Merton Parking Services

Enforcement Policy
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This manual should be used in conjunction with the following legislation:

- **Road Traffic Regulation Act 1984**
  *Extensive legislation covering Road Traffic including the power to create Traffic Orders and charge for parking*

- **Traffic Management Act 2004**
  *Primary legislation covering decriminalised parking enforcement*

- **Civil Enforcement of Parking Contraventions (England) General Regulations 2007**
  *Covers procedures for issuing and enforcing penalty charges*

- **Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007**
  *Contains appeals and representation procedures*

  *Footway parking legislation*

  *Various additional parking powers given to London Councils*

- **The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000**
  *Blue badge regulations (amended in 2007)*

- **Traffic signs Regulations and General Directions 2002 (‘TSRGD’)**
  *Signs and road markings legislation*

All parking legislation is available on the www.legislation.gov.uk website

Local parking restrictions are defined in Traffic Management Orders (TMOs) made by the Council. These are available on request – please contact Traffic and Highways on 020 8545 3700
Serving the PCN

Once issued a PCN can be served either by hand or by post

By hand
(regulation 9 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007)

- The PCN should either be attached to the vehicle; or
- Handed to the person appearing to be the driver

By post
(regulation 10 of the general regulations)

If a PCN cannot be served by hand it may be served by post because:

- The CEO attempted to serve a penalty charge notice in accordance with regulation 9 but was prevented from doing so by some person, for example the CEO was assaulted or threatened; or
- The CEO had begun to prepare a penalty charge notice for service in accordance with regulation 9, but the vehicle concerned was driven away from the place in which it was stationary before the CEO had finished preparing the PCN or had served it in accordance with regulation 9

Regulation 10 PCNs must be sent to the registered keeper of the vehicle.

In all cases the keeper is liable regardless of who was driving the vehicle at the time of the contravention.
General exemptions

General dispensations and waivers

Waivers are issued by or on behalf of Merton Council to permit a vehicle to park in circumstances where it would not normally be allowed to do so, for example, on yellow lines for a specified period and specified purpose where no alternative parking is reasonably available. If a waiver has been granted, the vehicle concerned should display the waiver letter clearly on the dash board.

Boarding and alighting

Picking up or dropping off passengers is permitted on all restrictions except those that prohibit stopping i.e. bus stops and zig-zags. The driver should remain with the vehicle where possible but young children and disabled passengers may be assisted by the driver. Two minutes should be allowed unless the person has a disability or illness that restricts mobility. The onus is on the motorist to prove to the Council that this exemption is applicable.

Loading and unloading

Loading/unloading or delivering/collecting goods is allowed in most place where restrictions apply. However, these activities are not allowed where loading prohibitions apply, for example:

- Where there are kerb stripes in operation
- On bus stop clearways
- School keep clear markings
- Pedestrian crossing

Loading and unloading of goods includes time to check the goods and paperwork following the act of loading or unloading. The loading or unloading of shop brought products is permitted, including time for the collection of pre-paid for items, but time to purchase shopping (i.e. choosing, queuing and paying for goods) is not permitted.

The delivery of postal packets and letters is also permitted.

Vehicles parked for reasons beyond the drivers control

Vehicles parked after an accident, puncture, clamped etc are always exempt for as long as is reasonable to remove the vehicle.

Vehicle break downs and running out of fuel are often avoidable and as such are not exempt without supporting evidence therefore a PCN should be issued. A note displayed stating the vehicle is broken down is not sufficient evidence.
The following classes of vehicle are exempt borough wide

**Cash in transit vehicles (CITV)**

Whilst not exempt in the TMO, Merton policy in line with London Councils guidance is to permit CITV vehicles to wait on all restrictions. PCNs will only be issued to CITV on the instruction of a senior enforcement officer.

**Emergency Vehicles**

Fire, Police and London Ambulance are always exempt from all restrictions if on official duty. Patient transport ambulances should be treated as a minibus unless displaying a blue badge. Police unmarked vehicles should display log book if parked. If the vehicle is deemed to be ‘off-duty’ a PCN should only be issued if the vehicle is parked causing an obstruction and full notes made. Vehicles transporting human blood or organs are exempt.

**Military vehicles**

Vehicles used by any armed forces are exempt from all restrictions.

**Royal Mail**

As the universal service provider for mail services in the UK Royal Mail liveried vehicles are exempt from all restrictions. This does NOT include Parcel Force, DHL, UPS etc. as these are commercial companies who do not deliver mail as a universal service provider.

**Funeral Vehicles**

Vehicles actively involved in a funeral service will not be issued with a PCN.

**Glazing vehicles**

Vehicles carrying out emergency works are permitted to wait on yellow lines including loading restrictions whilst carrying out works if no legitimate parking place adjacent to the works is available. This does not apply to any persons carrying out general glazing including ‘double glazing’ works who are required to park lawfully once loading or unloading has taken place.
Utilities vehicles

Most Merton TMOs allow a vehicle to wait for the purpose of:

- Any building operation, demolition or excavation adjacent to the parking place
- The maintenance, improvement or reconstruction of the highway
- The cleansing of gullies in or adjacent to the parking place
- The laying, erection alteration or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication system
- The placing, maintenance or removal of any traffic sign

Therefore vehicles carrying out works in the street to cables, pipes, sewers etc are exempt as are vehicles such as cranes and diggers used to carry out building works. Passenger vehicles are not exempt.

Vehicles carrying out commercial servicing and repairs inside premises are NOT exempt. Some companies such as Virgin Media and BT carry out both services.

Gas, Water and Electricity

Unless the vehicle is being used by a utilities provider such as Thames Water, UK power networks, Southern Gas networks or one of their contractors it is not exempt. EDF Energy, British Gas and other local suppliers of electricity and gas should be treated like any other plumbing or electrical service and issued a PCN if parked in contravention and if they wish to claim an exemption they can challenge the PCN in writing. This includes vehicles with notes claiming ‘gas emergency’ etc.

Drain servicing and jetting vehicles carrying out work to underground drains and sewers are exempt whilst servicing adjacent properties.
Health Emergency Badge (HEB) holders

London Councils Transport and Environment Committee and the London boroughs operate a parking scheme for doctors and others involved in primary health care in the capital. The badge is called the Health Emergency Badge (HEB).

The badge can only be used when visiting a patient to provide emergency healthcare and should be clearly displayed on the rear view mirror with the visiting address. The vehicle should be near the address displayed if used correctly.

Badge users can park in meter bays and pay and display bays without paying. They can also use bays reserved for residents or some other purposes, if necessary, and on yellow lines if no other spaces exist.

The badge does not apply if the vehicle is causing a serious obstruction and cannot be used for routine home visits.

Parking outside hospitals and clinics and parking on doctors bays is not permitted.

Motorcycles

Motorcycles may park free in any motorcycle, permit, shared use or P&D bay or car park without charge, maximum stay or conditions. They are not exempt from any other restrictions including footway parking. When dealing with motorcyclists seeking parking advice they should be directed to the nearest parking place least likely to cause inconvenience to other road users and preferably a dedicated motorcycle bay.
Blue Badges

• The Blue Badge scheme is for people with severe mobility problems. These may include physical or mental health problems. It allows Blue Badge holders to park close to where they need to go. The scheme operates throughout the UK and is managed by local authorities, who deal with applications and issue Blue Badges.

• In Merton Blue Badges are valid on all permitted parking places, car parks and on yellow lines without time limit. (except Hartfield Road SYL between Cyril Black Way and Kingston Road where 3hr limit applies).

• They are NOT valid for parking on Loading restrictions, Loading only bays, Car Club bays, Motorcycle bays, footways or any stopping restrictions.

• EU Badges are valid in the UK.

• Badges must be displayed non photo side up.

• Organizational badges are issued to charities, carers, homes etc and may only be used to carry clients and not for the drivers own personal use.

• Rear of personal badges should have photo of holder.

• CEOs may inspect badges if required but may not seize a badge. It is a criminal offence to refuse to produce a blue badge for inspection if requested.
Enforcement protocol

Abandoned vehicles

If a car has 5 or more PCNs issued for the same location the vehicle should be reported as a possible stolen/abandoned vehicle. Any officer issuing to the vehicle should check on return to the office that it has been logged in the abandoned vehicle file. There is no limit to the number of PCNs that can be issued to one vehicle. Untaxed vehicles may in addition to this be reported to the DVLA directly.

Multiple contraventions

A vehicle that remains parked for more than one contravention should be issued a PCN for each contravention. For example if a car with no P&D remains parked during a waiting and loading restriction.

If the restriction is continuous i.e. footway parking or DYL only a single PCN may be issued for the contravention unless the vehicle re-parks.

Differential parking

The aim behind the differential charges is to make the system fairer by imposing a greater penalty on people who park where parking is not generally permitted (e.g. on a yellow line or school "Keep Clear" marking), and on those who park, for example, in a bay for residents permit holders or disabled people without displaying the appropriate permit or badge. If a vehicle has contravened more than one regulation then the most appropriate code should be used, not necessarily the highest. CEOs should choose the contravention that has the best evidence available.

Moving on

If a vehicle is parked on a waiting or loading restriction with the driver in the vehicle the driver should be spoken to in order to determine if any exempt activity is taking place this includes an '02' contravention where boarding and alighting is permitted. If no lawful reason to remain parked is given or observed the driver should be moved on and if failing to do so a PCN issued if appropriate.

If the restriction is ‘no stopping’ eg a bus stop or zig zag the PCN can be issued instantly.
Observation and grace periods

Grace periods

A grace period is a period of time a vehicle is allowed to park in contravention without incurring a Penalty Charge, the only grace periods given in Merton are:

• 5 minutes parking after expiry of paid for time (P&D). There is no grace period for free tickets (e.g. those issued in Wimbledon Village or Arthur Road)
• 14 days after expiry of Permits and Blue Badges
• Time allowed to pick up from schools (varies depending on school)

Observation periods

An observation period is the time spent observing a vehicle to determine if a contravention has taken place. The observation period is not a grace period; any vehicle deemed to be contravening before the observation has ended should be moved on if possible. It is not acceptable for CEOs to inform drivers that they can park in contravention to go into shops etc; they should be directed to a legitimate parking place.

Constant observation

Any observation under 20 minutes should include at least 2 minutes recorded constant observation and the vehicle in sight the entire time to observe any exempt activity. Other vehicles in the vicinity can be checked but leaving the street and returning after 5 minutes is not an ‘observation’.

Casual observation

Periods over 20 minutes can be carried out using casual observations with the vehicle observed casually over a longer period of time.

End-Start times

When a restriction is starting or ending 5 minutes leeway should be used as it’s possible the driver may consider they have parked legally due to differences in time pieces: eg. an 8.30-18.30 permit bay would not be enforced before 8.35 or after 18.25.

However whilst a car with no P&D should not be penalised if not seen until 18.29 it is perfectly acceptable to issue for an expired P&D up until 18.30 if the 5 minutes grace period has ended. Similarly a vehicle first logged at 18.24 or earlier should still be issued a PCN after the 18.25 ‘cut off’ point. A consistent approach should be used throughout the day, the same judgement should be used when issuing a PCN regardless of the time of day.
Footway parking policy

The Council’s general policy for enforcing footway parking contraventions is below. This guidance is not binding and may be disregarded in certain circumstances i.e. if there is a history of non-compliance or if the layout of a particular road demands it.

Parking on the footway/pavement or grass verge is prohibited throughout London unless there are bays marked on the pavement.

Occasionally CEOs will be directed to attend locations outside of a CPZ following a complaint (site visit). If the location is one that has not been visited or attended during the previous 28 days the CEO may, after discussion with a Senior Officer, issue warning notices to all vehicles in contravention.

If the CEO is advised to issue a PCN they will do so to all vehicles parked in contravention at that location, not just the vehicle subject to the complaint.

If a CEO has previously visited a location and issued warning notices or PCNs within the last 28 days and contravening vehicles are seen whilst on patrol, they may carry out enforcement as appropriate without the need for a further site visit request.

The CEO should not issue a PCN if by enforcing the contravention there would be insufficient room on the carriageway for emergency, refuse or public service vehicle access.

This policy does not apply in streets that have designated footway parking bays and signs indicating the start and end of permitted footway parking.

In a CPZ all parking on the highway outside of marked bays is prohibited therefore footway parking should be enforced without the need for complaints or warning notices.
On-street contraventions
Parked in a restricted street during prescribed hours

The contravention occurs when a vehicle waits during the prescribed hours in a restricted street (i.e. on a yellow line)

Extra information to be recorded:
- Details of yellow lines
- CPZ zone
- Details of kerbside plates.

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
- Time plates are not required in CPZs except where the times of restriction differ from the CPZ hours
- Time plates are not required on double yellow lines

Suffixes:
- a = Temporary traffic order
- o = Blue Badge holder
- y = Obscured Blue badge
- z = Expired Blue Badge
- J = Camera enforcement
**Exemptions to enforcement**

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.

- Vehicles carrying out domestic or commercial removals.

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers.

- Whilst displaying a valid Blue Badge.

- Whilst it is evident to the CEO that a security gate/barrier at the entrance to premises, to which the vehicle requires access to or from which it has emerged, is being opened or closed, in circumstances when no other practical waiting area available.

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

- Royal Mail used in conjunction with the carriage of mail under their universal postal license and as such attract an exemption whereby there is no time limit.

- Local Authority vehicles carrying out statutory duties.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles parked for the purpose of erecting or dismantling scaffolding.

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use.
Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force

The contravention occurs when a vehicle waits or loads/unloads during prescribed hours in a street where there are loading/unloading restrictions as well as waiting restrictions.

Extra information to be recorded:
- Details of yellow lines and stripes on kerbs
- Details of kerbside plates

Loading/unloading allowed:
- No

Observation period:
- No

Suffixes:
- a = temporary traffic order
- j = camera enforcement
- o = Blue Badge holder
Exemptions to enforcement

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers.

- Whilst it is evident to the CEO that a security gate/barrier at the entrance to premises to which the vehicle requires access to, or from which it has emerged, is being opened or closed, in circumstances when no other practical waiting area available.

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

- Royal Mail used in conjunction with the carriage of mail under their universal postal license and as such attract an exemption whereby there is no time limit.

- Local Authority vehicles carrying out statutory duties.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles parked for the purpose of erecting or dismantling scaffolding.

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).

- Glazing vehicles carrying out emergency glazing works.
Parked after the expiry of paid for time

The contravention occurs when a vehicle waits in a parking bay during controlled hours and the purchased time has expired.

Extra information to be recorded:
- Expiry time on pay and display ticket
- Pay & display ticket details
- Machine clock checked

Loading/unloading allowed:
- Yes

Observation period:
- None

Note:
- PCN should not be issued until a 5 minute grace period has expired
- Code should only be used on paid for tickets.

Suffixes:
- p = pay and display bay
- s = shared use bay
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.

- Vehicles carrying out removals from domestic or commercial properties.

- Whilst displaying a valid Blue Badge.

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers.

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

- Royal Mail vehicles delivering or collecting items of post.

- Local Authority vehicles carrying out statutory duties.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles parked for the purpose of erecting or dismantling scaffolding.

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign.

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use.
Parked without clearly displaying a valid pay and display ticket or voucher

The contravention occurs when a vehicle waits in a pay and display bay during controlled hours and a valid ticket has not been clearly displayed in the vehicle.

<table>
<thead>
<tr>
<th>Extra information to be recorded:</th>
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<tbody>
<tr>
<td>- Details of any invalid tickets or permits displayed</td>
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<td>- Confirmation machine checked</td>
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<th>Loading/unloading allowed:</th>
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<th>Observation period:</th>
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</table>
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes

- Vehicles carrying out removals from domestic or commercial properties

- Whilst displaying a valid Blue Badge

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted

- Royal Mail vehicles delivering or collecting items of post

- Local Authority vehicles carrying out statutory duties

- Vehicles considered to be parked for ambulance purposes, Police purposes, or Fire brigade purposes

- Vehicles parked for the purpose of erecting or dismantling scaffolding

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Parked with payment made to extend the stay beyond initial time

The contravention occurs when a vehicle remains in a parking bay beyond the expiry time of initial ticket by displaying a further ticket.

Extra information to be recorded:
Two observations need to be made

1st observation:
- Time of observation
- VRM
- P&D ticket details
- Vehicle valve positions

2nd observation (after initial expiry time):
- Valve positions to match those made on first observation
- Details of extra ticket purchased
- Max stay of bay

Loading/unloading allowed:
- Not applicable.

Observation period:
- None required at second observation

Notes:
Merton policy permits meter feeding unless:
- Max stay is exceeded
- Driver gains financially due to tariff change

Suffixes:
- p = pay and display bay
- s = shared use bay
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.

- Whilst displaying a valid Blue Badge

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted

- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit

- Local Authority vehicles carrying out statutory duties

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes

- Vehicles parked for the purpose of erecting or dismantling scaffolding

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge.

The contravention occurs when a vehicle waits in a permit bay during controlled hours and fails to display any permit issued for that parking place.

Extra information to be recorded:
- Details of any pay and display tickets, permits or vouchers displayed, with reasons why they are invalid for that place.

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
- If an invalid permit for that zone is displayed then code 19 should be issued.

Suffixes:
- r,s,t,w,y,z
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes
- Vehicles carrying out removals from domestic or commercial properties
- Whilst displaying a valid Blue Badge
- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers
- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted
- Royal Mail vehicles delivering or collecting items of post
- Local Authority vehicles carrying out statutory duties
- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes
- Vehicles parked for the purpose of erecting or dismantling scaffolding
- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)
- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign
- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Parked in a permit space without displaying a valid permit

The contravention occurs in Merton when a vehicle waits in a Car Club or Doctors permit space without displaying a valid parking permit.

Extra information to be recorded:
- Details of any pay and display tickets, permits or vouchers displayed, with reasons why they are invalid for that place.

Loading/unloading allowed:
- No

Observation period:
- No

Suffixes:
- d = doctors’ bay
- e = car club bay
- t = P&D ticket used
- y = obscured/illegible permit
- z = out of date permit
Exemptions to enforcement

- Vehicles displaying the relevant, valid permit or document

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted

- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign
Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time

The contravention occurs when a vehicle waits in a permit only bay during controlled hours and displays an invalid permit for that parking place

Extra information to be recorded:
- Details of any pay and display tickets, permits, with reasons why they are invalid for that place

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
Code 19 should only be issued if a permit that is or was valid for that bay is used but is invalid at time of PCN due to:
- It has expired
- It is in the wrong vehicle
- Obscured date/VRM

An invalid blue badge should be treated as a 19 in a permit bay

Suffixes:
- \textit{s} = shared use bay
- \textit{x} = wrong VRM
- \textit{y} = obscured
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.
- Vehicles carrying out removals from domestic or commercial properties.
- Whilst displaying a valid Blue Disabled Badge.
- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers.
- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.
- Royal Mail vehicles delivering or collecting items of post.
- Local Authority vehicles carrying out statutory duties.
- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.
- Vehicles parked for the purpose of erecting or dismantling scaffolding.
- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).
- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign.
- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use.
Parked wholly or partly in a suspended bay or space

The contravention occurs when a vehicle waits in a suspended parking place or in any part of a suspended parking place.

Extra information to be recorded:
- Description and location of signs displayed
- Details of location of vehicle in relation to suspension
- Reason for suspension if known

Loading/unloading allowed:
- No

Observation period:
- No

Suffixes:
- f = free parking bay
- j = camera enforcement
- l = loading place
- p = pay and display
- r = residents’ bay
- s = shared use bay
Exemptions to enforcement

- If the vehicle parked in the suspended area is being used in connection with the reason for the suspension, and in accordance with the terms of that suspension. For example, when spaces have been suspended for a domestic removal, a removal van may park in those spaces to carry out the relevant works. Vehicles that are not being used for the purpose of the suspension will be instantly issued with a PCN.

- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit.

- Local Authority vehicles carrying out statutory duties.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles remaining parked since suspension signs erected.
Re-parked in the same parking place or zone within one hour after leaving

The contravention occurs when a vehicle leaves and re-parks in the same parking place within the prohibited time.

Extra information to be recorded:
Two observations need to be made

First observation:
- Time of observation
- VRM
- Vehicle valve positions

Second observation:
- VRM to match that made on first observation.
- Valve positions to differ from those made on first observation.

Loading/unloading allowed:
- No

Observation period:
- Yes

Suffixes:
- f = free parking bay
- l = loading place
- p = pay and display
- s = shared use bay
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.

- Vehicles carrying out removals from domestic or commercial properties

- Whilst displaying a valid Blue Badge

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted

- Royal Mail vehicles delivering or collecting items of post

- Local Authority vehicles carrying out statutory duties

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes

- Vehicles parked for the purpose of erecting or dismantling scaffolding

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Parked in a parking place that is not designated for that class of vehicle

The contravention occurs when a vehicle which is not of the class authorised to wait in the parking place is observed doing so during controlled hours.

<table>
<thead>
<tr>
<th>Extra information to be recorded:</th>
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<tbody>
<tr>
<td>- Details of the type of bay and class of vehicle parked</td>
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<table>
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<tr>
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<td>- g = motorcycle bay</td>
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<tr>
<td>- j = camera enforcement</td>
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<td>- l = loading place</td>
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</tbody>
</table>
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.
- Vehicles of the specific type for which the parking place is designated
- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers
- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted
- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit
- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes
- Local Authority vehicles carrying out statutory duties
- Vehicles parked for the purpose of erecting or dismantling scaffolding
- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)
- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign
- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Not parked correctly within the markings of the bay or space

The contravention occurs when a vehicle waits in a restricted parking bay during controlled hours without being wholly within a single bay.

Extra information to be recorded:
- Details of the position of the vehicle in relation to the markings
- A photograph is preferable but if dark a diagram of the parking position

Loading/unloading allowed:
- Yes

Observation period:
- Yes
- No when a valid P&D is displayed

Notes:
- See differential parking protocol

Suffixes:
- f = free parking bay
- p = pay and display
- r = residents’ bay
- s = shared use bay
Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes.

For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers.

When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit.

Local Authority vehicles carrying out statutory duties.

Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

Vehicles parked for the purpose of erecting or dismantling scaffolding.

Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).

Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign.

Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use.
Parked in a loading place during restricted hours without loading

The contravention occurs when a vehicle waits in a parking place designated as an on-street loading bay during restricted hours without loading or unloading taking place.

Extra information to be recorded:
- None

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
- If the vehicle exceeds a signed maximum stay code 30 should be used

Suffixes:
- j = camera enforcement
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. There is no maximum time permitted for this activity unless specified on time plate which if exceeded should be treated as a code 30 contravention.

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless assisting young or disabled passengers.

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit.

- Local Authority vehicles carrying out statutory duties.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).
The contravention occurs when a vehicle waits more than 50cm from the edge of the carriageway and not within a designated parking place.

**Extra information to be recorded:**
- A diagram of the parking position. A photograph is preferable

**Loading/unloading allowed:**
- Yes

**Observation period:**
- Yes

**Notes:**
- Where a vehicle is parked partially within the markings of a bay or space, but is more than 50cm from the edge of the carriageway, code 24 should be used.

- The edge of the carriageway is not limited to the side of the carriageway – if there is an edge in front of or behind the vehicle then that edge must also be more than 50cm away from the vehicle.

**Suffixes:**
- j = camera enforcement
Exemptions to enforcement

- Where the vehicle is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised

- Where the vehicle is being used for fire brigade, ambulance or police purposes

- Where:
  a) the vehicle is being used for the purposes of delivering goods to, or collecting goods from, any premises, or is being loaded from or unloaded to any premises
  b) the delivery, collection, loading or unloading cannot reasonably be carried out in relation to those premises without the vehicle being parked as such, and the vehicle is so parked for no longer than is necessary and for no more than 20 minutes

- Where:
  a) the vehicle is being used in connection with any of the following:
     i. undertaking any building operation, demolition or excavation
     ii. the collection of waste by a local authority
     iii. removing an obstruction to traffic
     iv. undertaking works in relation to a road, a traffic sign or road lighting
     v. undertaking works in relation to a sewer or water main or in relation to the supply of gas, electricity, water or communications services
  b) it cannot be so used without being parked as such and
  c) it is so parked for no longer than is necessary

- Where the vehicle is stopped, for no longer than is necessary, for the purpose of allowing people to board or alight from it
Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway

The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the footway, cycle track or verge has been lowered to meet the level of the carriageway

Extra information to be recorded:
- A diagram of the parking position, a photograph is preferable
- Details of any complaint received

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
A vehicle parked outside a residential premises with its own drive requires a complaint before issuing with a penalty charge. All other drop kerbs: shared, business, crossings etc do not

The contravention occurs if any part of the vehicle is parked adjacent to where the carriageway has been lowered for the purpose of:
- assisting pedestrians crossing the carriageway
- assisting cyclists entering or leaving the carriageway
- assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge

The contravention only occurs if any part of the vehicle is adjacent to the flat section of the dropped kerb- this does not include the angled sections of the kerb.
Exemptions to enforcement

- Where the vehicle is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised.

- Where the vehicle is parked outside residential premises by or with the consent (but not consent given for reward) of the occupier of the premises. This exception does not apply in the case of a shared driveway.

- Where the vehicle is being used for fire brigade, ambulance or police purposes.

- Where:
  a) the vehicle is being used for the purposes of delivering goods to, or collecting goods from, any premises, or is being loaded from or unloaded to any premises.
  b) the delivery, collection, loading or unloading cannot reasonably be carried out in relation to those premises without the vehicle being parked as such, and the vehicle is so parked for no longer than is necessary and for no more than 20 minutes.

- Where:
  a) the vehicle is being used in connection with any of the following:
     i. undertaking any building operation, demolition or excavation
     ii. the collection of waste by a local authority
     iii. removing an obstruction to traffic
     iv. undertaking works in relation to a road, a traffic sign or road lighting
     v. undertaking works in relation to a sewer or water main or in relation to the supply of gas, electricity, water or communications services
  b) it cannot be so used without being parked as such and
  c) it is so parked for no longer than is necessary.

- Where the vehicle is stopped, for no longer than is necessary, for the purpose of allowing people to board or alight from it.

*Section 86, Traffic Management Act 2004*
The contravention occurs when a vehicle waits on the carriageway, adjacent to the footway where the carriageway has been raised to meet the level of the footway, cycle track or verge.

Extra information to be recorded:
- A diagram of the parking position, a photograph is preferable
- Details of any complaint received

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
The contravention only occurs if the carriageway has been raised for the purpose of:
- assisting pedestrians crossing the carriageway
- assisting cyclists entering or leaving the carriageway
- assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge
Exemptions to enforcement

- Where the vehicle is parked wholly within a designated parking place or any other part of the carriageway where parking is specifically authorised.
- Where the vehicle is being used for fire brigade, ambulance or police purposes.
- Where:
  a) the vehicle is being used for the purposes of delivering goods to, or collecting goods from, any premises, or is being loaded from or unloaded to any premises.
  b) the delivery, collection, loading or unloading cannot reasonably be carried out in relation to those premises without the vehicle being parked as such, and the vehicle is so parked for no longer than is necessary and for no more than 20 minutes.
- Where:
  a) the vehicle is being used in connection with any of the following:
     i. undertaking any building operation, demolition or excavation
     ii. the collection of waste by a local authority
     iii. removing an obstruction to traffic
     iv. undertaking works in relation to a road, a traffic sign or road lighting
     v. undertaking works in relation to a sewer or water main or in relation to the supply of gas, electricity, water or communications services
  b) it cannot be so used without being parked as such and
  c) it is so parked for no longer than is necessary.
- Where the vehicle is stopped, for no longer than is necessary, for the purpose of allowing people to board or alight from it.

Section 86, Traffic Management Act 2004
The contravention covers a number of circumstances in which a vehicle waits for longer than the permitted period.

**Extra information to be recorded:**
Two observations must be made

1st observation:
- Time, VRM, Vehicle valve positions

2nd observation (after expiry of permitted time):
- Valve positions to match those made in first observation
- Maximum stay period

**Loading/unloading allowed:**
- No

**Observation period:**
- Yes

**Suffixes:**
- f = free parking bay
- o = Blue Badge holder
Exemptions to enforcement

- Vehicles carrying out removals from domestic or commercial properties
- Whilst displaying a valid Blue Badge
- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers
- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted
- Royal Mail vehicles delivering or collecting items of post
- Local Authority vehicles carrying out statutory duties
- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes
- Vehicles parked for the purpose of erecting or dismantling scaffolding
- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991)
- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign
- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use
Parked in a designated disabled person’s parking place without displaying a valid disabled person’s badge in the prescribed manner

The contravention occurs when a vehicle waits in an on-street disabled bay without displaying a valid blue badge in the correct manner

Extra information to be recorded:
- Details of any invalid badge
- If face down serial number should be noted

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
- Where time plate indicates a time limit clock must be used and correctly set
- The old style Orange disabled badge signs became invalid in December 2010 and are no longer enforceable
Exemptions to enforcement

- Vehicles parked in connection with loading/unloading activity. The maximum time permitted for this activity is 20 minutes. Any loading activity should be continuous and evident to the CEO during their observations.

- Vehicles displaying the relevant, valid permit or document.

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle unless evidence of assisting young or disabled passengers.

- When a valid dispensation is clearly displayed within the vehicle whilst the vehicle is parked within the confines granted.

- Royal Mail vehicles delivering or collecting items of post, under their universal postal license and as such still attract an exemption whereby there is no time limit.

- Vehicles considered to be parked for ambulance purposes, police purposes, or fire brigade purposes.

- Vehicles parked for the purpose of erecting or dismantling scaffolding.

- Vehicles being used in connection with works on the carriageway that constitutes an exemption under the New Road and Street Works Act (1991).

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign.

- Vehicles clearly displaying a valid Health Emergency Badge in accordance with the conditions of use.
Parked on a Taxi rank

The contravention occurs when a vehicle waits on a restricted taxi rank

Extra information to be recorded:
- None

Loading/unloading allowed:
- No

Observation period:
- No

Notes:
- A taxi rank can be either a waiting, loading or stopping restriction depending on signage
- No loading requires kerb blips and no stopping a 20cm yellow line similar to a bus clearway

Suffixes:
- j = camera enforcement
Exemptions to enforcement

- Taxis

- Anything done with the permission or at the direction of a police officer in uniform, a traffic warden or a civil enforcement officer

- Any person who causes or permits any vehicle to wait in accordance with any restriction or requirement indicated by traffic signs placed pursuant to Section 66 or Section 67 of the Road Traffic Regulation Act 1984

- Any vehicle being used:
  i. for fire brigade, ambulance or police purposes
  ii. for the purpose of exercising any statutory power or performing any statutory duty
Stopped on a restricted bus stop or stand

The contravention occurs when a vehicle stops on a restricted bus stop or stand clearway

Extra information to be recorded:
- None

Loading/unloading allowed:
- No

Observation period:
- No

Notes:
- A bus for the purposes of a bus stop clearway means a bus operating a local scheduled service on behalf of TFL or a rail replacement service
- Some bus stops in Merton are not restricted, the bus stop requires time plate, 20cm SYL and a yellow cage before it can be enforced
- Taxi cabs can set down and pick up and alight passengers

Suffixes:
- j = camera enforcement
Exceptions in favour of buses

- A bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary:
  - a) to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes)
  - b) to enable passengers to board or alight from the bus
  - c) to enable the crew of the bus to be changed

Other exceptions

- A vehicle being used for fire brigade, ambulance or police purposes
- A taxi which is stationary only for so long as may be reasonably necessary for a passenger to board or alight and to load or unload any luggage of the passenger
- A marked vehicle which, whilst used by Royal Mail in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected
- A vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers
- A vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway

Permitted purposes

a) any operation involving building, demolition or excavation
b) the removal of any obstruction to traffic
c) the maintenance, improvement or reconstruction of a road
d) constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure
e) the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position

TSRGD 2002 Schedule 19
Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited

The contravention occurs when a vehicle stops on a restricted zig-zag during prescribed hours

Extra information to be recorded:
• None

Loading/unloading allowed:
• No

Observation period:
• No

Notes:
• Current Council policy is to not enforce this restriction in the local state school holidays unless in a CPZ when an 01 should be used for the yellow line instead
• Markings without time plate are advisory only

Suffixes:
• j = camera enforcement
Exemptions to enforcement

- Vehicles considered to be parked for ambulance purposes, Police purposes, or Fire brigade purposes
Parked wholly or partly on a cycle track or lane

The contravention covers a vehicle stops on a cycle track or lane where prohibited

Extra information to be recorded:
- None

Loading/unloading allowed:
- Only in a cycle lane

Observation period:
- Only in a cycle lane

Notes:
- A cycle track is part of a highway for use only by pedal cycles, i.e. off the carriageway
- A cycle lane is part of the carriageway and is marked by a solid white line, cycle logos and roadside signage
- Parking in an advisory cycle lane marked with a broken white line is not in contravention
- If the lane is marked with yellow lines codes 01 or 02 should be used as appropriate

Suffixes:
- None
Exemptions to enforcement

- The vehicle was parked in contravention for the purpose of saving life, or extinguishing fire or meeting any other like emergency.

- The vehicle was owned or operated by a highway authority or by a person discharging functions on behalf of a highway authority and was parked in contravention in connection with the carrying out by or on behalf of that authority of any of the following, that is, the cleansing, maintenance or improvement of, or the maintenance or alteration of any structure or other work situated in, the cycle track or its verges or the preventing or removing of obstructions to the cycle track or the preventing or abating in any other way of nuisances or other interferences with the cycle track.

- The vehicle was owned or operated by statutory undertakers and was parked in contravention in connection with the carrying out by those undertakers of any works in relation to any apparatus belonging to or used by them for the purpose of their undertaking.

Section 21 Road Traffic Act 1988
A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban

The contravention occurs when a commercial vehicle over the indicated max gross weight of 5 tonnes (excluding passenger carrying vehicles designed to carry fewer than 13 passengers) waits in a restricted street overnight between 6.30pm-8.00am.

Extra information to be recorded:
- Details of type and size of vehicle and Max gross weight if shown
- Location of nearest sign

Loading/unloading allowed:
- Yes

Observation period:
- Yes

Notes:
- Street is ‘restricted’ if it contains the correct sign somewhere in the street
- Identification of a 5t+ vehicle is not always easy checking tax disc, operators licence, rear markings sometimes helps if in doubt check with the office
Exemptions to enforcement

- The vehicle is considered to be parked for ambulance, police or fire brigade purposes.

- For as long as is necessary to pick up or set down passengers. The driver should remain with the vehicle. If upon further observation the CEO identifies that the vehicle remains in situ after the picking up.setting down activity has ceased, a PCN may be issued.

- Any non-passenger vehicle being used for the purpose of any building operation, demolition or excavation adjacent to the parking place, the maintenance, improvement or reconstruction of the road or the cleansing of gullies in or adjacent to the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place or any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus as defined in the Telecommunications Act 1984 or the placing, maintenance or removal of any traffic sign.
A heavy commercial vehicle wholly or partly parked on a footway, verge or land in between two carriageways

The contravention occurs when a HGV over 7.5 tonne parks on the footway or central reservation

Extra information to be recorded:
- Number of wheels on the footway
- Diagram or photograph of the parking position

Loading/unloading allowed:
- Yes, but only if it is essential and cannot be carried out elsewhere

Observation period:
- If essential as described above, then yes

Notes:
- This contravention applies nationally to vehicles of more than 7.5 tonnes, as defined in Section 20 of the Road Traffic Act 1988. Unlike code 62 it is enforced borough wide with no exceptions.

Suffixes:
- 1, 2, 3, 4 wheel on footway
- c = on vehicle crossover
- g = on grass verge

Rear chevrons can aid identification of a HGV
Exemptions to enforcement

- Vehicle was parked in accordance with permission given by a constable in uniform
- Vehicle was parked in contravention of this section for the purpose of saving life or extinguishing fire or meeting any other like emergency
- The vehicle was parked on the verge of a road or on a footway for the purpose of loading or unloading, and
  a) that the loading or unloading of the vehicle could not have been satisfactorily performed if it had not been parked on the footway or verge
  b) that the vehicle was not left unattended at any time while it was so parked

Road Traffic Act 1988 section 19
Parked with one or more wheels on or over a footpath or any part of the road other than a carriageway

The contravention occurs when a vehicle waits on any part of a footpath, footway or other part of a road that is not carriageway

**Extra information to be recorded:**
- Number of wheels on the footway
- Diagram or photograph of the parking position

**Loading/unloading allowed:**
- Yes, but only if it is essential so as not to cause an obstruction and cannot be carried out elsewhere and the vehicle is not left unattended.

**Observation period:**
- If essential as described above, then yes

**Notes:**
- Footway parking is allowed where signs and markings officially authorise it'
- See Merton policy

**Suffixes:**
- 1, 2, 3, 4 = wheel on footway
- c = on vehicle crossover
- g = on grass verge
Exemptions to enforcement

- Vehicle is parked in accordance with permission given by a constable in uniform; or the purpose of saving life or extinguishing a fire or meeting any other emergency; or for the purpose of rendering assistance at the scene of an accident or a bona fide breakdown involving one or more vehicles, and—
  (i) such assistance could not have been safely or satisfactorily rendered if the vehicle had not been so parked; and
  (ii) the vehicle was not left unattended at any time while it was so parked;

- The vehicle is parked for the purpose of loading or unloading goods, and—
  (i) the loading or unloading of the vehicle could not have been satisfactorily performed if it had not been so parked; and
  (ii) the vehicle was not left unattended at any time while it was so parked.

- A vehicle of any of the following descriptions, that is to say:—
  (i) vehicles used for fire brigade purposes;
  (ii) vehicles used for police purposes;
  (iii) vehicles used for ambulance purposes;
  (iv) street cleansing purposes;
  (v) vehicles used for the collection of refuse;
  (vi) vehicles used for the purpose of gritting or salting or the clearance of snow;
  (vii) vehicles used for the purpose of cleansing, repairing or maintaining lighting apparatus;
  (viii) vehicles used in connection with the reconstruction, alteration or maintenance of, or the provision of services to, a road, or of or to any premises adjoining a road;
  (ix) vehicles used in connection with the placing, inspecting, maintaining, adjusting, repairing, altering, renewing or removing of apparatus or accommodation therefore in, under or over a road;
  (x) any vehicle not falling within sub-paragraph (viii) or (ix) of this paragraph used by statutory undertakers in pursuance of their statutory powers or duties provided that is reasonably necessary for the vehicle to be so parked;
  (xi) vehicles of any class for the time being specified by resolution of the Council for the purposes of this subsection;
  (xii) any vehicle, specified by the highway authority from time to time for the purposes of this subsection, which is parked at such place and at such time as may be authorised by that highway authority.

Stopped on a pedestrian crossing or crossing marked by zigzags

The contravention occurs when a vehicle stops on a pedestrian crossing marked by zigzags.

Extra information to be recorded:
- None

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
- Contravention only applies to area between the zigzags if the vehicle is on the adjacent footway code 62 must be used

Suffixes:
- j = camera enforcement
Exemptions to enforcement

- The driver has stopped it for the purpose of allowing pedestrians to cross
- The driver is prevented from proceeding by circumstances beyond his control or it is necessary for him to stop to avoid injury or damage to persons or property
- The vehicle is being used for police, fire brigade or ambulance purposes
- The vehicle is stopped in the controlled area:
  a) for so long as may be necessary to enable the vehicle to be used for the purposes of:
     a) kept installed in any position, but only if the vehicle cannot be used for one of those purposes without stopping in the controlled area any building operation, demolition or excavation
     b) the removal of any obstruction to traffic
     c) the maintenance, improvement or reconstruction of a road
     d) the laying, erection, alteration, repair or cleaning in or near the crossing of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully
  b) if the vehicle is a public service vehicle being used:
     a) in the provision of a local bus service
     b) to carry passengers for hire or reward at separate fares, and the vehicle, having proceeded past the crossing to which the controlled area relates, is waiting in that area in order to take up or set down passengers
  c) if he stops the vehicle for the purpose of making a left or right turn

The Zebra, Pelican and Puffin Pedestrian Crossings Regulations and General Directions 1997
Off-street contraventions
Parked after the expiry of paid for time

The contravention occurs when a vehicle parks in a car park displaying an expired ticket.

Extra information to be recorded:
- Ticket details
- Machine clock checked

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
- A PCN should not be issued until at least 5 minutes has elapsed since ticket expiry time

Suffixes:
- None
Parked in a car park without clearly displaying a valid pay & display ticket or voucher or permit

The contravention occurs when a vehicle parks in a car park without clearly displaying a valid ticket or permit

Extra information to be recorded:
- Machine checked
- No driver seen

Loading/unloading allowed:
- No

Observation period:
- None after checking machines

Notes:
- None

Suffixes:
- None
Parked with payment made to extend the stay beyond initial time

The contravention occurs when a vehicle remains in a parking bay off street beyond the time that was initially purchased by displaying a further ticket.

**Extra information to be recorded:**
Two observations need to be made

1st observation:
- Time of observation
- VRM
- P& D ticket details
- Vehicle valve positions.

2nd observation (after initial expiry time):
- Valve positions to match those made on first observation
- Details of extra ticket purchased
- Max stay of bay

Loading/unloading allowed:
- Not applicable.

Observation period:
- None required at second observation

Notes:
Merton policy permits meter feeding unless:
- Max stay is exceeded
- Driver gains financially due to tariff change

Suffixes:
- None
Not parked correctly within the markings of a bay or space

The contravention occurs when a vehicle parks off street wholly or partly outside a marked bay

Extra information to be recorded:
- P&D Ticket details
- Photo or drawing of position of car

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
- Due to position of the pillars adjacent to the bays in St Georges car park careful consideration should be given before issuing
- If completely out of bay but not causing an actual obstruction to other users then this code should be used

Suffixes:
- None
Parked in a designated disabled person’s parking place without displaying a valid disabled person’s badge in the prescribed place.

The contravention occurs when a vehicle parks in a designated disabled bay in a car park without displaying a valid Blue Badge.

Extra information to be recorded:
- Any invalid badge
- Bay number if marked
- Serial number if face down badge
- Photo of signage

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
- Restriction is only enforceable during charged hours
- Signage does not have to comply with TSRGD but should be clear such as legend on road or wall mounted signs

Suffixes:
- None
Re-Parked in a car park within 1 hour of leaving

The contravention occurs when a vehicle re parks in a car park within 1 hour where prohibited

Extra information to be recorded:
- Details of the first observation
- P&D ticket details
- 1st and 2nd bay numbers

Loading/unloading allowed:
- No

Observation period:
- None after first observation

Notes:
- Only to be used if the driver has gained financially from moving/leaving and re-parking or over stayed maximum stay i.e. Peel House Lower
- Contravention is re-parked within one hour of LEAVING and not ticket expiry, therefore 2nd P&D must have been purchased within 1 hour of first log

Suffixes:
- None
Parked in a car park or area not designated for that class of vehicle

The contravention occurs when a vehicle parks in a bay or car park not for that class of vehicle

Extra information to be recorded:
- Type of bay
- Photo of signage
- Class of vehicle parked

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
Examples:
- Car parked in M/C bay
- HGV parked in car park where prohibited

Suffixes:
- None

HGVs prohibited in car parks except overnight parking in Morden Park car park.
Parked in a car park causing an obstruction

The contravention occurs when a vehicle parks in a car park causing an obstruction to other users.

Extra information to be recorded:
- Details of the obstruction

Loading/unloading allowed:
- No

Observation period:
- None

Notes:
- A PCN can only be issued on this code if an actual obstruction has taken place e.g. an exit or another vehicle is obstructed or a suspended bay is occupied by the offending vehicle.
- If a vehicle is outside a marked bay but is not causing an actual obstruction (as above) then code 86 should be used.
- If parked on a yellow line or hatch markings and is not causing an obstruction to other users then code 86 should be used.

Suffixes:
- None
## Contravention codes (version 6.6, April 2011)

<table>
<thead>
<tr>
<th>Code</th>
<th>General suffix(es)</th>
<th>Description</th>
<th>Diff. level</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ajoyz</td>
<td>Parked in a restricted street during prescribed hours</td>
<td>Higher</td>
</tr>
<tr>
<td>02</td>
<td>ajo</td>
<td>Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force</td>
<td>Higher</td>
</tr>
<tr>
<td>05</td>
<td>cpsuv1</td>
<td>Parked after the expiry of paid for time</td>
<td>Lower</td>
</tr>
<tr>
<td>06</td>
<td>cipv1</td>
<td>Parked without clearly displaying a valid pay &amp; display ticket or voucher</td>
<td>Lower</td>
</tr>
<tr>
<td>07</td>
<td>cmprsuv</td>
<td>Parked with payment made to extend the stay beyond initial time</td>
<td>Lower</td>
</tr>
<tr>
<td>12</td>
<td>rstuwy</td>
<td>Parked in a residents' or shared use parking place or zone without either clearly displaying a valid permit or voucher or pay and display ticket issued for that place, or without payment of the parking charge</td>
<td>Higher</td>
</tr>
<tr>
<td>16</td>
<td>bdehqstwxyz</td>
<td>Parked in a permit space or zone without clearly displaying a valid permit</td>
<td>Higher</td>
</tr>
<tr>
<td>19</td>
<td>irsuwxyz</td>
<td>Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay and display ticket, or after the expiry of paid for time</td>
<td>Lower</td>
</tr>
<tr>
<td>21</td>
<td>bcdefghjlmqrsuv12</td>
<td>Parked wholly or partly in a suspended bay or space</td>
<td>Higher</td>
</tr>
<tr>
<td>22</td>
<td>cfjlmnpsv</td>
<td>Re-parked in the same parking place or zone within one hour after leaving</td>
<td>Lower</td>
</tr>
<tr>
<td>23</td>
<td>bcdefghjkprsv12</td>
<td>Parked in a parking place or area not designated for that class of vehicle</td>
<td>Higher</td>
</tr>
<tr>
<td>24</td>
<td>bcdefhlmpqrsv12</td>
<td>Not parked correctly within the markings of the bay or space</td>
<td>Lower</td>
</tr>
<tr>
<td>25</td>
<td>jn</td>
<td>Parked in a loading place during restricted hours without loading</td>
<td>Higher</td>
</tr>
<tr>
<td>26</td>
<td>j</td>
<td>Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place</td>
<td>Higher</td>
</tr>
<tr>
<td>27</td>
<td>jo</td>
<td>Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway</td>
<td>Higher</td>
</tr>
<tr>
<td>28</td>
<td>jo</td>
<td>Parked in a special enforcement area on part of the carriageway raised to meet the level of a footway, cycle track or verge</td>
<td>Higher</td>
</tr>
<tr>
<td>30</td>
<td>fjlmnpsu</td>
<td>Parked for longer than permitted</td>
<td>Lower</td>
</tr>
<tr>
<td>40</td>
<td>n</td>
<td>Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner</td>
<td>Higher</td>
</tr>
<tr>
<td>45</td>
<td>n</td>
<td>Parked on a taxi rank</td>
<td>Higher</td>
</tr>
<tr>
<td>47</td>
<td>jn</td>
<td>Stopped on a restricted bus stop or stand</td>
<td>Higher</td>
</tr>
<tr>
<td>48</td>
<td>j</td>
<td>Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited</td>
<td>Higher</td>
</tr>
<tr>
<td>49</td>
<td>j</td>
<td>Parked wholly or partly on a cycle track or lane</td>
<td>Higher</td>
</tr>
<tr>
<td>55</td>
<td></td>
<td>A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban</td>
<td>Higher</td>
</tr>
<tr>
<td>61</td>
<td>124cgj</td>
<td>A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways</td>
<td>Higher</td>
</tr>
<tr>
<td>62</td>
<td>124cgj</td>
<td>Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway</td>
<td>Higher</td>
</tr>
<tr>
<td>99</td>
<td>jo</td>
<td>Stopped on a pedestrian crossing or crossing area marked by zigzags</td>
<td>Higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>puv</td>
<td>Parked after the expiry of paid for time</td>
<td></td>
</tr>
<tr>
<td>83</td>
<td></td>
<td>Parked in a car park without clearly displaying a valid pay &amp; display ticket or voucher or parking clock</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>u</td>
<td>Parked with payment made to extend the stay beyond initial time</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>prs</td>
<td>Not parked correctly within the markings of a bay or space</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td></td>
<td>Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>psuv</td>
<td>Re-parked in the same car park within one hour after leaving</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>cg</td>
<td>Parked in a car park or area not designated for that class of vehicle</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>o</td>
<td>Parked causing an obstruction</td>
<td></td>
</tr>
</tbody>
</table>

**Suffixes**

**General suffixes:**

a) Temporary traffic order  
b) business bay  
c) buses only  
d) Doctor's bay  
e) Car club bay  
f) free parking bay  
g) Motor cycle bay  
h) hospital bay  
i) Wrong type of voucher  
j) Camera enforcement  
k) ambulance bay  
l) loading place  
m) Parking meter  
n) red route  
o) blue badge holder  
p) Pay & display  
q) Market traders' bay  
r) residents' bay  
s) Shared use bay  
t) voucher/P&D ticket used in permit bay  
u) Mobile phone parking  
v) voucher  
w) wrong parking zone  
x) Incorrect VRM  
y) Obscured / illegible permit  
z) out of date permit

**Footway parking (codes 61, 62) only:**

1) One wheel on footway  
2) partly on footway  
3) On vehicle crossover  
4) all wheels on footway  
5) on grass verge