

## **BOROUGH OF POOLE ENFORCEMENT POLICY AND PROCEDURES**

### **CONTRAVENTION CODE: 01**

#### **Parked in a restricted street during prescribed hours**

This code is used for contraventions on single or double yellow lines where there is no loading restriction.

Single yellow lines are normally restricted during the day. Times of control are shown on associated kerbside plates. Double yellow lines are restricted at all times and do not need a time plate.

Civil Enforcement Officers will observe all vehicles for 5 minutes to check for loading/unloading/delivering before issuing a Penalty Charge Notice.

Yellow lines apply from building line to building line, except where there may be private property over which there is no public right of way. Therefore vehicles parked partly or wholly on the footway may also be issued with this code.

Disabled Badge Holders may park up to 3 hours. A valid disabled blue badge and time clock must be displayed.

### **CONTRAVENTION CODE: 02**

#### **Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force**

This code is used for contraventions on single or double yellow lines where there is also a loading ban in force, indicated by chevrons (kerb marks) on the kerb and time-plates at the kerbside. The time-plate will inform motorists of the times when the ban applies. Loading/unloading is permitted outside the times shown on the plate.

Vehicles parked when a loading ban is in force will be issued with a Penalty Charge Notice instantly. No observation period is required.

This Code is also used for the Quay Restricted Zone, however no yellow lines will be painted on the road/kerb. Special authorisation has been granted by the Department of Transport for this.

### **CONTRAVENTION CODE: 05**

#### **Parked after the expiry of paid for time (pay & display bay)**

This code is used for contraventions where the driver has overstayed the time stated on their pay and display ticket.

At pay and display parking places drivers must purchase a pay and display ticket from the machine to cover the entire anticipated period of their stay. The ticket must be displayed prominently and clearly on the windscreen of the vehicle.

Before issuing a PCN the Civil Enforcement Officer will check that the machine is functioning correctly. A test ticket is taken.

Local policy is that a PCN will not be issued until 5 minutes after the pay and display ticket has expired.

The Civil Enforcement Officer will take a photograph of the pay and display ticket and will make notes in their pocket book.

### **CONTRAVENTION CODE: 06**

#### **Parked without clearly displaying a valid pay & display ticket or voucher**

This code is used when a vehicle is parked in a pay and display bay where

- No payment ticket is displayed
- A ticket is displayed but is not valid for that parking place
- A ticket is obscured/backwards and the details cannot be read.

Motorists are expected to pay for their parking on arrival. No time is allowed to go and get change. Before issuing a Penalty Charge Notice, Civil Enforcement Officers will check that the machine is functioning correctly.

Civil Enforcement Officers will check the vehicle for pay and display tickets, looking at all windows. The ticket must be displayed prominently and clearly on the windscreen of the vehicle.

Disabled Blue Badge Holders may normally park free of charge for up to 3 hours in on street pay and display bays however drivers should check the information plate on the payment machine and clearly display their badge and time clock.

Pay and display tickets are not transferable between vehicles.

### **CONTRAVENTION CODE: 12**

#### **Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place**

This code is used when no permit is displayed or a permit is obscured and all the details cannot be read or a permit is displayed but has expired by more than 7 days. It applies to contraventions occurring in bays reserved at that time for resident permit holders only.

Where there is a limited waiting facility with an exemption from the time limit for resident permit holders, code 30 will be used for vehicles that overstay the time limit and do not display a permit.

A 5 minute observation period will be given in Zone A between 6pm and 8 am.

Residents, or their visitors, must display their residents permit clearly, in the windscreen of the vehicle. The Civil Enforcement Officer will check all windows for a permit.

**CONTRAVENTION CODE: 16**

**Parked in a permit space without displaying a valid permit**

This code normally applies to Doctors or Hospital/Ambulance and business bays or similar on street.

Such bays are reserved for specific users as stated on the signs and cannot be used by other persons.

Loading and unloading is not permitted.

**CONTRAVENTION CODE: 19**

**Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay and display ticket**

This code is used for contraventions occurring in bays reserved for resident permit holders only and will be used when a permit is displayed but has expired by less than 7 days valid or there is an infringement whereby a daily scratch card is endorsed for the wrong date but is only one day out.

It applies to contraventions occurring in bays reserved at that time for resident permit holders only.

A 5 minute observation period will be given in Zone A between 6pm and 8 am.

Residents, or their visitors, must display their resident's permit clearly, in the windscreen of the vehicle. The Civil Enforcement Officer will check all windows for a permit.

If the permit has expired, the Civil Enforcement Officer will allow 5 days grace before issuing a PCN.

**CONTRAVENTION CODE: 22**

**Re-parked in the same parking place within one hour [or other specified time] of leaving**

This code is used when a vehicle has returned to the same parking place within a specified time.

This may be a pay and display bay, residents bay or limited waiting bay.

Civil Enforcement Officers will record wheel valve positions on first and second observations to prove that the vehicle has returned.

**CONTRAVENTION CODE: 23**

**Parked in a parking place or area not designated for that class of vehicle**

This code is used when the wrong type of vehicle is parked (i.e. a car in a coach bay; a car in a motorcycle bay; a coach in a pay and display bay amongst others).

Civil Enforcement Officers will take photographs to show what type of vehicle has parked.

**CONTRAVENTION CODE: 24**

**Not parked correctly within the markings of the bay or space**

This code is used for contraventions when a vehicle is parked partly outside the parking bay. It can apply in any type of on street bay (i.e. residents, pay and display, limited waiting).

Civil Enforcement Officers will only issue if at least the whole of one wheel is outside the markings. The Civil Enforcement Officers will take photographs to show how the vehicle was parked.

This is an instant contravention and no observation period is required.

**CONTRAVENTION CODE: 25**

**Parked in a loading place during restricted hours without loading**

This code is used if a vehicle is observed within a loading bay without loading or unloading.

On street loading places are provided for loading/unloading purposes only. Civil Enforcement Officers will allow a 10 minute observation period before issuing a Penalty Charge Notice.

**CONTRAVENTION CODE: 26**

**Parked in a special enforcement area more than 50cm [or other specified distance] from the edge of the carriageway and not within a designated parking place**

This contravention is introduced under the TMA 2004, however the Borough of Poole is unlikely to be issuing this contravention before the summer of 2008.

**CONTRAVENTION CODE: 27**

**Parked in a special enforcement area adjacent to a dropped footway**

This contravention is introduced under the TMA 2004, however the Borough of Poole is unlikely to be issuing this contravention before the summer of 2008.

**CONTRAVENTION CODE: 30**

**Parked for longer than permitted**

This code is used when the maximum stay at a free limited waiting parking bay has been exceeded.

Civil Enforcement Officers will make notes of the time the vehicle was first seen, and the valve positions at each observation to prove the vehicle has remained over the permitted time.

Disabled Badge Holders may park up to all day. A valid disabled blue badge and time clock must be displayed.

**CONTRAVENTION CODE: 40**

**Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge in the prescribed manner**

This code is used when a vehicle is parked in a designated disabled bay

- without displaying a valid disabled badge
- when a badge is displayed but is not valid (i.e. has expired)
- is displayed but is obscured and the relevant details cannot be read

This is an instant issue and no observation period is required.

The Civil Enforcement Officer will take photographs and make notes in their pocket book. They will check all around the vehicle for the badge.

Disabled Badge Holders may park up to 3 hours. A valid disabled blue badge and time clock must be displayed.

**CONTRAVENTION CODE: 42**

**Parked in a parking place designated for police vehicles**

This code is used when non-police marked vehicles are observed in a police bay.

A police bay is recognised by the legend "POLICE VEHICLES ONLY" painted on the road surface. Only marked operational police vehicles may park in the bays. Any non-marked vehicle parked in the bay can be issued with a Penalty Charge Notice. The bays are enforceable at any time.

There are no kerbside plates advertising the bay.

A Penalty Charge Notice will be issued instantly. No observation period is required.

**CONTRAVENTION CODE: 45**  
**Parked on a taxi rank**

This code is used when issuing Penalty Charge Notices to vehicles parked in taxi ranks which are not licensed taxis.

Only taxis may park.

This is an instant issue and no observation period is required.

Some taxi bays are only operational at certain times and parking or loading is permitted at other times. The signs will explain when the restriction applies; if no times are stated the restriction applies at all times.

**CONTRAVENTION CODE: 47**  
**Stopped on a restricted bus stop or stand**

This code is used when a vehicle other than a bus parks in a restricted bus stop. Only buses may stop in the marked area.

Coaches may also stop to pick up and set down passengers but not to park awaiting passengers.

No loading/unloading is permitted.

**CONTRAVENTION CODE: 48**  
**Stopped in a restricted area outside a school when prohibited**

This code is used for any vehicle observed within the marked areas outside a school.

To protect areas outside the entrances to schools yellow zigzag lines are painted on the carriageway, with the legend "KEEP CLEAR"; to indicate that no parking is allowed. The restriction is for safety reasons and any vehicle

stopped, even if picking up or setting down children, may be issued with a Penalty Charge Notice.

A Penalty Charge Notice will be issued instantly and no observation period is required.

No loading/unloading may take place

**CONTRAVENTION CODE: 49**

**Parked wholly or partly on a cycle track or lane**

A cycle track is part of a highway for use only by pedal cycles. Any motor vehicle parked on a cycle track may be issued with a PCN.

Cycle lanes along the kerbside, which also have a yellow line within them, are enforced as a yellow line under code 01 or 02.

**CONTRAVENTION CODE: 63**

**Parked with engine running where prohibited**

This contravention only applies in certain coach bays where there is a sign to stipulate that it is prohibited to park with the engine running.

**CONTRAVENTION CODE: 70**

**Parked in a loading area during restricted hours without reasonable excuse**

This applies only in off street car parks.

The area will be marked on the surface that it is for loading/delivery purposes only. Only vehicles conducting legitimate deliveries may use these spaces.

Civil Enforcement Officers will observe the vehicle for 10 minutes to check for loading/unloading activity.

**CONTRAVENTION CODE: 80**

**Parked for longer than the maximum period permitted**

Most surface car parks in the Town Centre and Commercial Road have a maximum stay.

This code is used when someone has stayed longer than the maximum time limit. It can be issued even if a current in time pay and display ticket is displayed.

Civil Enforcement Officers will check all windows for pay and display tickets.

Civil Enforcement Officers will make a logging of the time the vehicle is observed and its later observation to prove that the vehicle has stayed in the car park for longer than the time permitted.

**CONTRAVENTION CODE: 81**  
**Parked in a restricted area in a car park**

Certain car parks have bays or areas, which are not available for general parking. For instance, wheelchair bays, hatch markings indicating areas should be kept clear for access purposes.

This code is used when someone parks in the restricted area without permission.

The contravention will still be committed even if the vehicle displays a valid pay and display ticket.

**CONTRAVENTION CODE: 82**  
**Parked after the expiry of time paid for in a pay and display (or voucher) car park**

This code is used for contraventions where the driver has overstayed the time stated on their pay and display ticket.

At pay and display car parks drivers must purchase a pay and display ticket from the machine to cover the entire anticipated period of their stay. The ticket must be displayed prominently and clearly on the windscreen of the vehicle.

Before issuing a Penalty Charge Notice the Civil Enforcement Officer will check that the machine is functioning correctly. A test ticket is taken.

A Penalty Charge Notice will not be issued until at least 5 minutes after the pay and display ticket has expired.

The Civil Enforcement Officer will take a photograph of the pay and display ticket and will make notes in his pocket book.

**CONTRAVENTION CODE: 83**  
**Parked in a pay and display (or voucher) car park without clearly displaying a valid pay & display (or voucher) ticket**

This code is used when a vehicle is parked in a pay and display car park where

- No payment ticket is displayed

- A ticket is displayed but is not valid for that parking place
- A ticket is obscured/backwards and the details cannot be read.

Motorists are expected to pay for their parking on arrival. No time is allowed to go and get change. Before issuing a Penalty Charge Notice, Civil Enforcement Officers will check that the machine is functioning correctly.

Civil Enforcement Officers will check the vehicle for pay and display tickets, looking at all windows.

Charges apply to Disabled blue badge holders. Disability tax-exempt vehicles (as shown on the tax disc) may park free for up to 4 hours (or any lesser maximum stay stated on the information plate on the pay and display machine).

Pay and display tickets are not transferable between vehicles.

#### **CONTRAVENTION CODE: 85**

##### **Parked in a permit bay without clearly displaying a valid permit**

This code is mainly used in Green Road and St Marys Road Residents Car Park where residents of specified properties may purchase a permit to park.

It can also be used for other car parks where there are bays for specific permit holders.

#### **CONTRAVENTION CODE: 86**

##### **Parked beyond the bay markings**

This code is used for contraventions when a vehicle is parked partly outside the parking bay.

Civil Enforcement Officers will only issue a Penalty Charge Notice if at least the whole of one wheel is outside the markings. The Civil Enforcement Officers will take photographs to show how the vehicle was parked.

This is an instant contravention and no observation period is required.

#### **CONTRAVENTION CODE: 87**

##### **Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner**

This code is used when vehicles use designated disabled bays without displaying a blue disabled badge.

Disabled blue badge holders may not park free of charge in car parks in Poole, although disability tax exempt vehicles may park for free.

Any vehicle using the disabled bay must display the blue badge and time clock along with either a pay and display ticket or evidence of the vehicle's tax exemption from the vehicle excise licence.

This is an instant contravention. No observation period is required.

**CONTRAVENTION CODE: 89**

**Vehicle parked exceeds maximum weight or height or length permitted in the area**

Most car parks within Poole have a maximum weight limit of 1.5 tonnes unladen. Other limits may apply to large vehicles according to height or length. Information plates within the car park will explain what the limits are.

This code will be used when a vehicle is parked which exceeds these limits.

Civil Enforcement Officers will take photographs of the vehicle in question and make notes in their pocket book.

**CONTRAVENTION CODE: 90**

**Re-parked within one hour [or other specified time] of leaving bay or space in a car park**

This code is used when a vehicle has returned to the same car park within a specified time.

Civil Enforcement Officers will record wheel valve positions on first and second observations to prove that the vehicle has returned.

**CONTRAVENTION CODE: 91**

**Parked in a car park or area not designated for that class of vehicle**

This code is used when the wrong type of vehicle is parked (i.e. a car in a coach bay; a car in a motorcycle bay; a coach in a pay and display bay amongst others).

Civil Enforcement Officers will take photographs to show what type of vehicle has parked.

**CONTRAVENTION CODE: 92**

**Parked causing obstruction**

This code is used when a vehicle parks causing obstruction. This is more serious than code 86. It normally means that other traffic has difficulty manoeuvring around the obstruction.

Penalty Charge Notices will be issued instantly and no observation period is required.

Civil Enforcement Officers will take photographs of the vehicle causing the obstruction.

**CONTRAVENTION CODE: 93**  
**Parked in car park when closed**

Harbourside 1 and 2, Branksome Chine and Dene and Beach Road car parks are not open all the time and are closed by barrier.

This code is used if cars are left in the car park at a time when it is closed.

**CONTRAVENTION CODE: 99**  
**Stopped on a pedestrian crossing or crossing area marked by zigzags**

Under the Traffic Management Act 2004 Penalty Charge Notices can be issued for parking within a pedestrian crossing (zig - zag markings).

This is an instant contravention.

The Police will also have the power to issue a Fixed Penalty Notice and your driving licence may be endorsed with penalty points. If you get a penalty from both the Police and the Council, the Police's Notice will take precedence and the Council's will be cancelled if the Police advise us they are taking action.

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