

## Foreword

Driving and parking in London is a highly emotive subject, with the demands of the motorist to get their destination quickly and parking easily competing with need for better air quality, pedestrian safety, traffic control and a finite supply of parking spaces.

The London Borough of Barnet's Parking Policy seeks to balance a number of these conflicting demands and priorities. In acknowledging that Barnet is a diverse borough with complex traffic and congestion matters our Parking Policy does not offer "one-size fits all" solution.

The borough's road transport emissions are currently among the highest in London with exhaust emissions from standing traffic being a major contributor to air pollution which is damaging our health. Unusually for a London Borough we have a high number of town centres which we aim to keep vibrant and diverse and encourage people to visit. We also have a population that has on average over one car per household and who want to park easily and near their home.

Our aims are to: -

- keep traffic moving,
- Making roads safer
- reduce air pollution,
- ensure as much as possible that there are adequate parking places available on the high street and
- that residents can park as near as possible to their homes.

To support these aims we need robust traffic management for our road network and effective but fair enforcement. We acknowledge that the availability and pricing of parking has an impact on attractiveness of our town centres and so plan to set different prices for on-street parking across the borough.

This builds on a review of high street car parking undertaken from late 2012 where new prices and where possible, some free short stay parking areas have meant parking numbers on the high street have increased. The Council needs to ensure there is a steady turnover of motorists to support local trade. If shoppers drive to their local town centres to discover that there is nowhere to park, they may not return.

In order to ensure a steady turnover of parking spaces in our town centres we will set pricing to ensure spaces regularly become free for new shoppers. We are proposing that prices are set at a level that aspires to an occupancy rate of 85 per cent of parking spaces being on average occupied, meaning that on high streets parking spaces are available at all but the busiest times.

We have a number of Controlled Parking Zones and use them to not only ease congestion but aim to ensure parking is available for residents. These will continue to be used and enforced appropriately.

We aim to increase the availability of funding to implement traffic management improvements in and around our schools. This will include taking positive action to prevent any parent parking, promote car sharing and improve cycle parking facilities and will encourage more children to walk and cycle to and from school.

## Summary – Parking and Traffic Management in Barnet

### Keeping the traffic moving

The borough currently hosts approximately 145,000 cars. This equates to 1.06 cars for every household in Barnet and some 914,000 trips are made by Barnet residents each day (LTDS 2006-09) of which 50% are made by car or motorcycle, 11% by bus, 1% by bicycle and 29% on foot (other trips are by rail or tube etc.).

Of these journeys, 52% of trips originating in Barnet are wholly contained within the borough, 43% to locations elsewhere in London and 5% to destinations outside London.

We regulate parking in the borough for several reasons including:

- to manage the road network to keep traffic moving and reduce congestion
- to support business in the borough by ensuring customers can find parking spaces
- to promote sustainable transport in line with the Mayor of London's transport strategy
- to deter long term commuter parking
- to maximise compliance with parking regulations and minimise the need for penalty notices (parking tickets)
- to improve road safety, preventing dangerous parking that can obstruct traffic or obscure oncoming vehicles
- to enhance the quality of life for residents and to contribute to improvements in air quality
- to meet the needs of disabled people, some of whom will be unable to use public transport systems and depend entirely on the use of a car
- keeping our footways clear

In particular, we recognise that the borough, one of the largest in London in both its road network and population, is diverse being particularly urban to the south and almost semi-rural in the north means that we need to tailor the way we regulate differently across the borough.

### Making roads safer

With serious casualties in Barnet on the rise (Casualties in the London Borough of Barnet 2013 by borough and percentage change over 2012) whereby there were 210 pedestrian casualties (+19%), 8 Fatal accidents (+14%), and 123 Serious injuries (+17%) so we will extend the use of enforcement powers at accident hotspots and enforce on footway parking

We will continue to use preventative methods to improve safety on the roads around schools where the school run causes serious congestion and child safety concerns. We will continue to work with schools and support school travel plans in order to reduce car journeys through increased car sharing. The latest recorded level of (unshared) car use for school travel is 38%. Targets are to reduce the level of (unshared) car use to 28% in 2014/15 and then by another 1% annually to reach our goal of 25%.

## Reducing air pollution

The borough's road transport emissions are currently among the highest in London. CO<sub>2</sub> emissions from ground-based transport in Barnet make up 24% of all emissions in the borough, compared with 19% London wide.

Exhaust emissions from standing traffic can be a major contributor to air pollution which is damaging to health, contributing to both cardiovascular and respiratory diseases. It is estimated that in London, there are 1,600 premature deaths and 1,500 respiratory hospital admissions as a result of air pollution.

We acknowledge that the emissions levels in the borough are also affected by the presence of major roads including the M1 motorway the A406 North Circular Road and the A41, but by ensuring that traffic keeps moving and by supporting the use of public transport, low emission vehicles and alternative non-polluting forms of transport, including electric cars, cycling and walking we will aim to reduce pollution.

## Town Centres and parking

We are proposing to introduce variable prices across the borough with the aspiration to have 85% of town centre parking spaces occupied on average at any one time. This figure will apply to both on-street parking and council owned car parks. This follows successful implementation of pilot schemes for site specific charging in town centres during 2012 and 2013.

Our goal of 85% is a proportion of occupancy that will provide parking spaces for people seeking to use shops and other businesses in town centres. This will ensure that drivers are not discouraged from travelling to these areas for fear of failing to find a parking space through a regular turnover of parking spaces.

Using various car parking charges across the borough in accordance with local circumstances should support this aspiration.

We will strive to continue to make it easy to pay for parking and look at improved solutions whilst balancing the cost of operating of such methods to ensure value for money.

In order to measure this approach we will conduct an initial on site short term parking survey to derive a baseline for each area. The data will inform our strategy to achieve an 85% occupancy rate. We will then survey again every 3 years. We will also relate the survey data to levels of transactions and continue to monitor transactional activity to help us achieve our target.

## Parking for residents

We use Controlled Parking Zones (CPZ's) to ensure suitable parking is available to local residents at restricted periods as well as ease congestion by deterring inconsiderate and inappropriate parking while dissuading commuting motorists from driving into these areas.

CPZs have typically been introduced in residential areas around shopping centres and major transport hubs such as underground stations where commuter parking has developed. The timing of CPZs varies, often limited to an hour a day around transport hubs, but operating

for most of the working day close to shopping areas although all-day (24 hours) controlled parking zones can be considered if appropriate.

To ensure that parking controls continue to reflect current priorities, it is proposed that each CPZ is reviewed every four years as part of a rolling programme. In addition we will ensure that residents can park near their homes by monitoring the demand within a CPZ against the capacity for each CPZ.

### **Fees & Charges**

All parking permit prices will be set by the Council's annual fees and charges process which is reviewed annually.

### **Footway Parking**

We are looking to consult on a change to its footway parking policy to incorporate objective criteria, which will ensure footway parking only happens where it can be undertaken safely. In addition, these proposals will ensure that parking places are properly signed and marked where necessary to ensure that cars do not park in such a way as to cause an obstruction to pavement users.

## Section 1- Policy Framework

In developing our Parking Policy we have taken into account the Council's Corporate Plan, the Mayor of London's Transport Strategy as well as relevant legislation.

### 1.1 The Mayor of London's Transport Strategy (MTS)

This was published in May 2010 and sets the strategic direction for London's transport, the key objectives are to:

- support economic development and population growth
- enhance the quality of life for all Londoners
- improve the safety and security of all Londoners
- improve transport opportunities for all Londoners
- reduce the effects of transport on climate change

The Council's response to this Strategy is set out in our Local Implementation Plan (LIP), detailing how the borough intends to implement the MTS locally.

The Mayor's strategy also requires Barnet to submit a Parking Enforcement Plan as an integral part of demonstrating how these objectives are to be met and this policy document supports that purpose.

### 1.2 Corporate Objectives

Included in the Council's Corporate Plan, are the following strategic objectives:

- To create the right environment for the promotion of responsible growth, development and success across the Borough
- To support families and individuals that need it - promoting independence, well-being and reducing dependency
- To improve the satisfaction of residents and businesses alike within the Borough by making it a desirable place to live, work and study

Our aim is that this Parking Policy addresses all of these priorities to some extent, recognising that it is essential for parking to be well managed so as to support successful growth and development.

Effective parking management has a direct impact on dealing with congestion, assisting traffic flow and improving accessibility to local businesses and amenities. Parking facilities for residents and visitors in areas subject to high demand can be protected so that people are able to access their homes more easily.

Kerbside space needs to be managed to deal with the requirements of motorists - especially those who may be disabled; public transport providers and others such as those requiring access to shops and services in town centres and local shopping parades.

Reduced congestion provides easier movement around the Borough, supporting the local economy and helping to promote independence and wellbeing amongst residents by facilitating access for example, to employment.

An effective parking regime will attract and retain business in the Borough, enrich lives in the community and will contribute to Barnet's reputation of being 'a great place to work and live.'

### 1.3 The Local Plan (Core Strategy)

The Local Plan (Core Strategy) was adopted by the Council on the 11 September 2012. Planning policies in the Core Strategy and Development Management Policies addresses the Council's aims in terms of improving its Town Centres. Of particular relevance for this policy is the commitment that states

*"In order to promote competitive town centre environments and provide consumer choice, we will realise development opportunities for the town centres of Edgware, North Finchley, Finchley Church End, and Chipping Barnet. We will pursue the individual planning objectives for each centre as set out in their Town Centre Frameworks and ensure the delivery of environmental, design, transport, car parking and community safety measures. Development in these town centres will reflect the preferred sequential approach in the National Planning Policy Framework ...*

*We will, in order for them to compete with other centres and particularly out of centre retail parks and shops, support retail uses in town centres by improvements to the public realm, the public transport network, short-trip parking and accessibility by cyclists and pedestrians."*

### 1.4 Statutory Framework

Parking control in Barnet is subject to the law, statutory guidance and best practice advice, all of which is referenced in legislation and advisory documents. The main statutory instruments include:

- Traffic Management Act 2004
- Road Traffic Act 2004
- Transport for London 2003
- Representations and Appeals 2007
- London Local Authority Act 1996
- Health and Social Care 2012
- Road Traffic Regulation Act 1984
- Traffic Signs Regulations and General Directions 2002

Policy Objectives:

- Managing the road network effectively
- Supporting business
- Promotes sustainable transport
- Supports the Mayors local implementation plan
- Supports our corporate priorities

## Section 2 - Introduction

### A profile of the impact of car use and parking in Barnet

#### 2.1 Road usage and congestion

Barnet is now the second largest borough in London in terms of its population; it has the second highest level of traffic in terms of vehicle distance travelled together with the third highest total road length and the longest distance of TfL roads. Overall car ownership is higher than the London or Outer London average with 73% of households having access to a car compared with 70% for outer London<sup>1</sup>

Barnet households have on average 1.06 cars<sup>1</sup> each. Since 2001 there has been a significant increase in the number of cars in the borough, and this trend is set to continue. The population and economy are expected to grow in the borough over the coming years and it is anticipated that increased demands will be placed on our transport network.

Transport for London (TfL)<sup>2</sup> predicts significantly increased congestion on the London road network by 2031 with noticeable effects from 2016 if measures are not introduced to manage this growth. Much of this growth is expected to be concentrated in our borough's regeneration areas, although we hope to mitigate some of these impacts through planning provisions for individual development proposals.

Traffic will continue to increase with no expectation of large scale capital investment in projects to widen existing roads or construct new ones, therefore better use has to be made of the existing road network and better management of it in order that congestion is contained.

As a large outer-London borough, Barnet has considerable variety in its environmental make-up, including diverse town centres and smaller local centres where many businesses depend on passing trade. Residents and visitors need access to a full range of local services, which include leisure, cultural, and recreational activities. It is inevitable that in a borough with high car ownership, many people will seek to use their cars for these purposes and this can often lead to significant congestion unless traffic management is effective and parking is appropriately managed at destinations.

#### 2.2 Road Safety

##### 2.2.1 Schools

The high proportion of pupils travelling to school by car and lack of availability of kerbside space in residential areas contributes to localised congestion and safety concerns, frustrating local residents and undermining the efforts of schools and many parents and carers who try to commit to alternative modes of travel.

---

<sup>1</sup> 2011 Census

<sup>2</sup> North London Highway Model



90% of all schools in Barnet now have a School Travel Plan (STP) in place<sup>3</sup> resulting in reduced use of cars for travel to schools (an average of 12%). Despite this, the proportion of pupils still travelling to school by car remains the highest in London<sup>4</sup>. Some School Travel Plans are only partly adhered to however we will continue to work with schools to help and support them to encourage ownership.

When considering highway measures to complement School Travel Plans, we will seek to deter unnecessary school-generated parking, by putting appropriate parking restrictions and enforcement regimes in place.

By taking a comprehensive approach to tackling the school run

- We will seek to improve the effectiveness of our School Travel Plans to achieve a greater reduction in car based journeys and increase levels in walking and cycling to and from school
- We will implement complementary traffic management schemes outside schools, including preventing parking to drop off and pick up pupils

### 2.2.2 Accident Prevention

The management of parking has an important role in accident prevention and reduction. This is achieved primarily through the introduction of measures designed to improve junction visibility and prevent obstructive parking in lengths of road where such parking is considered to be inappropriate contributing to potentially dangerous situations.

We receive many requests to investigate parking issues - many on the basis of perceived or actual dangerous parking and parking on footways. In 2013, over 100 waiting restrictions were introduced in the interests of improving road safety.

Appendix 1 shows the trend of casualties in Barnet which show a rise in pedestrian casualties +19%, fatal accidents +14%, and serious injuries +17%, which gives cause for concern. In addition to Barnet specific data, 17% of all pedestrian casualties in London involved collision with a vehicle reversing, parked, slowing, stopping or moving off<sup>5</sup>. While these will not all be parking related, these are the types of manoeuvres that is expected to be recorded where parking is a factor. Traffic Junctions also continue to be a particular accident hotspot in Barnet as shown in Appendix 2.

This is why we will continue to introduce prevention measures and parking controls which will be enforced to improve safety by:

- Introducing parking measures across the borough where necessary to keep pedestrians as safe as possible
- Enforcing footway parking to keep pedestrians safe
- Increasing parking and traffic controls (no right/left/U turns and box junctions) near junctions to reduce accident hotspots, "rat running" and local congestion

---

<sup>3</sup> As of 18<sup>th</sup> December 2013

<sup>4</sup> NI 198 2009/10 Usual mode of travel to school pupils aged 5-15: by car=36%

<sup>5</sup> Transport for London Surface Transport Better Routes and Places Directorate Topic Factsheet 2010- 3 December 2010

- Introducing moving traffic contravention enforcement at appropriate locations across the borough in particular to assist with preventing pedestrian and cyclist casualties

### 2.2.3 Journey Times

Transport for London's Travel in London report 5<sup>6</sup> notes that up to the late 1990s, there was a trend towards slower vehicle speeds in London as traffic levels were increasing on a largely static road network. The report also notes that average speeds over the last six years appear to have stabilised.

Transport for London monitor delays on their "network of interest" which covers the Transport for London Road Network (TLRN) and main borough roads. The measured delay compares the journey time per kilometre with the time recorded in the early hours of the morning, which is considered to be "undelayed". This has been fairly consistent in Outer London in recent years although the levels of delay do vary in different months - especially in the morning peak time.

Inappropriately parked vehicles can contribute to delays to journey times and where this can be addressed through the provision of parking restrictions such as yellow lines, the Council will seek to introduce them.

## 2.3 Environmental Impact

### 2.3.1 Air Pollution

The borough's road transport emissions are among the highest in London. CO<sub>2</sub> emissions from ground-based transport in Barnet make up 24% of all emissions in the borough, compared with 19% London wide.

Exhaust emissions from standing traffic can be a major contributor to air pollution which is damaging to health, contributing to both cardiovascular and respiratory diseases. It is estimated that in London, there have been 1,600 premature deaths and 1,500 respiratory hospital admissions as a result of air pollution.

Since 1997, local authorities have been required to assess and review air quality in their borough in order to help them achieve compliance with national air quality targets. If these targets are unlikely to be met in any part of the borough, this area must be declared as an Air Quality Management Area (AQMA).

The whole of Barnet is a designated AQMA for both Nitrogen Dioxide and Particulates and traffic is a significant contributor to poor air quality in Barnet with the highest levels of oxides of nitrogen and particulates concentrated around major roads and junctions such as the A406, A1, M1, A41, A5 as well as at High Barnet, as shown in Appendix 3.

The car is projected to remain the dominant form of travel in outer London. As the population increases so will the demand for travel with a corresponding increase in transport emissions. The levels and trends of air pollution show improvements since the 1990's due to better control of industrial pollution with more efficient engines and exhaust

<sup>6</sup> TfL (2012), Travel in London Report 5, <http://www.tfl.gov.uk/assets/downloads/corporate/travel-in-london-report-5.pdf>

abatement technology. However, levels of Nitrogen Dioxide and Fine Particles have frequently exceeded national targets due to the volume of traffic on busy main roads in the borough.

These increased emissions, may be mitigated by improved manufacturing and emission standards on newer vehicles and the increased use of electric vehicles presents an opportunity to reduce emissions harmful to health in the local area. For electric vehicles to become more popular, infrastructure will be required to allow such vehicles to be conveniently recharged on or near the road network.

## Section 3- Objectives of this Parking Policy

### 3 Keeping the traffic moving

#### 3.1 Legal Position

It is the duty of the Council to manage its road network to ensure as far as reasonably practicable that traffic flows expeditiously as per section 16 of the Traffic Management Act 2004 and to ensure that it exercises its functions under the Road Traffic Regulation Act 1984, so far as practicable, to secure the expeditious, convenient and safe movement of vehicular and other traffic and the provision of suitable and adequate parking facilities on and off the highway .

To achieve this, we may take steps we see fit to contribute to securing more efficient use of the road network and the reduction or elimination of congestion<sup>7</sup>. Such action may involve the Council using its powers to regulate or co-ordinate the uses made of any road or length of road under their authority.

#### 3.2 Managing the Road Network Effectively

As part of our Network Management duties it is important that recognition is given to the competing demands of:

- through traffic
- pedestrian activity
- local access by a wide range of forms of transport
- parking
- deliveries
- servicing by utility companies in these areas.

Managing the road network in the Borough's town centres poses particular challenges as most have limited, if any, off-street parking facilities. On-street parking is relied upon in these areas to help members of the public access shops and other businesses. Due to the majority of town centres being situated on the Strategic Road Network (SRN), they are subject to congestion and greater numbers of pedestrian movements.

The SRN is made up roads in London which Transport for London (TfL) consider are of strategic significance, and for which TfL have a network management duty some of which are in the borough roads such as A5, A1000 and A598.

When seeking to improve the conditions for pedestrians, cyclists and bus traffic in the face of increasing road traffic, the Council's preferred approach is to review roads and transport corridors as a whole, considering the needs of all road users rather than focusing on making improvements to suit a single form of transport. The aim is to achieve a balance between competing priorities that supports the vitality and viability of our town centres and the need for distribution of goods and people.

---

<sup>7</sup> Traffic Management Act 2004, Section 16

Failure to do this may lead to inappropriate traffic management measures which may result in unintended negative impacts for other road users.

Moving forward, we intends to implement a hierarchy of parking use that provides indicative priority for traffic management (See Appendix 4)

### 3.3 Reduce air pollution and encourage sustainable transport

Section 144 of the Greater London Authority Act 1999 requires authorities to have regard to the Mayor’s transport strategy which seeks to:

- encourage the use of more sustainable, less congesting modes of transport
- set appropriate parking standards
- Increase public transport, walking and cycling as a proportion of journeys, through investment in infrastructure, service improvements, promotion of smarter travel initiatives and further demand management measures as appropriate.

Key to achieving the Mayor’s strategic vision in the Borough of Barnet is the Local Implementation Plan (LIP), which is submitted to and approved by the Mayor of London. The LIP sets out the Council’s plans to:

- improve access to public transport for all
- improve the walking environment through better carriageway and footway surface quality
- carry out pedestrian, cyclist and road safety training
- incorporate electric vehicle charging points within developments and consider future roll out in car-parks and on-street
- improve road safety near schools by carrying out rigorous enforcement of parking restrictions, the consideration of new and amended parking restrictions in order to reduce parking and encourage other more sustainable forms of transport, such as walking, cycling and public transport.

National Planning Policy Framework (NPPF)<sup>8</sup> is a key part of the government’s reforms to make the planning system work more efficiently and effectively. The framework acts as guidance for local authorities in making decisions about planning applications. It states:

*“Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas.”*

*“Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. In preparing Local Plans, local planning authorities should therefore support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.” Finally the NPPF states in*

---

<sup>8</sup> DCLG (2012), National Planning Policy Framework, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

*Para. 34 that “Plans and decisions should ensure developments that generate significant movement are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised.”*

*“If setting local parking standards for residential and non-residential development, local planning authorities should take into account:*

- *the accessibility of the development;*
- *the type, mix and use of development;*
- *the availability of and opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles.”*

### **3.4 How the Council supports and promotes sustainable transport**

The Local Implementation Plan (the Council’s planning document) aims to achieve consolidated growth in the borough, focusing on new developments being in accessible locations near public transport hubs, in town centres and/or where social and physical infrastructure is to be improved, thereby reducing the need for people to travel to and from those developments by car. Developments will be supported by travel plans that identify and provide the infrastructure, services and support that travellers and the new occupiers will need to make best use of all the transport options available.

The Council’s Local Implementation Plan notes that particular areas to the west of the borough will become better served by public transport as a result of planned regeneration and development.

The expected level of growth also places additional demands on the rest of the borough’s transport network. Action to address congestion, increase movement capacity and/or develop other transport options will also be needed.

The Local Implementation Plan also seeks to support the use of low emission vehicles including electric cars, through:

- the incorporation of electric vehicle charging points within developments, in car parks and on-street
- facilitating home based charging of electric vehicles by arrangements to permit and manage parking on small forecourts

In addition, we are currently investigating demand for charging points in Barnet and also continue to encourage provision for electric vehicles in new developments.

Furthermore when providing a vehicle crossover, we require no minimum depth of forecourt. This makes it easier for owners of electric vehicles - which are often smaller vehicles - to get their vehicle off the road to charge them.

### **3.5 Improving Bus Reliability**

The Local Implementation Plan includes a target to reduce waiting time for buses and to improve reliability.

A dedicated bus lane exists along much of the A5 in the west of the borough. This bus lane, which is enforced through the use of CCTV, ensures that buses are given priority at the busiest times of day.

Furthermore, in managing and dealing with congestion on the borough's road network, through the introduction and enforcement of yellow lines for example, there should be an improvement to bus services.

### **3.6 Deterring long-term commuter parking**

Careful management is required to protect the borough's town centres and other shopping areas from the negative impact of commuter parking, typically by people travelling into Central London.

The introduction of Controlled Parking Zones and other parking restrictions around transport hubs and town centres has been successful in deterring long-term commuter parking in areas where demand for kerbside space is highest.

In some areas, where it is appropriate to do so, provision exists to accommodate commuter parking through the provision of on-street long stay parking places and by allowing vehicles to be parked for long periods in some car parks (e.g. Bunns Lane car park near Mill Hill Station).

Reviewing competing demands for road space in town centres, shopping areas and transport hubs is fundamental to maintain a thriving business environment and if there are concerns that the balance is no longer being achieved, the Council will review this sensitively through appropriate engagement and consultation.

### **3.7 Supporting Business and the High Street**

We recognise that the vibrancy and diversity of services offered in our town centres and local parades of shops depend on access by all who wish to use them. Good parking strategy and policy assists to encourage people to use local businesses as well as out-of-town retail developments. This will continue to be reflected in the provision of parking which encourages turnover whilst retaining loading and delivery facilities for businesses and customers alike, as well as adequate parking facilities for disabled badge holders.

We continue to engage with businesses in our town centres and local parades with a view to identifying and addressing any parking or loading issues which affects them.

As a result of this latest borough wide engagement during 2012 and 2013, we made a variety of changes to the parking arrangements in various town centres and local parades including:

- the relocation of parking places
- the introduction of credit/debit card pay and display machines
- cheaper parking tariffs
- the introduction of free short stay parking bays

This focus on town centre and local parades is on-going and changes made to date have been as a direct result of consultation feedback. These changes have seen improvements in parking provision with a resultant increase in patronage which we would anticipate will continue to improve with an aim to achieve an 85% occupancy rate.

## Section 4 –Parking Provision

We use a range of methods to maximise short and long term parking in the Borough effectively. These include:

- the allocation of on street (e.g. in CPZs) and off-street (i.e. car parks) parking spaces
- the introduction of short-stay and long-stay parking
- the setting of fees and charges
- the use of effective enforcement

### 4.1 The allocation of On and Off-Street Parking Spaces

#### 4.1.1 Legal Standpoint

The Road Traffic Regulation Act 1984 (RTRA 1984) states that local authorities may provide parking bays on-street and can also provide or create car parks where they believe this would relieve traffic congestion.

For on-street parking bays and within car parks the Council may apply particular conditions to regulate usage and to manage local parking demands.

#### 4.1.2 Allocation of On and Off-Street Parking Spaces

The Council provides on-street parking bays as:

- part of CPZs where kerbside space is reserved for permit holders
- part of short stay parking schemes where achieving a consistent turnover of parking vehicles allows greater access to local shops and businesses

Several car parks located within the Borough offer:

- free of charge parking. These are situated in areas of comparatively low parking-pressure in order to encourage motorists to park off the highway
- the requirement of a charge to be paid for a vehicle to be parked
- permit parking for permit holders such as residents or business workers

The Council reviews both on-street and car park arrangements in light of any changes in local circumstances on a needs basis.

#### 4.1.3 Short Stay Parking

Short stay parking bays are provided throughout the Borough, particularly near shops and businesses. Depending on the local demands, parking bays have a particular maximum stay period and motorists cannot return to the bay within a certain period of leaving, so to ensure that as many motorists as possible get an opportunity to find a parking space. The majority of parking bays require a charge to be paid for a motorist to park their vehicle and these charges can be varied in order encourage improved turnover of parking.



Like many London Councils, the London Borough of Barnet aims for an 85% occupancy rate which encourages good levels of use whilst ensuring that drivers do not have to drive around town centres looking for a parking space. This aids in managing traffic congestion. The turnover and occupancy of bays will be monitored giving consideration to review parking charges if there is a long term underuse issue.

Historically the Council adopted a standard parking charge structure across the Borough but is now flexible when introducing new or reviewing existing charges to ensure they are appropriate to the location and better serving the community<sup>9</sup>, whilst seeking to meet a 85% occupancy rate and ensure a regular turnover of parked vehicles.

In some areas, the Council has provided limited stay free parking which has a maximum stay period and a “no-return” period. These measures, primarily introduced near smaller local parades of shops, were introduced to encourage increased patronage and a regular turnover of parked vehicles.

This flexible approach illustrates a variety of parking charges within the Borough with various tariffs designed to suit local requirements.

## 4.2 The setting of fees and charges<sup>10</sup>

### 4.2.1 Legal Standpoint

Under the powers of the Road Traffic Regulation Act 1984 (RTRA 1984), local authorities may:

- impose charges for parking in car parks
- charge for parking in on-street parking bays (e.g. through the sale of permits/vouchers and through various short term payment methods)

The legislation provides for payment to be made via a parking meter or pay and display machine, or be indicated by a card, disc, token or similar. It also allows for the issue of permits. In recent years, it has been acknowledged that payment for parking and permits with or without display of a ticket, permit or parking device, is also possible via mobile phone other digital communication device or via the internet, which has resulted in many local authorities, including Barnet, utilising pay by phone and other payment methods.

When introducing on-street parking and setting parking charges, authorities must have regard to the purpose of the powers incorporated in the RTRA 1984. This is against the backdrop of the duty under the Traffic Management Act 2004 to manage the network so as to reduce congestion and disruption.

---

<sup>9</sup> Action taken by Cabinet Member(s) Under Delegated Powers: Flexible Tariff Structure for On and Off-Street Paid Parking Places  
<http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=3059>

<sup>10</sup> For further information see: BPA (2011) Parking Practice Notes - Charging for Parking,  
<http://www.britishparking.co.uk/write/Documents/Library/ppns/PPN1%20-%20Charging%20for%20Parking%20-%20Aug%202011.pdf>

When designating parking places and setting charges, local authorities are not permitted to do so with a view raising income, although whilst not a purpose of the scheme, if there is an outcome that surplus income is produced, this in itself does not render the scheme unlawful.

Statutory guidance<sup>1112</sup> confirms that:

- raising revenue should not be an objective of civil parking enforcement and authorities should not set targets for revenue or the number of Penalty Charge Notices (PCNs) / parking tickets they issue
- it is appropriate for local authorities to forecast revenue in advance
- parking charges should be proportionate, so authorities should not set them at unreasonable levels
- being self-financing does not need to be a necessary aim. However, if schemes are not self-financing those authorities will need to be certain that they can afford to fund them from within their existing finances

The Council will ensure that it complies with this statutory guidance.

#### 4.2.2 How the Council Sets Parking Charges

In designating parking areas the Council sets charges for permits, vouchers and for short term paid-parking recognising that charges should be proportionate and reasonable.

**Permits and Vouchers** - To the present day the Council has, when charging for permits and vouchers, implemented a standardised flat permit and voucher fee within the Borough with incremental increases in cost depending on the number of permits obtained per household. It is noted however, that across other local authorities there are different approaches that include this method plus:

- varying the permit charge in different parts of Borough's
- varying the permit charge dependent on the number of hours of restriction in a particular CPZ
- varying the permit charge for different levels of congestion
- varying the permit charge for different levels of vehicular impact on the environment
- varying the permit charge depending on number of permit holders per household

Whilst parking charges must not be set with a view to making a surplus (of revenue on its special parking account) if this happens, the Council will reinvest this in accordance with the requirements set out in the RTRA 1984 and summarised in Appendix 5.

As part of this policy development process, consideration will be given to whether the current 'flat-fee' borough wide method of permit and voucher charging remains appropriate.

---

<sup>11</sup> Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions 2008, expanded upon in Operational Guidance to Local Authorities: Parking Policy and Enforcement <http://assets.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/betterprkstatutoryguid.pdf>

<sup>12</sup> Operational Guidance to Local Authorities: Parking Policy and Enforcement <https://www.gov.uk/government/publications/operational-guidance-to-local-authorities-parking-policy-and-enforcement>

### 4.2.3 Enforcement of Parking Regulations

Parking enforcement provides a tool to assist the authority to meet its traffic (and other transport strategies and goals, as set out in this policy. The idea is to encourage a high level of compliance by motorists with parking controls so as to best meet the objectives and the council's overriding duties, and penalty charges should dissuade motorists from contravening parking restrictions. The objective of Civil Parking Enforcement in Barnet is to maximise compliance and minimise the requirement for issuing of penalty charges, thereby positively contributing towards traffic congestion. It is important that the enforcement regime is a high quality service that is effective and fair, but also robust and supportive of the Council's and the Mayor for London's transport strategies.

The Council's parking enforcement service provides firm but fair enforcement of parking controls. Parking offences are subject to a variety of observation times dependent upon the type of parking offence which are clearly defined in the contract with the external parking enforcement service provider.

## Section 5 - Parking Finance and Reporting

The permitted use of parking income and any surplus that may arise is described in Section 4.2.2 and Appendix 5 of this document. Any unspent surplus in the parking accounts, as described in Appendix 5, will be used for projects permitted under definitions in the RTRA 1984 or carried forward for such permitted projects.

Local Authorities are required to submit details of their parking income and expenditure including bus lane enforcement on an annual basis to the Department for Communities and Local Government (DCLG). The Council will publicise this information in an annual report and separately on the Council website.

The Council will also produce an annual parking report at the end of each financial year which includes the annual year end accounts for the special parking account. This report summarises the previous year enforcement activities and finances in line with guidance under the Traffic Management Act 2004.

## Section 6 - Parking Control

Parking control within the Borough is vital, ensuring the road network is used efficiently. The Council will;

- manage parking regimes for new developments
- support the use of car clubs
- seek appropriate parking numbers at locations with highest public transport accessibility
- apply on-street parking management and controls appropriately
- consider introducing new Controlled Parking Zones (CPZs) where appropriate
- Implement traffic management schemes outside schools to ensure adequate and safe movement of traffic

The process for progressing new controlled parking zones is shown in Appendix 6

### 6.1 Methods of Parking Control

Various methods are available to control on and off-street parking, most of which are usually supported by a Traffic Management Order (TMO) produced by the Council.

This provides the necessary legal authority for enforcement action in respect of motorists who disregard restrictions set by these orders. This can result in the issue of a Penalty Charge Notice (PCN) - a parking ticket.

Examples of the type of restrictions within the borough are;

- Controlled Parking Zones (CPZ)
- Yellow line restrictions (double and single lines)
- Parking places
- Loading bays
- School keep clear markings
- Car parks

### 6.2 Controlled Parking Zones (CPZ)

A Controlled Parking Zone is an area wide scheme subject to a general restriction. Road signs relating to this general restriction must be placed at the entry and exit points to the area accompanied by appropriate yellow line markings where the general restriction applies. Any variations to the restriction within the zone, such as for loading, must be shown clearly by road signs.

The zone may contain parking bays which may be free of charge for a limited time or pay and display. In some cases these may be used by permit holders.

### 6.3 CPZ coverage

The Council currently has eighteen Controlled Parking Zones (CPZs) in the borough at the locations itemised in Appendix 7

#### 6.4 Identifying the need for a CPZ/CPZ Extension/CPZ removal

Over the last thirty years, the demand on kerbside space utilised for parking vehicles in Barnet has increased steadily. The net result is that parking as an issue, has grown in significance amongst Barnet residents and businesses.

In January 1994, the Public Works Committee approved a prioritised list of areas within the borough which would be the subject of a future detailed investigations, consultation and design of Controlled Parking Zone measures in the borough, to follow the CPZs that had already been introduced in the borough by that stage.

The areas identified were mainly focussed around railway stations and town centres, to address issues caused by conflict demands for kerbside space – for example shoppers, workers, commuters etc. competing for kerbside space with local residents and their visitors, and to better manage parking in town centres – that is to ensure suitable turnover of motorists parking in the borough's High Streets.

In the main, the majority of the areas surrounding the town centres and railway/underground stations in the borough are restricted by way of CPZs, with the exception of: Totteridge and Whetstone Underground Station, Oakleigh Park Railway Station, Whetstone Town Centre, New Barnet Railway Station, Burnt Oak Underground Station, West Finchley Underground Station and the eastern side of Woodside Park Underground Station. It should be noted that this is the case following consultation in the all those areas, with the exception of Totteridge and Whetstone and Oakleigh Park stations and Whetstone Town Centre, which have never been subject to any consultation regarding area-wide controls.

In more recent years, given that areas surrounding the majority of town centres and transport hubs are already controlled, the Council has become more reactive than proactive in seeking to introduce CPZs, extend CPZs or remove CPZs from roads to address particular parking demand issues, and will in the main act, subject to there being available funding, if there is a significant indication from an area (e.g. through letters received, or via submission of petitions) that investigations into CPZ/CPZ extensions/CPZ removals are requested and supported by the local community.

A recent example of this is the introduction of the Garden Suburb CPZ (October 2013), as the Council only commenced investigations following representations from residents of a local road, support from local Ward Councillors, and consideration of the issues via the local Residents Forum and Area Environment Sub-Committee.

Prior to this the Council had extended approximately 8 CPZs into additional roads and removed the CPZ from 2 roads in the borough following representations made by members of the local community.

Moving forward, it is considered that the methodology of establishing the requirement of CPZs/CPZ extensions or otherwise be regularised in order to ensure clarity and transparency for the Council and the public alike.

## 6.5 CPZ Procedures and consultation

The majority of CPZs that are in situ were introduced as a result of feasibility, investigation, design and consultation having taken place following the decision of the 1994 Public Works Committee to investigate and progress the introduction of CPZs in the borough.

In most cases, parking surveys were carried out to establish demand for kerbside space throughout the day, and a CPZ designed based on the information obtained by those surveys and through site surveys. Once a CPZ was designed, this was subject to a consultation with the local community, by way of a statutory consultation, in accordance with the provisions of The Local Authorities (England and Wales) Traffic Order Procedure Regulations 1996, or preceding legislation.

Statutory consultation entails the proposal being advertised by way of a notice being published in a local newspaper and similar notices being erected on-street inviting the public to object to the proposal within 21 days of the date of the notice. In addition, letters inviting comment and objection are delivered to all identified affected properties – that is, those properties which the proposed CPZ directly affects, which depending on the locations will certainly be all properties within the boundary of the CPZ, and potentially some selected properties outside the CPZ boundary. The statutory consultation also requires details of the proposal and associated Traffic Management Orders to be sent to selected stakeholders again inviting comment or objection within 21 days of the proposal being advertised.

It is a statutory requirement that all objections are considered before a decision is made whether or not to introduce the proposal, and if so, with or without modification, and historically this process has taken place by way of an Officer report being considered at an Area Environment Sub-Committee, or by way of a decision being made by an Officer authorised to take such a decision under the Council Constitution.

More recently, prior to any statutory consultation taking place on a proposed CPZ, the Council has undertaken an informal consultation by way of a questionnaire designed to establish the local community's parking issues, habits and requirements. Analysis of the feedback has enabled the Council to make informed decisions on the best way forward, either at an Area Environment Sub-Committee or by an authorised Officer, which in some cases, has resulted in a CPZ not being proposed.

It has been noted that over the years, depending on the scheme, the extent and level of the local concern, the impact of Ward Councillors and the Cabinet Member in situ and the prevailing trend for decision-making within the Council at the time, the processes undertaken to progress CPZs have been varied.

Moving forward, although it is acknowledged that the process undertaken to progress CPZs can vary depending on the different demands, and the level of support etc., it is considered that the design, feasibility and consultation and decision-making in progressing CPZs should be regularised. Although there may be slight variations from time to time, a clear 'start to finish' process as set out in Appendix 6 would ensure clarity and transparency for the Council and the public alike.

At present there is no Council policy or standards relating to how it views results of a consultation and the responses received. For example although consultation response rates of between 30-40% can be expected, there is no guidance that much lower response rates

would be corporately unacceptable to base any decisions upon. Similarly, there is no policy or standard to say what exactly an acceptable majority is.

For example, if the results are 51% in favour and 49% against, this can be seen as a majority in favour rather than a somewhat mixed response. However, it must be remembered that this primarily applies to the responses to an informal consultation that seeks to ascertain whether there are any parking issues as once a formal or statutory proposal is in place, generally only responses in the negative are then forthcoming.

Therefore it can be seen that consideration should be given as to whether the Council should establish corporate standards in relation to CPZ consultation, consideration which can be called upon to assist the decision making process. Such standards would clarify what is expected and required in order for a CPZ to be progressed. They would also give the Council a clearer mandate as to what is an acceptable majority to proceed and, would be subject to less challenge by those who wish to question the Council's motives. Ultimately such an approach would ensure that the community could feel confident that the decision making process was open and transparent.

It is considered that any such standards that are adopted give due consideration to the rationale underpinning any parking initiative and the councils on-going statutory obligations that would include safety and network management duties as there is likelihood that on occasion measures would need to be introduced irrespective of the majority view.

## 6.6 CPZ Hours of operation

The CPZs within the borough have a variety of restrictions applied to them (see Appendix 7). These fall into two categories;

- “All day” restrictions where parking is restricted for the majority of the day to address issues relating to parking conflict. These areas are usually in the vicinity of shops and other amenities which many motorists would visit throughout the day.

And

- “One hour” or “Short-period” restrictions where parking is restricted for a short period on weekdays to address issues relating to long term parking throughout the day. These areas are usually in the vicinity of stations and other transport hubs or in some instances in the vicinity of town centres where parking by workers or shoppers would impact on residents parking.

## 6.7 Yellow Line Restrictions

Single yellow lines (usually indicating parking restrictions during the working day) and double yellow lines (no waiting at any time) are implemented through Traffic Management Orders (TMOs) made by the Council.

These waiting restrictions are used to:

- Facilitate road safety by keeping sight lines clear at junctions
- Facilitate commercial activity by "reserving" space that can be used for loading and unloading for a maximum period of 20 minutes



- Reduce congestion by preventing parked vehicles obstructing traffic flow

## 6.8 Traffic Management Orders (TMOs)

The majority of prohibitions and restrictions that apply to traffic on the public highway are put in place by Traffic Management Orders (TMOs) made by the Council under the provisions of the Road Traffic Regulations Act 1984 and other Traffic Management Order related legislation. Contraventions of the provisions of a TMO may give rise to the issue of a Penalty Charge Notice (parking ticket / parking fine).

The numerous types of traffic management orders are summarised as follows:

Permanent orders include:

- Yellow lines (single and double)
- Parking places
- Car parks
- Loading bays
- School Keep Clear

Experimental Traffic Orders are used for a limited time, no more than eighteen months, to trial a traffic scheme after which they can be made permanent or abandoned.

Temporary Traffic Orders are made to temporarily prohibit, restrict or to suspend the use of a road due to highways works either planned or following an emergency, or to facilitate special events taking place on or off the road.

## 6.9 Parking Controls

In addition to CPZs and yellow line restrictions, other methods of parking control are used within the borough. These are;

- **Short stay pay by phone parking schemes**  
This is paid parking used near busy local shopping parades in some cases incorporating an initial free parking period. Tariffs can vary from area to area to meet local demands in accordance with looking to attain an 85% occupancy rate.
- **Loading Restrictions**  
These are used in conjunction with waiting restrictions in areas or at times where loading would be obstructive, dangerous or would increase congestion and delays during peak traffic periods. Loading bays are provided in the vicinity of shops where such facilities are required.
- **School Keep Clear Markings**

These have been introduced outside most schools in the borough to:

- ensure that drivers can see children wishing to cross the road.
- maintain sight lines for children crossing the road
- maintain good access for emergency vehicles

No stopping is allowed on markings (zigzags) which is an offence, even to pick up or drop off children. The Council will ensure that these restrictions are properly enforced by the Council's parking enforcement contractor through regular Civil Enforcement Officer visits to each school, and stringent enforcement of any contraventions.

- **Pedestrian Crossings**

Motorists parking on zigzag markings are liable to receive a parking ticket from either a Council Enforcement Officer or a Police Officer. If issued by the Police, the penalty is greater than that imposed by the Council and could result in penalty points being awarded.

- **Motorcycle parking**

There are a limited number of designated motorcycle bays across the borough accommodating a number of motorcycles in each. Consideration is being given to increasing this number.

## **6.10 Removal of lines**

Any redundant road markings are entirely removed from the road surface and not masked out. The method of removal must take into consideration the environmental impact the operation will have at that location.

## **6.11 Signing**

The Department for Transport's guidance states that road signs should normally be erected so the bottom of the sign is at a minimum distance of 2.1m above the ground. Throughout the borough, signs associated with parking schemes are either placed on lamp columns or on high posts, mainly situated at the front of the footway.

On occasion however, at the request of residents groups and ward members, signs have been placed on shorter posts at the back of footway in some residential areas to improve the streetscape, for example in Conservation Areas, but in general, the Council has recognises that signs should be erected at the minimum height (2.1m) as per Chapter 3 of the Traffic Signs Manual to reduce the potential for causing injury or attracting vandalism.

## **6.12 Conservation areas**

Conservation Areas created by Local Authorities are locations of special architectural or historical interest where it is desirable to preserve or enhance the quality and character of the area. Adjustments to signs and lines that are less obtrusive can be introduced within these areas to minimise the impact on the character and appearance of the local area. Appendix 8 shows the current list of conservation areas within the borough.

## **6.13 Parking Controls Monitoring**

The Council monitors compliance on its road network with monthly and annual reporting utilising data from site visits, counts and CCTV with special monitoring of schools, as well as from town centre, CPZ and general reports.

Where necessary and legal, levels of enforcement can be adjusted and again a process of monthly and annual reporting takes place. Residents can request changes to local enforcement through the relevant Ward councillor.

## **Section 7 - Permits and Vouchers**

Designated parking places in a Controlled Parking Zone (CPZ) within the Borough are regulated by the issue of parking permits to residents and local businesses, or by vouchers to residents for their visitors to use.

There are occasions when additional needs within the local communities require that other classifications of motorist be granted parking permits and a number of examples of these apply within the Borough. Parking permits can be currently issued to builders, carers, health workers, religious representatives, teachers, essential workers, environmental health and local politicians.

### **7.1 Permits and fraud**

All permits and vouchers are monitored for validity and can be subject to fraud investigations at any time.

## Section 8 - Enforcement

### 8.1 General

The Road Traffic Act 1991 empowered local authorities to take over the enforcement of parking controls on the roads for which they are the highway authority from the Police. Parking enforcement in such areas was termed 'Decriminalised Parking Enforcement' or 'DPE'.

### 8.2 What is enforced?

Civil Enforcement Officers (CEOs) patrol throughout the Borough, dealing with parking contraventions in relation to, but not limited to the following:

- on-street parking places
- car parks;
- yellow lines
- bus stops
- taxi ranks
- commercial vehicles
- loading restrictions
- suspended parking bays
- footways and verges
- double parking
- obstruction of lowered kerbs
- school keep clear restrictions
- disabled parking bays
- pedestrian crossings zigzag markings.

### 8.3 Contravention codes and observation period guide

Each parking contravention is identified with a specific code designated by Central Government. For most parking contraventions occurring in Barnet, Civil Enforcement Officer's (CEOs) are instructed to allow a certain period of 'observation time' to witness legitimate loading activity, or to allow motorists to obtain vouchers or pay and display tickets.

Each contravention has been reviewed and a suitable period of observation has been identified which must be given by a CEO before a Penalty Charge Notice (PCN) is issued as detailed in the table at Appendix 9.

CEOs must carry out their work openly, with fairness, courtesy and reasonableness and to comply with all guidance and codes of conduct. This includes CEOs advising motorists to move their vehicles, how and where to park legally or issuing Warning Notices where appropriate, rather than just issuing a PCN. To enable them to perform their duties effectively, CEOs must be familiar with the parking arrangements in the enforcement areas, permit information, Council policies, relevant legislation and any other information necessary.

## 8.4 Enforcement Objectives

The aim of enforcement is to maximise motorists' compliance with regulations as laid out in Appendix 10. This makes Barnet's streets safer for all road users, particularly children and other vulnerable pedestrians, prevents obstruction and delays (especially for buses and emergency vehicles) and ensures that parking bays are available for their intended use making the public highway a more pleasant environment.

Where non-compliance is evident, the Council's strategy is to enforce firmly but fairly, transparently and proportionately to assist in the delivery of the Council's obligations in ensuring that the borough's roads are safe, and enable traffic to flow.

The Council acknowledges that enforcement is not the only mechanism for increasing compliance. Effective communication with the public is essential so that they are aware of the rules and regulations. As a supplement to this Policy a guidance document is being made available to assist the public in understanding the various restrictions in place.

The Council also aims to encourage compliance through:

- Engaging the community in consultations and with effective communications when policies or practices have changed
- Visibility of Civil Enforcement Officers (CEOs) on-street
- Well maintained clear road markings and signs so that residents, businesses and visitors can see the restrictions which are being enforced
- Reviewing restrictions and enforcement practices to ensure that they remain fit for purpose and that the Council are responding to local needs

## 8.5 When does Enforcement take place?

Enforcement can take place 24 hours a day, seven days a week including public Holidays. Full details of operational enforcement hours are shown in Appendix 11. Drivers are responsible for checking signage within the vicinity of their desired parking location.

There is a dedicated hotline telephone number available on the Council website for the public to request enforcement action in cases where there is a specific problem.

## 8.6 CCTV Camera Enforcement

Bus lanes play a key role in offering buses priority on London's roads. Long stretches of continuous bus lanes enable buses to move more easily through London's congested road network, especially at peak times, with a high degree of certainty and reliability. This enables more efficient bus operation, better performance for passengers and encourages motorists to use public transport.

Motorist of private vehicles regularly travel in bus lanes and the Council plays a crucial role in deterring this through the use of CCTV enforcement of bus lanes during their operational periods.

Bus lane contraventions are automatically detected and recorded by the cameras then reviewed by CEOs who operate within the Council's guidelines. PCNs are then sent by post to vehicle keepers.

## 8.7 Moving Traffic Contraventions

London Councils' are provided with powers by the London Local Authorities and Transport for London Act 2003 which allows for the enforcement of moving traffic regulations.

Barnet will consider the introduction of the enforcement of these powers over time as there is increasing concern relating to the impact on traffic movement and safety in the Borough due to the increasing number of drivers who do not comply with the following types of restriction:

- No Entry signs
- One way only
- No left or right turn
- No U turn
- Give way
- Restricted vehicles only
- Keep clear
- Box junctions – requiring no stopping

It is intended that the locations where such restrictions exist will be reviewed to determine levels of contraventions so that these may be addressed by the Council taking up the powers to allow enforcement at the relevant sites.

Priority will be given to address known safety concerns at locations where abuse of regulations is affecting road safety.

The following issues will be considered:

- Review of accidents involving vehicles and pedestrians
- Areas close to schools
- Congestion hotspots
- Sites where there have been complaints raised with the Council about motorists driving irresponsibly and disobeying road signs

Many London authorities have been carrying out enforcement of moving traffic offences for a number of years and data will be obtained to understand the benefits of introducing such measures.

Unlike the Police, CEOs are not empowered to stop offending motorists and it is difficult for them to enforce such matters. As with bus lane enforcement, CCTV is generally used and has been demonstrated as being extremely effective using either static or mobile cameras.

It is anticipated that the Council will roll out a programme of introducing static cameras at specific sites, supplementing this with some mobile devices at locations where this method is more appropriate or where it is considered that they will act as a greater deterrent.

## **8.8 Postal (Regulation 10) PCNs**

In addition to issuing postal PCNs for bus lane contraventions, the Council under certain circumstances are able to issue PCNs by post to motorists who have driven away before the CEO can serve a notice or in cases where the CEO has been otherwise prevented from doing so.

## **8.9 Car Parks**

Enforcement is carried out in all Council-owned car parks which allow pay by phone or permit holder parking. Most are open at all times, but only charge during certain periods.

## **8.9 School Parking Enforcement**

The Council is committed to ensuring a safe environment outside schools. Enforcement of inappropriate parking around schools discourages poor driver behaviour reducing potentially dangerous situations.

There are numerous school keep clear markings outside schools within the Borough and these are rigorously enforced, however this is an area of enforcement that leads to the greatest level of confrontation from parents and as such needs further consideration of the enforcement methods available.

The Council has found that, more so than traditional foot patrols, the use of mobile CCTV to enforce parking near schools can be extremely effective. Evidence shows that parking a clearly marked CCTV vehicle outside a school acts as an extremely good visual deterrent. The aim is not to catch drivers out but to change their driving habits. As a result, the roads around schools are less congested and safer for pupils and parents, drivers being less likely to park on keep clear markings. Another benefit of this style of enforcement is that it can reduce the possibility of confrontation where CEOs may be put at risk.

## **8.10 Footway Parking Enforcement**

Footpaths must be kept safe for pedestrians to use. Unauthorised footway parking creates an obstruction hazard for pedestrians and can make it difficult for a pushchair or wheelchair to pass safely without needing to divert into the road. Vehicles parked on the footway, can also cause particular problems for blind, disabled and older people.

## **8.11 Footway Parking**

Many complaints are received from pedestrians, wheelchair users and those using pushchairs about inconsiderate car drivers who are parked on our footways, causing them to use the carriageway to get past.

In 1974 it became an offence to park a vehicle with 'one or more wheels on any part of an urban road other than a carriageway' in London (i.e. footway, grass verge, garden, space or land). The offence subsequently became decriminalised under the Road Traffic Act 1991 when local authorities were given powers to enforce footway-parking contraventions.



Unauthorised footway parking also causes increased maintenance costs and additional risks to the public. Damage to paving and grass verges caused by parked vehicles costs the Council thousands of pounds each year and such damage can create trip hazards resulting in injury. It is therefore important that those vehicles which are parked on the footway are enforced appropriately through the issue of a PCN.

The Council have provided some designated footway parking in certain roads. These are clearly defined as bays and marked on the footway with white lines. It is usual in these situations for the footway to have been strengthened to ensure that no damage is caused by the weight of parked vehicles. Where vehicles are parked in such bays they are considered to be parked compliantly. However, where vehicles are not parked properly within a marked bay, i.e. where one or more wheels outside of the bay markings this is considered to be non-compliant and a PCN will be issued.

The Council are consulting on a change to its footway parking policy to incorporate objective criteria, which will ensure footway parking only happens where it can be undertaken safely. In addition, these proposals will ensure that parking places are properly signed and marked where necessary to ensure that cars do not park in such a way as to cause an obstruction. See Appendix 13 for further information.

## **8.12 Dropped Kerb Enforcement**

The Council issue Penalty Charge Notices (PCN) to vehicles obstructing dropped kerbs that lead to private driveways and those used by pedestrians to cross roads.

Parking in this manner prevents residents and businesses from getting their vehicles onto the road or into their property.

Parking alongside a dropped kerb can also prevent pedestrians from crossing the public highway in a safe manner causing particular problems and possible dangers especially for people with visual impairments, disabilities and persons with pushchairs or wheelchairs.

The type of location and circumstances where this contravention is enforced is further described at Appendix 12.

## **8.13 Clamping and Removals (Abandoned and Untaxed Vehicles)**

Abandoned vehicles are a particular problem in parts of the Borough. These vehicles are an environmental nuisance and are associated with anti-social behaviour. Abandoned vehicles not only cause an unnecessary hazard wherever they are dumped but they increase fears of crime and have a serious impact on residents' quality of life.

The Council does not generally clamp vehicles however, the Council reserves the right to do so at any time it deems necessary.

There are some exceptions to this with the removal of abandoned and untaxed vehicles where a bailiff has been commissioned to recover the debt. On such occasions the owner will deal directly with the relevant bailiff in order to recover their vehicle.

## **8.14 Loading and Unloading**

There are exemptions to parking restrictions in most bays and on yellow lines to allow continuous loading and unloading activity to take place for up to 20 minutes.

This should not be confused with picking up or setting down passengers which also is permitted in most locations provided it is completed without delay.

Upon seeing a vehicle in a parking bay or on a yellow line, CEOs will observe a vehicle to determine whether loading or unloading is taking place and if this is not witnessed, appropriate notes of observations will be made and a PCN will be issued. Should a motorist wish to appeal, they would be required to provide as much evidence as possible that loading or unloading was taking place and this will be considered against the evidence provided by the CEO.

## **8.15 Warning Notices**

The purpose of a Warning Notice is to inform motorists that a Vehicle is parked in contravention of parking restrictions and that normally, a PCN would be issued. The range of contraventions for which a Warning Notice can be issued should be the same as that for a PCN. In addition, a list of "actions" must be added so the driver is made aware of any necessary action to avoid receipt of a PCN in the future.

The Council will use discretion as to when a warning notice is issued. It is more likely to be used where a minor infringement has occurred and it is the first time the vehicle has been identified as non-compliant.

## **8.16 Persistent Evaders**

Persistent Evaders (generally defined as individuals with three or more unpaid PCNs past the point of appeal) pose an issue in the Borough. This is because they continually park in contravention, resulting in nuisance for other drivers and in cases such as footway parking, a 'bad example' that can result in further non-compliance in the area.

It is desirable to target persistent evaders although this can be rather time consuming and as such requires sufficient resources to achieve positive results. With this in mind it is proposed that in future the following two options may be deployed to tackle persistent evaders:

1. clamp and/or remove vehicles belonging to persistent evaders
2. refuse a permit request and/or withdraw a permit without refund until the full outstanding balances are cleared.

## **8.17 Representations, Appeals, Discretion and Mitigation**

There is a defined process by which the Council deals with appeals against Penalty Charge Notices and this is further described at Appendix 15.

## **8.18 Funerals, Weddings and other Events**

The Council allows specific parking suspensions and dispensations, in certain special circumstances. Dispensations are arranged for a variety of organisations, individuals under certain circumstances:

## **8.19 Suspensions**

The council has the power to suspend parking bays on its own behalf or on behalf of third parties.

The Council will endeavour to provide as much notice as possible and the suspension will be clearly signed on street to show the parking bays that are affected by the suspension and the duration of the suspension. It should however, be recognised that there are occasions where suspensions are required for urgent/emergency works and in such circumstances the Council may not be able to give much advanced warning.

From time to time it is necessary to make arrangements to suspend parking bays for a short duration to allow specific activities to take place. Such activities include road works, works to the pavement or street furniture, tree pruning and works to public utilities street equipment.

Suspensions may also arise for special events such as street parties that require the road space to be cleared from vehicles. Other third party requests, such as building works, removals (domestic and commercial) and filming may also involve parking bays being suspended.

The Council will enforce these suspensions with the use of PCN's should any vehicle be parked at a location which has been suspended.

## **8.20 Heavy Goods Vehicles**

The Council operate a number of restrictions throughout the Borough in the form of weight limits. These limits help to uphold road safety and make the street a more pleasant environment.

The London Lorry Ban Scheme applies to most of the Borough's roads and this works towards upholding road safety and making the street a more pleasant environment by preventing movement of heavy vehicles in residential streets at night and at weekends.

## Section 9 -Parking for Disabled Persons

### 9.1 Blue Badge Scheme

This is a national scheme whereby a Blue Badge helps disabled people with severe mobility problems to have access to goods and services by allowing them to park close to their destination. The Blue Badge can be used on any vehicle in which the holder is travelling. The holder, whom must be present, does not have to be the driver but the concession must be for the benefit of the disabled person and not merely for the convenience of other people using the vehicle.

Blue Badges may only be issued to a person who has permanent and substantial disabilities which affect their mobility. The Blue Badges cannot be issued on a temporary basis. (Please see Appendix 16 for qualification criteria).

A Blue Badge entitles the holder to:

- park for up to three hours on single or double yellow line waiting restrictions, (single lines apply for a limited period but double lines apply 24-hours a day). The clock card supplied with the badge must be displayed and set at the correct time of arrival
- park for unlimited periods at Pay-by-Phone parking places, unless signage specifies a maximum stay for Blue Badge holders of three hours
- park at disabled badge holder parking places, either for an unlimited time or for the time shown on nearby signs

In addition, the Council (and some other authorities) allow parking for an unlimited time in permit parking places.

These concessions do not apply where loading restrictions are in operation but outside of those times, normal blue badge rules apply on single or double yellow lines. Stopping briefly to set down or pick up passengers is allowed if there is a loading ban or it is on a red route.

### 9.2 Blue Badge fraud and Disabled Persons Parking Badges Act 2013

Any misuse of a badge is an offence. It can be withdrawn under the following circumstances.

It is not permissible:

- for non-disabled people to use a Blue Badge for their own purposes – if they do so, they are liable to a fine
- to use a Blue Badge unless the holder is in the vehicle, or the vehicle is being driven to or from an area which is accessible only to vehicles displaying a blue badge in order to pick up or drop off the holder

As the concessions offered by Blue Badges are considerable, they are particularly valuable and prone to theft whilst being displayed in vehicles.

Blue Badge's do not display a vehicle registration. This is useful for badge holders who are passengers and rely on transport from a variety of sources. If a Blue Badge is stolen, the owner of the badge should notify the Council as soon as possible.

If Civil Enforcement Officers (CEOs) suspect a Blue Badge is being illegally used, they can take any one or a combination of the following actions:

1. issue a PCN (parking ticket)
2. challenge the vehicle driver for proof that they are the badge owner
3. challenge the vehicle driver that the badge owner is accompanying them
4. confiscate the badge where deemed appropriate to do so
5. report their suspicions/concerns to the authority

The Disabled Persons Parking Badges Act 2013 allows CEOs or authorised Council Officers to inspect and retain a badge without a Police presence if they have reasonable grounds for believing that it is false, it should have been returned, or is otherwise being misused.

Members of the public who suspect that a Blue Badge is being misused are encouraged to report the details, including the date, time, location, and vehicle registration and badge number to the Council's Assisted Travel Team, whom administer the Blue Badge Scheme.

### **9.3 Disabled Persons Bays**

### **9.4 Designated Disabled Parking Bays**

The Council decided that in order to better assist people in parking close to their homes, applications for a "Designated Disabled Parking Bay" to be provided close to the resident's home would be approved if specific conditions were met.

These Designated Disabled Bays allow only the applicant's vehicle to be parked in the bay, as they would need to clearly display their Blue Badge and a specific permit applicable to only that bay, in their vehicle.

The criteria for approval of an application and the process involved are described at Appendix 17.

### **9.5 Disabled Bays no longer in use**

Residents granted Designated Disabled Person Parking Places are requested to inform the Council if a bay is no longer in use.

If a resident feels that a bay is no longer being used or is not required, this can be reported to the Council who will investigate and if appropriate will remove it.

### **9.6 General Disabled Parking Places**

The Council has and will continue to provide standard disabled bays for non-residential purposes at locations where the Council consider it appropriate. The Council will limit parking to an appropriate maximum stay period (e.g. 3 hours) to ensure Disabled Parking Bays meet the requirements of those wishing to use them.

## List of Appendices

1. Appendix 1 Casualties in Barnet
2. Appendix 2 Accidents in Barnet
3. Appendix 3 NO2 annual mean concentrations
4. Appendix 4 Hierarchy of road users and vehicle types
5. Appendix 5 Summary of Permitted Use of Surplus Parking Income
6. Appendix 6 This appendix is intentionally blank
7. Appendix 7 Process for progressing a Controlled Parking Zone
8. Appendix 8 Controlled Parking Zones in Barnet
9. Appendix 9 Conservation Areas
10. Appendix 10 Parking Contraventions and Observation Periods
11. Appendix 11 Aims of Enforcement activity
12. Appendix 12 Enforcement on Public Holidays
13. Appendix 13 Footway Parking
14. Appendix 14 Dropped kerb enforcement
15. Appendix 15 Process by which the Council deals with appeals against PCNs
16. Appendix 16 Criteria for the issue of a Blue Badge
17. Appendix 17 Designated Disabled Parking Bay Criteria

Note: The appendices are continued on the following pages of this document.

## Appendix 1: Casualties in Barnet in 2013

Borough	Total casualties	Pedestrians	Pedal cyclists	Powered two-wheelers	Car occupants	Total vehicle occupants
Barnet	1,228 (-3%)	210 (+19%)	84 (+2%)	180 (+13%)	627 (-17%)	1,018 (-6%)

Figures from final report data from 2013 London Accident Analysis Unit Accident Data JAN 2013 TO DEC 2013 (Final) 30 (BARNET) and comparison with equivalent 2012 report and Table 6: Casualties in Greater London 2012 by borough and percentage change over 2011. When it is published these figures are expected to be included in:

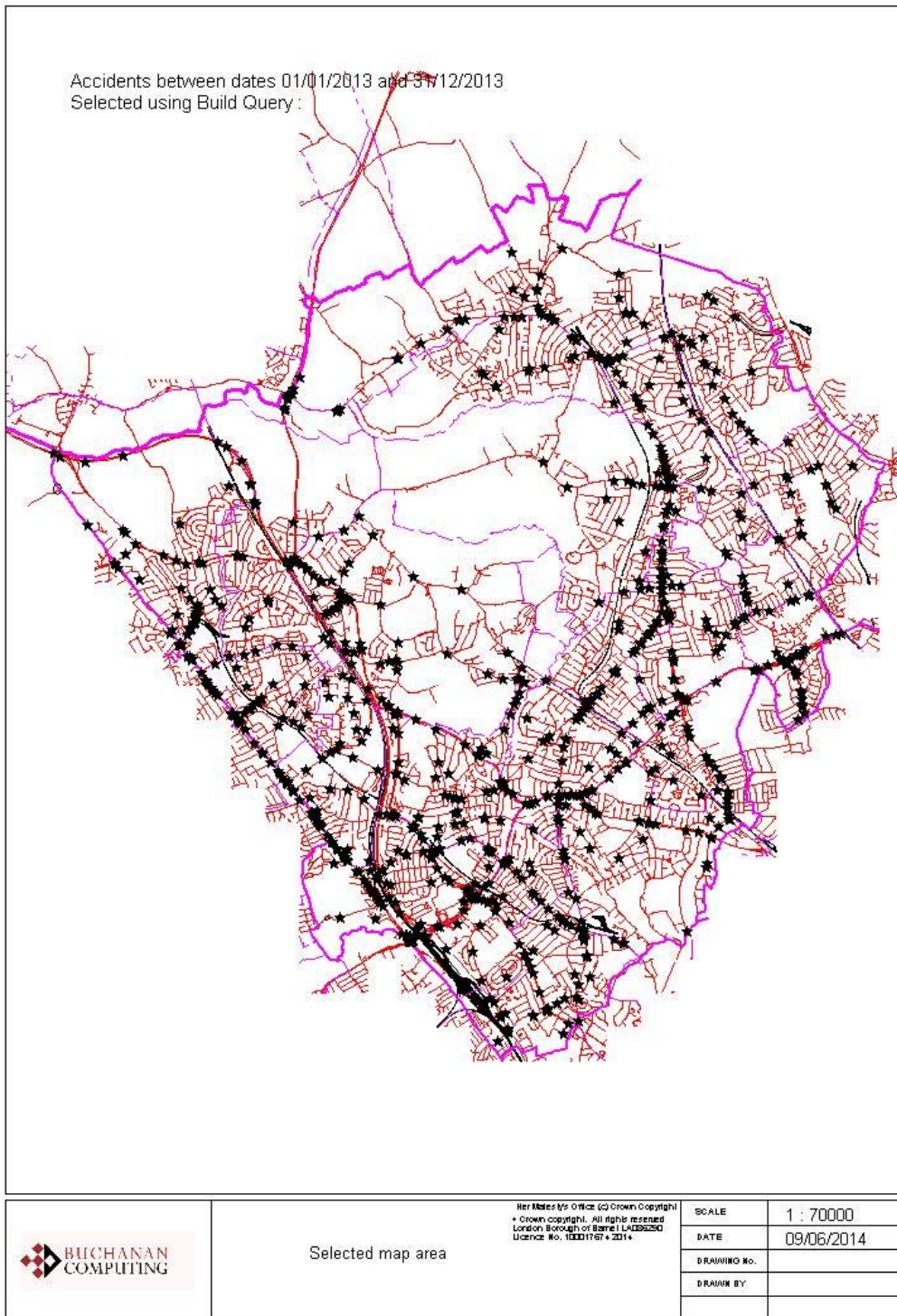
Casualties in the London Borough of Barnet 2013 by borough and percentage change over 2012

Borough	Fatal	Serious	Slight	Total Casualties
Barnet	8 (+14%)	123 (+17%)	1,097 (-5%)	1,228 (-3%)

Figures from final report data from 2013 London Accident Analysis Unit Accident Data JAN 2013 TO DEC 2013 (Final) 30 (BARNET) and comparison with equivalent 2012 report and Table 7: Casualties in Greater London 2012 by borough, severity and percentage change over 2011. When it is published these figures are expected to be included in:

Casualties in London Borough of Barnet 2013 by borough, severity and percentage change over 2012

## Appendix 2: Accidents in Barnet





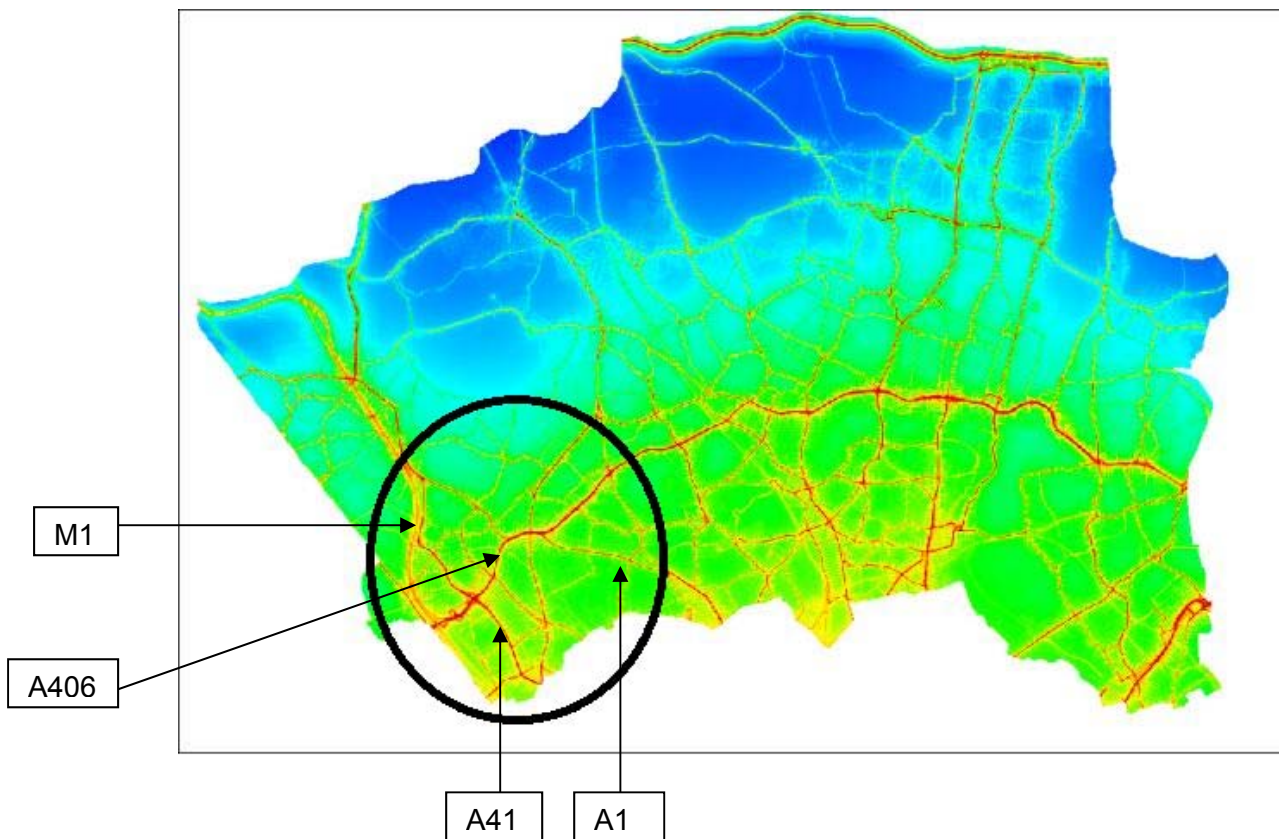
### Appendix 3 - NO2 annual mean concentrations ( $\mu\text{g}/\text{m}^3$ ) for north London, 2006

The map below shows the outer north London area with Barnet circled where these roads pass through. The blue highlighted areas are lower levels of NO2 with the highest levels being shown in dark red on the key transport routes for example the North Circular Road.

#### Emissions Key

Low

High



## Appendix 4: Hierarchy of road users and vehicle types

Hierarchy Type	Priority	
Road User	1	Disabled resident parking Disabled parking (non-residential) Resident parking
	2	Essential worker in the delivery of public service Registered carers Doctor parking Local business essential parking / servicing Short-stay shopper / visitor parking
	3	Long-stay shopper / visitor parking Long-stay commuter parking
Vehicle Type	1	Emergency vehicle Bicycle Transport for London (TfL) bus Electric vehicle
	2	Public service vehicle Shared / pool car Delivery vehicle / lorry and van Taxi Powered two-wheeler
	3	Conventional private car (less polluting)* Conventional private car (more polluting)*

\* As determined by permit pricing bands (see Section 4).

## Appendix 5: Summary of Permitted Use of Surplus Parking Income

The income and expenditure of local authorities in connection with their on-street charging and their on and off-street enforcement activities are governed by Section 55 of the RTRA 1984. All London authorities must keep an account of all income and expenditure in respect of designated on-street parking places and all income and expenditure related to the issue of PCNs (parking tickets) in both on and off-street areas. All London local authorities must send a copy of their accounts to the Mayor of London.

Operational guidance<sup>13</sup> deals with the publication of information on parking income, expenditure, the surplus or deficit and action taken in respect of that surplus/deficit.

This financial information is required for each financial year and is made available by each local authority within six months of the end of that year. Section 55 of the RTRA 1984 requires only one account but it is considered appropriate to provide sub-accounts for on-street and off-street parking operations.

The Special Parking Account (SPA) holds the parking income streams and expenditure for;

- Penalty Charge Notice enforcement
- CCTV bus lane enforcement
- Permits and visitor voucher income
- Suspension charges
- On-street casual parking income

A separate general fund account holds the income and expenditure relating to off street parking.

If there is a deficit in the SPA at the end of a financial year, the deficit should be made good out of the general fund. It is also accepted that ongoing parking operations may produce a parking income surplus although the level of the surplus is dependent on motorists' compliance with the parking restrictions in the borough, which is difficult to project.

The Council's aim, through its parking enforcement activity is to promote increased parking compliancy throughout the borough, however there is nothing wrong with making a surplus long as the authority does not rely on it and if for any reason a surplus does not occur, the Council commits that it will not adjust its charges or operations simply to achieve a surplus.

The use of any surplus is governed by Section 55 of the Road Traffic Regulation Act, 1984 which specifies that the surplus may be used for:-

- (a) The making good to the general fund of any amount charged to that fund (*to make good any deficit in the SPA*) in the 4 years immediately preceding the financial year in question;
- (b) Meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover;
- (c) The making to other local authorities or to other persons of contributions towards the cost of the provision and maintenance by them, in the area of

---

<sup>13</sup> Operational Guidance to Local Authorities: Parking Policy and Enforcement (DfT 2010)

- the local authority or elsewhere, of off-street parking accommodation, whether in the open or under cover;
- (d) If it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes—
- (i) Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services,
  - (ii) The purposes of a highway or road improvement project in the local authority's area,
  - (iii) In the case of a London authority, meeting costs incurred by the authority in respect of the maintenance of roads maintained at the public expense by them,
  - (iv) The purposes of environmental improvement in the local authority's area,
  - (v) In the case of such local authorities as may be prescribed, any other purposes for which the authority may lawfully incur expenditure;
- (e) In the case of a London authority, meeting all or any part of the cost of the doing by the authority in their area of anything—
- (i) Which facilitates the implementation of the London transport strategy, and
  - (ii) Which is for the time being specified in that strategy as a purpose for which a surplus may be applied by virtue of this paragraph;
- (f) in the case of a London authority, the making to any other London authority of contributions towards the cost of the doing by that other authority of anything towards the doing of which in its own area the authority making the contribution has power—
- (i) To apply any surplus on the account required to be kept under subsection (1) above; or
  - (ii) To incur expenditure required to be brought into that account.

## Appendix 6 – Emissions Based Charging Structure for CPZ's

Consideration should be given to whether the current 'flat-fee' Borough wide method is still appropriate, or whether changes should be made. It is noted that different London Boroughs manage their permit and vouchers charges in different ways depending on their policies and aspirations.

Parts of the borough suffer from high levels of localised pollution, and globally the accumulation of key greenhouse gases (most importantly CO<sub>2</sub> and methane) in the atmosphere is contributing to climate change. Unless action is taken to reduce emissions of greenhouse gases, such as CO<sub>2</sub>, the whole pattern of the world's weather could change, increasing the frequency and intensity of heat waves, floods, droughts and storms

In order to positively contribute towards our own policies and aspirations to improve the environment, the Council is proposing to adopt a mechanism to price CPZ permits depending upon the level of emissions produced by the vehicle.

Pricing resident parking permits to incentivise lower emission vehicles, alongside the incentive already provided by vehicle excise duty, will encourage residents to reduce the emissions of their vehicles.

Any change would, depending on appropriate charging levels, be designed to dissuade motorists from owning the more polluting vehicles with the resultant effect of reduced CO<sub>2</sub> emissions and improved air quality locally. By implementing a scheme locally, the Council can make a positive impact on climate change and both nationally and globally.

### Vehicle Tax Methodology

The rate of vehicle tax is based on engine size for cars and light goods vehicles registered before 1 March 2001.

#### Private/light goods (TC11) Engine size (cc)

- Not over 1549 cc
- Over 1549 cc

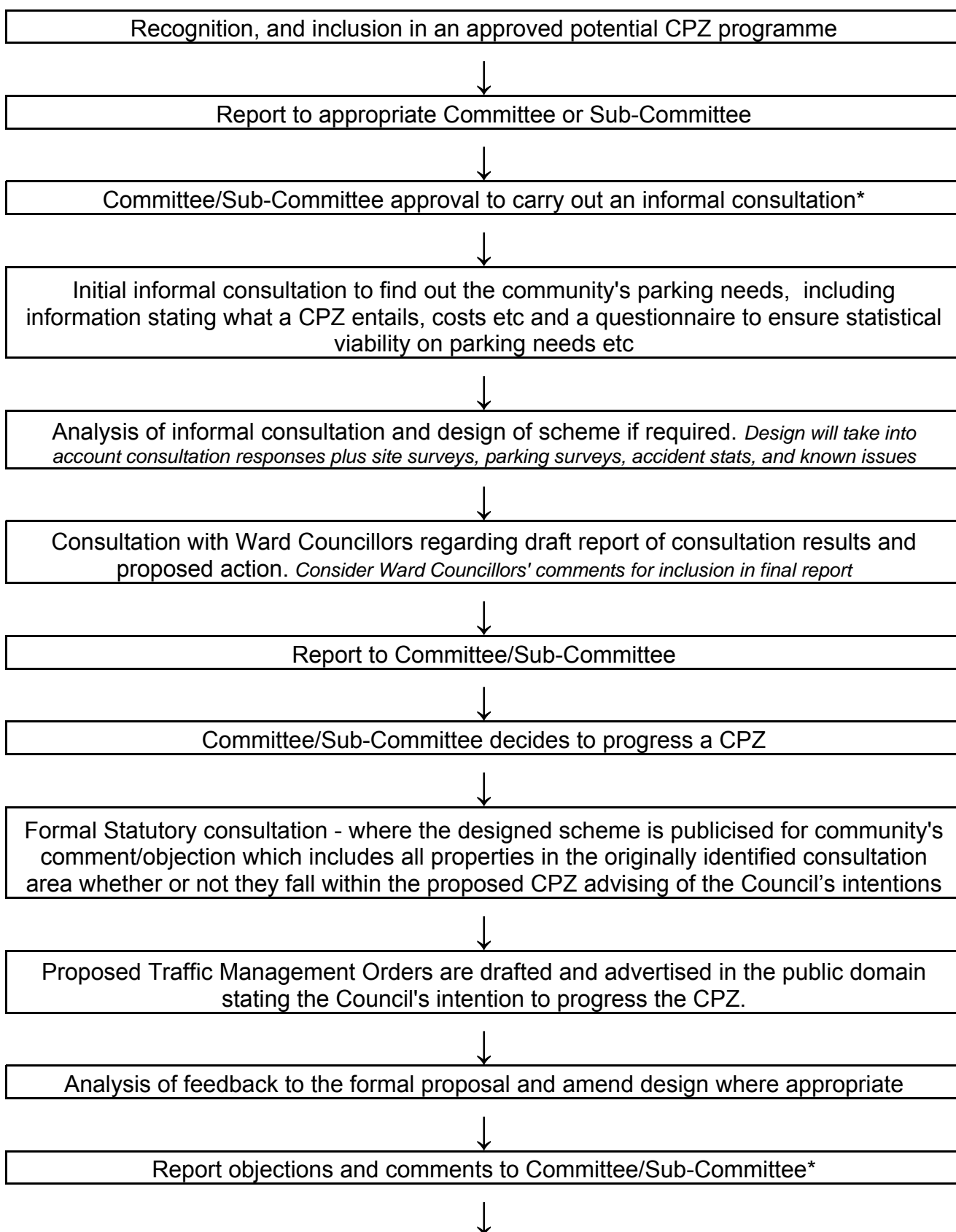
For Cars registered on or after 1 March 2001, the rate of vehicle tax is based on fuel type and CO<sub>2</sub> emissions. The rates are split into bands depending on CO<sub>2</sub> emissions - the lower the emissions, the lower the vehicle tax. CO<sub>2</sub> emission details are shown on the car's V5C registration certificate, or can be found online [at: \(http://carfueldata.direct.gov.uk/search-new-or-used-cars.aspx\)](http://carfueldata.direct.gov.uk/search-new-or-used-cars.aspx)

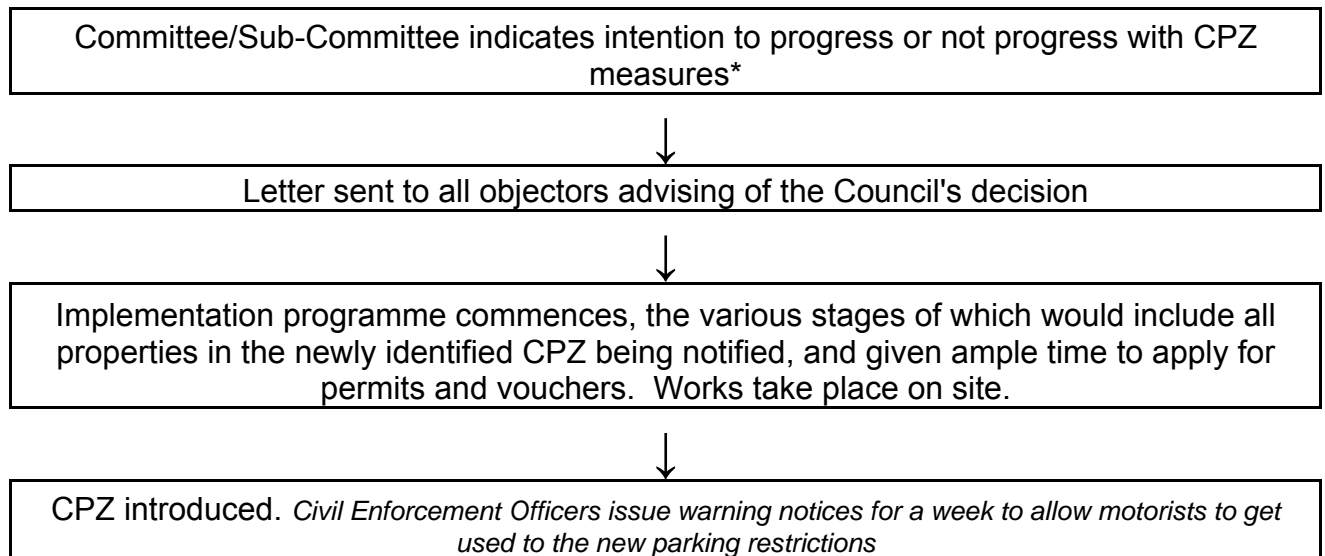
The following table contain the 'standard' bands of vehicle tax for cars that are already registered, and although for Barnet's parking permit scheme, it is envisaged there would be a smaller number of bands. It is clear a similar approach could be applied to encourage lower vehicle emissions through banded permit charging.

Petrol car (TC48) and diesel car (TC49) Alternative fuel car (TC59)		Example of car falling within band
Band	CO2 emission (g/km)	
A	Up to 100	Fiat 500
B	101-110	Honda Civic Hybrid Saloon (06-10) 1.4 i-Dsi
C	111-120	Mini Countryman R60 (September 2010 onwards)
D	121-130	Volkswagen Polo 1.2 TSI
E	131-140	Ford Focus 1.6 (105) Duratec Ti-VCT 5dr
F	141-150	Skoda Octavia 2.0 TDI CR
G	151-165	Vauxhall Zafira Tourer 2.0 CDTi (165) SRi auto
H	166-175	BMW 320i convertible (pre August 2013)
I	176-185	Seat Alhambra 1.4TSI
J	186-200	Audi S5 3.0 V6 TFSI Quattro
K*	201-225	Mitsubishi Shogun SWB Equippe
L	226-255	Land Rover Discovery 4 3.0 SDV6 GS auto
M	Over 255	Vaxhall Insignia VXR Sport Tourer 24V

\*Includes cars with a CO2 figure over 225g/km but were registered before 23 March 2006.

## Appendix 7: Process for progressing a Controlled Parking Zone





\*Note that Officers of the Council may be empowered to take these decisions and may do so where it is considered appropriate to do so



## Appendix 8: Controlled Parking Zones in Barnet

Controlled Parking Zone (CPZ)	CPZ Code		Operational Hours
	Resident	Business	
Brent Cross	B		Monday to Saturday 10.00am to 6.30pm
Brent Cross Station	BX	BXZ	Monday to Friday 11.00am to 12midday
			Monday to Friday 11.00am to 12midday and 2.00pm to 3.00pm
Chipping Barnet	C	CB	Monday to Saturday 8.00am to 6.30pm
	D		Monday to Friday 2.00pm to 3.00pm
Church Cottages	A	-	Monday to Friday 8.00am to 9.30am & 2.45pm to 4.15pm and Monday to Sunday 6.30pm to 8.45pm and Saturday and Sunday 10.00am to 4.00pm
Church End	CE1	CEZ	Monday to Saturday 8.00am to 8.00pm
	CE		Monday to Friday 2.00pm to 3.00pm
Colindale	P	R	Monday to Friday 2.00pm to 3.00pm
Cricklewood	C1	CZ	Monday to Friday 10.00am to 11.00am
Cricklewood (Terraces)	CT		Monday to Sunday 9.00am to 10.00pm (hours under review)
Cricklewood (Groves)	CW		Monday to Sunday 9.00am to 10.00pm
East Finchley	M	Q	Monday to Saturday 10.00am to 6.30pm
			Monday to Friday 2.00pm to 3.00pm
Edgware	J	U	Monday to Friday 10.00am to 11.00am
	K		Monday to Saturday 8.00am to 6.30pm
			Monday to Sunday 8.00am to 9.00pm
Edgware (Mowbray)	L	-	Monday to Friday 10.00am to 11.00am
Event Day (Saracens)	ED	-	Saturday and Sunday 1.00pm to 6.00pm (event days only)
Garden Suburb	GS	-	Monday to Friday 1.00pm to 2.00pm
Golders Green	G	W	Monday to Saturday 8.00am to 6.30pm and Sunday 9.30am to 6.30pm
	H		Monday to Friday 11.00am to 12midday
	H2		Monday to Friday 11.00am to 1.00pm
Hendon	HC1	HD	Monday to Friday 11.00am to 12midday
	HC2		Monday to Friday 10.00am to 5.00pm
	HC3		Monday to Sunday 8.00am to 6.30pm
Mill Hill	E	X	Monday to Friday 11.00am to 12midday
	E2	-	Monday to Friday 8.00am to 6.30pm
Mill Hill East	MH	-	Monday to Friday 10.00am to 11.00am
North Finchley	FN	FNZ	Monday to Saturday 9.00am to 5.00pm
			Monday to Friday 2.00pm to 3.00pm
Temple Fortune	TF	TFZ	Monday to Friday 9.30am to 6.00pm and Saturday 2.00pm and 6.00pm
			Monday to Friday 10.00am to 11.00am
			Monday to Friday 1.00pm to 2.00pm

Controlled Parking Zone (CPZ)	CPZ Code		Operational Hours
	Resident	Business	
			Monday to Friday 10.00am to 11.00am and 3.00pm to 4.00pm
West Hendon	WH1	WHZ	Monday to Saturday 9.30am to 4.30pm
	WH2		Monday to Friday 10.00am to 11.00am
	WH3		Monday to Friday 10.00am to 11.00am
			Monday to Friday 10.00am to 5.00pm
			Monday to Friday 10.00am to 7.00pm and Saturday 8.00am to 2.00pm (experimental as of June 2013)

## Appendix 9: Conservation Areas in London Borough of Barnet

The 16 conservation areas in the London Borough of Barnet

- Finchley Church End
- Cricklewood, Railway Terraces
- Mill Hill
- Glenhill Close
- Golders Green Town Centre
- Hampstead Garden Suburb, The Bishop's Avenue
- Monken Hadley
- Totteridge
- Watling Estate
- Wood Street
- Hampstead Garden Suburb
- Hendon - Church End
- Hendon - The Burroughs
- Finchley Garden Village
- Finchley College Farm
- Hampstead Village - Heath Passage
- Moss Hall Crescent

## Appendix 10: Parking Contraventions and Observation Periods

Code	Short Description	Observation/Grace period
1	Parked in a restricted street during prescribed hours	Only if a commercial vehicle is observed loading
2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	0 minutes
5	Parked after the expiry of paid for time	5 minutes
11	Parked without payment of the parking charge	3 minutes
12	Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place	Observed for period taken to issue PCN
16	Parked in a permit space without displaying a valid permit	Observed for period taken to issue PCN
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	0 minutes
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket	3 minutes
21	Parked in a suspended bay or space or part of bay or space	0 minutes
23	Parked in a parking place or area not designated for that class of vehicle	0 minutes
24	Not parked correctly within the markings of the bay or space	0 minutes
25	Parked in a loading place during restricted hours without loading	Up to 5 minutes depending on the vehicle class
26	Parked in a special enforcement area more than 50cm (or other specified distance) from the edge of the carriageway and not within a designated parking place	0 minutes
27	Parked in a special enforcement area adjacent to a dropped footway	0 minutes
30	Parked for longer than permitted	5 minutes
34	being in a bus lane	0 minutes
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	0 minutes
45	Parked on a taxi rank	0 minutes
47	Stopped on a restricted bus stop or stand	0 minutes
48	Stopped in a restricted area outside a school when prohibited	0 minutes
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	0 minutes
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	0 minutes
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	0 minutes
73	Parked without payment of the parking charge	3 minutes
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	0 minutes

<b>Code</b>	<b>Short Description</b>	<b>Observation/Grace period</b>
80	Parked for longer than the maximum period permitted	5 minutes
81	Parked in a restricted area in a car park	0 minutes
82	Parked after the expiry of paid for time	5 minutes
85	Parked in a permit bay without clearly displaying a valid permit	5 minutes
86	Parked beyond the bay markings	0 minutes
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	0 minutes
91	Parked in a car park or area not designated for that class of vehicle	0 minutes
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	0 minutes

## Appendix 11: Aims of Enforcement activity

- To ensure that enforcement of parking controls, bus lanes and any use of moving traffic contraventions pays due regard to the Council's parking objectives as set out in this policy document
- To ensure that the enforcement of parking contraventions is efficient and effective and meets the Parking Policy objectives.
- To issue Penalty Charge Notices (PCNs) for parking, bus lane and where used moving traffic contraventions, on a fair and transparent basis for contraventions that are clearly in breach of road signs and line markings. PCNs should accurately record the contraventions and the accuracy of recording should be the basis of measuring contract performance rather than the number of PCNs issued.
- To ensure that when a PCN is issued the recipient is provided with clear and helpful information about how to make payment, representations and appeals, if need be.
- To ensure that parking enforcement staff issuing PCNs do so rigorously and on a non-discriminatory basis in all cases where contraventions have occurred. Account can only be taken of extenuating circumstances or other such factors in cases where recipients of PCNs make representations and appeals as above.
- To ensure that parking restrictions and controls are clearly and unambiguously signed and line marked so that drivers are fully aware of the controls in place.
- To ensure that road signs and line markings are consistent with Traffic Orders and should any inconsistencies or anomalies become known, to make the necessary arrangements for these to be corrected without delay.
- To ensure that information, literature and web site details in relation to parking and enforcement services are expressed in a clear and unambiguous way and in plain English.
- To concentrate enforcement activity appropriately at locations where the incidence of infringements is known to be greatest and where this can improve road safety, improve traffic flow, reduce congestion and be flexible enough to react to specific requests from the local community where this is warranted.

## Appendix 12 Enforcement on Public Holidays

Drivers are responsible for checking all signage in the vicinity of their desired parking location and must ensure that they are legally parked before leaving their vehicles.

Parking type	Bank holidays	Christmas Day
	Will be enforced (Yes/No)	
Across a dropped kerb	Yes	No
Bus lanes	Yes	No
Bus stops	Yes	No
Disabled bays	Yes	No
Double parking	Yes	Yes
Double yellow lines	Yes	No
Footway parking	Yes	No
Loading bays	Yes	No
Single yellow lines	Yes	No
Zigzag lines (white)	Yes	Yes
All council car parks	No	No
Business bays	No	No
Pay and display bays	No	No
Resident's bays	No	No
School markings	No	No

## Appendix 13: Dropped kerb enforcement

Locations covered by the procedure are as follows:

At any locations where the kerb has been lowered to the carriageway for the purpose of;

- assisting pedestrians crossing the carriageway,
- assisting cyclists entering or leaving the carriageway, or
- Assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge

A Penalty Charge Notice can be issued if a vehicle is parked adjacent to a dropped footway where the following circumstances occur:

- Resident/Business footway is dropped to allow vehicular access to their property
- Where the dropped footway provides access to a resident's or business premises, written permission must be given by the resident/business to allow the Council to take enforcement action (this exception does not apply in the case of a shared driveway)
- Any dropped kerb that is placed for reasons other than the above (for instance where the kerb is lowered to assist pedestrians to cross the road) may be enforced as part of Civil Enforcement Officers normal duties
- In the case of a shared driveway the Council will always enforce

Exemption to enforcement will apply in the following circumstances:

Cleansing and refuse vehicles collecting rubbish from the side of the road. This applies to the Council's refuse vehicles and commercial refuse company vehicles.

Evidence of picking up or setting down passengers and their luggage is observed. The driver should remain with the vehicle at all times. If upon further observation it is identified that the vehicle remains parked after the picking up/setting down activity has ceased, a PCN may be issued

Emergency Service vehicles during the course of their duties (Fire, Police, London Ambulance – including private vehicles).

If a Vehicle is involved in building operations; demolition, excavation, road maintenance and construction; traffic sign and sewer works; any mains, gas, electricity or water works; telephone wire, cable and support work. Prior consent for this activity should have been obtained from the Council.

With a dropped kerb we can enforce an obstruction whether there is a car on the drive or not.

Even without any restrictions parking adjacent to a dropped kerb is an offence.

Where a CEO comes across a vehicle parked obstructing a dropped kerb a PCN will be issued. However, in cases where there is evidence that the dropped kerb is redundant the CEO will exercise discretion and not issue a PCN. This would for example occur where an access to a resident's or business' premises has been removed by a permanent or temporary construction.



### How to report an obstruction:

Where a resident or business is inconvenienced by a vehicle parked across or impeding a dropped kerb, they can request the Council via the Councils enforcement partner to attend and enforce as appropriate.

Contact can be made to the Councils enforcement partner directly on **0208 375 4242** between 7am - 10pm 7 days a week. This must be done at the time the vehicle is obstructing the drive way and the person making the request must be present at the location to complete the required forms.

During the call the Councils enforcement partner will ask for a number of details and information regarding the offending vehicle. Then a Civil Enforcement Officer will attend and request you to sign a Witness Statement (this must be signed for us to issue a notice). The officer will then proceed to issue a Penalty Charge Notice.

## Appendix 13 – Parking on footways and verges

### Legal position

Parking on footways and verges whether wholly or partly is banned throughout London, unless signs are placed to allow parking.



667 – Vehicles permitted to park partly on the Footway



668- vehicles permitted to park wholly on the Footway

The ban requires that each road be reviewed on an individual basis to determine whether or not footway parking should be permitted, and a Council resolution passed in respect of any roads that are to be exempted from the general footway parking ban. The ban is specified in Section 15 of the Greater London Council (General Powers) Act, 1974.

### Reasons for the footway parking ban

Many of Barnet's streets were laid out in the 1920's and 30's when there were many less cars than today and therefore parking on footways and verges has been a serious and growing problem. There are a number of reasons why the ban was introduced including:

- **Preventing obstruction to pedestrians.**  
Cars and other vehicles parked on footways can make life difficult and dangerous for pedestrians. In particular causing obstructions for the partially sighted, parents pushing buggies, the elderly and disabled people in wheel chairs and electric carts; forcing them off the footway and requiring them to use the carriageway.
- **Preventing danger to other road users.**  
Parking on footways especially near to junctions is a specific hazard for other road users. Not only can it block vehicular movement but there is potential for impairing the view of other drivers navigating the carriageway. Many junctions have double yellow lines and loading restrictions for this reason.
- **Preventing damage to the footway.**  
Unlike road surfaces, footways and verges are not designed to take the weight of cars or other motor vehicles. Much of the damage to Barnet's footways (cracked or sunken paving slabs etc.) is caused by vehicles driving over or parking illegally on the footway. Repairs cost Barnet taxpayers millions of pounds each year, and tripping on damaged footways is the cause of many pedestrian injuries.
- **Maintaining footways as an amenity.**  
The presence of cars and other vehicles parked on footways, verges and other

pedestrian areas is detrimental to the urban environment. The pavement surface is often soiled by oil stains leading to an unpleasant walking environment.

## How the Council controls footway parking

Footway parking is prohibited in Barnet with the exception of locations where either

- (a) Parking bays have been formally introduced (and backed by a Traffic Management Order) or
- (b) An informal amnesty applies.

When formally exempting roads from the footway parking ban, the Council will take into account the following criteria:

- The width of the road and the appropriate clearance widths required (this will vary on the type of road and its usage).
- The volume and nature of traffic using the road.
- Access requirements for emergency vehicles.
- The width of the pavement.
- Safety considerations for pedestrians and other drivers.
- The implications of any exemption for footway parking in terms of traffic and pedestrian movement.
- Whether or not there is off-street or alternative parking available nearby.
- Whether alternative measures can be introduced, such as –
  - Banning parking on one side of the street while permitting it on the other.
  - Introducing one-way working and permitting carriageway parking on both kerbs.

The desirability of allowing footway parking (both formal and informal) will be reviewed commencing during 2015/16 and formal signed parking arrangements put in place where required. This will ensure that all drivers and pedestrians are clear where parking on footways and verges is allowed. Details of the review methodology are given below.

Pending the review of footway parking within the Borough; which will result in clearly showing where vehicles can or cannot park via signage or bay markings, Civil Enforcement Officers will enforce against footway parking:-

- In any roads where the vehicle is seen to be seriously impeding the movement of pedestrians
- In roads where footway parking is prohibited
- In roads where signage or bays do not permit footway parking
- In roads with a wide carriageway where there is no objective reason why the motorist should have chosen to park on the footway

## Footway Parking Review Methodology

A review of footway parking needs to operate within the context of the Council's wider approach to waiting restrictions and traffic management. The requirement for parking has to be balanced against the Council's Network Management Duty, which requires us to expedite the movement of traffic including pedestrians. Other policies and legislative requirements (e.g. Equality Act 2010) are applicable. The following sections lay out how the review will be

implemented however as the changes would require funding the progress of the changes proposed will be planned over time.

This review therefore sets out an approach to easing parking problems in conjunction with ensuring traffic movement (including pedestrians) is given sufficient priority. The approach will involve the following steps:

- Establish criteria that a street must meet if footway parking is to be formally permitted, the criteria should allow the majority of cases to be assessed without additional work being required.
- Any street identified (either by the Council or residents) as potentially suitable for footway parking should be assessed against the criteria. This will include a preliminary bay layout design.
- Once a street has been confirmed to be suitable for exemption from the footway parking ban, residents are consulted on whether they would like bays to be marked out or whether they would prefer for the ban to be enforced.
- If the consultation outcome is positive the process for implementing bays will proceed. If not, residents will be informed that footway parking enforcement will commence.

### **Potential benefits of the approach**

Establishing consensus amongst residents will allow positive action to be taken. Maintaining sufficient road width will help to reduce congestion and improve safety – this will be particularly beneficial on roads with bus services and where emergency service vehicles are at risk of delay. Clearly marked bays and enforcement will result in better management of parking and less obstruction of footways. Resolving the current uncertainty will make it easier for Civil Enforcement Officers to know where to enforce and for residents to know where they can and cannot park.

### **Practical considerations**

The primary reason for considering footway parking would be where there is a demand for on-street parking and the road isn't wide enough to permit parking on one or both sides of the carriageway without traffic movement being obstructed. It therefore follows that the review of footway parking, as with other parking restrictions, needs to be based on an assessment of carriageway width for different types of road. Busier roads will require a greater width of clear carriageway to reduce the risk of vehicles being unable to pass each other without having to stop. On quieter roads, where residential amenity may be more important than through movement of traffic, reduced carriageway widths may be acceptable as long as they are still accessible to vehicles such as dustcarts and emergency services.

The following table sets out the minimum clear carriageway widths – these are widths which will be sought as minimums when considering the introduction of parking controls (including footway parking) on existing streets and are not intended to be used for any other purpose.

**Table 1 – Minimum clear carriageway width (two-lane roads only\*)**

Road types	Type 1	Type 2	Type 3	Type 4
<b>Road class</b>	All 'A' roads including those included within the Strategic Road Network (SRN). Also 'B' roads and unclassified roads with higher volumes of traffic, including a high proportion of larger vehicles.		Other 'B' roads and unclassified roads, especially those providing access to other residential areas.	Other roads.
<b>Typical examples</b>	SRN Most bus routes	Busy urban roads with substantial volume of non-residential traffic. Low frequency bus routes.	Busier residential roads	Low traffic volume Cul-de-sacs Serves less than 100 dwellings if not a cul-de-sac
<b>Minimum clear carriageway width</b>	6.0m	6.2	4.8	3.7
<b>Notes</b>	Suitable for high volumes of larger vehicles.	Enables the larger vehicles to pass each other.	Allows 2-way residential traffic.	A sufficient number of passing places (min width 5.5m) must also be available.
*Roads with more than two lanes are likely to require the additional capacity to cater for the volume of traffic or traffic control measures (e.g. traffic signals, bus lanes). Special consideration will be required.				

Where the minimum clear carriageway width shown in table 1 cannot be achieved with on-street parking, consideration will be given to the introduction of footway parking and/or parking controls. A standard width of 1.8m to be allowed for parked vehicles (3.6m where parking will be on both sides of the road).

Footway parking will only be considered in areas where this is an appropriate solution. It will normally be necessary for the following conditions to apply:

- Vehicles parked on the footway would not cause undue problems for pedestrians
- There is a history of significant levels of parking on the footway
- Parking demand cannot be met by on-carriageway parking (while maintaining the required minimum clear width)
- There is insufficient private off-street parking space available.
- There is insufficient spare on-street parking capacity on immediately adjacent roads.

In addition, where parking demand is lower, but on-carriageway parking may obstruct access by the emergency services or impede movement of buses and larger vehicles, footway parking will be considered even if the other conditions are not met.

Consideration also needs to be given to achieving consistency with surrounding roads to avoid confusing residents. Although footway parking areas will be clearly signed, some drivers may not understand why footway parking is allowed on one road, but not another. The application of this policy using agreed criteria will help to address this issue.

## Design considerations

Where a street has met the conditions for footway parking to be considered as an option, the following design criteria will need to be met.

### Footway requirements:

Footway type	High footfall	Medium/Low footfall
Location	Town centres or within 200m of a station entrance	All other locations
Normal minimum footway width to be maintained	2.0m	1.5m
Exceptional minimum footway width (to overcome obstacles or pinch points – max length 6m)	Not appropriate	1.0m*
*Where the footway width is less than 1.2m the passage of wheelchairs and prams/pushchairs requires special consideration. Some users may need to enter the carriageway to pass parked vehicles – the appropriateness of this should be assessed on a case by case basis with particular consideration for safety issues. Any sections of footway less than 1.2m wide should start and end with a section of dropped kerb in order to allow affected users to leave and re-join the footway.		

### Parking bay requirements:

Bays must be marked and signed in accordance with the Traffic Signs Regulations and General Directions.



- Bays must be no less than 1.8m wide
- No part of the bay may be more than 30m from a sign (i.e. the maximum distance between signs is 60m)
- Kerb face height shall be 75mm or less
- Bay layouts will need to protect existing accesses, trees and street furniture
- Where the road is marked with a centre line, this may need to be moved to reflect the centre of the clear carriageway

In addition, the footway construction type and materials will need assessment to confirm whether they can sustain loads resulting from footway parking. Where this is not the case, strengthening of the footway may be necessary. Footways which are not designed to take vehicle loadings may be more prone to damage. However, in many roads, unauthorised parking on the footway has been taking place for a number of years, often with little or no damage to the footway. Therefore, on roads where footway parking already occurs, or in locations where the footway is unlikely to need strengthening work, formalised footway parking may be introduced without strengthening work being carried out at first, but the footway must be inspected after one month (and thereafter in accordance with the cyclic inspection regime) to confirm that footway parking is not resulting in damage. Full or potential reconstruction of the footway should also be considered where work is required to achieve the maximum 75mm kerb height.

### **Enforcement requirements:**

Footway parking requires signage which may be visually intrusive. Bay layouts should consider the need to reduce signage wherever possible. Mixing footway parking and on-carriageway parking along a length of road may lead to an unattractive street scene and confusion of motorists. If isolated sections of the carriageway on a street are wide enough to permit on-carriageway parking, consideration should be given to whether continuing the footway parking would be appropriate to maintain consistency. If all or part of the road is in a conservation area additional design and layout considerations may apply. Liaison with the Council's Design and Heritage Group may be necessary as part of the initial process.

### **Parking on one or two sides:**

Where the combined footway and carriageway width does not permit parking on both sides of the road an assessment must be made on which side the parking should be placed. This assessment will depend on footway widths, off-street parking (crossovers) and maximising the availability of parking. The decision will depend on the individual circumstances of each case. Waiting restrictions will usually be required on the opposite side of the road. Alternating parking from one side to the other should generally be avoided.

Where circumstances would permit parking on both sides of the road an assessment should be made of the best distribution of space across the width of the road. For example, having partial footway parking bays on both sides of the road may give a more balanced appearance and be less disruptive for footway users than having full-footway bays on one side of the road and on-carriageway parking on the other.

If unacceptable levels of displaced parking would result from removing parking on one side of the street, this may constitute an exceptional circumstance (see below). Alternatively, enforcement (and/or waiting restrictions on both sides) may be the only option.

### **Exceptional circumstances**

Where a street does not meet the criteria for footway parking but where any enforcement action would create a situation where access for emergency vehicles is obstructed and/or the capacity of the highway is reduced below its functioning level then other options may need to be considered. In very exceptional circumstances it is possible that a 'shared surface' approach may be considered.

## Review delivery

The following actions will be required to deliver the review of footway parking. A programme will be drawn up setting out the roads to be considered and in which order:

- The first roads will be those currently on the informal 'do not enforce' list drawn up following complaints from residents and members.
- The second priority will be roads where 'legal' footway parking already exists, but where markings, signs and bay layouts need amending.
- The third priority will be roads identified following consultation with the emergency services, parking enforcement and refuse, as well as locations identified as pinch points.

The programme will take into account the footway resurfacing programme wherever possible, to avoid any duplication of works. A formal process will be required to consult residents and for a formal decision to be made on whether or not to proceed with any scheme.

Where physical works are required to implement a scheme, an appropriate funding source will be identified. In order to control overall costs, an annual budget for schemes will be established from existing highways expenditure and schemes will then be prioritised for implementation within this budget as part of the annual programme.

## Environmental issues

In some locations it may be deemed appropriate or necessary to utilise grass verges to facilitate parking where it would not be desirable to convert these verges to hard surface areas. Wherever possible, grass verges in the borough should be preserved to maintain the character of Barnet roads. However, where off-carriageway parking is necessary, consideration needs to be given to maintaining rain permeable areas and green areas within the street scene. The most appropriate solution will depend on the circumstances at each location. However, solutions may include the use of 'hardened' grass surfaces, or establishing grassed areas that are currently paved. In developing any solution, it will be important to give due consideration to the on-going maintenance obligations and physical appearance of any such conversion to ensure minimal future costs are incurred. Footway parking bay layout will be designed to ensure the protection of street trees.



## Appendix 14: Dropped kerb enforcement

Locations covered by the procedure are as follows:

At any locations where the kerb has been lowered to the carriageway for the purpose of;

- assisting pedestrians crossing the carriageway,
- assisting cyclists entering or leaving the carriageway, or
- Assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge.

A Penalty Charge Notice can be issued if a vehicle is parked adjacent to a dropped footway where the following circumstances occur:

- Resident/Business footway is dropped to allow vehicular access to their property.
- Where the dropped footway provides access to a resident's or business premises, written permission must be given by the resident/business to allow the Council to take enforcement action (this exception does not apply in the case of a shared driveway).
- Any dropped kerb that is placed for reasons other than the above (for instance where the kerb is lowered to assist pedestrians to cross the road) may be enforced as part of Civil Enforcement Officers normal duties.

Exemption to enforcement will apply in the following circumstances:

- Cleansing and refuse vehicles collecting rubbish from the side of the road. This applies to the Council's refuse vehicles and commercial refuse company vehicles.
- Evidence of picking up or setting down passengers and their luggage is observed. The driver should remain with the vehicle at all times. If upon further observation it is identified that the vehicle remains parked after the picking up/setting down activity has ceased, a PCN may be issued
- Emergency Service vehicles during the course of their duties (Fire, Police, London Ambulance – including private vehicles).
- If a Vehicle is involved in building operations; demolition, excavation, road maintenance and construction; traffic sign and sewer works; any mains, gas, electricity or water works; telephone wire, cable and support work. Prior consent for this activity should have been obtained from the Council.

With a dropped kerb we can enforce an obstruction whether there is a car on the drive or not.

Even without any restrictions parking adjacent to a dropped kerb is an offence.

Where a CEO comes across a vehicle parked obstructing a dropped kerb a PCN will be issued. However, in cases where there is evidence that the dropped kerb is redundant the CEO will exercise discretion and not issue a PCN. This would for example occur where an access to a resident's or business' premises has been removed by a permanent or temporary construction.

### How to report an obstruction:

Where a resident or business is inconvenienced by a vehicle parked across or impeding a dropped kerb, they can request the Council via NSL (the Councils enforcement partner) to attend and enforce as appropriate.

Contact can be made to NSL directly on **0208 375 4242** between 7am - 10pm 7 days a week. This must be done at the time the vehicle is obstructing the drive way and the person making the request must be present at the location to complete the required forms.

During the call NSL will ask for a number of details and information regarding the offending vehicle. Then a Civil Enforcement Officer will attend and request you to sign a Witness Statement (this must be signed for us to issue a notice). The officer will then proceed to issue a Penalty Charge Notice.

## Appendix 15: Criteria for issue of a Blue Badge

A person automatically qualifies for a Blue Badge without any further assessment if they:

- receive the higher rate of the mobility component of the Disability Living Allowance (DLA) or
- receive the mobility component of Personal Independence Payment (PIP) because they meet a descriptor from the 'moving around' activity with a score of 8 or more points, in which case the expiry date of the badge will be linked to the end date of the benefit if this is less than three years or
- are registered blind or
- receive a War Pensioners' Mobility Supplement (WPMS) or
- have been awarded a lump sum benefit at tariffs 1–8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes the inability to walk or very considerable difficulty in walking.

A person may be eligible for a Blue Badge subject to further assessment if they:

- drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, all or some types of parking meter.
- have a permanent and substantial disability that causes inability to walk or very considerable difficulty in walking.

### Children

Children automatically qualify for a Blue Badge without further assessment if they are aged two years or more but must be in receipt of:

- Receive disability living allowance (DLA) at the higher rate of the mobility component.
- Are registered as blind (severely sight impaired)

Children under the age of three may be eligible for a Blue Badge following further assessment if they fall into either or both of the following descriptions:

- on account of a condition must always be accompanied by bulky medical equipment which cannot be carried around with the child without difficulty and/or
- on account of a medical condition, must always be near a vehicle at all times, so that if necessary, treatment for that condition can be treated in the vehicle or be quickly driven to a place where they can be treated

### Application Process

Applicants may apply for a Blue Badge by post through the completion of an application form which they can obtain from the Council's Assisted Travel Section, or they can apply online via the Council's website which links to the Gov.uk website.

The application form process is designed to determine whether an applicant meets the criteria for the provision of a Blue Badge. If the application is successful the applicant will be contacted by the Assisted Travel team to inform them of the next process where the Council

will require proof of identity and address. These documents will need to be taken to one of the Council's Customer Access Points which are situated at Burnt Oak Library or Barnet House. The documents must be presented by the applicant in person.

### **Administration charge**

Each successful Blue Badge Applicant (those who are awarded a badge) will be subject to a **£10.00 administration charge**. This must be paid before the badge is issued.

Applicants are asked to allow a week for their identity and address documents which they took to the Council's Customer Access Points to be uploaded to the Assisted Travel Team, and then call the Assisted Travel team to make the £10 administration payment.

Once payment has been made, the Blue Badge will be ordered. The administration for all Blue Badges is carried out outside of the London Borough of Barnet and the Badge will be delivered to the applicant within **10 days** from the date of payment.

## Appendix 16: Process by which the Council deals with appeals against PCNs

### Discretion and Mitigation

If a Penalty Charge Notice (PCN) is contested the Council, initially via our enforcement partner (NSL), will consider any grounds for cancellation put forward. It is suggested that as much documentary evidence as possible is submitted in support of the case. The Council will consider each and every case on its individual merits taking account of the supporting data received. We will take into account any evidence that a motorist tried to park legally but we will not generally cancel a PCN where a driver made an error, did not understand the regulations or has received a PCN after failing to renew a permit.

The council will take account of the following factors when considering representations:

- The effect of the motorists' parking on traffic and safety
- The extent to which the motorist could have parked legally
- Whether there was an absolute need to park

The following provides a list of the types of issues which are most likely to be considered as an appropriate reason for mitigation to be accepted, however this is just provided as a guideline and not a general rule, as the decision will ultimately be dependent on the area in which the contravention occurred and the adverse impact arising:

- A medical emergency
- Forced to contravene in order to avoid an incident, such as a traffic accident
- The driver was directed to contravene by a police officer
- The vehicle had broken down and this can be proven beyond doubt
- The signs and lines were changed while the vehicle was parked

CEOs are not given the discretion whether or not to issue PCNs; if a contravention occurs they are obliged to issue a PCN. This is important to ensure that CEOs are not subject to pressure or persuasion about the issue of a PCN or open to accusations of corruption or influence in the exercise of their duties. Furthermore a CEO is not able to cancel a PCN once it has been issued.

The process for appealing or contesting a PCN is set out below.

### Process relating to Representations and Appeals

A driver in receipt of a PCN may lodge an objection and in so doing should follow the procedure which is explained on the reverse of the PCN.

The process for representations is broken down into two stages:

#### Informal representations

Any contact made with the Council requesting cancellation of a PCN up to 28 days from the date of issue is classed as an 'informal representation' or typically referred to as a pre –NTO enquiry, where NTO stands for 'Notice to Owner'. This period, like others below, is

prescribed by the 'Road Traffic Act 1991'. If payment is made within 14 days of issue then the amount to be paid will be at a discounted rate. If objectors write within 14 days of issue and the Council rejects the basis on which the objection is made then the Council will provide a further 14 days for a discount payment to be made from the date of responding to the pre-NTO enquiry. There is no legal obligation to do this, however it is considered good practice and shows the Councils' desire to deliver good customer service. Objections can be received up to 28 days from the date of the PCN, though after 14 days the discount will no longer apply.

### Formal representations

After 28 days in the absence of payment the Council will obtain the registered keeper details and send a 'Notice to Owner' to the registered keeper of the vehicle in question, who has legal responsibility for paying or making representations. This gives the registered owner another chance to pay the PCN or to send in reasons for cancelling the PCN together with any evidence to support the objection.

The legal grounds on which owners can make representations are limited and dependent on the nature of the contravention and applicable legislation. However, the Council must consider all mitigating circumstances; it does not necessarily need to accept any or all cases where there are mitigating factors, but it must consider them.

After consideration the Council must issue a formal notice of acceptance and cancel the PCN or issue a formal notice of rejection. The latter would be accompanied by an appeal form and a full explanation of the next stages of the process, and how to lodge an appeal. The full penalty is due at this stage, but the council is able to exercise discretion and offer the opportunity to pay the discounted amount in certain circumstances.

It is important to note that, under the TMA, elected members (Councillors, MPs and MEPs) cannot influence the outcome of representations against a PCN: their role is defined as contributing to the reviewing and setting of overall policies. Therefore in order to avoid undue influence over the process, an appeal should only be lodged by the vehicle keeper and once submitted only an officer trained in the relevant legislation should liaise directly with the appellant to determine the outcome. It is therefore necessary for elected members who are contacted by drivers who are aggrieved at having received a PCN to make this point known and to simply explain that the appellant should follow due process as explained on the reverse of the PCN and on the Council's website.

### Formal appeals

The registered keeper can lodge a formal appeal with the adjudication service within 28 days of receiving a 'Notice to Owner'. This is a straightforward process and free of charge to the appellant. The Parking and Traffic Appeals service (PATAS) hears cases in London.

Appellants can request either a postal or attended hearing. Attended hearings are held at the Haymarket in London. The Council may choose to send a representative to the hearing although generally it does not.

The Council and the appellant are notified by the adjudication service and are expected to abide by the decision. There are limited grounds for a review and similarly limited grounds for costs to be awarded against either party.

If an appeal is allowed by the adjudicator the Council will be instructed to cancel the PCN. Where an appeal is refused the appellant has 28 days from the date the decision is made to pay the full penalty. In the absence of payment after 28 days the council can increase the penalty by 50% and issue a Charge Certificate.

As above assuming that a penalty charge is not paid or contested within 28 days of the Notice to Owner, it becomes a debt, which the Council can confirm by sending a Charge Certificate. It can then recover the outstanding amounts by issuing warrants to bailiffs as per the Enforcement of Road Traffic Debt (Certified Bailiffs) Regulations 1993 and related legislation.

## Appendix 17: Criteria for the Provision of a Designated Disabled Person's Parking Bay

The applicant must be a resident of the borough and be in receipt of the higher rate of the mobility component of the Disability Living Allowance (DLA) or receive the mobility component of Disability Living Allowance (DLA). Furthermore, the applicant must be a London Borough of Barnet Blue Badge holder and the vehicle owner, or must be the keeper and user of a vehicle at the same address as the Blue Badge holder when the badge holder relies on that person to assist them as a passenger of their vehicle.

The Council will need to see written medical evidence that the Blue Badge holder has considerable difficulty in walking and will only consider providing a designated disabled parking place where there is proven difficulty in parking and no suitable alternative off-street parking is available.

### Application Process

Any applicant is required to complete an application form which they can print from the Council's website or receive a copy in the post direct from the Council upon request.

The application form process is designed to determine whether an applicant meets the criteria for the provision of a disabled bay. As part of the application process form is provided as part of the application pack that is to be given to the applicant's general practitioner or other medical professional to sign a statement confirming the applicant's level of disability and how far they consider the applicant is able to walk.

The applicant is required to submit their application form(s) and the form signed by their general practitioner/medical professional, including a copy of proof of the existence of a vehicle being registered at the address (e.g. vehicle registration document/ insurance document) where they wish for the bay to be provided.

In addition, the applicant is required to enclose a copy of their disabled badge, proof that they are in receipt of the required component of Disability Living Allowance and driving licence to support the application.

If an application received is initially approved by the Traffic and Development Section, through the application process and following an inspection of the applicant's road, the Council will then propose to introduce the disabled bay, by way of a consultation process outlined by statute.

The public are advised by way of a notice erected on-street, in the local Press newspaper and in the London Gazette of the proposal and are given a period (usually 21 days) to submit comment or object if they so wish. Ward Councillors are usually consulted at this time.

On receipt of an objection, the Council will consider its content and determine whether or not to introduce the disabled bay. If no objections are received, the Council will usually introduce the disabled bay at the earliest opportunity assuming funds are available.

**END OF DOCUMENT**