



CITY OF  
**YORK**  
COUNCIL

# **PARKING ENFORCEMENT PROTOCOLS**

**NETWORK MANAGEMENT SECTION  
CITY DEVELOPMENT AND  
TRANSPORT**

**Dated:- April 2007**



## **INTRODUCTION**

1. The management of parking in York is absolutely crucial to the economic well being of the city both for those who live within it and those who rely upon it for their livelihood. This is not an optional activity.
2. Through proper democratic processes the council has established a set of rules concerning parking on the highway. These rules fundamentally seek to ensure that the streets are kept clear of obstructions and can be used safely. They, however, also balance the need for safe unobstructed streets with the need for people to have somewhere to park. As the most congested parts of the city do not have unlimited capacity for parking, rules have been established to share out the available space in the fairest way possible.
3. Both sets of rules are for the benefit of the majority. Despite what a small but vociferous minority may wish believed, they have the support of the majority. This in a democratic society is self evident otherwise they could not have been established through the statutory democratic procedures that have to be followed. The role of Parking Services is to ensure that these rules are not abused by that minority and that the will of the majority prevails.
4. This document sets out how the Council expects its Parking Enforcement service to operate and the way that individuals should approach their duties.

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# 1 INSTRUCTION TO PARKING ATTENDANTS

1. Parking Attendants are to patrol streets and car parks allocated to them and, in accordance with the Enforcement Protocols described in Section 2, issue a Penalty Charge Notice (PCN) to any vehicle found in breach of any particular regulation.
2. Parking Attendants will not be required to issue any set number of PCN's and there is no quota requirement. Parking Attendants will, however, be required to satisfactorily demonstrate that individually they are issuing similar numbers of PCN's to their colleagues over a set period in accordance with the criteria agreed with UNISON.
3. In all of the instructions below, and in the tables following in Section 2, reference to:
  - the Parking Patrol Supervisor shall be read so as to include the Assistant Parking Patrol Supervisor, the Parking Services Manager and the Head of Network Management.
  - Parking Attendants shall be read so as to include Team Leaders and Assistant Team Leaders
4. Parking Attendants are:-
  - a. to use the appropriate PCN contravention code identified in Column One of the tables in Section 2 and as described in Appendix A when an contravention is detected and a PCN issued. No other contravention codes are to be used.
  - b. required to ensure that any PCN issued accurately describes the contravention in words and with the PCN Contravention Code and contains:
    - the registration number of the vehicle
    - its make, model and colour
    - its Vehicle Excise Licence Number and expiry date
    - the exact location of the contravention (e.g. outside no 2 or opposite 10 or adjacent to lamp post 6 etc)
    - the time and date of the contravention
    - the date of issue of the PCN
    - their identification number
    - their signature
  - c. to issue a PCN for all contraventions detected unless specifically instructed otherwise by the Parking Patrol Supervisor. Discretion not to issue is only to be exercised:
    - where specifically instructed in column 4 (Exemptions) of the tables in Section 2

- where the driver agrees to and ceases committing the contravention immediately upon the contravention being drawn to his/her attention
- d. to issue a PCN even if in their opinion there are mitigating circumstances.
- Any mitigating circumstances will be taken into account by the parking administration team when assessing any objection against the issue of the PCN. There is a clear health and safety danger in allowing Parking Attendants to exercise discretion as that may make them open to threats or coercion. If present the motorist should be politely advised of this instruction and informed how they can make an objection against the issue of the PCN.
5. Clear and accurate contemporaneous pocket book notes must be completed by the Parking Attendants for every PCN that is issued. Appropriate Photographs must be taken whenever possible as they provide excellent evidence if there is a dispute concerning whether a parking contravention has taken place.
6. As the core objective of the enforcement process is to ensure compliance with the regulations affecting the free movement of vehicles, Parking Attendants are to pay particular attention to yellow line regulations and specifically to where loading bans are in effect.
7. In addition to the above Parking Attendants are to:
- provide assistance and advice to the general public about any parking matter.
  - provide directions and advice of a general nature concerning city locations/attractions within the limit of knowledge of the Parking Attendant.
  - render assistance in any medical emergency to a member of the public to the limit of ability of the Parking Attendant including calling for professional medical assistance either directly or via the radio link.
  - provide assistance as directed by the Parking Patrol Supervisor in any Civil Emergency.
8. The attention of Parking Attendants is drawn to the St Leonard's Place Car Park policy attached at Appendix B

### **Important**

It is the Parking Attendants sole responsibility to ensure that any PCN issued is accurately completed, as any error may invalidate the PCN. Parking Attendants will be monitored on their error rate and those with a higher than acceptable rate will be required to satisfactorily explain their performance.

## 2 DEFINITIONS

### Loading/Unloading and Delivery & Collection

9. In a Parking Adjudicator's decision on 19 July 1997 (Jane Packer Flowers and others), this issue was explored in detail and the adjudicator considered several cases before issuing a decision that has helped to clarify the legislation and give guidance to councils on how to handle these cases. For a complete record of the ruling in this important case see the adjudication website at [http://www.parkingandtrafficappeals.gov.uk/user\\_documents/LOADADJ.pdf](http://www.parkingandtrafficappeals.gov.uk/user_documents/LOADADJ.pdf)
10. There is an exemption to the parking restrictions if a motorist is loading or unloading goods on street. However, to qualify for loading/unloading the activity has to meet certain criteria. A useful acronym for this is **CHART** e.g.

**C**ontinuous - the motorist should not break off the activity of loading/unloading to have a cup of tea or a smoke etc. However this does not infer that such activities as completing paperwork or locating the goods in the premises are not part of the loading/unloading process. Each case must be treated on its own merits whilst bearing in mind the decision of Jane Packer Flowers.

**H**heavy Goods - the goods that are being loaded/unloaded must be of such burden of weight or bulk that they cannot reasonably be conveyed otherwise than by means of a vehicle. The goods must be of a type that cannot easily be carried by one person in one trip. Having said that, in some circumstances 'goods' may be an aggregate of several small or lightweight items (see Delivery & Collection below) when delivered in the course of a trade or business.

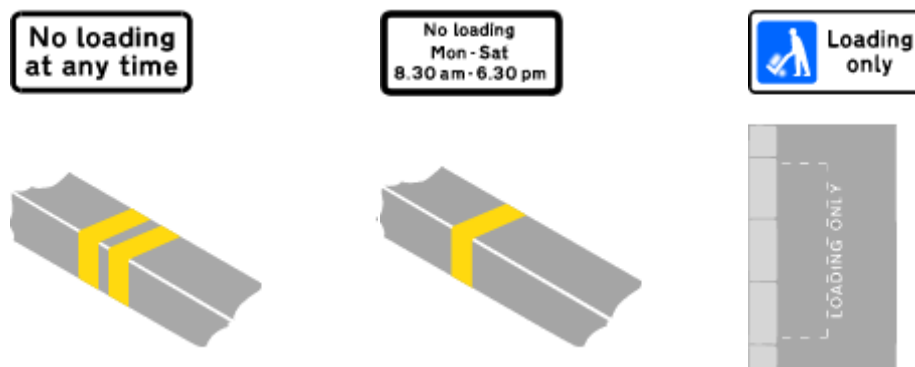
Shopping may be classed as goods but a vehicle is not covered by a loading exemption if the goods concerned have not been purchased prior to the waiting action. It is not lawful for a vehicle to wait whilst a purchase is made irrespective of the type of goods involved. The exemption does not cover choosing the goods i.e. the process of shopping, but it would apply while the goods are being put into a vehicle. .

**A**djacent - the vehicle must be parked adjacent to where the loading activity is occurring. If the vehicle were parked in another street more than 50 metres away, it would be difficult to argue that it was adjacent. The vehicle does not have to be a goods vehicle, but it must be necessary for the activity and not merely convenient to use a vehicle.

**Reasonable** - For example, unloading vast quantities of goods and taking all day to do it would not be considered reasonable. Where the loading/unloading is likely to take a long time and cause a lot of disruption the council should be notified prior to the loading taking place to enable arrangements to be made to try and accommodate it.

**Timely** - the loading should be completed as quickly as possible.

11. The Parking Attendants are instructed to observe vehicles that are parked on yellow lines for 5 minutes in order to establish whether any loading/unloading is taking place from or to the vehicle. If they do not observe any activity taking place within those 5 minutes they will issue a penalty notice. Therefore, if a motorist is loading/unloading they should be advised not to leave the vehicle unattended for more than 5 minutes.
12. There are also certain areas and times when loading/unloading is not allowed at all. In such cases signs and kerb markings should be in place to indicate this (see below).



No loading or unloading at any time      No loading or unloading at the times shown

## **Delivery & Collection**

13. If the delivery is being carried out in the course of a trade or business, as compared to a private delivery, it will usually fall within the meaning of 'delivering and collecting goods', even if the size and weight of one item of the 'goods' is small in itself, for example a milk delivery float. The point is illustrated easily by multiple deliveries, but it also applies to one-off deliveries too. Deliveries of small items in the course of business are permitted but it should be borne in mind that the smaller and lighter the goods, the shorter the time needed to deliver. There may be a greater evidential burden on the driver to prove that he took no longer than was necessary if there was a lengthy absence from the vehicle.

14. The use of a vehicle, merely because it is more convenient than carrying goods, is not normally sufficient reason for the exemption to apply. However, all commercial deliveries have more to them than mere convenient use of a vehicle, as there are obvious considerations of time and money involved. Drivers involved in commercial deliveries should be able to provide some form of supporting evidence if required. The driver does not have to prove that it was necessary to park where he did. He may, however, have to prove that he did not park for longer than was necessary.
15. The delivery process applies to the completion of paperwork, which is **reasonably** required, e.g. delivery note, obtaining a signature. It is unrealistic to expect deliveries to be made without some form of paperwork.
16. There may also be some other form of delay such as; papers not ready, people cannot be found, and goods need to be located. The driver will be covered for unexpected delays, but it will be difficult for him to argue that the process was still continuing if he goes for refreshment or starts another job. The driver should be allowed a reasonable time while goods are being located, but this is not an automatic exemption covering however long it takes, a judgement has to be made on whether the time taken was reasonable.
17. Parking while investigating whether or not there are goods to be collected is not covered, unless the driver can reasonably expect that there are goods there but then finds out that there are none, e.g. a prior appointment or a regular round, rather than a canvassing situation.
18. Although the delays mentioned above are allowed, selecting or choosing goods is specifically excluded. The goods must have been pre-ordered or collection pre-arranged.

### **The Burden and Standard of Evidence**

19. This falls on the motorist. The standard is the civil standard – the balance of probabilities. The shorter the observation period, the easier it will be for the driver to establish that the exemption applies.
20. Any lack of observable activity by the parking attendant does not imply that no activity was taking place. It has been advised by the Adjudicators that an observation period of 5 minutes be given.
21. If, however, the driver is delivering goods to the 20<sup>th</sup> floor for example, it is likely that there may be a period in excess of 5-10 minutes where a parking attendant observes no activity. It is important to understand that this does not mean that we can safely say that no loading or unloading was taking place. Again, the circumstances have to be taken into account. There is no requirement for any of the vehicle doors or the boot to be left open to indicate that loading is taking place.



## Setting Down/Picking up Passengers

22. To qualify for this exemption the driver must stay with the vehicle.

It is not within the definition for someone to accompany a passenger into a building or to go into the building to collect the passenger. This definition must be applied in all instances EXCEPT:

- during term time and at school start and finish times outside Nursery or Infant schools. At such times, and in such locations, a maximum of 5 minutes is to be allowed for parents to escort their young children into the school premises or to collect them from school premises for reasons of the children's safety.  
**Note:** the above only applies to waiting on yellow lines and does not apply to the no stopping restrictions shown by yellow zig-zag lines.
- within Monkbar car park during term time and at school start and finish times. At such times a maximum of 10 minutes is to be allowed for parents to escort their young children into the school premises or to collect them from school premises for reasons of the children's safety.
- where the passenger is obviously suffering from a disability that makes walking difficult and the following conditions apply:
  - there is no person on hand other than the driver to render assistance to the passenger
  - the vehicle waits for no longer than is necessary for the disabled person to be escorted in or out of adjacent premises.

## Statutory Undertakers

23. This covers the usual providers of Gas, Water, Electricity and Telecommunications but there are now around 100 other organisations, which have this status and are thus covered by this exemption. To qualify the vehicle must be stopped within a reasonable proximity of visible works, which could reasonably be connected with the activity of the company owning the vehicle, and those works must be active.
24. Case law qualifies the application of this exemption to work, which is being undertaken within the highway. Work that is being undertaken within a building is **not** covered and the vehicle must park lawfully in such circumstances. If, however, it is clear that the vehicle is in actual use in connection with the works then it would be exempt under the exemption concerning building work. A telecommunications provider working within a building to repair/install a phone connection is **not** covered by either exemption. The exact circumstances of each case

are to be examined by the objection assessment team upon any objection being made, and a judgement made based upon the need for the vehicle to be in close proximity to the work area.

## 3 SUSPENSION OF PARKING

### OFF STREET

#### Short term

25. The temporary suspension of parking bays within any of the city council's car parks for a period not exceeding 1 day is delegated to the Parking Services Manager. In his/her absence that delegation may be exercised by the Parking Patrol Supervisor or the Divisional Head (Traffic) only.
26. Bays that are suspended must be physically obstructed in a manner suitable to the circumstances so that it is clear to the motorist that the bay is not available for use.
27. When a bay is suspended all enforcement staff are to be advised.
28. Enforcement staff are not to issue a Penalty Charge Notice in a suspended bay without authority from the Parking Services Manager or the Parking Patrol Supervisor or the Assistant Parking Patrol Supervisor.

#### Longer term

29. The temporary suspension of parking bays within any of the city council's car parks for a period exceeding 1 day may only be undertaken with the specific authorisation of the Head of Network Management. In his/her absence authorisation may be given by the Parking Services Manager. In his/her absence authorisation may be given by the Divisional Head (Traffic).
30. Bays that are suspended must be physically obstructed in a manner suitable to the circumstances so that it is clear to the motorist that the bay is not available for use.
31. When a bay is suspended all enforcement staff are to be advised.
32. Enforcement staff are not to issue a Penalty Charge Notice in a suspended bay without authority from the Parking Services Manager or the Parking Patrol Supervisor or the Assistant Parking Patrol Supervisor.
33. The code to use when issuing PCN's to vehicles parked in suspended bays in car parks is Code 81 – Parked in a restricted area in a car park.

## ON STREET

### General

34. Irrespective of the duration of the required suspension any temporary suspension of On Street parking shall not be undertaken unless there is a valid temporary Traffic Regulation Order in place.
35. ALL temporary suspensions of On Street parking (other than in an emergency situation) must have the following in place as a minimum:
  - A CyC Standard Advisory Notice erected at suitable points either side of the site of the temporary suspension a minimum of 7 days prior to the first commencement of the suspension. These notices are to be arranged such that they are clearly visible to motorists entering the section to be covered by the temporary suspension of parking. At least one yellow A3 sign must be erected in each street affected and at either end of the street.
  - At least one statutory notice erected in a suitably prominent position every 20 m
  - Temporary No Waiting cones spaced not further apart than every 10 m
36. The CyC Standard Advisory Notice is to be customised with the details of what is being suspended, for how long and when.
37. The statutory notice is to be printed on YELLOW paper
38. In addition, (other than in an emergency situation), every residence and business directly affected by the suspension of the parking bay(s) shall be individually notified in writing a minimum of 7 days prior to the suspension taking effect (i.e. all residents and businesses whose properties front onto the suspended street).
39. For any temporary suspension of On Street Parking a copy of the relevant temporary Traffic Regulation Order shall be lodged with the Administration Officer within Parking Services.
40. The Administration Supervisor within Parking Services shall also be provided with:
  - A certificate of erection of Advisory Notices
  - A certificate of erection of the Notice of making the Temporary Traffic Regulation Order.
  - A certificate of notifying adjacent residents/businesses
  - A certificate of placing temporary No Waiting Cones within the length of road covered by the temporary authority to suspend on street parking.

## **Certificates**

### Advisory Notices

This certificate is to record;

- The name of the street
- The location of Advisory notices
- The time and date of placement
- The name of the person erecting the notices
- The dates and time when the notices were checked recording any replacements or alterations made

### Statutory Notices

This certificate is to record;

- The name of the street
- The location of Statutory notices
- The time and date of placement
- The name of the person erecting the notices
- The dates and time when the notices were checked recording any replacements or alterations made

### Cones

This certificate is to record;

- The name of the street
- The length covered by the placement of cones
- The time of placement
- The name of the person placing the cones
- If the duration is longer than a day, the dates and time when the cones were checked recording any replacements or alterations made

## **Authorisation of temporary suspension**

For suspension to deal with an emergency situation

- The Head of Network Management or the Duty Network Management Officer only

For suspensions not exceeding 1 day

- The Parking Services Manager after consultation with the Traffic Engineer. In his/her absence that delegation may be exercised by the Parking Patrol Supervisor or the Divisional Head (Traffic)

For suspensions exceeding 1 day

- The Head of Network Management. In his/her absence authorisation may be given by the Divisional Head (Traffic) after consultation with the Traffic Engineer. In his/her absence authorisation may be given by the Parking Services Manager.

### Gully and Street Cleaning

- An Annual Traffic Regulation Order will be made however the suspension of On Street parking under this Order on a day to day basis will be exercised by the Council's Director of Neighbourhood Services.
- Prior approval to suspend any specific length of On Street parking is to be sought from the Traffic Engineer a minimum of 14 days ahead of the intended date of suspension.

### **Enforcement**

41. Parking bays that are suspended must be physically marked by the use of No Waiting cones so that it is clear to the motorist that the bay is not available for use.
42. No on-street enforcement of a temporary parking suspension is to take place unless all the measures detailed above have been completed.
43. Parking Attendants must check, before commencing enforcement, that there are sufficient correctly completed A3 signs, and traffic cones in position, and should take photographs of the nearest signs and cones when issuing a PCN to a vehicle.
44. Any Parking meters within the suspended length are to be hooded
45. When a bay is suspended all enforcement staff are to be advised.

### **Contravention Codes**

46. If the suspension relates to an area of on-street pay and display or resident parking bays, then any PCN's must be issued using Code 21 (Parked in a suspended bay/space or part of bay/space)
47. If the suspension relates to a street where there are not normally any parking restrictions in place, then any PCN's must be issued using either Code 01 (if the suspension imposes waiting restrictions only) or Code 02 (if the suspension imposes waiting and stopping restrictions).

## 4 ENFORCEMENT PROTOCOLS

### ON STREET RESTRICTIONS

#### PROHIBITED WAITING – YELLOW LINES GENERAL

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Contravention Code applicable: 01</b></p> <p><b>Waiting Restrictions in effect.</b></p> <p><b>Single or Double Yellow Lines. Sign must accompany single yellow lines stating restricted period.</b></p>	<p>All</p>	<p><b>Code 01</b></p> <p>Vehicles should be continuously observed for a minimum of 5 minutes to ensure that no loading or unloading is taking place. If loading or unloading is seen a PCN should not be issued.</p>	<p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle. (Also see the general instruction on setting down/ picking up passengers above on page 9)</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p>

			<p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>The vehicle is a Local Bus (i.e. First, Arriva, East Yorkshire) waiting at a signed bus stop for only so long as is necessary to allow passengers to board or alight unless the bus stop is a designated waiting point in which case only so long as is allowed by the plate attached to that bus stop. A maximum of 2 hours is to be allowed for a Local Bus that has broken down.</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN.</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises. THIS EXEMPTION IS NOT TO BE APPLIED if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p>
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			<p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service. Allow 10 minutes casual observation except near sorting office, where 5 minutes constant observation should be given.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>The vehicle is displaying a valid Disabled Person's Badge and correctly set time clock for a maximum of 3 hours except that this exemption shall not apply if the vehicle waits within a formal Bus Lane or formal Cycle Lane during its hours of operation or if the vehicle has left its original parking place and returned to it within 60 minutes.</p> <p>If vehicle is displaying expired Blue Badge, take following action:</p> <p>Badge expired by 0-14 days – Warning Notice after 5 minutes continuous observation to ensure no loading/unloading is taking place.</p> <p>Badge expired by 15+ days – Issue PCN after 5 minutes continuous observation to ensure no loading/unloading is taking place.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined because it is displayed incorrectly issue a PCN after 5 minutes continuous observation to ensure no loading/unloading is taking place.</p>
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			<p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>A Hackney Carriage standing outside the limits of the authorised stand is to be treated as any other waiting vehicle and if the driver will not move on a PCN is to be issued. In the case of difficulty report plate number to Parking Patrol Supervisor.</p>
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## PROHIBITED WAITING & LOADING – YELLOW LINES GENERAL

Restrictions & Contravention Code	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Contravention Code applicable: 02</b></p> <p><b>Loading and Waiting Restrictions in effect</b></p> <p><b>Single or Double yellow lines and single or double Chevrons with signs.</b></p>	<p><b>All</b></p>	<p><b>Code 02</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless exemption applies.</p>	<p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle. (Also see the general instruction on setting down/ picking up passengers above on page 9)</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The vehicle is a Local Bus (i.e. First, Arriva, East Yorkshire) waiting at a signed bus stop for only so long as is necessary to allow passengers to board or alight unless the bus stop is a designated waiting point in which case only so long as is allowed by the plate attached to that bus stop.</p>

			<p>A maximum of 2 hours is to be allowed for a Local Bus that has broken down.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN.</p> <p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises. THIS EXEMPTION IS NOT TO BE APPLIED if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor</p>
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			<p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p> <p>Allow 10 minutes casual observation except near sorting office, where 5 minutes constant observation should be given.</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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## PERMITTED WAITING - ON-STREET LOADING BAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Contravention Code applicable: 25</b></p> <p><b>Waiting Restrictions in effect</b></p> <p><b>Marked Loading Bay with Sign</b></p>	<p>All</p>	<p><b>Code 25</b></p> <p>Vehicles should be continuously observed for a minimum of 5 minutes to ensure that no loading or unloading is taking place. If loading or unloading is seen a PCN should not be issued.</p>	<p>There is evidence of loading/unloading. Usually loading bays are only for Goods Vehicles and will be signed as such ('goods vehicles' includes vans that are being used for commercial goods deliveries). If loading is taking place from a motor car then the driver should be asked to move and a PCN issued if they refuse or if no driver can be seen. If in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p>

			<p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Waiver is on display, valid for the location, date and time.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN.</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service. Allow 10 minutes casual observation except near sorting office, where 5 minutes constant observation should be given.</p>
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## PERMITTED WAITING – ON-STREET DISABLED BAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Code applicable: 40</b></p> <p><b>Marked disabled bay with sign.</b></p>	<p><b>All</b></p>	<p><b>Code 40</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless an exemption applies.</p>	<p>The vehicle is displaying a valid Disabled Person's Badge. There is no limit on time in an on-street disabled bay unless the sign specifically states the maximum stay allowed.</p> <p>If vehicle is displaying expired Blue Badge, take following action:</p> <p>Badge expired by 0-14 days – Warning Notice            Badge expired by 15+ days – Instant PCN</p> <p>If vehicle is displaying a badge the validity of which cannot be determined issue a PCN.</p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p>



			<p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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**PERMITTED WAITING – OTHER ON-STREET SPECIFIC MARKED BAYS  
(E.G. TAXI, POLICE, MAGISTRATES, MOTOR CYCLES, CAR CLUB,  
DOCTORS)**

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b></p> <p><b>42 – Police</b> <b>45 – Taxi</b> <b>23 – All others.</b></p> <p><b>On Street Marked Bay for specific vehicles.</b></p> <p><b>Marked bay and in some cases a sign.</b></p>	<p>All</p>	<p><b>Codes 23, 42 &amp; 45</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless an exemption applies.</p>	<p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p>

			<p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer Parking Patrol Supervisor before issuing a PCN</p> <p>The vehicle has stopped in any length of a main carriageway, verge or footway while any gate or other barrier at the entrance to the premises to which the vehicle requires access or from which it has emerged is opened or closed.</p>
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## PROHIBITED WAITING – CLEARWAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable: 46</b></p> <p><b>Clearways</b></p> <p><b>Clearway No Stopping Signs</b></p>	<p>All</p>	<p><b>Code 46</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless exemption applies.</p>	<p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles in an emergency (Fire Service, Police, Ambulance).</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p>

			<p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN.</p> <p>The vehicle has stopped in any length of a main carriageway, verge or footway while any gate or other barrier at the entrance to the premises to which the vehicle requires access or from which it has emerged is opened or closed.</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p><b>NOTE THAT WHERE THE CLEARWAY RESTRICTION INCLUDES THE VERGE AND FOOTWAY FURTHER EXEMPTIONS, IN ADDITION TO THE ABOVE, APPLY AS FOLLOWS:</b></p> <p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition).</p> <p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle. (Also see the general instruction on setting down/ picking up passengers above on page 9)</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p> <p>Allow 10 minutes casual observation except near sorting office, where 5 minutes constant observation should be given.</p>
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## PROHIBITED WAITING – BUS STOP CLEARWAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable: 47</b></p> <p><b>Bus Stop Clearways</b></p> <p><b>Thick Yellow Line and Sign</b></p>	<p>All</p>	<p><b>Code 47</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless an exemption applies.</p>	<p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle. (Also see the general instruction on setting down/ picking up passengers above on page 9)</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles in an emergency (Fire Service, Police, Ambulance).</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The vehicle is a Local Bus (i.e. First, Arriva, East Yorkshire) waiting at a signed bus stop for only so long as is necessary to allow passengers to board or alight unless the bus stop is a designated waiting point in which case only so long as is allowed by the plate attached to that bus stop. A maximum of 2 hours is to be allowed for a Local Bus that has broken down.</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p>

## PROHIBITED WAITING – SCHOOL NO STOPPING AREAS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Code applicable: 48</b></p> <p><b>No Stopping</b></p> <p><b>School Keep Clear Zig Zag Marking With No Stopping Sign</b></p>	<p>All</p>	<p><b>Code 48</b></p> <p>Instant PCN (vehicles should initially be moved on if driver present) unless an exemption applies.</p>	<p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises.</p> <p><b>THIS EXEMPTION IS NOT TO BE APPLIED</b> if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p> <p>The vehicle has stopped in any length of a main carriageway, verge or footway while any gate or other barrier at the entrance to the premises to which the vehicle requires access or from which it has emerged is opened or closed.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>Emergency service vehicles in an emergency (Fire Service, Police, Ambulance).</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p>

		<p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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## PERMITTED PARKING - LIMITED WAITING BAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 30 21 22 24</p> <p><b>On Street Limited Waiting Bays</b></p> <p><b>Marked Bay and Sign.</b></p>	<p>Motor cars, and Solo Motor Cycles and, in some limited waiting areas, buses are allowed at certain times.</p>	<p><b>Code 30</b></p> <p>Record two valve positions of two of the vehicle wheels and then return when the maximum stay has elapsed by more than 10 minutes and record the same two valve positions. If they are the same a PCN can be issued.</p> <p><b>Code 21</b></p> <p>If the limited waiting bays have been suspended and all the criteria for suspensions have been met then a PCN should be issued immediately.</p> <p><b>Code 22</b></p> <p>Make two observations with no more than 60 minutes between each one. If the valve positions are different then a PCN should be issued.</p> <p>Note that 'no return within one hour' applies to any limited waiting bays within the same street.</p> <p><b>Code 24</b></p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p>	<p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>The vehicle is displaying a valid Disabled Person's Badge. There is no limit on time in limited waiting bays for disabled badge holders.</p> <p>If the vehicle is displaying an expired Blue Badge, take following action:</p> <p>Badge expired by 0-14 days – Warning Notice if the limited waiting period is exceeded by more than 10 minutes. Badge expired by 15+ days – Issue a PCN if the limited waiting period is exceeded by more than 10 minutes.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined Issue a PCN if the limited waiting period has been exceeded by more than 10 minutes.</p> <p>Motor Cycle (Less than 4 wheels)</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity. There must be clear evidence of this activity otherwise issue PCN</p>

		<p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>The vehicle is a Local Bus (i.e. First, Arriva, East Yorkshire) waiting at a signed bus stop for only so long as is necessary to allow passengers to board or alight unless the bus stop is a designated waiting point in which case only so long as is allowed by the plate attached to that bus stop. A maximum of 2 hours is to be allowed for a Local Bus that has broken down.</p>
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			<p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises. <b>THIS EXEMPTION IS NOT TO BE APPLIED</b> if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p>
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## PERMITTED WAITING – ON-STREET PAY AND DISPLAY BAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 05 06 07 19 21 22 24</p> <p><b>On Street Pay and Display</b></p> <p><b>Marked bays, signs and pay and display machines with tariffs displayed.</b></p>	<p>Motor cars, small mini buses (7 passenger seats or less), small commercial vehicles (maximum laden weight of 3.5 tonnes)</p>	<p><b>Code 05</b></p> <p>Parking Attendants should allow 10 minutes from the expiry time of the ticket before issuing a PCN.</p> <p><b>Code 06</b></p> <p>Parking Attendants should allow 10 minutes from first observation to the issue of a ticket to allow time for getting change and obtaining a ticket.</p> <p><b>Code 07</b></p> <p>If 'meter feeding' is suspected then record two valve positions of two of the vehicle wheels and then return when the maximum stay has elapsed by more than 10 minutes and record the same two valve positions. If they are the same a PCN can be issued.</p> <p><b>Code 19</b></p> <p>This code can be used if a frequent user permit is displayed that is out of date, or if the relevant details on the permit are not clearly displayed.</p> <p><b>Code 21</b></p> <p>If the Pay and Display bays have been suspended and all the criteria for suspensions have been met then a PCN should be issued immediately.</p> <p><b>Code 22</b></p> <p>Make two observations with no more than 60 minutes between each one. If the valve positions are different then a PCN should be issued.</p> <p>Note that 'no return within one hour' applies to any</p>	<p>A vehicle which displays a valid pay and display ticket and is still within the paid for period of waiting purchased except that this exemption shall not apply if the vehicle has left its original parking place and returned to it within one hour. Note that 'no return within one hour' applies to any bays within the same street.</p> <p>The vehicle is displaying a valid Frequent User or other valid City of York Council permit.</p> <p>If Pay &amp; Display machine is "Out of Order" and displaying notice providing that there are no operating machines within the immediate vicinity (i.e. visible from the out of order machine and within 2 minutes walk of it)</p> <p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle in most circumstances. (See the general instruction on setting down/picking up passengers above on page 9).</p> <p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>Motor Cycle (Less than 4 wheels)</p> <p>A Waiver is on display in the vehicle valid for the location, date and time.</p>

		<p>pay and display bays within the same street.</p> <p><b>Code 24</b></p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p>	<p>The vehicle is displaying a valid Disabled Person's Badge. There is no time limit in pay and display bays for disabled badge holders.</p> <p>If the vehicle is displaying an expired Blue Badge, take following action:</p> <p>Badge expired by 0-14 days – Issue a Warning Notice after observing the vehicle for ten minutes to allow for the driver to obtain change and purchase a ticket.</p> <p>Badge expired by 15+ days – Issue a PCN after observing the vehicle for ten minutes to allow for the driver to obtain change and purchase a ticket.</p> <p>If the vehicle is displaying a badge the validity of which cannot be determined Issue a PCN after observing the vehicle for ten minutes, to allow for the driver to obtain change and purchase a ticket.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p>
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		<p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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			<p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises. THIS EXEMPTION IS NOT TO BE APPLIED if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p>
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## PERMITTED WAITING – ON-STREET PAY AND DISPLAY BAYS (FOSS ISLAND’S ROAD)

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 05 06 07 21 22 24</p> <p><b>On Street Pay and Display</b></p> <p><b>Marked bays, signs and pay and display machines with tariffs displayed.</b></p>	<p>Motor vehicles with caravans or trailers attached, motor caravans Buses with not more than 25 passenger seats</p> <p>And Market Trader Permit Holders</p>	<p><b>Code 05</b></p> <p>Parking Attendants should allow 10 minutes from the expiry time of the ticket before issuing a PCN.</p> <p><b>Code 06</b></p> <p>Parking Attendants should allow 10 minutes from first observation to the issue of a ticket to allow time for getting change and obtaining a ticket.</p> <p><b>Code 07</b></p> <p>If ‘meter feeding’ is suspected then record two valve positions of two of the vehicle wheels and then return when the maximum stay has elapsed by more than 10 minutes and record the same two valve positions. If they are the same a PCN can be issued.</p> <p><b>Code 21</b></p> <p>If the Pay and Display bays have been suspended and all the criteria for suspensions have been met then a PCN should be issued immediately.</p> <p><b>Code 22</b></p> <p>Make two observations with no more than 60 minutes between each one. If the valve positions are different then a PCN should be issued.</p> <p>Note that ‘no return within one hour’ applies to any pay and display bays within the same street.</p>	<p>A vehicle which displays a valid pay and display ticket and is still within the paid for period of waiting purchased except that this exemption shall not apply if the vehicle has left its original parking place and returned to it within one hour. Note that ‘no return within one hour’ applies to any bays within the same street.</p> <p>A vehicle which is displaying a valid City of York Council Market Traders permit together with the appropriate pay and display ticket.</p> <p>If Pay &amp; Display machine is “Out of Order” and displaying notice providing that there are no operating machines within the immediate vicinity (i.e. visible from the out of order machine and within 2 minutes walk of it)</p> <p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle in most circumstances. (See the general instruction on setting down/ picking up passengers above).</p> <p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>Motor Cycle (Less than 4 wheels)</p>



		<p><b>Code 24</b></p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p>	<p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>The vehicle is displaying a valid Disabled Person's Badge. There is no time limit in pay and display bays for disabled badge holders.</p> <p>If the vehicle is displaying an expired Blue Badge, take following action:</p> <p>Badge expired by 0-14 days – Issue a Warning Notice after observing the vehicle for ten minutes to allow for the driver to obtain change and purchase a ticket.</p> <p>Badge expired by 15+ days – Issue a PCN after observing the vehicle for ten minutes to allow for the driver to obtain change and purchase a ticket.</p> <p>If the vehicle is displaying a badge the validity of which cannot be determined Issue a PCN after observing the vehicle for ten minutes, to allow for the driver to obtain change and purchase a ticket.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p>
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			<p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council.  If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic.  There must be clear evidence of this activity otherwise issue PCN</p>
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			<p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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## PERMITTED WAITING – RESIDENT PARKING BAYS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 15 16 21 22 23 24</p> <p><b>Residents Parking Bays</b></p> <p><b>Marked bay and sign.</b></p>	<p>Motor cars, and all other vehicles that have an unladen weight of not more than 1525 kgs.</p> <p>A motor car is defined as a vehicle with a weight that does not exceed 3050 kgs.</p>	<p><b>Code 15</b></p> <p>The Parking Attendants will need to allow 20 minutes casual observation in 10 minute bays, 40 minutes in 30 minute bays and 70 minutes in 60 minute bays. For 30 minute and 60 minute bays they will need to record 2 valve positions of two different wheels of the vehicle and then return when the maximum stay has expired and record the same 2 valve positions again – and, if they are the same, issue a PCN. All valve positions must be recorded in the hand-held and pocket notebook.</p> <p><b>If the Parking Attendant is responding to a hot-line call all of the above observation periods should be reduced by 5 minutes.</b></p> <p>When instructed to take enforcement action as a result of a resident's or visitor permit being altered, misused or fraudulent, the vehicle can be issued with an instant PCN.</p> <p><b>Code 16</b></p> <p>No observation period is required, as the vehicle should not be parked in a marked bay without a valid permit for <b>any</b> length of time.</p> <p><b>Code 21</b></p> <p>If the resident bays have been suspended and all the criteria for suspensions have been met then a PCN should be issued immediately.</p>	<p>A vehicle which is still within the permitted period of waiting allowed without a permit except that this exemption shall not apply if the vehicle has left its original parking place and returned to it within one hour. Note that 'no return within one hour' applies to any resident bays within the same street.</p> <p>The vehicle is displaying a valid Parking Permit for the appropriate zone or zones.</p> <p>If the vehicle is displaying an expired permit for zone, take following action:</p> <p>Permit expired by 0-14 days – Issue a Warning Notice when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Permit expired by 15+ days – issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>The vehicle is displaying a valid Disabled Person's Badge. There is no limit on time in resident parking bays for disabled badge holders.</p> <p>If the vehicle is displaying an expired Blue Badge, take the following action:</p> <p>Badge expired by 0-14 days – issue a Warning Notice when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Badge expired by 15+ days: Issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined: Issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p>

		<p><b>Code 22</b></p> <p>Make two observations with no more than 60 minutes between each one. If the valve positions are different then a PCN should be issued.</p> <p>Note that 'no return within one hour' applies to any resident bays within the same street.</p> <p><b>Code 23</b></p> <p>This code should be used if the Parking Attendant suspects that a vehicle is in excess of the maximum weight limits (see 'class of vehicle' column).</p> <p>The PCN can be issued instantly as the vehicle should not be parked in a resident bay irrespective of whether or not it is displaying a permit.</p> <p><b>Code 24</b></p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p>	<p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle in most circumstances. (See the general instruction on setting down/ picking up passengers above on page 9).</p> <p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>Motor Cycle (Less than 4 wheels)</p> <p>Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Vehicle is a liveried Utility Company vehicle providing vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p> <p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p>
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			<p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is being used in accordance with the conditions of a Skip Licence. If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p>
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			<p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises. THIS EXEMPTION IS NOT TO BE APPLIED if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p>
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**PERMITTED WAITING – RESIDENTS AND PAY AND DISPLAY SHARED USE BAYS**

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 05 07 19 21 22 23 24</p> <p><b>Pay and Display &amp; Residents parking, shared use bays.</b></p> <p><b>Marked bay and sign and pay and display machines with tariffs displayed.</b></p>	<p>Motor cars and all other vehicles that have an unladen weight of not more than 1525 kgs.</p> <p>A motor car is defined as a vehicle with a weight that does not exceed 3050 kgs</p>	<p><b>Code 19</b></p> <p>If the vehicle is not displaying either a valid permit or a pay and display ticket then this code should be used.</p> <p>The Parking Attendants will need to allow 10 minutes casual observation to ensure that enough time has been allowed for a ticket to be purchased or a valid permit displayed.</p> <p><b>If the Parking Attendant is responding to a hot-line call the observation period should be reduced by 5 minutes.</b></p> <p>When instructed to take enforcement action, as a result of a resident's or visitor permit being altered, misused or fraudulent, the vehicle can be issued with an instant PCN</p> <p><b>Code 05</b></p> <p>Parking Attendants should allow 10 minutes from the expiry time of the ticket before issuing a PCN.</p> <p><b>Code 07</b></p> <p>If 'meter feeding' is suspected then Parking Attendants should record two valve positions of two of the vehicle wheels and then return when the maximum stay has elapsed by more than 10 minutes and record the same two valve positions. If they are the same a PCN can be issued.</p>	<p>A vehicle which is still within the permitted period of waiting allowed without a permit except that this exemption shall not apply if the vehicle has left its original parking place and returned to it within one hour. Note that 'no return within one hour' applies to any resident bays within the same street.</p> <p>A vehicle which displays a valid Pay and Display ticket and is still within the paid for period of waiting purchased except that this exemption shall not apply if the vehicle has left its original parking place and returned to it within one hour. Note that 'no return within one hour' applies to any resident bays within the same street.</p> <p>If Pay &amp; Display machine is "Out of Order" and displaying notice providing that there are no operating machines within the immediate vicinity (i.e. visible from the out of order machine and within 2 minutes walk of it)</p> <p>The vehicle is displaying a valid Parking Permit for the appropriate zone or zones.</p> <p>If vehicle is displaying an expired permit for zone, take following action:</p> <p>Permit expired by 0-14 days –issue a Warning Notice when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Permit expired by 15+ days – Issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Evidence of picking up or setting down passengers and their luggage observed. Sufficient time must be allowed for this activity (for as long as reasonably necessary). Driver should be with vehicle in most circumstances. (See the general instruction on setting down/ picking up passengers above on page 9).</p>



		<p><b>Code 21</b></p> <p>If the Pay and Display or Resident bays have been suspended and all the criteria for suspensions have been met then a PCN should be issued immediately.</p> <p><b>Code 22</b></p> <p>Make two observations with no more than 60 minutes between each one. If the valve positions are different then a PCN should be issued.</p> <p>Note that 'no return within one hour' applies to any pay and display bays within the same street.</p> <p><b>Code 23</b></p> <p>This code should be used if the Parking Attendant suspects that a vehicle is in excess of the maximum weight limits (see above).</p> <p>The PCN can be issued instantly as the vehicle should not be parked in a resident bay irrespective of whether or not it is displaying a permit.</p> <p><b>Code 24</b></p> <p>If vehicle is overhanging bay markings (2 wheels or more are outside of the bay and not touching the bay markings), refer situation to Parking Patrol Supervisor for decision on the issue of a PCN.</p>	<p>There is evidence of loading/unloading (if in any doubt as to whether the activity taking place qualifies as loading/unloading see above definition on page 6).</p> <p>The vehicle is displaying a valid Disabled Person's Badge. There is no limit on time in resident parking bays for disabled badge holders.</p> <p>If the vehicle is displaying an expired Blue Badge, take the following action:</p> <p>Badge expired by 0-14 days – issue a Warning Notice when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Badge expired by 15+ days: Issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined: Issue a PCN when the waiting period without a valid permit has been exceeded by more than 10 minutes.</p> <p>Motor Cycle (Less than 4 wheels)</p> <p>A Waiver is on display in the vehicle, valid for the location, date and time.</p> <p>Vehicle is a liveried Utility Company vehicle, providing the vehicle is not causing an obstruction and there is clear evidence of the vehicle being connected with work of that Utility in the immediate vicinity. There must be clear evidence of this activity otherwise issue PCN</p> <p>Vehicle is a liveried City of York Council vehicle provided that there is clear evidence of the vehicle being used in connection with works within the immediate vicinity and that those works are statutory powers or duties. If in doubt as to the activity taking place or whether it is a statutory power or duty and not merely a service that the council has discretion whether or not to undertake - refer to Parking Patrol Supervisor.</p>
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		<p>A marked vehicle being used by a universal service provider for the collection of postal packets in the course of the provision of a universal postal service.</p> <p>Cleansing and refuse vehicles collecting rubbish from the side of the road providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Emergency service vehicles being used for fire brigade, ambulance or police purposes. These would normally be expected to be marked vehicles.</p> <p>If there is any doubt about the activity do not issue PCN but make a pocket book note and draw this to the attention of the Parking Patrol Supervisor</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The main funeral or wedding vehicle in a funeral or wedding cortege. All other vehicles must park legally.</p> <p>Vehicle is being used in accordance with the conditions of Street Trading Licence issued by the Council.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN</p> <p>Vehicle is in actual use and being used for the removal of an obstruction to traffic.</p> <p>There must be clear evidence of this activity otherwise issue PCN</p>
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			<p>Vehicle is being used in accordance with the conditions of a Skip Licence.</p> <p>If in any doubt check the Licence or refer to Parking Patrol Supervisor before issuing a PCN.</p> <p>Vehicle is parked, stopped or waiting within an authorised vehicular access linking the carriageway of the road to adjacent land or premises.</p> <p><b>THIS EXEMPTION IS NOT TO BE APPLIED</b> if the vehicle is left in circumstances whereby any part of it projects on to or overhangs the carriageway, footway or any part of the verge over which that authorised vehicular access is provided.</p>
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Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>Hackney Carriage Rank which is operating under the provisions of the 1972 Local Government Miscellaneous Provisions Act</b></p>	<p>Hackney Carriage</p>	<p><b>No action to be taken by CyC operatives</b></p> <p>The regulations relating to Hackney carriage ranks operating under the 1972 Act can only be enforced by the police. This applies to the hackney carriage ranks in Duncombe Place and Queen Street.</p> <p><b>NB</b> this instruction is to apply irrespective of the presence of yellow lines within the authorised stand area unless specifically instructed by the Parking Patrol Supervisor.</p>	

# OFF STREET RESTRICTIONS

## ALL CAR PARKS EXCEPT ST LEONARD PLACE, SHAMBLES AND ACOMB

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b></p> <p>73 80 81 82 83 84 85 86 87 89 90 91 92 93 95</p> <p><b>Pay and Display</b></p> <p><b>Marked bays and signs and pay and display machine with tariff board.</b></p>	<p>Motor cars, camper van less than 3.050 tonnes gross weight, motor cycle with sidecar, solo motorcycle, moped or scooter</p>	<p><b>Code 73</b></p> <p>This code is used in car parks where payment is available by mobile phone. (If payment is not available by mobile phone then Code 83 should be used) Vehicles should be observed for 10 minutes before a PCN is issued to allow for motorist obtaining change or for Verrus browser to be refreshed.</p> <p><b>Code 80</b></p> <p>If a vehicle is suspected of parking for longer than the maximum stay in the car park the Parking Attendant should record two valve positions of two different wheels and then return when the maximum stay has expired by 10 minutes and record the same two wheel valve positions again. If the positions are the same then a PCN can be issued. All valve positions should be recorded on the hand-held computer and in the Parking Attendant's pocket book notes.</p> <p><b>Code 81</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a restricted area of a car park, for example in a reserved area or bay.</p> <p><b>Code 82</b></p> <p>Vehicle should be casually observed for 10 minutes after the expiry of the pay and display ticket before a PCN is issued.</p>	<p>A vehicle which displays a valid Pay and Display ticket for the parking place and is still within the paid for period of parking purchased except that this exemption shall not apply if the vehicle has left its original parking bay within the car park and returned to any parking bay within the same car park within 60 minutes of leaving.</p> <p>OR</p> <p>The vehicle has stayed longer in the car park than the maximum time permitted.</p> <p>A vehicle, which has paid for parking by the Verrus System and that paid for parking, is still valid.</p> <p>A vehicle, which is displaying a valid Frequent User, Season Ticket or other valid City of York Council permit.</p> <p>If a vehicle is displaying an expired permit take following action:</p> <p>If the permit is a day permit and the date is not correct then a PCN should be issued.</p> <p>Permit (other than a day permit) expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Permit expired by 15+ days – Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Motorcycles (less than 4 wheels) parked in free motorcycle bays.</p>

		<p><b>Code 83</b></p> <p>This code should only be used in car parks where payment is not available by mobile phone. (If payment is available by mobile phone then Code 73 should be used).</p> <p>Vehicles should be observed for 10 minutes before a PCN is issued to allow for motorist obtaining change.</p> <p><b>Code 84</b></p> <p>This code can be used when a motorist has purchased an additional ticket(s) to extend time in excess of the maximum stay that is allowed in the car park.</p> <p><b>Code 85</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a permit bay without displaying a valid permit.</p> <p><b>Code 86</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor and the vehicle must be causing an obstruction.</p> <p><b>Code 87</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a disabled bay without displaying a valid disabled badge (and a time clock in short stay car parks).</p> <p><b>Code 89</b></p> <p>A PCN can be issued instantly if the vehicle exceeds the weight limit of the car park (e.g. HGV or Mobile Home).</p>	<p>If Pay &amp; Display machines are "Out of Order".</p> <p>Special Event Permit is on display, valid for the location, date and time.</p> <p>Cleansing and refuse vehicles collecting rubbish from the car park providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The vehicle is displaying a valid Disabled Person's Badge and time clock (in a short stay car park).</p> <p>If the vehicle is displaying an expired Blue Badge, take the following action:</p> <p>Badge expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Badge expired by 15+ days: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p>
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		<p><b>Code 90</b></p> <p>To issue a PCN for this contravention, two observations with no more than one hour between each one are required. Two valve positions of two wheels must be recorded at each observation. If the valve positions are different a PCN can be issued. If the valve positions are the same then return when the maximum period of parking allowed expires and, if the vehicle remains in the same position, issue a PCN under Code 80. All valve positions should be recorded on the hand-held computer and in the Parking Attendant's pocket book notes.</p> <p><b>Code 91</b></p> <p>A PCN can be issued instantly if a vehicle has parked in an area that is not designated for that class of vehicle e.g. a car parked in a coach bay.</p> <p><b>Code 92</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor.</p> <p><b>Code 93</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a car park when it is closed but should only be issued upon the instruction of the Parking Patrol Supervisor, as a PCN will not usually be appropriate in such circumstances. The code is useful in Park &amp; Ride car parks when a vehicle has parked overnight.</p> <p><b>Code 95</b></p> <p>This code can be used to issue a PCN in park &amp; ride car parks when a vehicle has parked in the car park without using the park &amp; ride bus.</p>	
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## ST LEONARD'S PLACE

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>PCN Codes applicable:</b> 73 81 82 85 86 87 89 92 93</p> <p><b>Pay and Display</b></p> <p><b>Marked bays and signs and pay and display machine with tariff board.</b></p>	<p>Motor cars, camper van less than 3.050 tonnes gross weight, motor cycle with sidecar, solo motorcycle, moped or scooter</p>	<p><b>Code 73</b></p> <p>Vehicles should be observed for 10 minutes before a PCN is issued to allow for motorist obtaining change or for Verrus browser to be refreshed.</p> <p><b>Code 81</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a restricted area of the car park, for example the civic bays.</p> <p><b>Code 82</b></p> <p>Vehicles should be casually observed for 10 minutes after the expiry of the pay and display ticket before a PCN is issued.</p> <p><b>Code 85</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a permit bay without displaying a valid permit. In St Leonards all the bays are considered to be permit bays during the times when the car park is not open to the general public as a permit is normally required to park in any bay in the car park.</p> <p><b>Code 86</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor and the vehicle must be causing an obstruction.</p> <p><b>Code 87</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a disabled bay without displaying a valid disabled badge.</p>	<p>Monday to Friday 8 am to 6 pm except Public Holidays</p> <p>A vehicle displaying a permit issued by the City Council for this parking place providing that the time limit (if any) marked upon that permit is not exceeded</p> <p>Marked Pool Cars Street Environment Smart Cars The Civic Vehicle A City of York Council messenger vehicle</p> <p>At all other times</p> <p>A vehicle which displays a valid pay and display ticket.</p> <p>A vehicle, which has paid for parking by the Verrus System and that paid for parking, is still valid.</p> <p>A vehicle, which is displaying a valid Frequent User, Season Ticket or other valid City of York Council permit.</p> <p>If a vehicle is displaying an expired permit take following action:</p> <p>If the permit is a day permit and the date is not correct then a PCN should be issued.</p> <p>Permit (other than a day permit) expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Permit expired by 15+ days – Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Motorcycles (less than 4 wheels) parked in out of bay areas of the car park.</p>



		<p><b>Code 89</b></p> <p>A PCN can be issued instantly if the vehicle exceeds the weight limit of the car park (e.g. HGV or Mobile Home).</p> <p><b>Code 92</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor.</p> <p><b>Code 93</b></p> <p>A PCN can be issued instantly if a vehicle has parked in the car park when it is closed to the general public and does not have a valid permit but normally Code 85 is used.</p>	<p>If the Pay &amp; Display machine is "Out of Order".</p> <p>Special Event Permit is on display, valid for the location, date and time.</p> <p>Cleansing and refuse vehicles collecting rubbish from the car park providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p> <p>The vehicle is displaying a valid Disabled Person's Badge.</p> <p>If the vehicle is displaying an expired Blue Badge, take the following action:</p> <p>Badge expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Badge expired by 15+ days: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p>
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## SHAMBLES

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<b>Pay on Foot</b>  <b>PCN Codes applicable:</b> <b>80</b> <b>81</b> <b>86</b> <b>87</b> <b>89</b> <b>92</b> <b>93</b>	Motor cars, small mini buses (7 passenger seats or less), small commercial vehicles (maximum laden weight of 3.5 tonnes)	PCN's only to be issued upon the instruction of the Parking Patrol Supervisor	

## ACOMB

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<b>Use only</b>  <b>PCN Codes applicable:</b> <b>80</b> <b>81</b> <b>86</b> <b>87</b> <b>89</b> <b>92</b> <b>93</b>	Motor cars, small mini buses (7 passenger seats or less), small commercial vehicles (maximum laden weight of 3.5 tonnes)	PCN's only to be issued upon the instruction of the Parking Patrol Supervisor	

## COACH PARKS

Restrictions & Contravention Codes	Class of Vehicle	Enforcement Protocols	Exemptions
<p><b>Pay and Display</b></p> <p><b>PCN Codes applicable:</b> 73 81 82 86 91 92 93 96</p> <p><b>Marked bay and signs and pay and display machine with tariff board.</b></p>	<p>A vehicle with 8 or more passenger seats</p>	<p><b>Code 73</b></p> <p>Vehicles should be observed for 10 minutes before a PCN is issued to allow for motorist obtaining change or for Verrus browser to be refreshed.</p> <p><b>Code 81</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a restricted area of a car park, for example in a reserved area or bay.</p> <p><b>Code 82</b></p> <p>Vehicle should be casually observed for 10 minutes after the expiry of the pay and display ticket before a PCN is issued.</p> <p><b>Code 86</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor and the vehicle must be causing an obstruction.</p> <p><b>Code 91</b></p> <p>A PCN can be issued instantly if a vehicle has parked in an area that is not designated for that class of vehicle e.g. a car parked in a coach bay.</p> <p><b>Code 92</b></p> <p>A PCN should only be issued upon the instruction of the Parking Patrol Supervisor.</p>	<p>A vehicle which displays a valid Pay and Display ticket for the parking place and is still within the paid for period of parking purchased.</p> <p>A vehicle, which has paid for parking by the Verrus System and that paid for parking, is still valid.</p> <p>A vehicle, which is displaying a valid Frequent User, Season Ticket or other valid City of York Council permit.</p> <p>If a vehicle is displaying an expired permit take following action:</p> <p>If the permit is a day permit and the date is not correct then a PCN should be issued.</p> <p>Permit (other than a day permit) expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Permit expired by 15+ days – Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>If Pay &amp; Display machines are “Out of Order”.</p> <p>Special Event Permit is on display, valid for the location, date and time.</p> <p>Visible signs of unavoidable vehicle breakdown, or if the recovery service are in attendance. This exemption to apply for a maximum of 4 hours as it is reasonable to expect a motorist to make arrangements to remove a vehicle that has broken-down in a restricted area as soon as possible.</p>

		<p><b>Code 93</b></p> <p>A PCN can be issued instantly if a vehicle has parked in a coach park when it is closed but should only be issued upon the instruction of the Parking Patrol Supervisor, as a PCN may not be appropriate in these circumstances.</p> <p><b>Code 96</b></p> <p>The vehicle should be observed for a minimum of 5 minutes and if the engine has been continuously running a PCN can be issued.</p>	<p>Cleansing and refuse vehicles collecting rubbish from the car park providing there is clear evidence that the vehicle is in actual use. (NB: This applies to both City of York refuse vehicles and commercial refuse company vehicles).</p> <p>The vehicle is displaying a valid Disabled Person's Badge and time clock (in a short stay car park).</p> <p>If the vehicle is displaying an expired Blue Badge, take the following action:</p> <p>Badge expired by 0-14 days – issue a Warning Notice after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>Badge expired by 15+ days: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p> <p>If vehicle is displaying a badge the validity of which cannot be determined: Issue a PCN after casually observing the vehicle for ten minutes to ensure that the motorist has not gone for change.</p>
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## **5 CLAMPING AND REMOVAL**

48. Authority to clamp or remove a vehicle will only be issued by the Head of Network Management or, in his absence, the Parking Services Manager.
49. No vehicle will be considered for clamping unless it has a minimum of three outstanding PCN's in the last six months, the driver has committed a contravention for which a current PCN has been issued, and no objection correspondence has been received for the previous PCN's.
50. Authority to remove a vehicle will not normally be given unless the vehicle concerned has been clamped and is causing an obstruction, or appears to have been abandoned, or has been clamped for more than 24 hours. Other than in exceptional cases, approval to remove will not be issued until 24 hours after the vehicle has been clamped.
51. Parking Attendants wishing to request authority to clamp should contact the Parking Patrol Supervisor who will pass the request to the Representations Officer with full details of the vehicle. The Representations Officer will check the number of outstanding PCN's and be responsible for ensuring that the vehicle concerned has a minimum of three outstanding PCN's in the previous six months with no ongoing objection correspondence. Subject to being satisfied that the vehicle complies with these criteria, the Representations Officer, or, in her absence, another member of the parking team, will forward the request to the Head of Network Management, or, in his absence, the Parking Services Manager, with details of the number of PCN's outstanding and vehicle location.
52. Any authority to clamp will be issued to the Representations Officer who will record that fact in the log kept for this purpose and inform the Parking Patrol Supervisor.
53. A request to remove a clamped vehicle will be made by the Parking Patrol Supervisor to the Representations Officer who will check that authority to clamp has been issued. That officer will forward the request to the Head of Network Management, or in his absence, the Parking Services Manager, and, if approval is issued, record the issuing of authority in the log kept for this purpose before advising the Parking Patrol Supervisor. Only in exceptional circumstances, for example if the vehicle is causing an obstruction to traffic, may a vehicle be removed without first being clamped.
54. For more details of the clamping and removal policy see the 'Procedure for Clamping & Removal' document which is kept in the Parking Office.

## PCN Contravention Codes – On Street Parking

Code	Description
01	Parked in a restricted street during prescribed hours
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
05	Parked after the expiry of paid for time
06	Parked without clearly displaying a valid pay & display ticket
07	Parked with payment made to extend the stay beyond initial time
15	Parked in a residents' parking space without clearly displaying a valid residents' parking permit
16	Parked in a permit space without displaying a valid permit
19	Parked in a parking place without clearly displaying the required permit or pay and display ticket
21	Parked in a suspended bay/space or part of bay/space
22	Re-parked in the same parking place within one hour* of leaving
23	Parked in a parking place or area not designated for that class of vehicle
24	Not parked correctly within the markings of the bay or space
25	Parked in a loading place during restricted hours without loading
30	Parked for longer than permitted
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge.
42	Parked in a parking place designated for police vehicles
45	Parked on a taxi rank
46	Stopped where prohibited (on a red route or clearway)
47	Parked on a restricted bus stop/stand
48	Stopped in a restricted area outside a school

\* Or other specified time

## PCN Contravention Codes – Off Street Parking (Car Parks)

Code	Description
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
81	Parked in a restricted area in a car park
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay & display ticket
84	Parked with additional payment made to extend the stay beyond time first purchased
85	Parked in a permit bay without clearly displaying a valid permit
86	Parked beyond the bay markings
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
90	Re-parked within one hour* of leaving a bay or space in a car park
91	Parked in an area not designated for that class of vehicle
92	Parked causing an obstruction
93	Parked in car park when closed
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited

\* Or other specified time

## St Leonards Place car park – policy

The general principle for St Leonard's shall be that:

- ❑ during the working week 8am to 6pm the site is reserved for visitors to the St Leonards Place council offices
- ❑ visitors to the Council Offices may park for a maximum of 30 minutes upon displaying a permit obtained from the main Reception supervisor.
- ❑ clearance from must be obtained in advance should a Department require a visitor to park for longer than 30 minutes. That clearance can only be issued by the Director of City Strategy, one of his/her Assistant Directors or the Parking Services Manager

If someone is working in St Leonards (i.e. maintenance work, cleaning) then more time will normally be allowed free of charge as a matter of course.

### Exemptions to the above

- CYC Marked Pool Cars without limit of time
- Street Environment Smart Cars without limit of time.
- CYC Staff with Disabled Blue Badges who have been issued with a Disabled Staff Permit without limit of time.
- Pest Control Vehicles for a maximum of one hour only.
- The Sheriff and the Lord Mayor whilst on official business without limit of time
- The civic vehicle without limit of time
- Committee Services clerks attending meetings expected to finish after normal working hours without limit of time
- The Corporate Messenger without limit of time
- The building maintenance joiner whilst doing maintenance work in the building without limit of time
- VIP's who are visiting the Guildhall by permit obtained in advance from the Parking Services Manager without limit of time
- Any other user which in the opinion of the Director of City Strategy is regularly transporting money or valuable equipment on behalf of the city council and which, were that vehicle not to be able to park in St Leonards could reasonably be expected to put at risk that money or equipment. Such vehicles by permit issued in advance be permitted to park without limit of time