



BEDFORD
BOROUGH
COUNCIL

CIVIL PARKING ENFORCEMENT



HOW TO AVOID A PENALTY CHARGE NOTICE

HOW TO APPEAL

WHY ARE PENALTY CHARGE NOTICES ISSUED?

Penalty Charge Notices, which are often referred to as parking tickets, are issued when a driver parks a vehicle in contravention of parking regulations.

Bedford Borough Council's Parking Services has the responsibility for the enforcement of parking regulations both on-street and off-street. This is carried out by Civil Enforcement Officers, formerly known as Parking Attendants.

There are two levels of Penalty Charges depending on the nature of contraventions:

Higher Tariff for more serious contraventions	£70
Lower Tariff for less serious contraventions	£50
Discounted amount (50%) if paid within 14 days	£35 / £25

Unlawful parking causes problems for everyone else and by enforcing regulations, we aim to:

- P** Keep traffic flowing freely.
- P** Ensure that there is a fair and even distribution and turnover of available parking spaces throughout the area, not only for visitors, but also for residents, traders, customers, businesses and healthcare workers.
- P** Make the Borough a safer place to drive, walk, or cycle through.
- P** Ensure that designated disabled bays are used only by those lawfully displaying a valid Blue Badge in accordance with the Blue Badge Scheme.
- P** Ensure that bays designated for use by specific vehicles such as taxis, buses and goods vehicles are kept clear for their intended use.
- P** Ensure that vehicles park only within the permitted time limits to make sure that everybody has equal access to limited parking space.
- P** Ensure that pedestrians are permitted to walk safely without fear or obstruction in pedestrianised areas.

Avoid a Penalty Charge Notice

- P** When purchasing a ticket on-street or in a car park, always make sure you 'buy' enough time to get the shopping done or have that meeting and get back to the car;
- P** Make sure you display your pay-and-display ticket the correct side up so that the date and expiry time can be clearly seen through the windscreen of the vehicle;
- P** Don't park on double yellow lines unless you are loading or unloading. Civil Enforcement Officers will observe vehicles to ensure that loading or unloading is evident.
- P** Do not park on single yellow lines during restricted hours. There should be a sign nearby which tells you when the 'no waiting' restriction is in force;
- P** Park wholly within a marked bay. Taking up more than one bay is frustrating for other drivers trying to find a space and will result in a penalty charge notice being issued;
- P** Keep some loose change to purchase a pay-and-display ticket. Don't risk going for change and leaving your car in a pay-and-display area without displaying a valid ticket. No time is given for obtaining change;
- P** Do not park in bays designated for other users such as bus stops, taxi ranks, disabled bays etc;
- P** If you are a Blue Badge holder, please ensure that your badge is displayed photograph down so that the expiry date can be easily seen and if required, set the clock at your arrival time. Blue Badge holders should also not park in areas designated for other users.

WAITING RESTRICTIONS



Waiting restrictions indicated by yellow lines apply to the carriageway, pavement and verge. You may stop to load or unload or pick up or drop off passengers unless there are also loading restrictions and these will be indicated with a kerb marking and signed as below:



Double kerb markings mean no loading or unloading at any time, but allowing passengers to board or alight a vehicle is permissible:



Double yellow lines on the road mean no waiting at any time.



The times at which the restrictions apply for other road markings are shown on nearby plates or on entry signs to controlled parking zones (CPZs). If no days are shown on the signs, this means that the restrictions are in force every day including Sundays and Bank Holidays.

Bedford Parking Services

PAY AND DISPLAY



Pay-and-display tickets should be purchased from pay-and-display machines situated on the same side of the road on which the bays are located. You may park in a pay-and-display bay for as long as your purchased time allows. Always check the expiry time before you leave your vehicle parked.

Some bays have a maximum stay period which is indicated on the signs adjacent to the bays.



The maximum time which can be purchased for parking in these bays should not be more than the maximum stay period indicated on the sign. If the pay-and-display machine from which you have chosen to purchase your ticket allows you to purchase more than the maximum time stated on the sign, then you should be aware that the incorrect machine for that bay is being used. The pay-and-display machine situated on the same side of the road as your vehicle is parked should be used unless it is out of order, in which case you will be directed to an alternative pay-and-display machine.

Ensure the pay-and-display ticket is clearly displayed by placing it on the dashboard so that the date and expiry time can be clearly seen from the outside of the vehicle.

At the end of the allowed time you must leave the parking space. Purchasing and displaying another pay-and-display ticket without leaving the parking space for the required time is known as 'feeding the meter' and is not permitted.

PARKING BAYS



You must not park in parking bays set aside specifically for users such as residents and Blue Badge holders unless you are entitled to do so. Please ensure that you check the signs adjacent to the bay which will advise if they are **permit holder only** bays. If you do not have a permit, those bays may not be used. A pay-and-display ticket is not a permit.

Blue Badge holders can park in any disabled or pay-and-display bay, both on-street and off-street (Council car parks) free of charge providing the Blue Badge is displayed correctly so that the expiry date can be clearly seen from the outside of the vehicle.



When parking in a bay all four wheels of the vehicle must be within the bay markings. If the vehicle cannot be placed with all four wheels within the bay due, for instance, to a vehicle in the next bay not parking correctly, then an alternative parking place should be found.

ENFORCEMENT OBJECTIVES

- P** Parking regulations will be enforced fairly, lawfully and without discrimination.
- P** Enforcement takes place on a daily basis, including evenings and weekends.
- P** Parking regulations apply every day. They are enforced by Bedford Parking Services on every day of the year.
- P** For the purposes of enforcement, all Bank Holidays are treated as a normal week day unless otherwise advised.
- P** Currently, in Bedford, there is no policy to clamp and remove vehicles.
- P** All enforcement policies will be continually reviewed and this, alongside Bedford Borough Council's annual service plans, will provide a basis for measuring implementation and improvement of those policies. Policies will also be the subject of periodic consultation processes with relevant bodies and organisations.

THE ENFORCEMENT PROCESS



PENALTY CHARGE NOTICE FIXED TO WINDSCREEN OR HANDED TO DRIVER

PAY

14 days to pay at 50% discount – CASE CLOSED
28 days to pay in full – CASE CLOSED

IGNORE

After 28 days a **NOTICE TO OWNER** is sent to the registered keeper requesting full payment

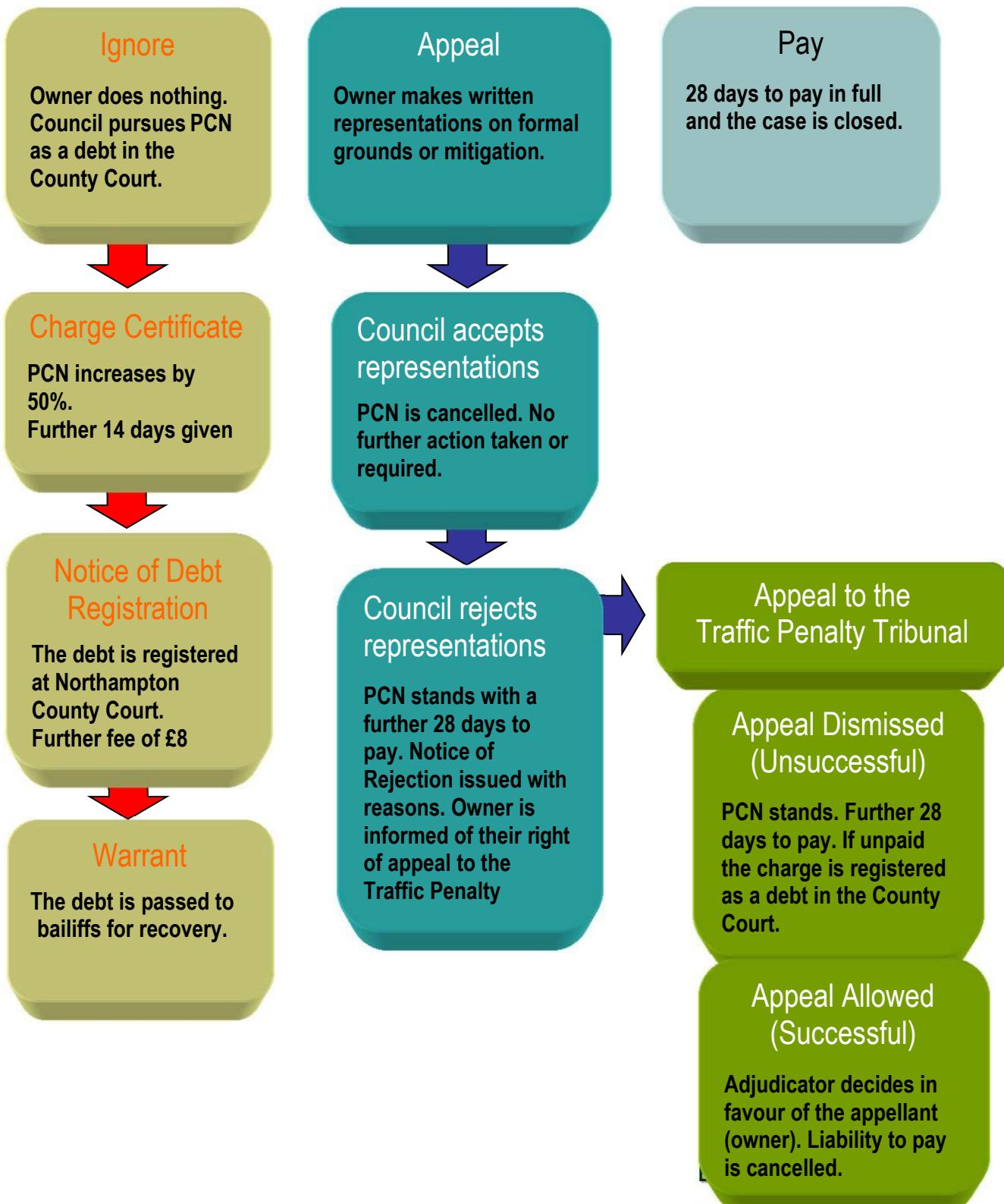
CHALLENGE

A challenge to the issue of a PCN must be received within **14 DAYS** of the PCN issue date for the discounted amount (£25 or £35) to apply if the challenge is not accepted.

A challenge received after **14 DAYS** but before **28 DAYS** will still be considered but the original charge (£50 or £70) will be payable if the challenge is not accepted.

Challenge **ACCEPTED** - PCN cancelled

Challenge **REJECTED** - Pay **OR** wait for the **NOTICE TO OWNER**

NOTICE TO OWNER ISSUED AND SERVED

GUIDE TO REPRESENTATIONS



Bedford Parking Services
PO Box 646
Bedford MK40 1YW

Representations **must** be made in writing and may be made on the specified statutory grounds as listed on the Notice to Owner.

Each ground for representations is defined by Parliament in the governing regulations. The information we provide about each ground, the evidence you need to provide and the circumstances that are applicable is for guidance only. It does not affect your right to make representations.

MITIGATION AND DISCRETION

If none of the statutory grounds are applicable, you can still make representations. If you explain your circumstances, we will consider any mitigating circumstances and use our discretion in reaching a decision.

The separate document available as a download sets out the policies for the enforcement and cancellation of penalty charge notices. The policies set out in this document provide guidance only. Each case is considered on its own merits taking into account all of the evidence available and the uniqueness of the circumstances that led up to the contravention taking place.