20.

10. Article 9 (4) of the Parent Order shall be removed:

- (4) For users of the telephone payment system the parking charge will be the same as specified in Schedule 11 plus the payment of an additional twenty (20) pence convenience fee.

Amendments to Payment of parking charge at parking places with ticket machines

11. Article 10 (1) and (2) of the Parent Order shall be replaced by the following:

- (1) A person leaving a vehicle in a parking place referred to in Schedules 1, 2, 3 and 4, can obtain a valid Ticket by paying the charge by Payment Card as stated on the ticket machine, which shall be used as a means of collecting the parking charge imposed by this Order, and take such steps as may be necessary to cause the ticket machine to issue a ticket.
- (2) A person leaving a vehicle in a parking place referred to in Schedules 1, 2, 3 and 4, can use the Telephone or Electronic Payment System or other form of Cashless Payment to pay the parking Charge, imposed by this Order, for the period they wish to park by communicating with the Service Provider.

Amendments to Indications and evidence by the Telephone Payment Parking System

12. The heading of Article 18 of the Parent Order shall be changed to 'Indications and evidence by the Telephone or Electronic Payment System' and Article 18 of the Parent Order shall be replaced by the following:

- (1) Where a vehicle has been left in a parking place referred to in Schedules 1, 2, 3 and 4 using the Telephone or Electronic Payment System or other form of Cashless Payment, an indication that payment has been made and the parking period for which payment has been made shall either:
 - a. appear on a Handheld Device; or
 - b. be obtained by a civil enforcement officer contacting the Service Provider
- (2) Without prejudice to the provisions of this Order, if at any time while a vehicle is left in a parking place referred to in the Schedule and no indication that payment of the parking charge has been made using the Telephone or Electronic Payment System or other form of Cashless Payment, or an indication that the parking period for which payment was made has expired, it shall be presumed, unless the contrary is proved, that either:
 - a. the parking charge has not been duly paid in respect of that vehicle; or
 - b. the parking period for which payment was made had already expired.

Amendments to Application for and issue of residents' permits for the use of parking places

13. Article 26 (1), (2), (3), (4), (6) and (7) of the Parent Order shall be replaced by the following:

- (1) Any resident who is the owner of a vehicle that is a passenger vehicle, a goods vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage,

- may apply to the Council for the issue of a residents' permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- (2) The Council may at any time require an applicant for a residents' permit or a residents' permit holder to produce to an officer of the Council such evidence in respect of an application for a residents' permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any residents' permit issued by them as they may reasonably call for to verify that the residents' permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
 - (3) In receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 13, the Council, upon being satisfied that the applicant is a resident and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one residents' permit or Virtual resident's Permit for the leaving during the permitted hours in a parking place referred to in Schedules 3, 4, 6, 7 and 8 of the vehicle to which such residents' permit relates. Provided that, subject to the provisions of Article 27, the Council shall not issue a residents' permit or Virtual resident's Permit to any resident which would be valid during any period during which any other residents' permit or Virtual resident's Permit issued to that resident is or would be valid.
 - (4) Subject to the provisions of this Order a residents' permit shall be valid for a period of twelve months running from the date on which the residents' permit first became valid.
 - (6) The carbon dioxide emissions figure of any vehicle is that which is recorded as the engine emissions in the vehicle's registration document or registration certificate. If the registration document or certificate in respect of the vehicle for which the Permit is being issued does not contain a statement as to the carbon dioxide emissions figure then the DVLA Band 7 (over 226 g/km) will apply.
 - (7) Permits issued for lower DVLA Bands, whether also diesel vehicles or not, will always be counted first when counting the total number of residents' permits issued to a household. Where permits have previously been issued to any member of a household then any permits subsequently issued for lower DVLA Bands will be counted first when Permits previously issued are renewed.

Amendments to Refund of charge paid and change of vehicle in respect of a residents' permit

14. Article 27 (3) and (4) of the Parent Order shall be replaced by the following:

- (3) On a change of vehicle where the replacement vehicle is a lower DVLA Band and the Council issues a replacement Permit the resident shall be entitled to a refund of the charge paid less an Administration Charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the change of vehicle is notified to the Council.
- (4) On a change of vehicle where the replacement vehicle is not a lower DVLA Band vehicle but is replacing a Permit due to change of vehicle, then the resident shall be required to pay the residents' permit charge as specified in Schedule 13 according to the number of residents' permits issued to the household.

Amendments to Application for and issue of business permits for the use of parking places

15. Article 28 (1), (2) and (3) of the Parent Order shall be replaced by the following:

- (1) Any business user who is the owner of a motor vehicle that is a passenger vehicle, a goods vehicle or a motor cycle may apply to the Council for the issue of a business permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for a business permit or a business permit holder to produce to an officer of the Council such evidence in respect of an application for a business permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any business permit issued by them as they may reasonably call for to verify that the business permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 12, the Council upon being satisfied that the applicant is a business user is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one business permit or Virtual Business Permit for the leaving during the permitted hours in a parking space in any parking place referred to in Schedule 2, 4, 5 and 6 to this Order of the vehicle to which such business permit relates.

Addition to Application for and issue of business permits for the use of parking places

16. The following Article shall be inserted after Article 28 (4) of the Parent Order:

- (5) The carbon dioxide emissions figure of any vehicle is that which is recorded as the engine emissions in the vehicle's registration document or registration certificate. If the registration document or certificate in respect of the vehicle for which the Permit is being issued does not contain a statement as to the carbon dioxide emissions figure then the DVLA Band 7 (over 226 g/km) will apply.

Addition to Refund of charge paid in respect of business permits

17. The following Article shall be inserted after Article 29 (3) of the Parent Order:

- (4) On a change of vehicle where the replacement vehicle is a lower DVLA Band and the Council issues a replacement Permit the Business Permit Holder shall be entitled to a refund of the charge paid less an Administration Charge as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the change of vehicle is notified to the Council.
- (5) On a change of vehicle where the replacement vehicle is not a lower DVLA Band vehicle but is replacing a Business Permit due to change of vehicle, then the Permit Holder shall be required to pay the business permit Charge as specified in Schedule 12 according to the number of business permits issued.

Additional Permits

18. The following Articles shall be inserted after Article 29 of the Parent Order:

29A. Application for and issue of Season Ticket for the use of parking places

- 1) Any person may make application to the Council for a Season Ticket or Virtual Season Ticket for a charge to specified in Schedule 15 and that Season Ticket shall be valid in such parking place(s) referred to in Schedules 2, 3, 4, 5 and 6 as is specified thereon and during the period for which it is issued.

- 2) No person shall after obtaining a Season Ticket or Virtual Season Ticket, accessible on a Handheld Device on the Telephone or Electronic Payment System approved by the Council or approved contractor, alter the indication given by that Season Ticket or Virtual Season Ticket whilst the vehicle to which it relates remains in the Parking Place, or knowingly exhibit on a vehicle a Season Ticket which has been altered, defaced, mutilated, copied or added to.
- 3) A Season Ticket or Virtual Season Ticket shall only be valid for the Parking Place for which it was issued and for the vehicle or by the user in respect of which or by whom it was obtained or purchased, and shall neither be transferable to another vehicle or user nor to another Parking Place.
- 4) The issue and availability of Season Tickets and Virtual Season Tickets shall be at the discretion of the Council and on such terms as the Council may from time to time determine.
- 5) No person shall use a Season Ticket or Virtual Season Ticket otherwise than in accordance with the terms and conditions issued by the Council with the Season Ticket or Virtual Season Ticket.
- 6) A Season Ticket or Virtual Season Ticket is only valid for the area in which it has been issued for use.

29B. Refund of charge paid in respect of Season Ticket Permits

- 1) A Season Ticket holder shall not be entitled to a refund on the Season Ticket.

29C. Application for and issue of Carer Permits for the use of parking places

- 1) Any resident requiring regular visits from a carer to maintain an independent life may apply to the Council for the issue of a Carer Permit for a vehicle used by a care giver that is a passenger vehicle, a goods vehicle, a motor cycle or an invalid carriage. Any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied. In addition, a valid Doctor's statement must be supplied with alongside the application and checks may be carried out to verify the document.
- 2) The Council may at any time require an applicant for a Carer Permit or a Carer Permit holder to produce to an officer of the Council such evidence in respect of an application for a Carer Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Carer Permit issued by them as they may reasonably call for to verify that the Carer Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- 3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 16, the Council, upon being satisfied that the applicant is a resident and the care giver is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Carer Permit or Virtual Carer Permit for the leaving during

the permitted hours in a parking place referred to in Schedules 3, 4, 6, 7 and 8 of the vehicle to which such Carer Permit relates.

- 4) Subject to the provisions of this Order a Carer Permit shall be valid for a period of twelve months running from the date on which the Carer Permit first becomes valid.
- 5) The issue of a Permit does not guarantee a parking space.

29D. Refund of charge paid in respect of Carer Permits

- 1) A Carer Permit holder shall not be entitled to a refund on the Carer Permit upon surrendering that Carer Permit.

29E. Application for and issue of Temporary Resident Permits for the use of parking places

- 1) Any resident who is the owner of a vehicle that is a passenger vehicle, a goods vehicle, a motor cycle or an invalid carriage, may apply to the Council for the issue of a Temporary Resident Permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- 2) A Temporary Resident Permit shall only be valid for the vehicle registration number shown on the Permit or Virtual Permit.
- 3) The Council may at any time require an applicant for a Temporary Resident Permit or a Temporary Resident Permit holder to produce to an officer of the Council such evidence in respect of an application for a Temporary Resident Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Temporary Resident Permit issued by them as they may reasonably call for to verify that the Temporary Resident Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- 4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 17, the Council, upon being satisfied that the applicant is a resident and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Temporary Resident Permit or Virtual Temporary Resident Permit for the leaving during the permitted hours in a parking place referred to in Schedules 3, 4, 6, 7 and 8 of the vehicle to which such Temporary Resident Permit relates.
- 5) Subject to the provisions of this Order a Temporary Resident Permit shall be valid for a period of one month running from the date on which the Temporary Resident Permit first became valid.
- 6) A maximum of two Temporary Resident Permits may be issued per household per year.
- 7) The issue of a Permit does not guarantee a parking space.

29F. Refund of charge paid in respect of Temporary Resident Permits

- 1) A Temporary Resident Permit holder shall not be entitled to a refund on the Temporary Resident Permit.

29G. Application for and issue of Operational Permits (All Zones) for the use of parking places

- 1) Any Council Staff or approved contractors carrying out work for or on behalf of the Council who is the owner of a passenger vehicle, a goods vehicle, a motor cycle or an invalid carriage, may apply to the Council for the issue of an Operational Permit (All Zones) and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information required by such form to be supplied.
- 2) The Council may at any time require an applicant for an Operational Permit (All Zones) or an Operational Permit (All Zones) holder to produce to an officer of the Council such evidence in respect of an application for an Operational Permit (All Zones) made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Operational Permit (All Zones) issued by them as they may reasonably call for to verify that the Operational Permit (All Zones) is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor
- 3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 18, the Council upon being satisfied that the applicant is carrying out work for or on behalf of the Council, and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Operational Permit (All Zones) or Virtual Operational Permit (All Zones) for the leaving during the permitted hours in a parking place referred to in Schedules 1, 2, 3, 4, 5, 6, 7 and 8 of the vehicle to which such Operational Permit (All Zones) relates.
- 4) Subject to the provisions of this Order an Operational Permit (All Zones) shall be valid for a period of twelve months running from the date on which the Operational Permit (All Zones) first becomes valid.
- 5) Operational Permits (All Zones) shall only be valid for Council staff while visiting premises, sites or customers as part of their normal duties. Operational Permits (All Zones) do not provide parking concessions for Council Staff while they are in their normal workplace or on non-operational duties such as training.
- 6) An Operational Permit (All Zones) shall only be valid for the vehicle registration number shown on the Permit. The vehicle registration on the Permit can be updated via the Change of Vehicle form on the Parking page of the intranet, an Administration Charge will be applicable as set out in Schedule 18.
- 7) Operational Permits (All Zones) are not valid for:
 - a. Parking in restricted areas near the Operational Permit (All Zones) holder's normal place of work.
 - b. Driving into areas with Permit access restrictions or access restricted streets.
 - c. Use outside the normal working hours of the holder, except in the course of official duties

- d. Leisure activities, including shopping, at any time
- e. Non-operational matters such as training
- f. Parking in suspended bays

8) The issue of a Permit does not guarantee a parking space.

29H. Refund of charge paid in respect of Operational Permits (All Zones)

- 1) An Operational Permit (All Zones) holder who surrenders an Operational Permit (All Zones) to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the charge paid less an Administration Charge specified in Schedule 18 as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the Operational Permit (All Zones) is surrendered to the Council. The Administration Charge specified in Schedule 18 as set by the Council, shall also be applied to any change of Permit or re-issue.

29I. Application for and issue of Operational Permits (External) for the use of parking places

- 1) Any Affiliate Staff who is the owner of a passenger vehicle, a goods vehicle, a motor cycle or an invalid carriage, may apply to the Council for the issue of an Operational Permit (External) and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information required by such form to be supplied.
- 2) The Council may at any time require an applicant for an Operational Permit (External) or an Operational Permit (External) holder to produce to an officer of the Council such evidence in respect of an application for an Operational Permit (External) made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Operational Permit (External) issued by them as they may reasonably call for to verify that the Operational Permit (External) is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor
- 3) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 19, the Council upon being satisfied that the applicant is Affiliate Staff, and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Operational Permit (External) or Virtual Operational Permit (External) for the leaving during the permitted hours in a parking place referred to in Schedules 1, 2, 3, 4, 5, 6, 7 and 8 of the vehicle to which such Operational Permit (External) relates.
- 4) Subject to the provisions of this Order an Operational Permit (External) shall be valid for a period of twelve months running from the date on which the Operational Permit (External) first becomes valid.
- 5) An Operational Permit (External) shall only be valid for the vehicle registration number shown on the Permit. The vehicle registration on the Permit can be updated via the Change of Vehicle form on the Parking page of the intranet, an Administration Charge will be applicable as set out in Schedule 19.
- 6) Operational Permits (External) are not valid for:

- a. Parking in restricted areas near the Operational Permit (External) holder's normal place of work.
- b. Driving into areas with Permit access restrictions or access restricted streets.
- c. Use outside the normal working hours of the holder, except in the course of official duties
- d. Leisure activities, including shopping, at any time
- e. Non-operational matters such as training
- f. Parking in suspended bays

7) The issue of a Permit does not guarantee a parking space.

29J. Refund of charge paid in respect of Operational Permits (External)

- 1) An Operational Permit (External) holder who surrenders an Operational Permit (External) to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the charge paid less an Administration Charge specified in Schedule 19 as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the Operational Permit (External) is surrendered to the Council. The Administration Charge specified in Schedule 19 as set by the Council, shall also be applied to any change of Permit or re-issue.

29K. Application for and issue of Doctor Permits for the use of parking places

- 1) Any doctor who makes home visits to a resident who is the owner of a vehicle that is a passenger vehicle, a goods vehicle, a motor cycle or an invalid carriage, may apply to the Council for the issue of a Doctor Permit in respect of that vehicle and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars, information and authentication required by such form to be supplied.
- 2) A Doctor Permit shall only be valid for the vehicle registration number shown on the Permit or Virtual Permit.
- 3) The Council may at any time require an applicant for a Doctor Permit or a Doctor Permit holder to produce to an officer of the Council such evidence in respect of an application for a Doctor Permit made to them as they may reasonably call for to verify any particulars of information given to them or in respect of any Doctor Permit issued by them as they may reasonably call for to verify that the Doctor Permit is valid. In respect of a Virtual Permit the Council can access the record of the Virtual Permit by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor
- 4) Upon receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the Charge specified in Schedule 20, the Council, upon being satisfied that the applicant is a doctor who makes home visits to a resident and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall issue to the applicant therefore one Doctor Permit or Virtual Doctor Permit for the leaving during the permitted hours in a parking place referred to in Schedules 3, 4, 6, 7 and 8 of the vehicle to which such Doctor Permit relates.
- 5) Subject to the provisions of this Order a Doctor Permit shall be valid for a period of twelve months running from the date on which the Doctor Permit first becomes valid.

- 6) Doctor Permits are not valid for use:
 - a. outside the normal working hours of the Doctors Permit holder, except in the course of official duty
 - b. during leisure activities
 - c. on operational matters such as training
 - d. in private parking areas not enforced by the London Borough of Hounslow
- 7) The issue of a Permit does not guarantee a parking space.

29L. Refund of charge paid in respect of Doctor Permits

- 1) A Doctor Permit holder who surrenders a Doctor Permit to the Council prior to 3 months before the expiry date, shall be entitled to a refund of the charge paid less an Administration Charge specified in Schedule 20 as set by the Council. The refund will be paid pro rata for any complete months which remain unexpired at the time when the Doctor Permit is surrendered to the Council.

Amendments to Surrender, withdrawal and validity of Permits

19. Article 30 (2) of the Parent Order shall be replaced by the following:

- (2) The Council may, by notice in writing served on the Permit holder by sending the same by recorded delivery service or read receipt to the Permit holder at the address or email address shown by that person on the application for the Permit or at any other address believed to be that person's place of abode, withdraw a Permit if it appears to the Council that any one of the events set out in paragraph (3)(a), (b) or (d) of this Article has occurred and the Permit holder shall surrender the Permit to the Council within 48 hours of the receipt of the afore-mentioned notice.

20. Article 30 (3) of the Parent Order shall be replaced by the following:

- (3) The events referred to in the foregoing provisions of this Article are:
 - a. the Permit holder ceasing to be a resident, a resident requiring a carer, a doctor who makes home visits, a doctor ceasing to be registered as working at the doctors practice stated within their Permit application, an Operational Permit (All Zones) holder or Operational Permit (External) holder ceasing to meet the conditions of the Permit set out in the terms and conditions or a business user;
 - b. the Permit holder ceasing to be the owner of the vehicle in respect of which the Permit was issued;
 - c. the withdrawal of such Permit by the Council under the provisions of paragraph (2) of this Article;
 - d. the vehicle in respect of which such Permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in respect of the parking place;
 - e. the issue of the duplicate Permit by the Council under the provisions of Article 31;
 - f. the Permit ceasing to be valid pursuant to the provisions of paragraph (4) of this Article

Addition to Surrender, withdrawal and validity of Permits

21. The following Article shall be inserted after Article 30 (5) of the Parent Order:

- (6) All Permits remain the property of the Council, who retain the right to withdraw the Permit when not used in accordance with these terms and conditions. The Council reserves the right to change the terms and conditions.

Amendments to Application for and issue of a duplicate Permit

22. The following Article shall be inserted after Article 31 (2) of the Parent Order:

- a. If an Operational Permit (All Zones) or Operational Permit (External) is lost applications do not need to be authorised and should be sent directly to the Parking Office. The Administration Charge for a lost permit may be passed on to the staff member.

Amendments to Form of Permit

23. Article 32 (1) and (2) of the Parent Order shall be replaced by the following:

- (1) A residents' permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit is issued;
 - (b) the period during which, subject to the provisions of Article 26(4), the residents' permit shall remain valid;
 - (c) the zone to which the Permit applies;
 - (d) an indication that the residents' permit has been issued by the Council; and
 - (e) Permit type
- (2) A business permit shall be in writing or electronic form and shall include the following particulars:
 - (a) the registration mark of the vehicle in respect of which the Permit has been issued or the name of the company to which the permit has been issued;
 - (b) the period during which, subject to the provisions of Article 28(4), the business permit shall remain valid;
 - (c) the zone to which the Permit applies;
 - (d) an indication that the business permit has been issued by the Council; and
 - (e) Permit type

24. The following Articles shall be inserted after Article 32 (2) of the Parent Order.

- (3) A Season Ticket and Temporary Resident Permit shall be in writing or electronic form and shall include the following particulars:
 - a. the registration mark of the vehicle in respect of which the Permit is issued;
 - b. the period during which, subject to the provisions of Article 29A(1), 29E(5), the Permit shall remain valid;
 - c. the zone to which the Permit applies;
 - d. an indication that the Permit has been issued by the Council; and
 - e. Permit type
- (4) A Doctor Permit shall be in writing or electronic form and shall include the following particulars:
 - a. the registration mark of the vehicle in respect of which the Permit is issued;
 - b. the period during which, subject to the provisions of Article 29K(5), the Permit shall remain valid;
 - c. an indication that the Permit has been issued by the Council; and
 - d. Permit type
- (5) An Operational Permit shall be in writing or electronic form and shall include the following particular:
 - a. the period during which, subject to the provisions of Article 29G(4), and 29I(4), the Permit shall remain valid;
 - b. an indication that the Permit has been issued by the Council; and
 - c. Permit type

- (6) A Carer Permit shall be in writing or electronic form and shall include the following particular:
- a. the period during which, subject to the provisions of Article 29C(4), the Permit shall remain valid;
 - b. the zone to which the Permit applies;
 - c. an indication that the Permit has been issued by the Council; and
 - d. Permit type

Amendments to Application for the issue of residents' visitor parking cards for the use of parking places

25. Article 33 of the Parent Order shall be replaced by the following:

- (1) Any resident may apply to the Council for the issue of up to 30 residents' visitor parking cards or up to 30 hours of Virtual Residents' Visitor Parking Cards for a vehicle of the class described in Article 26(1) and belonging to a person visiting that household and any such application shall be made on a form or electronic form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
- (2) The Council may at any time require an applicant for residents' visitor parking cards to produce to an officer of the Council such evidence in respect of an application for such a residents' visitor parking cards made to them as they may reasonably call for to verify any particulars or information given to them. In respect of a Virtual Residents' Visitor Parking Card the Council can access the record of the Virtual Residents' Visitor Parking Card by a Handheld Device, on the Telephone or Electronic Payment System approved by the Council or approved contractor.
- (3) On receipt of an application duly made under the foregoing provisions of this Article and upon receipt of the charge specified in Schedule 14, the Council upon being satisfied that the applicant is a resident, shall issue to the applicant the Residents' Visitor Parking Cards or Virtual Residents' Visitor Parking Cards.
- (4) The number of residents' visitor parking cards shall be restricted to a maximum of 30 residents' visitor parking cards per household in any 12 month period. In the case of Virtual Residents' Visitor Parking Cards the maximum hours shall be restricted to 30 hours per household in any 12 month period.

Addition to Surrender, withdrawal and validity of a residents' visitor parking card

26. The following Article shall be inserted after Article 35 (5) of the Parent Order:

- (6) All residents' visitor parking cards remain the property of the Council, who retain the right to withdraw the residents' visitor parking cards when not used in accordance with these terms and conditions. The Council reserves the right to change the terms and conditions.

Amendments to Form of residents' visitor parking card

27. Article 37 (1) and (2) of the Parent Order shall be replaced by the following:

- (1) A residents' visitor parking card shall be in writing or electronic form and shall include the following particulars:
 - (a) the year;
 - (b) the month;
 - (c) the date in the month;
 - (d) the time of arrival;
 - (e) the vehicle registration mark;
 - (f) the period during which the residents' visitor parking card may remain valid;
 - (g) the zone to which the residents' visitors parking card applies;

- (h) an indication that the residents' visitor parking card has been issued by the Council.
- (2) The details required by paragraph (1)(a), (1)(b), (1)(c), (1)(d) and (1)(e) shall be written in on the residents' visitors parking card in ink in the spaces provided. In the case of a Virtual Residents' Visitor Parking Cards the details shall be included electronically which is accessible on a Handheld Device.

Amendment to Schedules 1, 2, 3, 4, 5, 6, 7 and 8

28. Schedule 1 of the Parent Order is amended by the substitution of the wording in Article 28 (a) of this Order replacing the wording in Schedule 1 of the Parent Order and stated in Article 28 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine or a valid Operational Permit or has been granted a valid Virtual Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine.
29. Schedule 2 of the Parent Order is amended by the substitution of the wording in Article 29 (a) of this Order replacing the wording in Schedule 2 of the Parent Order and stated in Article 29 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine or a valid business permit, a valid Season Ticket or a valid Operational Permit or has been granted a valid Virtual Ticket, Virtual Business Permit, Virtual Season Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid parking ticket from a ticket machine or a valid business permit.
30. Schedule 3 of the Parent Order is amended by the substitution of the wording in Article 30 (a) of this Order replacing the wording in Schedule 3 of the Parent Order and stated in Article 30 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, a valid residents' visitor parking card, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a valid parking ticket from a ticket machine or has been granted a valid Virtual resident's Permit, Virtual Residents' Visitor Parking Card, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Ticket a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, a valid residents' visitor parking card or a valid parking ticket from a ticket machine.
31. Schedule 4 of the Parent Order is amended by the substitution of the wording in Article 31 (a) of this Order replacing the wording in Schedule 4 of the Parent Order and stated in Article 31 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, residents' visitor parking card, business Permit, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a valid ticket

from a ticket machine or has been granted a valid Virtual Resident's Permit, Virtual Residents' Visitor Parking Card, Virtual Business Permit, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Ticket a record of which is accessible on a Handheld Device.

- b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, residents' visitor parking card, business Permit or a valid ticket from a ticket machine.
32. Schedule 5 of the Parent Order is amended by the substitution of the wording in Article 32 (a) of this Order replacing the wording in Schedule 5 of the Parent Order and stated in Article 32 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business permit, a valid Season Ticket or a valid Operational Permit or has been granted a valid Virtual Business Permit, Virtual Season Ticket or Virtual Operational Permit a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business permit.
33. Schedule 6 of the Parent Order is amended by the substitution of the wording in Article 33 (a) of this Order replacing the wording in Schedule 6 of the Parent Order and stated in Article 33 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business Permit, a valid Season Ticket, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a valid residents' Permit or a residents' visitor parking card or has been granted a valid Virtual Business Permit, Virtual Season Ticket, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit, Virtual Resident's Permit or Virtual Residents' Visitor Parking Card a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid business Permit or a valid residents' Permit or a residents' visitor parking card.
34. Schedule 7 of the Parent Order is amended by the substitution of the wording in Article 34 (a) of this Order replacing the wording in Schedule 7 of the Parent Order and stated in Article 34 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit, a valid Doctor Permit or a valid residents' visitor parking card or has been granted a valid Virtual Resident's Permit, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit or Virtual Residents' Visitor Parking Card a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit or a valid residents' visitor parking card.

35. Schedule 8 of the Parent Order is amended by the substitution of the wording in Article 35 (a) of this Order replacing the wording in Schedule 8 of the Parent Order and stated in Article 35 (b) of this Order.
- a. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit, a valid Carer Permit, a valid Temporary Resident Permit, a valid Operational Permit or a valid Doctor Permit or has been granted a valid Virtual Resident's Permit, Virtual Carer Permit, Virtual Temporary Resident Permit, Virtual Operational Permit, Virtual Doctor Permit a record of which is accessible on a Handheld Device.
 - b. Parking places in respect of which a vehicle may be left during the permitted hours if it displays a valid residents' Permit.

Additional Schedules for Permits

36. Schedule 15, 16, 17, 18, 19 and 20 to this Order shall be appended as Schedule 15, 16, 17, 18, 19 and 20 to the Parent Order.

Replace Schedules for Permits and Payment Parking

37. Schedule 11, 12, 13 and 14 of the Parent Order shall be replaced by Schedule 11, 12, 13 and 14 of this Order.

Amendment to Schedules 9 and 10

38. Schedule 9 of the Parent Order is amended by the substitution of the wording in Article 38 (a) of this Order replacing the wording in Schedule 9 of the Parent Order and stated in Article 38 (b) of this Order.
- a. Streets or parts of streets for the purpose of the definition of "business" that are within the Zone Hartham Road with the Permit Identifier HR.
 - b. Streets or parts of streets for the purpose of the definition of "business".
39. Schedule 10 of the Parent Order is amended by the substitution of the wording in Article 39 (a) of this Order replacing the wording in Schedule 10 of the Parent Order and stated in Article 39 (b) of this Order.
- a. Streets or parts of streets for the purpose of the definition of "resident" within the Zone Hartham Road with the Permit Identifier HR.
 - b. Streets or parts of streets for the purpose of the definition of "resident".

Dated this 21st day of February 2025



Melanie Fontinelle
Acting Director for Environmental Services
(The Officer appointed for the purpose)

SCHEDULES

Schedule 11 On-Street Pay & Display Parking Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	Charges for Parking Period up to 30 minutes (3)	Charges for Parking Period up to 1 hour (4)	Charges for Parking Period up to 1 ½ hours (5)	Charges for Parking Period up to 2 hours (6)	Charges for Parking Period up to 2 ½ hours (7)	Charges for Parking Period up to 3 hours (8)	Charges for Parking Period up to 3 ½ hours (9)	Charges for Parking Period up to 4 hours (10)	Charges for Parking Period up to 4 ½ hours (11)	Charges for Parking Period up to 5 hours (12)
1	0	£0.80	£1.60	£2.40	£3.20	£4.00	£4.80	£5.60	£6.40	£7.20	£8.00
2	1 to 75	£1.20	£2.40	£3.60	£4.80	£6.00	£7.20	£8.40	£9.60	£10.80	£12.00
3	76 to 100	£1.60	£3.20	£4.80	£6.40	£8.00	£9.60	£11.20	£12.80	£14.40	£16.00
4	101 to 130	£1.70	£3.40	£5.10	£6.80	£8.50	£10.20	£11.90	£13.60	£15.30	£17.00
5	131 to 170	£1.80	£3.60	£5.40	£7.20	£9.00	£10.80	£12.60	£14.40	£16.20	£18.00
6	171 to 225	£1.90	£3.80	£5.70	£7.60	£9.50	£11.40	£13.30	£15.20	£17.10	£19.00
7	Over 226	£2.00	£4.00	£6.00	£8.00	£10.00	£12.00	£14.00	£16.00	£18.00	£20.00
Additional Diesel Surch ¹		£0.20	£0.40	£0.60	£0.80	£1.00	£1.20	£1.40	£1.60	£1.80	£2.00

Notes:

1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles

Schedule 12 Business Permit Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	Passenger vehicle (3)	Goods vehicle (4)
1	0	£645.00	£380.00
2	1 to 75	£754.00	£487.00
3	76 to 100	£862.00	£593.50

SCHEDULES

4	101 to 130	£970.00	£700.00
5	131 to 170	£1,078.00	£806.50
6	171 to 225	£1,186.00	£913.00
7	Over 226	£1,294.00	£1,019.50
Administration Charge for re-issue of Business Permit: £23			

Schedule 13 Resident Permit Charges

DVLA Band (1)	Vehicle Emissions (g/km) (2)	First residents' permit per household (3)	Second residents' permit per household (4)	Third residents' permit per household (5)	Fourth residents' permit per household (6)	Fifth and subsequent residents' permits per household (6)
1	0	£60.00	£150.00	£245.00	£335.00	£425.00
2	1 to 75	£70.00	£160.00	£255.00	£345.00	£435.00
3	76 to 100	£80.00	£170.00	£265.00	£355.00	£445.00
4	101 to 130	£90.00	£180.00	£275.00	£365.00	£455.00
5	131 to 170	£100.00	£190.00	£285.00	£375.00	£465.00
6	171 to 225	£120.00	£210.00	£305.00	£395.00	£485.00
7	Over 226	£140.00	£230.00	£325.00	£405.00	£505.00
Additional Diesel Surch ¹		£75.00	£75.00	£75.00	£75.00	£75.00
Administration Charge for change of vehicle/replacement/refund: £23						

Notes:

- 1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles

Schedule 14 Residents' Visitors Parking Card Charges

	Charge
Residents' visitors parking card	£25.50 (per book of 30 Cards) OR £25.50 (per 30 hours)

SCHEDULES

Schedule 15 Season Ticket Charges

Season Tickets Monday to Sunday				
DVLA Band (1)	Vehicle Emissions (g/km) (2)	3 Months (3)	6 Months (4)	Annual (5)
1	0	£339.00	£666.50	£1,310.00
2	1 to 75	£354.00	£696.50	£1,370.00
3	76 to 100	£369.00	£725.60	£1,430.00
4	101 to 130	£384.00	£756.50	£1,490.00
5	131 to 170	£404.00	£796.50	£1,570.00
6	171 to 225	£424.00	£836.50	£1,650.00
7	Over 226	£444.00	£876.50	£1,730.00
Additional Diesel Surch ¹		£18.75	£37.50	£75.00
Multi-Vehicle Permit ²		£424.00	£836.50	£1,650.00
Administration Charge for re-issue of Season Ticket: £23				

Notes:

- 1) Additional Diesel Surcharge for diesel and hybrid-diesel vehicles
- 2) Charge for season tickets for multiple vehicles

Schedule 16 Carer Permit Charges

1. Type of Permit	2. Period of validity	3. Charges
Carer Permits – CPZ (Single Zone) Specific	Annual	£0.00

Schedule 17 Temporary Resident Permit Charges

1. Type of Permit	2. Period of validity	3. Charges
Temporary Resident Permit	1 Month	£41.25

SCHEDULES

Schedule 18 Operational Permit (All Zones) Charges

1. Type of Permit	2. Period of validity	3. Charges
Operational Permits – All Zones	Annual	£163.75
Administration Charge for change of vehicle/replacement/refund	n/a	£23

Schedule 19 Operational Permit (External) Charges

1. Type of Permit	2. Period of validity	3. Charges
Operational Permits – External	Annual	£310.50
Administration Charge for Change of vehicle/replacement/refund	n/a	£23

Schedule 20 Doctor Permit Charges

1. Type of Permit	2. Period of validity	3. Charges
Doctor Permits	Annual	£381.00
Administration Charge for Change of vehicle/replacement/refund	n/a	£23