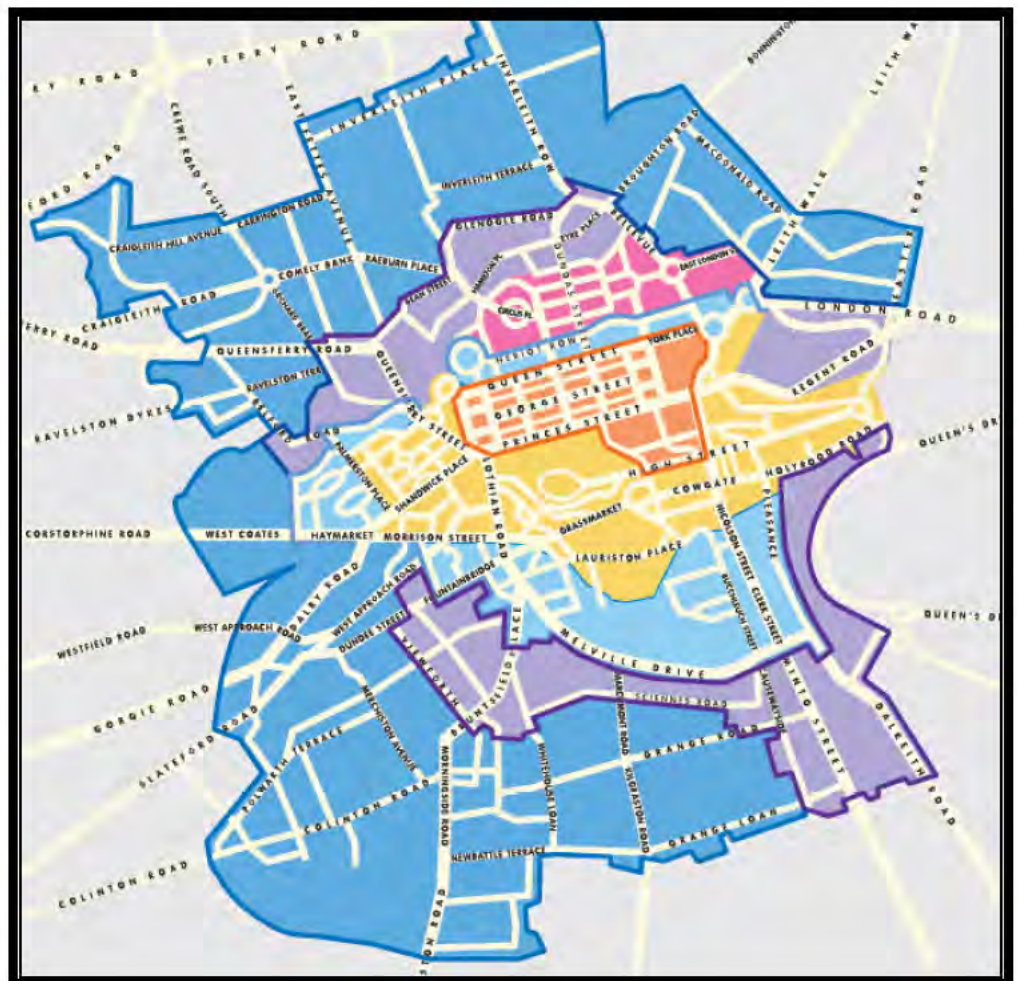


# PARKING ENFORCEMENT PROTOCOL



Date	Version	Update notes
20 March 2017	Version 1	

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## INTRODUCTION

This document details the parking enforcement procedures in the City of Edinburgh. The purpose of the Enforcement Protocol document is to:

- ensure that enforcement requirements and policies are clear to members of the public, Parking Attendants and all members of the Parking Operations team;
- have a centrally held document where enforcement policy is documented and can be easily updated when necessary; and
- have a single point of reference for the City of Edinburgh Council, the parking enforcement contractor, and members of the general public.

Each type of parking restriction is covered by a separate section which clarifies the associated restrictions and also lists each of the exemptions to enforcement (e.g. Section 1 covers yellow lines). Each section also includes a graphical representation, showing how the restrictions are indicated on the streets of Edinburgh.

### Exemption Notes

The exemptions listed in this document will not be applied to vehicles which are considered to be persistent evaders of Penalty Charge Notices (i.e. vehicles which have five or more unpaid Penalty Charge Notices outstanding).

Parking Attendants will issue a Penalty Charge Notice (PCN) to any broken down vehicles which are parked in contravention of the regulations, however the PCN may then be cancelled upon appeal to the Council if proof of the breakdown is provided.

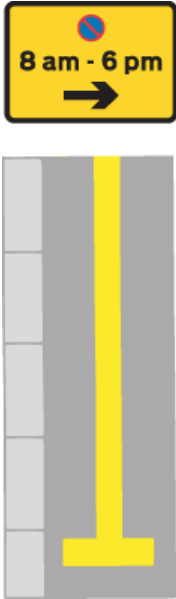
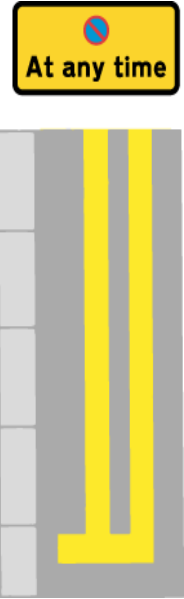
No Penalty Charge Notices should be issued until the parking restrictions have been in force for a full five minutes. i.e. no Penalty Charge Notice should be issued prior to 08:35 in the controlled parking zone (CPZ).

Any vehicle issued with a Penalty Charge Notice can be removed to the Council's car pound. Section 11 of this document outlines the relevant procedures and exemptions.

The only days on which parking restrictions will not be enforced are Christmas Day, Boxing Day\*, New Years Day and Easter Monday.

\*The Boxing Day holiday will carry over to 27<sup>th</sup> December should 26 December fall on a Sunday.

## Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
<p>fig 1 – syl</p> 	<p><b>1) Yellow Line areas outwith any loading restrictions</b></p> <p><b>PCN Code 01 –</b> <b>'Parked in a restricted street during prescribed hours'</b></p> <p><b>Single Yellow Line (syl) (fig 1)</b></p> <ul style="list-style-type: none"> <li>• No waiting during the restricted hours (as displayed on the associated time plate).</li> <li>• Time plates are not required at single yellow line areas within a controlled parking zone unless the times of restrictions differ from those of the controlled parking zone, shown on zone entry plates.</li> <li>• The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri.</li> </ul> <p><b>Double Yellow Line (dyl) (fig 2)</b></p> <ul style="list-style-type: none"> <li>• No waiting at any time.</li> <li>• Time plates are not required at double yellow line areas with no loading restrictions.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes provided it is necessary for the vehicle to be waiting at the location.</li> <li>• Vehicles can be granted longer periods to carry out loading and unloading activities by applying for a dispensation (see Appendix 1).</li> <li>• Parking Attendants will observe a private vehicle on a yellow line for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN).</li> <li>• Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation.</li> <li>• Vehicles are not permitted to return to a location to load and unload again until 30 minutes have elapsed since the termination of the last period of waiting.</li> <li>• Goods should not be deposited on the carriageway, except immediately at the rear of the vehicle, and no goods should be permitted to remain on the carriageway before the arrival or after the departure of the vehicle.</li> </ul>
<p>fig 2 – dyl</p> 	<p><b>Exemptions to Enforcement</b></p> <ol style="list-style-type: none"> <li>(1) vehicles while being used for fire and rescue, ambulance or police force purposes</li> <li>(2) vehicles, not being passenger vehicles, while being used in the service of the local roads authority in pursuance of statutory powers or duties: provided that in all the circumstances it is reasonably necessary in the exercise of such powers or duties or the performance of such duties for the vehicle to wait or stop at the place in which it is either waiting or</li> </ol>


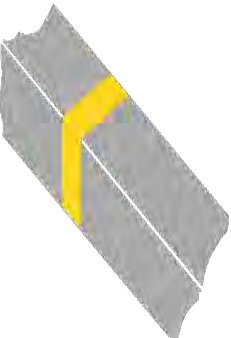

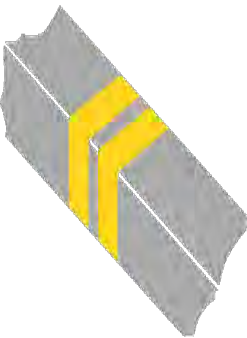
## Section 1 – YELLOW LINES

Restrictions	Enforcement Protocols
	<p>stopped.</p> <p>(3) taxis while:</p> <ol style="list-style-type: none"> <li>a. waiting upon a duly authorised taxi stance;</li> <li>b. and the driver is within the vehicle;</li> <li>c. and the vehicle is available for immediate hire.</li> </ol> <p>(4) invalid carriages or motor vehicles which are being driven or used by disabled persons and which conspicuously display, so as to be clearly visible from the front of the vehicle, a valid disabled persons badge</p> <p>(5) vehicles waiting while goods are being sold or offered for sale by a person who is licensed by the Council to sell goods from a stationary vehicle on an approved pitch and which is waiting for such purpose on a pitch</p> <p>(6) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <ol style="list-style-type: none"> <li>a. building operation; or</li> <li>b. demolition; or</li> <li>c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or</li> <li>d. excavation,</li> </ol> <p>provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(7) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:</p> <ol style="list-style-type: none"> <li>a. cleansing or lighting of any restricted road; or</li> <li>b. removal of any obstruction to traffic on any restricted road; or</li> <li>c. maintenance or improvement or reconstruction of any restricted road; or</li> <li>d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road.</li> </ol> <p>(8) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(9) when the person in control of the vehicle is:</p> <ol style="list-style-type: none"> <li>a. required by law to stop; or</li> <li>b. is obliged to stop in order to avoid an accident; or</li> <li>c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ol> <p>(10) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(11) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ol style="list-style-type: none"> <li>a. are being unloaded from the vehicle; or</li> <li>b. having been unloaded from the said vehicle, are being delivered;</li> </ol> <p>or</p>

**Section 1 – YELLOW LINES**

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> <li>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</li> <li>d. having been collected from the said premises, are being loaded onto the vehicle.</li> </ul> <p>(12) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ul style="list-style-type: none"> <li>a. addressed to premises adjacent to that road are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or</li> <li>d. are being loaded onto the vehicle.</li> </ul> <p>(13) The vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house.</p>

## Section 1 – YELLOW LINES

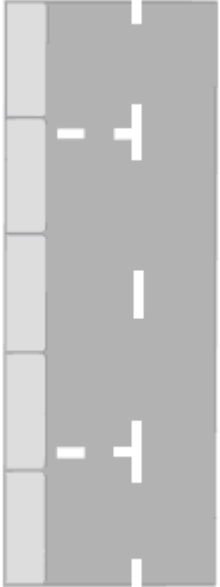
Restrictions	Enforcement Protocols
<p>fig 1 – skm</p>  	<p><b>2) Yellow Line areas with loading restrictions</b></p> <p><b>PCN Code 02 –</b> ‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’.</p> <p><b>Single Kerb Marking (skm)</b> (fig1)</p> <ul style="list-style-type: none"> <li>• No loading / waiting during hours of loading prohibition (as displayed on time plate).</li> <li>• Loading restrictions are usually found on main traffic routes or near to schools, prohibiting drivers from waiting at the roadside during hours of peak traffic flow.</li> </ul> <p><b>Double Kerb Marking (dkm)</b> (fig2)</p> <ul style="list-style-type: none"> <li>• No loading / waiting at any time (as displayed on time plate).</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at a yellow line during a loading prohibition.</li> <li>• Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.</li> </ul>
<p>fig 2 – dkm</p>  	<p><b><u>Exemptions to Enforcement</u></b></p> <p>(1) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used, in or adjacent to that or any other restricted road in connection with any:</p> <ol style="list-style-type: none"> <li>a. building operation; or</li> <li>b. demolition; or</li> <li>c. laying, erection, alteration or repair of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communications apparatus; or</li> <li>d. excavation,</li> </ol> <p>provided that, in the case of any of the operations described in subparagraphs (iii) and (iv), the said operation, or operations, are to be conducted within the extents of the road.</p> <p>(2) to enable a vehicle in actual use or materially necessary for such purposes, provided that the said vehicle cannot conveniently be used for the same purpose either in any other road not being a restricted road or outwith the prohibited hours, to be used in connection with any:</p> <ol style="list-style-type: none"> <li>a. cleansing or lighting of any restricted road; or</li> <li>b. removal of any obstruction to traffic on any restricted road; or</li> <li>c. maintenance or improvement or reconstruction of any restricted road; or</li> <li>d. placing, maintenance or removal of any traffic sign or parking meter on any restricted road.</li> </ol> <p>(3) to enable a person to board or alight from the vehicle or to load thereon or unload therefrom his personal luggage: Provided that no vehicle shall so wait or stop in any such road described in Schedule 1 or 2 during the prohibited hours for longer than two minutes;</p> <p>(4) when the person in control of the vehicle is:</p>



**Section 1 – YELLOW LINES**

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"> <li>a. required by law to stop; or</li> <li>b. is obliged to stop in order to avoid an accident; or</li> <li>c. is prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ul> <p>(5) if the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(6) if the vehicle is in the service of, or is being employed by, a security company and is in actual use while currency or other valuables:</p> <ul style="list-style-type: none"> <li>a. are being unloaded from the vehicle; or</li> <li>b. having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</li> <li>d. having been collected from the said premises, are being loaded onto the vehicle.</li> </ul> <p>(7) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use while postal packets:</p> <ul style="list-style-type: none"> <li>a. addressed to premises adjacent to that road are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to that road having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from postal boxes or premises adjacent to that road for loading onto the vehicle: or</li> <li>d. are being loaded onto the vehicle.</li> </ul>

## Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p><b>1) Pay and Display</b></p> <p><b>PCN Code 05</b>  <b>'Parked after the expiry of paid time'</b></p> <ul style="list-style-type: none"> <li>In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher or until five minutes after the RingGo session has expired before issuing an instant Penalty Charge Notice (PCN).</li> </ul> <p><b>PCN Code 11</b>  <b>'Parked without payment of the parking charge'</b></p> <ul style="list-style-type: none"> <li>If a vehicle is not clearly displaying a valid pay and display voucher or other permitted identifier/permit and does not have a valid cashless parking session, then a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice (PCN). This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine.</li> <li>If a vehicle is displaying a valid residents' permit for the zone but has no valid pay and display voucher or cashless parking session, then a Parking Attendant will issue a PCN but the vehicle should not be authorised for removal.</li> <li>If a vehicle is displaying an obscured pay &amp; display voucher, or if the voucher is face down, the Parking Attendant should issue a PCN but should not authorise the vehicle for removal. A Parking Attendant should not issue a PCN if the pay &amp; display voucher is slightly obscured but the relevant details can still be verified.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher, purchased from an appropriate ticket issuing machine, has another permitted identifier/permit or has a valid cashless parking session.</li> <li>The hours of restriction within the central controlled zone are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the public parking place will display the appropriate times of restriction and permitted length of stay for that place.</li> <li>A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the place or individual bay, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that place.</li> <li>Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same tariff or to move their vehicle to another public parking place with a fully functioning ticket machine.</li> <li>If the vehicle is displaying a valid pay and display voucher - In</li> </ul>

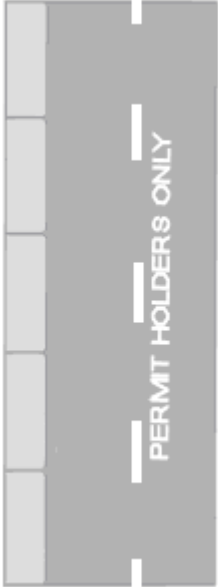
## Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing tariff and maximum stay are identical a parking ticket should not be issued.</p> <ul style="list-style-type: none"> <li>• If the vehicle is displaying a valid resident's permit for the zone in which it is parked, it can be parked free of charge in the pay and display parking places from 8:30am to 9:00am (all zones). It can also be parked free of charge from 8:30am to 9:00am and from 5:30pm to 6:30pm Mondays to Fridays and after 1:30pm on Saturdays in central parking zones (zones 1-4).</li> <li>• If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction, it can park without limit of time.</li> <li>• If the vehicle is parked in a public bay located in the peripheral or extended parking zone and is clearly displaying a valid Essential Users Parking Permit (EUP), it can park for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zone, then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal;</li> <li>• Motorcycles are exempt from payment of charges in pay and display parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones.</li> <li>• Vehicles displaying a valid trade's permit may park in a pay and display parking place without limit of time.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</li> <li>(2) the vehicle is waiting owing to the driver being:             <ol style="list-style-type: none"> <li>a. obliged to stop in order to avoid an accident; or</li> <li>b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ol> </li> <li>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</li> <li>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</li> <li>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</li> <li>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:             <ol style="list-style-type: none"> <li>a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to the said place having been</li> </ol> </li> </ol>

## Section 2 – PUBLIC PARKING BAYS

Restrictions	Enforcement Protocols
	<p>unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</p> <p>d. are being loaded onto the vehicle.</p> <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <p>a. any building operation, demolition or excavation in or adjacent to the parking place;</p> <p>b. the maintenance, improvement or reconstruction of the parking place; or</p> <p>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</p> <p>d. the placing, maintenance or removal of any traffic sign or parking meter.</p> <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <p>a. are being unloaded from the vehicle; or</p> <p>b. having been unloaded from the said vehicle, are being delivered; or</p> <p>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</p> <p>d. having been collected from the said premises, are being loaded onto the vehicle.</p>

## Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p><b>1) Permit Parking Places / Mews Areas</b></p> <p><b>PCN Code 16</b>  <b>'Parked in a permit space or zone without clearly displaying a valid permit'</b></p> <ul style="list-style-type: none"> <li>• Permit parking places can be identified by white road markings with an associated legend stating 'PERMIT HOLDERS ONLY' and also a related time plate indicating the permit zone.</li> <li>• Residential Mews areas can be identified by appropriate time plates situated at all entrances to the mews areas.</li> <li>• The hours of restriction within the central controlled zone (permit zones 1-4) are 8:30am to 6:30pm Mon to Sat. The hours of restriction within the peripheral controlled zones (permit zones 5-8) and extended controlled zones (permit zones with prefix S or N) are 8:30am to 5:30pm Mon to Fri.</li> <li>• The times of restriction within the Priority Parking Areas varies from area to area and is displayed on the relevant permit bay time plates.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• A vehicle may be parked in a permit parking place provided it is clearly displaying a valid residents' permit, retailers' permit, business permit or visitor permit for the zone in which it is parked</li> <li>• A vehicle may be parked in a residents' mews area provided it is clearly displaying a valid permit specific to the mews area in which it is parked.</li> <li>• Between the hours of 9.00am and 4.30pm, vehicles displaying a valid trades' parking permit are also allowed to park within permit holders parking places.</li> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any private vehicles parked in a permit parking place which are not displaying a valid permit for that zone.</li> <li>• Parking Attendants will give vehicles a five minute observation period if they are parked in a residents mews area but not displaying a valid permit for that zone. This is to determine whether or not the vehicle is being used for loading or unloading purposes.</li> <li>• A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place</li> <li>• If a vehicle flags up on the Parking Attendants Hand Held Computer Terminal (HHCT) as having a valid permit but there is no valid permit displayed on the vehicle, the Parking Attendant will issue an instant PCN but will not authorise the vehicle for removal. All Parking Attendants are aware that virtual permits may be issued to motorcycles and temporary vehicles.</li> <li>• If a vehicle is displaying a valid pay and display voucher for the street in which it is parked then the vehicle should be issued with an instant PCN but the vehicle should not be authorised for removal until at least 15 minutes after the expiry time of the voucher</li> <li>• When a Parking Attendant is instructed by the Council to take enforcement action as a result of a permit being altered, the vehicle can be issued with an instant PCN and authorised for removal.</li> </ul>

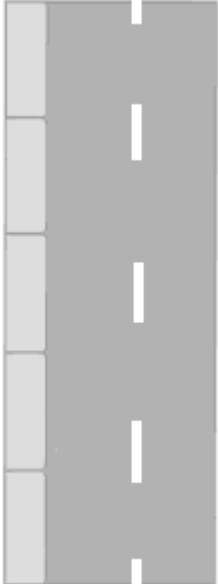
## Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>Details of this action must be forwarded to the Council’s Corporate Fraud team at the earliest opportunity</p> <ul style="list-style-type: none"> <li>• In instances where the vehicle is displaying an expired permit for the zone in which it is parked, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the permit has been expired for over 1 month.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</li> <li>(2) the vehicle is waiting owing to the driver being:             <ol style="list-style-type: none"> <li>a. obliged to stop in order to avoid an accident; or</li> <li>b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ol> </li> <li>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</li> <li>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</li> <li>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</li> <li>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:             <ol style="list-style-type: none"> <li>a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</li> <li>d. are being loaded onto the vehicle.</li> </ol> </li> <li>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:             <ol style="list-style-type: none"> <li>a. any building operation, demolition or excavation in or adjacent to the parking place;</li> <li>b. the maintenance, improvement or reconstruction of the parking place; or</li> <li>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</li> <li>d. the placing, maintenance or removal of any traffic sign or parking meter.</li> </ol> <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the</p> </li> </ol>

### Section 3 – RESIDENTS PARKING BAYS / MEWS AREAS

Restrictions	Enforcement Protocols
	<p>said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> <li>a. are being unloaded from the vehicle; or</li> <li>b. having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</li> <li>d. having been collected from the said premises, are being loaded onto the vehicle.</li> </ul> <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>

## Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p><b>1) Shared Use Parking Places</b></p> <p><b>PCN Code 05</b>  <b>‘Parked after the expiry of paid time’</b></p> <ul style="list-style-type: none"> <li>In the case of a vehicle displaying an expired pay and display voucher, or having an expired cashless parking session, a Parking Attendant will wait until five minutes after the printed expiry time on the voucher before issuing an instant Penalty Charge Notice (PCN).</li> </ul> <p><b>PCN Code 11</b>  <b>‘Parked without payment of the parking charge’</b></p> <ul style="list-style-type: none"> <li>If a vehicle is not clearly displaying a valid parking permit or visitor permit for the zone in which it is parked, or is not displaying a valid pay and display voucher and does not have a valid cashless parking session, a Parking Attendant will observe the vehicle for a full five minutes before issuing a Penalty Charge Notice. This five minutes observation is used to determine whether or not the driver is in the process of purchasing a voucher from a nearby ticket machine.</li> <li>If a vehicle is displaying an obscured permit or pay &amp; display voucher, or if the voucher is face down, the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal. A Parking Attendant should not issue a Penalty Charge Notice if the permit or pay &amp; display voucher is slightly obscured but the relevant details can still be verified.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking is permitted during the hours of restriction provided the vehicle is displaying a valid pay and display voucher (purchased from an appropriate ticket issuing machine), a valid cashless parking session, or a valid parking permit, issued for the zone in which it is parked.</li> <li>The hours of restriction within the central controlled zones are 8:30am to 6:30pm Mon to Sat and the hours of restriction within the peripheral and extended controlled zones are 8:30am to 5:30pm Mon to Fri. Time plates situated adjacent to the parking place will display the appropriate times of restriction for that place.</li> <li>A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the parking place, has returned to the same parking place within an hour of leaving, or has purchased additional parking time in order to extend the stay beyond the maximum stay period of that parking place.</li> <li>Should a motorist find a ticket issuing machine to be faulty and therefore be unable to purchase a valid pay and display voucher for their vehicle, the onus would remain with the motorist to purchase a voucher from a nearby machine with the same charge or to move their vehicle to another parking place with a fully functioning ticket machine.</li> <li>In instances where the vehicle is displaying an expired permit for the zone in which it is parked and has no other payment for parking, the Parking Attendant should only issue a PCN if the permit has expired by fifteen days or more. The vehicle can be removed if the</li> </ul>




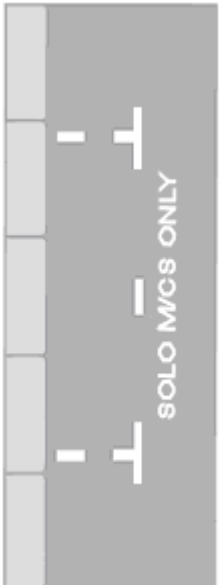
## Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>permit has been expired for over 1 month.</p> <ul style="list-style-type: none"> <li>• If the vehicle is displaying a valid pay and display voucher - In general, a pay and display ticket purchased from a ticket issuing machine in the immediate vicinity (e.g. opposite side of the road), providing the charge and maximum stay are identical; a PCN should not be issued.</li> <li>• If the vehicle is an invalid carriage or motor vehicle which is displaying a valid disabled blue badge and is not causing an obstruction; a PCN should not be issued.</li> <li>• If the vehicle is parked in a shared use parking place located in the peripheral or extended controlled parking zones and is clearly displaying a valid Essential Users Parking Permit (EUP) then he vehicle is permitted to remain for up to two hours. If a vehicle is displaying an EUP whilst parked in the central controlled zones then the Parking Attendant should issue a Penalty Charge Notice but should not authorise the vehicle for removal;</li> <li>• Motorcycles are exempt form payment of charges in shared use parking places within the Extended Controlled Parking Zones (Zones S1-S4 and N1-N5). Specific, motorcycle only, parking bays are provided in the central and peripheral controlled zones.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</li> <li>(2) the vehicle is waiting owing to the driver being:             <ol style="list-style-type: none"> <li>a. obliged to stop in order to avoid an accident; or</li> <li>b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ol> </li> <li>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</li> <li>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</li> <li>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</li> <li>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:             <ol style="list-style-type: none"> <li>a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</li> <li>d. are being loaded onto the vehicle.</li> </ol> </li> <li>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as</li> </ol>



## Section 4 – SHARED USE PARKING BAYS

Restrictions	Enforcement Protocols
	<p>may be reasonably necessary to enable it to be used for the purpose of:</p> <ol style="list-style-type: none"> <li>a. any building operation, demolition or excavation in or adjacent to the parking place;</li> <li>b. the maintenance, improvement or reconstruction of the parking place; or</li> <li>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</li> <li>d. the placing, maintenance or removal of any traffic sign or parking meter.</li> </ol> <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ol style="list-style-type: none"> <li>a. are being unloaded from the vehicle; or</li> <li>b. having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</li> <li>d. having been collected from the said premises, are being loaded onto the vehicle.</li> </ol> <p>(12) where the vehicle is a goods vehicle in actual use for the purpose of delivering or collecting goods or merchandise or while loading or unloading the goods vehicle at premises adjoining the road in which the place is located: Provided that no such goods vehicle engaged in delivering or collecting goods or merchandise or being loaded or unloaded shall so wait for a period of more than thirty minutes in the same place or, if a period of less than thirty minutes has elapsed since the termination of the last period of waiting (if any) of the vehicle outside the same premises.</p>


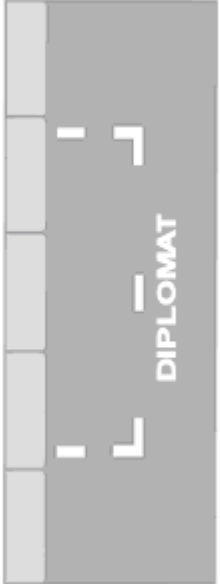
## Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p><b>1) Doctors' Parking Places</b></p> <p><b>PCN Code 16</b>  <b>'Parked in a permit space without displaying a valid permit'</b></p> <ul style="list-style-type: none"> <li>• Doctors parking places can be identified by white bay markings with an associated road legend stating 'DOCTOR' and also a related time plate</li> <li>• There are currently only two Doctors' parking places in Edinburgh; Casselbank Street (which is restricted from 8:00am to 6:00pm Mon to Fri and from 8:00am to 12:00 noon on Saturdays) and Hermitage Terrace (which is restricted from 8:30am to 6:00pm Mon to Fri).</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking is permitted provided the vehicle is clearly displaying a valid doctors' permit for the place in which the vehicle is parked.</li> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a doctors parking place which is not displaying a valid doctors permit for that bay.</li> </ul>
	<p><b>2) Solo Motorcycle Parking Places</b></p> <p><b>PCN Code 23</b>  <b>'Parked in a parking place not designated for that class of vehicle'</b></p> <ul style="list-style-type: none"> <li>• Solo Motorcycle parking places can be identified by white bay markings with an associated road legend stating 'SOLO M/Cs ONLY' or 'SOLO M/Cs'.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking is permitted for any bicycle which is propelled by mechanical power (without a sidecar attachment).</li> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a solo motorcycle parking place which is not a solo motorcycle.</li> <li>• A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.</li> </ul>


## Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p><b>3) City Car Club Parking Places</b></p> <p><b>PCN Code 23</b>  <b>‘Parked in a parking place not designated for that class of vehicle’</b></p> <ul style="list-style-type: none"> <li>City Car Club parking places can be identified by white bay markings with an associated road legend stating ‘CITY CAR CLUB ONLY’ and also a related time plate.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a City Car Club place which is not owned (and clearly liveried) by the City Car Club.</li> <li>A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.</li> </ul>
	<p><b>4) Loading Place</b></p> <p><b>PCN Code 25</b>  <b>‘Vehicle waiting in a loading place without loading taking place’</b></p> <ul style="list-style-type: none"> <li>Loading places can be identified by white bay markings with an associated road legend stating ‘LOADING ONLY’ and also a related time plate.</li> <li>Greenway loading places are governed by different legislation and are covered separately within this document (section 10).</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Loading / Unloading of a vehicle is permitted for periods of up to 30 minutes in a loading place.</li> <li>Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN).</li> <li>Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation.</li> <li>A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.</li> </ul>

## Section 5 – OTHER DESIGNATED PARKING PLACES

Restrictions	Enforcement Protocols
	<p><b>4) Disabled Parking Place</b></p> <p><b>PCN Code 40</b>  <b>‘parked in a designated disabled persons’ parking place without displaying a valid disabled persons’ parking badge’</b></p> <ul style="list-style-type: none"> <li>Disabled parking places can be identified by white bay markings with an associated road legend stating ‘DISABLED’ and also an associated time plate.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking is permitted provided the vehicle is clearly displaying a valid blue disabled badge.</li> <li>Parking Attendants will issue an instant Penalty Charge Notice to any vehicle not displaying a valid blue disabled badge.</li> <li>A Parking Attendant can issue an instant Penalty Charge Notice to any vehicle which is not parked wholly within the set markings of the bay.</li> <li>Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council’s Corporate Fraud team at the earliest opportunity.</li> </ul>
	<p><b>5) Diplomatic Parking Places</b></p> <p><b>PCN Code 41</b>  <b>‘Parked in a parking place designated for diplomatic vehicles’</b></p> <ul style="list-style-type: none"> <li>Diplomatic parking places can be identified by white bay markings with an associated road legend stating ‘DIPLOMAT’ and also an associated time plate.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked in a diplomatic parking place without the necessary vehicle registration plates (i.e. registration plates containing X, D, or CD as follows : 123 X 456, 123 D 456 or CD 123 456).</li> <li>Parking Attendants will not authorise a vehicle for removal unless a specific request is received from the Embassy / High Commission / Consulate. Where confirmation is given that a vehicle is to be removed, a Parking Attendant must make full notes.</li> </ul>

**Section 5 – OTHER DESIGNATED PARKING PLACES**

Restrictions	Enforcement Protocols
	<p><b>6) Police Parking Places</b></p> <p><b>PCN Code 42</b>  <b>'Parked in a parking place designated for Police vehicles'</b></p> <ul style="list-style-type: none"> <li>• Police parking places can be identified by white bay markings with an associated road legend stating 'POLICE' and also an associated time plate.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which is not a clearly marked Police car or is not displaying a recognised Police identifier.</li> </ul>

**Section 5 – OTHER DESIGNATED PARKING PLACES**


	<b><u>Exemptions to Enforcement</u></b>
	<p>(1) the vehicle is waiting for a period not exceeding two minutes, or such longer period as a parking attendant may approve, to enable a person to board or alight from the vehicle;</p> <p>(2) the vehicle is waiting owing to the driver being:</p> <ul style="list-style-type: none"> <li>a. obliged to stop in order to avoid an accident; or</li> <li>b. prevented from proceeding by any circumstances beyond their control, where the said circumstance relates directly to the movement, or otherwise, of traffic on the road;</li> </ul> <p>(3) the vehicle is being used for fire and rescue, ambulance or police purposes;</p> <p>(4) the vehicle, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties: Provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait at the place in which it is waiting;</p> <p>(5) the vehicle is waiting only for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;</p> <p>(6) if the vehicle, being a liveried vehicle, is in the service of, or is being employed by, a universal service provider and is in actual use, in the place within which the vehicle is waiting, while postal packets:</p> <ul style="list-style-type: none"> <li>a. addressed to premises adjacent to the said place are being unloaded from the vehicle; or</li> <li>b. addressed to premises adjacent to the said place having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from postal boxes or premises adjacent to the said place for loading onto the vehicle; or</li> <li>d. are being loaded onto the vehicle.</li> </ul> <p>(7) the vehicle, not being a passenger vehicle, and where the said vehicle is integral to the work being undertaken, is waiting only for so long as may be reasonably necessary to enable it to be used for the purpose of:</p> <ul style="list-style-type: none"> <li>a. any building operation, demolition or excavation in or adjacent to the parking place;</li> <li>b. the maintenance, improvement or reconstruction of the parking place; or</li> <li>c. the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunication apparatus; or</li> <li>d. the placing, maintenance or removal of any traffic sign or parking meter.</li> </ul> <p>provided that, in all cases, the vehicle or vehicles are in actual use in connection with the work being undertaken and that, in</p>

**Section 5 – OTHER DESIGNATED PARKING PLACES**

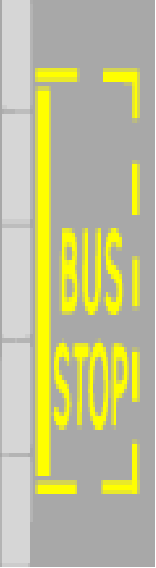
<b>Exemptions to Enforcement</b>	
	<p>the case of any of the operations described in sub-paragraphs (iii) and (iv) above, the said operation or operations are to be conducted within the extents of the road.</p> <p>(8) the vehicle, not being a passenger vehicle, is in actual use in connection with the removal of furniture to or from one office or dwelling house adjacent to the place from or to another office or dwelling house;</p> <p>(9) the vehicle is in actual use in connection with a funeral undertaking;</p> <p>(10) the vehicle is waiting if goods are being sold or offered for sale from the vehicle by a person who is licensed by the Council to sell goods from a stationary vehicle situated in the place;</p> <p>(11) if the vehicle, being a security vehicle, is in actual use while currency, or other valuables:</p> <ul style="list-style-type: none"> <li>a. are being unloaded from the vehicle; or</li> <li>b. having been unloaded from the said vehicle, are being delivered; or</li> <li>c. are being collected from premises adjacent to that road for loading onto the vehicle; or</li> <li>d. having been collected from the said premises, are being loaded onto the vehicle.</li> </ul>



## Section 6 – PARKING OUTSIDE SCHOOLS

Restrictions	Enforcement Protocols
	<p><b>1) School Keep Clear Markings</b></p> <p><b>PCN Code 02 –</b>  <b>‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’</b></p> <ul style="list-style-type: none"> <li>• School keep clear markings can be identified by a single yellow line along the roadside, the road legend ‘SCHOOL KEEP CLEAR’ (as shown in fig 1) and also an associated time plate indicating the hours of restriction.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at school keep clear markings.</li> <li>• Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the lengths of road so referred to, or the execution in any of the said lengths of road of road works as defined in the New Roads and Street Works Act 1991;</li> <li>(2) to enable the vehicle, if it cannot conveniently be used for such purposes in any other road to be used in pursuance of statutory powers and duties;</li> <li>(3) to enable the vehicle to be used for fire brigade, ambulance or police force purposes; or</li> <li>(4) to enable the vehicle to be used as a contractual bus.</li> </ol>



## Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p><b>1) Bus Stop Clearways</b></p> <p><b>PCN Code 47 – 'Parked on a restricted Bus Stop'</b></p> <ul style="list-style-type: none"> <li>• Bus Stop Clearways can be identified by yellow bus stop bay markings, a thick (150mm) single yellow line through the bus stop and also an associated road legend stating 'bus stop'. There will also be a time plate at the location stating 'no stopping except buses'.</li> <li>• Bus Stop Clearways are in operation 24 hours a day, 365 days a year unless the time plate states otherwise.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle parked at a Bus Stop Clearway.</li> <li>• Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary:             <ol style="list-style-type: none"> <li>a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes);</li> <li>b. to enable passengers to board or alight from the bus; or</li> <li>c. to enable the crew of the bus to be changed.</li> </ol> </li> <li>(2) the driver of a bus being used in the provision of a local service who causes the bus to stop within the clearway for so long as may be necessary             <ol style="list-style-type: none"> <li>a. to maintain the published timetable for the service (provided, in the case of a bus stop clearway, the bus is not stopped within the clearway for a period exceeding two minutes);</li> <li>b. to enable passengers to board or alight from the bus; or</li> <li>c. to enable the crew of the bus to be changed.</li> </ol> </li> <li>(3) a vehicle being used for fire brigade, ambulance or police purposes;</li> <li>(4) anything done with the permission or at the direction of:             <ol style="list-style-type: none"> <li>a. a constable in uniform;</li> <li>b. a traffic warden; or</li> <li>c. where the clearway is in a special parking area designated under Part II of the Road Traffic Act 1991 or Schedule 3 to that Act, a parking attendant appointed under section 63A of the 1984 Act(1);</li> </ol> </li> <li>(5) a vehicle which is prevented from proceeding by circumstances beyond the driver's control or which has to be stopped in order to avoid injury or damage to persons or property;</li> <li>(6) a taxi which is stationary only for so long as may be reasonably necessary for a passenger to board or alight and to load or unload any luggage of the passenger;</li> <li>(7) a marked vehicle which, whilst used by a universal service provider in the</li> </ol>




## Section 7 – BUS STOP CLEARWAYS

Restrictions	Enforcement Protocols
	<p>course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be collected;</p> <p>(8) a vehicle driven by a person whilst being trained to drive a bus operating local services who, as part of his training, stops the vehicle within a clearway for no longer than necessary to simulate the stopping of a bus at a bus stop for the purpose of picking up and setting down passengers;</p> <p>(9) a vehicle which is stationary in order that it may be used for one or more of the purposes specified below and which cannot be used for such a purpose without stopping in the clearway.</p> <ul style="list-style-type: none"> <li>a. any operation involving building, demolition or excavation;</li> <li>b. the removal of any obstruction to traffic;</li> <li>c. the maintenance, improvement or reconstruction of a road;</li> <li>d. constructing, improving, maintaining or cleaning any street furniture including bus stop infrastructure; or</li> <li>e. the laying, erection, alteration, repair or cleaning of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.</li> </ul>

## Section 8 – SUSPENDED PARKING BAYS

Restrictions	Enforcement Protocols
<p>fig 1</p>  <p>fig 2</p> 	<p><b>SUSPENDED PARKING PLACES</b></p> <p><b>PCN Code 21 –</b> <b>‘Parked in a suspended bay or space or part of bay or space’</b></p> <ul style="list-style-type: none"> <li>• Bay suspensions are denoted by bay suspension signs (fig 1) located along the length of the suspension, no parking cones (fig 2) positioned in each of the suspended bays.</li> <li>• No loading / waiting is permitted during hours of loading prohibition (as displayed on suspension sign – (fig 1)).</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• If a vehicle was parked in a suspended place prior to the suspension coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the suspended place.</li> <li>• Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which parks in a suspended parking place after the suspension has come into effect.</li> <li>• Vehicles should be moved on if the driver is present. If the driver is not present, or the driver refuses to move, the Parking Attendant will issue a Penalty Charge Notice.</li> </ul> <p><b><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></b></p> <ol style="list-style-type: none"> <li>(1) for the purpose of facilitating the movement of traffic or promoting its safety;</li> <li>(2) for the purpose of:             <ol style="list-style-type: none"> <li>a. any building operation, demolition or excavation in or adjacent to the place;</li> <li>b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or</li> <li>c. the maintenance or cleansing of gullies in or adjacent to the place;</li> <li>d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or</li> <li>e. the placing, maintenance or removal of any traffic sign or parking meter;</li> </ol> </li> <li>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</li> <li>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</li> <li>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</li> </ol>

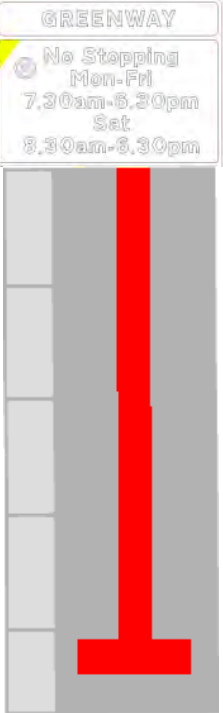
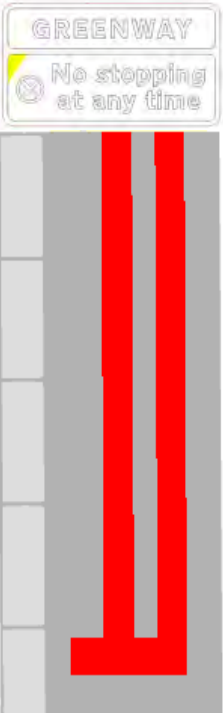
## Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
<p>fig 1</p>  <p>fig 2</p>  <p>fig 3</p> 	<p><b>TEMPORARY TRAFFIC REGULATION ORDERS</b></p> <p><b>PCN Code 01 –</b> <b>‘Parked in a restricted street during prescribed hours’</b></p> <p><b>PCN Code 02 –</b> <b>‘Parked or loading / unloading in a restricted street where waiting and loading / unloading restrictions are in force’</b></p> <ul style="list-style-type: none"> <li>• Temporary Traffic Regulation Orders (TTROs) are indicated by street bills (fig 1), corex suspension signs (fig 2) and no parking cones (fig 3) positioned along the length of the TTRO.</li> <li>• No loading and/or waiting is generally permitted during hours of the Temporary Traffic Regulation Order as denoted on the associated street bills located along the length of the TTRO (fig 1). Some TTROs allow for vehicles to load and unload.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• If a vehicle was parked in an area affected by a TTRO prior to the TTRO coming into effect then the Parking Attendant will issue a Warning Notice and authorise the vehicle for relocation in order to clear the TTRO.</li> <li>• Parking Attendants will issue a Penalty Charge Notice as appropriate to any vehicle which parks in an area affected by the TTRO after it has come into effect.</li> <li>• Vehicles should be moved on if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.</li> </ul> <p><b><u>Acceptable reasons for suspending parking places (and exemptions to enforcement)</u></b></p> <ol style="list-style-type: none"> <li>(1) for the purpose of facilitating the movement of traffic or promoting its safety;</li> <li>(2) for the purpose of: <ol style="list-style-type: none"> <li>a. any building operation, demolition or excavation in or adjacent to the place;</li> <li>b. the maintenance, improvement or reconstruction of the road in or adjacent to the place; or</li> <li>c. the maintenance or cleansing of gullies in or adjacent to the place;</li> <li>d. the laying, erection, alteration, removal or repair in or adjacent to the place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any tele-communication apparatus; or</li> <li>e. the placing, maintenance or removal of any traffic sign or parking meter;</li> </ol> </li> </ol>

## Section 9 – TEMPORARY TRAFFIC REGULATION ORDERS

Restrictions	Enforcement Protocols
	<p>(3) for the convenience of occupiers of premises adjacent to the place on the occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;</p> <p>(4) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or</p> <p>(5) for the convenience of occupiers of premises adjacent to the place at times of funerals or on other special occasions.</p>

## Section 10 – GREENWAY PARKING RESTRICTIONS

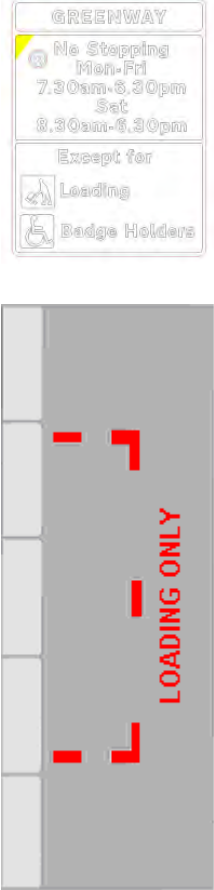
Restrictions	Enforcement Protocols
<p>fig 1 – srl</p>  <p>fig 2 – drl</p> 	<p><b>1) Red Line restrictions</b></p> <p><b>PCN Code 46 –</b> <b>'Stopped where prohibited (on a red route or clearway)'</b></p> <p><b>Single Red Line (srl)</b> (fig 1)</p> <ul style="list-style-type: none"> <li>No stopping or loading during the restricted hours (as displayed on the associated time plate).</li> </ul> <p><b>Double Red Line (drl)</b> (fig 2)</p> <ul style="list-style-type: none"> <li>No stopping or loading at any time.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Stopping and loading are prohibited on Greenway routes during controlled hours unless the vehicle is in a designated parking or loading bay during the operational hours of the bay.</li> <li>Any vehicle incorrectly parked on a red line will be issued with an instant Penalty Charge Notice (PCN) using the 46 contravention code.</li> <li>Vehicles should be moved on by a Parking Attendant if the driver is present. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue an instant Penalty Charge Notice.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>If the vehicle is a public service vehicle while being used in the provision of a local service (Such vehicles may wait at any bus stop situated on the greenway for the period of time necessary for taking up and setting down passengers and for an additional period of time not exceeding one half of one minute for other operational reasons pertaining to such a vehicle).</li> <li>If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage.</li> <li>If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle.</li> <li>If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait.</li> <li>If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle .</li> <li>If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in</li> </ol>

## Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<p>premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.</p> <p>(7) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit.</p> <p>(8) If the vehicle is being used for fire brigade, ambulance or police purposes.</p> <p>(9) If the vehicle is being used for the removal of any obstruction to traffic.</p> <p>(10) If the vehicle is being used in connection with emergency works.</p> <p>(11) If the vehicle is required by law to stop or not to proceed.</p> <p>(12) If the vehicle is obliged to stop in order to avoid an accident.</p> <p>(13) If the vehicle is prevented from proceeding by circumstances outwith the drivers control.</p> <p>(14) A taxi whilst plying for hire in a taxi stance.</p> <p>(15) If the vehicle is a security vehicle being used in the transit of money or valuables.</p> <p>(16) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(17) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop.</p> <p><b>And, between the hours of 09.30 and 16.00 on Single Red Lines and between the Hours of 18.30 and 07.30 on Double Red Lines</b></p> <p>(18) If the vehicle is being used in connection with the placing, maintenance or removal of any lighting column, lantern or lamp; traffic sign, traffic bollard, guardrail or any other item of street furniture ; bus shelter; bus stop flags and information notices or any traffic signals.</p> <p>(19) If the vehicle is being used in connection with the cleaning or lighting of any bus shelter, traffic sign or traffic bollard adjacent to the restricted road.</p> <p>(20) If the vehicle is being used in connection with the maintenance, improvement or reconstruction of any gully or road service adjacent to the road or any waste management activities.</p>



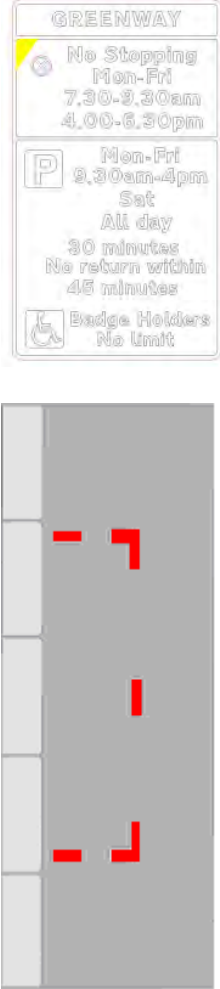
## Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows a 'GREENWAY' sign with the following text: 'No Stepping Mon-Fri 7.30am-8.30pm Sat 8.30am-9.30pm'. Below this, it says 'Except for Loading Badge Holders' with icons for a loading bay and a badge holder. To the right is a diagram of a parking bay with red dashed lines forming a rectangle and the words 'LOADING ONLY' written vertically in red.</p>	<p><b>2) Greenways Loading Places</b></p> <p><b>PCN Code 25</b>  <b>'Vehicle waiting in a loading place without loading taking place'</b></p> <ul style="list-style-type: none"> <li>• Loading places can be identified by bay markings with an associated road legend stating 'LOADING ONLY' and also a related time plate.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Loading / Unloading of a vehicle is permitted in Greenway loading place during the hours of operation of the bay.</li> <li>• The hours of operation and the maximum loading period will be displayed on a time plate next to the bay.</li> <li>• Vehicles displaying a valid disabled badge are permitted to park in loading places during their hours of operation, provided the wheelchair user symbol is displayed on the sign.</li> <li>• Parking Attendants will observe a private vehicle in a loading place for a full five minutes, or a marked goods vehicle for a full ten minutes, to check for loading activity before issuing a Penalty Charge Notice (PCN).</li> <li>• Vehicles should be moved on by a Parking Attendant if the driver is present and no loading/unloading is witnessed. If the driver is not present, or if the driver refuses to move, the Parking Attendant will issue Penalty Charge Notice after the appropriate constant observation</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>(1) If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage</li> <li>(2) If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle</li> <li>(3) If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait</li> <li>(4) If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle</li> <li>(5) If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing</li> </ol>

**Section 10 – GREENWAY PARKING RESTRICTIONS**

Restrictions	Enforcement Protocols
	<p>at the front or the nearside of the vehicle.</p> <p>(6) If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit</p> <p>(7) If the vehicle is being used for fire brigade, ambulance or police purposes</p> <p>(8) If the vehicle is being used for the removal of any obstruction to traffic</p> <p>(9) If the vehicle is being used in connection with emergency works</p> <p>(10) If the vehicle is required by law to stop or not to proceed</p> <p>(11) If the vehicle is obliged to stop in order to avoid an accident</p> <p>(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</p> <p>(13) A taxi whilst plying for hire in a taxi stance</p> <p>(14) If the vehicle is a security vehicle being used in the transit of money or valuables</p> <p>(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</p> <p>(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</p>

## Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
 <p>The image shows two parking signs and a diagram. The top sign is a 'GREENWAY' sign with a yellow triangle and a 'No Stopping' symbol, indicating 'No Stopping Mon-Fri 7.30-9.30am' and '4.00-6.30pm'. The bottom sign is a 'P' sign with a wheelchair symbol, indicating 'Mon-Fri 9.30am-4pm', 'Sat All day', '30 minutes', 'No return within 45 minutes', and 'Badge Holders No Limit'. The diagram below shows a grey road with red markings indicating a limited waiting area at the edge of the carriageway.</p>	<p><b>3) Greenways Limited Waiting Parking Places</b></p> <p><b>PCN Code 30</b> <b>'parked for longer than permitted'</b></p> <ul style="list-style-type: none"> <li>Limited waiting places can be identified by bay markings on street and an associated time plate indicating the operational times and maximum stay period of the parking place.</li> </ul> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>Parking is permitted for up to the maximum stay period as stated on the time plate.</li> <li>Vehicles displaying a valid disabled badge do not have to adhere to the maximum stay periods and are permitted to remain parked for the duration of the operational hours of the parking place.</li> <li>Parking Attendants will issue an instant Penalty Charge Notice to any vehicle which has overstayed the maximum stay period.</li> <li>Vehicles will not be permitted to return to a limited waiting place within 1.5*M (where M is the maximum stay period) minutes of leaving the parking place.</li> </ul> <p><b><u>Exemptions to Enforcement</u></b></p> <ol style="list-style-type: none"> <li>If the vehicle is a taxi and is waiting at the edge of the carriageway for so long as may be necessary for the purpose of enabling a person to board or alight from the vehicle or to load or unload their personal luggage</li> <li>If the vehicle is displaying a disabled person's badge, it may wait at the edge of the carriageway in any road for so long as may be necessary for the purpose of enabling a disabled person to board or alight from the vehicle</li> <li>If the vehicle is waiting at any gate or other barrier at the entrance to premises to which the vehicle is proceeding, or from which it has emerged, is opened or closed, if it is not reasonably practicable for the vehicle to wait at a place where it would otherwise be lawful for the vehicle to wait</li> <li>If the vehicle is in the service of or employed by the Post Office from waiting while letters or postal packets are being unloaded from the vehicle or, having been unloaded therefrom, are being delivered to premises adjacent to any road or while letters or postal packets are being collected from post boxes or premises adjacent to any road for loading on to the vehicle</li> <li>If the vehicle is being driven by a medical practitioner or uniformed nurse/mid wife visiting patients on professional domiciliary calls in premises situated on any road and the vehicle bears a badge approved by the Council conspicuously displayed on the vehicle so that the particulars recorded on the badge are clearly visible to a person standing at the front or the nearside of the vehicle.</li> <li>If the vehicle is displaying a permit issued by the local traffic authority when used within the times and at the places specified in that permit</li> <li>If the vehicle is being used for fire brigade, ambulance or police purposes</li> </ol>

## Section 10 – GREENWAY PARKING RESTRICTIONS

Restrictions	Enforcement Protocols
	<ul style="list-style-type: none"><li data-bbox="533 327 1326 358">(8) If the vehicle is being used for the removal of any obstruction to traffic</li><li data-bbox="533 383 1267 414">(9) If the vehicle is being used in connection with emergency works</li><li data-bbox="533 439 1187 470">(10) If the vehicle is required by law to stop or not to proceed</li><li data-bbox="533 495 1222 526">(11) If the vehicle is obliged to stop in order to avoid an accident</li><li data-bbox="533 551 1362 613">(12) If the vehicle is prevented from proceeding by circumstances outwith the drivers control</li><li data-bbox="533 638 1034 669">(13) A taxi whilst plying for hire in a taxi stance</li><li data-bbox="533 694 1337 757">(14) If the vehicle is a security vehicle being used in the transit of money or valuables</li><li data-bbox="533 781 1342 853">(15) If the vehicle is being used for the removal to or from one office, dwellinghouse or depository to or from another office, dwellinghouse or depository.</li><li data-bbox="533 878 1390 940">(16) If the vehicle is being used in connection with a funeral or wedding and has been given permission to stop</li></ul>

## **Section 11 – VEHICLE REMOVALS AND CLAMPING**

### **VEHICLE REMOVALS AND RELOCATIONS**

- Any vehicle may be authorised for removal after the issue of a Penalty Charge Notice.
- The Council prioritises the removal of certain contraventions over others. The removal priorities are outlined in Appendix 3.
- In certain cases, the vehicle will be left in position, or possibly relocated to a nearby area if it is deemed to be causing an obstruction, rather than be removed to the car pound; for example:
  - If the vehicle is displaying a valid disabled badge.
  - If the vehicle is displaying a valid Essential Users Parking Permit.
  - If the vehicle is parked in a pay and display parking place and displaying a valid permit for the zone in which it is parked.
- Any vehicles displaying an altered blue disabled badge should be issued with an instant PCN and be authorised for removal. Details of this action must be forwarded to the Council's Corporate Fraud team at the earliest opportunity
- Should a vehicle which has been authorised for removal be deemed too large to be lifted by a Council removal truck, then arrangements may be made to have the offending vehicle towed to the car pound through a private contractor.

### **PERSISTENT EVADERS**

- Any vehicle which has five or more outstanding parking tickets (parking tickets which have not been paid), is considered to be a Persistent Evader.
- Vehicles classed as Persistent Evaders are deemed to be high priority removals after being issued with a Penalty Charge Notice.
- Persistent Evader vehicles which have high levels of debt (above £500) are classed as High Value Debtors.
- Vehicles classed as Persistent Evaders and High Value Debtors are not entitled to the standard observation periods, with instant Penalty Charge Notices issued in most circumstances.

### **CLAMPING**

- Any vehicle which is classed as a Persistent Evader or High Value Debtor and has more than 20 Penalty Charge Notices outstanding may also be clamped.
- Vehicle owners must provide the Council with current address details and pay the clamp release fee in order to have their vehicle unclamped.
- Any vehicle which remains clamped through the day will be removed or towed to the car pound. In such cases the clamping fee will be waived and the higher removal fee will become payable.

## **APPENDIX 1 – DISPENSATIONS AND SUSPENSIONS**

### **Dispensations**

A dispensation is if you need to load or unload on a single yellow line for longer than 30 minutes. There is a £10 administration charge for each dispensation request per vehicle and location which must be paid in full by debit or credit card before a dispensation request can be processed.

You can apply for a dispensation by calling us on 0131 557 6941 between the hours of 8:30am and 5pm, Monday to Friday, or by emailing us at [edinburghdispensation@nslservices.co.uk](mailto:edinburghdispensation@nslservices.co.uk) or by completing and faxing the downloadable form provided on our website.

You should give as much notice as possible if you need a dispensation for:

- delivering heavy goods
- furniture or home removals
- vehicle with generators

To set up a dispensation we require

- the location address
- the start and end time
- the company name
- the vehicle registration.

### **Suspensions**

From 8 June 2015 all parking bay suspensions will be charged at the appropriate pay and display rate for the street/area. There will no longer be a lower charge for the suspension of permit parking bays or for suspensions involving 'essential works' and all charges must be paid in full by debit or credit card before a suspension request can be processed.

You can apply for a suspension by calling us on 0131 5541751 between the hours of 8:30am and 3pm, Monday to Friday, or by emailing us at [edinburghsuspensions@nslservices.co.uk](mailto:edinburghsuspensions@nslservices.co.uk) or by completing and faxing us the downloadable form provided on our website.

For suspensions we require three days notice excluding the weekends for resident permit parking spaces and two days notice excluding the weekends for public parking bays. Charges will vary depending on the area.

To set up a suspension we require the location address

1. fax or email details
2. date or dates required
3. reason for the suspension.

## APPENDIX 2 – PARKING PERMIT SCHEMES

### Residents Parking Permit Scheme for Controlled Parking Zones (CPZ)

- Residents parking permits are available to any resident residing at a qualifying address within the Controlled Parking Zone (CPZ) in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents parking permits allow residents to park within permit holders or shared use parking place within their zone.
- The hours of operation are as follows:
  - Central Zones (Zones 1 - 4) – 8.30am to 6.30pm Monday to Saturday
  - Peripheral & Extended Zone (Zones 5 - 8 & N1- N5 & S1 – S4) – 8.30am to 5.30pm Monday to Friday

Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:

- A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
- The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
- If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits.
- Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

### Residents Parking Permit Scheme for Priority Parking Areas

- Residents Parking Permits are available to any resident residing at a qualifying address within a Priority Parking Area in Edinburgh as defined by the CPZ Traffic Regulation Order.
- Residents parking permits allow residents to park within permit holders parking place within their zone.
- The hours of operation are as follows:
  - Buffer Area B1 – 10.00am - 11.30am Monday to Friday
  - Buffer Area B2 – 1.30pm - 3pm Monday to Friday
  - Buffer Area B3 – 10.00am - 11.30am Monday to Friday
  - Buffer Area B4 – 11.30am - 1pm Monday to Friday
  - Buffer Area B5 - 11.30am - 1pm Monday to Friday
  - Buffer Area B6 – 11.00am -12.30pm Monday to Friday
  - Buffer Area B7 – 9.30am - 11am Monday to Friday
  - Buffer Area B8 – 12.30pm - 2pm

## APPENDIX 2 – PARKING PERMIT SCHEMES

- Buffer Area B9 – 1.30pm - 3pm
- Buffer Area B10 – 1.30pm - 3pm
- In a Priority Parking Area only the residents parking places are controlled, the remaining kerbside space is generally uncontrolled, with the exception of yellow line restrictions.
- Residents must supply proof of residence and a copy of the vehicle registration document showing that the vehicle is owned by them. If the vehicle is not registered in the applicants name then the applicant must produce:
  - A letter from the registered keeper declaring that they are the main user and keeper of the vehicle
  - The insurance certificate detailing their name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by them at an address within the Controlled Parking Zone
  - If the vehicle is owned by a leasing or hire company, the applicant must provide a written declaration from the hirer or leaser of the vehicle advising that the vehicle is for the applicant's sole use.
- Charges for residents parking permits are based on the zone in which the applicant's property is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of two permits can be issued to a household; however each person is only eligible for a single permit.
- Residents can apply for a merged residents permit, two vehicles will be registered to the permit, however, only one vehicle can use the permit to park at any one time.
- Blue badge holders and motorcyclists are entitled to an exempt (free) residents parking permit, please see section 10 – Virtual Parking Permits.
- Trailers, vehicle carrying more than 12 passengers and vehicles over 2.5m in height are not eligible for residents parking permits
- Residents parking permits do not guarantee the resident a parking place, however, it does give them priority over people without permits during the operating hours.

### Trades Parking Permit Scheme

- Trades permits are available to qualifying tradespeople such as plumbers, joiners, roofers etc.
- Trades parking permits allow the vehicle to park in a pay and display parking place at all times and in permit holders parking places from 9.00am to 4.30pm. Trades permits can also be used in residential mews if dispensation is obtain beforehand.
- Applicants must sign a declaration confirming that their vehicle is fully liveried and essential for business use.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- There is no limit to the number of permits that a business can apply for and no limit to the number of vehicles that can be registered to use a trades parking permit. All vehicles must meet the requirements of the scheme.

### Retailers Parking Permit Scheme

- Retailers parking permits are available to retailers in peripheral (zones 5 – 8) and extended (zones N1 – N5 & S1 – S4) zones only.
- Retailers' parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.



## APPENDIX 2 – PARKING PERMIT SCHEMES

- The business must be carrying out a class 1 retail activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Peripheral Retailers Parking Permits
  - Applicants must declare that their vehicle is fully liveried and essential for business use.
  - Only 1 permit is permitted per business, there is no limit to the number of vehicles that can be registered to use a retailers' parking permit. All vehicles must meet the requirements of the scheme.
  - The permit will display the business name
- Extended Retailers Parking Permits
  - Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
  - There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

### Business Parking Permit Scheme

- Business parking permits are only available to businesses located in the extended controlled parking zones (zones N1 – N5 & S1 – S4)
- Business parking permits allow the vehicle to park in permit holders or shared use parking places within the zone in which the business is located.
- The business must be carrying out a class 2 business activity as specified by the Town & Country Planning (Use Classes Scotland) Order 1997.
- The applicant must supply a copy of the vehicle registration document/hire or lease agreement and a copy of their insurance document proving that the vehicle is insured for business use. The business rates bill should be provided if available.
- Applicants must declare the vehicle is essential for business use. There is no requirement for the vehicle to be liveried.
- There is a maximum of 2 permits permitted per business, with a maximum of 2 vehicles per permit.
- The permit will display the registration numbers of the registered vehicles

### Essential User Permits Scheme

- Essential User Permits (EUPs) are provided to Healthcare professionals to allow them to park more easily whilst carrying out domiciliary visits across Edinburgh.
- The EUP allows parking on a single or double yellow line provided there is no loading prohibition and in pay and display bays within the Peripheral and Extended Controlled Parking Zones.
- There are 3 types of Essential User Permits (EUPs):
  - Those provided to NHS Lothian. The permit number is prefixed by a number 1.
  - Those provided to GP practices. The permit number is prefixed by a number 2.
  - Those provided to the Royal Hospital for Sick Children (RHSC). The permit number is prefixed by a number 3
- EUPs are only valid for a maximum period of 2 hours in any one location.
- EUPs are not vehicle specific. The permit number and the expiry date are printed on the permit.

## **APPENDIX 2 – PARKING PERMIT SCHEMES**

### **Visitors Parking Permit Scheme**

- Residents residing in the Extended Controlled Parking zones N1 – N5 & S1 – S4 are entitled to purchase visitors parking permits.
- Visitors parking permits can be used to park in permit holders or shared use parking places within the appropriate zone. Visitor permits are not valid in mews areas.
- Visitors parking permits are sold in books of 10. A maximum of 15 books (150 visitor permits) can be purchased per annum.
- Residents meeting disability criteria can purchase a book of 10 permits at a reduced cost of 50%. A maximum of 30 books (300 visitor permits) can be purchased per annum.
- Residents residing in Priority Parking Areas can purchase visitor permits on a pro rata basis. A maximum of 3 books (30 visitor permits) can be purchased per annum. Residents meeting disability criteria can purchase a maximum of 6 books (60 visitor permits) per annum.
- Residents do not need to own a vehicle to purchase these permits.
- A single visitors' parking permit allows 90 minutes of parking.
- Visitors' need to scratch out the details on the permit including the day, date, month, year, hour and time of arrival. More than one permit can be displayed. The same 6 boxes should be scratched out on each permit.

### **Doctors Parking Permit Scheme**

- Doctors are eligible to apply for a residents parking permit if the surgery is located within the Controlled Parking Zone (CPZ).
- Residents parking permits allow parking within permit holders or shared use parking place within the specified zone.
- Charges for residents parking permits are based on the zone in which the surgery is located and on either the vehicle CO2 emissions (g/km) or engine size (cc). The first permit is issued at the standard price (Permit 1 charge) additional permits will incur a 25% surcharge (Permit 2 charge).
- A maximum of 5 residential parking permits can be issued to the surgery.

### **Daily Scratch Cards**

- Daily scratch cards are available to residents residing in the Central (zones 1 - 4) and Peripheral (zones 5 – 8) parking zones.
- The scratch card allows the vehicle to park within a residents parking place and in public parking places between 8.30am and 9.00am in the specified zone. In addition permit holders resident within zones 1 to 4 can also park in public parking places between 5.30pm and 6.30pm Mondays to Fridays and between 1.30pm and 6.30pm on Saturdays.
- Daily scratch cards are intended for use by those residents who do not require to park regularly in residents' parking places in their zone of residence.
- The scratch card is valid for one day of parking only.

### **Temporary Residents Parking Permit Scheme**

- A temporary, virtual residents parking permit is available to residents when they have a temporary vehicle, for example a courtesy vehicle or to a resident when they are moving home.
- The temporary permit allows a resident the same concessions as an ordinary permit holder.

## **APPENDIX 2 – PARKING PERMIT SCHEMES**

- Temporary permits are issued free of charge for either 5, 10 or 14 days
- In order to obtain a temporary residents permit the customer must already be in possession of a valid residents parking permit and will have met the eligibility criteria in order to obtain said permit.
- The permit holder must produce proof that a temporary permit is required, for example proof that repairs are to be carried out on the existing vehicle etc.

### **Virtual Parking Permits**

- Virtual permit were introduced in July 2011 to reduce the problems associated with the owner finding a suitable place to display a permit and for the Parking Attendant if the motorcycle has a cover which needs to be removed to check for a valid permit.
- Virtual permits are available to residents who own motorcycles and reside in the Controlled Parking Zone.
- A virtual permit allows a motorcyclist the same concessions as an ordinary permit holder without having to display a physical permit.
- Motorcyclists are eligible for an exempted residents parking permit, which means the permit is free of charge.
- The virtual permit reduces the problems associated with displaying a residents parking permit on a motorcycle as all the relevant details are recorded in the Parking Attendant's handheld computer.

## APPENDIX 3 – VEHICLE REMOVAL PRIORITIES

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### VEHICLE REMOVALS PRIORITIES

Vehicles can be removed if they are parked in contravention of the regulations, irrespective of the actual contravention committed. The Council does, however, prioritise vehicles for removal in the following order:

Priority	Manner of Parking
HIGH	Where the vehicle presents a risk to safety and/or is obstructing traffic flow, such as Greenways and Bus Stop Clearways.
	<b>Persistent Evaders</b> Applies to all vehicles with 5 or more open tickets on the High Value Debtor list. <b>For all persistent evaders with a monetary value of £500 or more awaiting payment</b> , in such circumstances, there is no restriction on the number of times a vehicle can be impounded. <b>This should continue until the monetary value is reduced to £150 or until otherwise advised by Parking Services.</b>
	<b>Foreign Vehicles</b> Applies to all foreign vehicles with 5 or more open tickets on the High Value Debtor list
	Where the vehicle is parked in a disabled bay without displaying a valid blue badge
MEDIUM	Where the vehicle is parked in a permit parking bay (e.g. residents' or doctors bay), without displaying a valid permit * ( <b>see note below</b> )
	Where the vehicle is parked on a double yellow line when loading or unloading is prohibited ** ( <b>see note below</b> )
	Where the vehicle is parked on a single yellow line when loading or unloading is prohibited ** ( <b>see note below</b> )
	Where the vehicle is parked in a bay for which it is not designed or approved, e.g. motor cycle or City Car Club bays
	Where a vehicle is parked on a length of street where loading and unloading is prohibited due to a Temporary Traffic Regulation Order (TTRO) and Suspended Bays
	Where a vehicle is parked on a double yellow line, outwith any loading prohibition (arrangements must be made to remove the offending vehicle on the same day the PCN is issued)
	Where the vehicle is parked in a public parking bay and upon issue of the 2 <sup>nd</sup> PCN for the same contravention.
LOW	Where the vehicle is parked on a waiting restriction (single yellow line where loading is permitted but the vehicle is <b>not</b> being loaded or unloaded). The vehicle should not be removed until 1 hour has elapsed since the issue of the PCN.

\* Where a vehicle is parked in a residents' bay, solo motorcycle bay or on a waiting restriction, but is also displaying a valid voucher, it should not be removed until 15 minutes after the voucher has expired (**unless the vehicle belongs to a persistent offender**).

Non City Car Club vehicles parked in a City Car Club Bays should be removed regardless of the fact that it may be displaying a valid voucher.

\*\* For vehicles issued with a PCN for an O2, arrangements to be made to remove the offending vehicle prior to the offence changing to a O1 offence

JFS  
20/07/11

## APPENDIX 4 – GUIDELINES FOR OUTWITH THE BAY MARKINGS

