

Parking Enforcement Guidelines and Contravention description within the City and District of St Albans

Contravention Code	Description	Guidelines
01	Parked in a restricted street during prescribed hours (yellow lines)	<p>Yellow lines do not need to have time plates if they are located within a controlled parking zone (CPZ). Time plates are required if the lines are not within a controlled parking zone or the hours of operations are different from that of the CPZ. Double yellow lines require no time plate. Due to the historic nature of Market Place, St Albans, special authorisation has been granted by the Department of Transport not to have yellow lines present (no waiting is permitted at any time unless in a marked bay).</p> <ul style="list-style-type: none"> ➤ Drivers are allowed to stop for the purposes of picking up or setting down passengers or to either load or unload. ➤ Check time plates or (zone entry plates within CPZs) for times of operation of lines. ➤ Blue Badge holders may park on yellow lines for a maximum of 3 hours along with their badge and clock where no other restrictions apply. ➤ A six minute observation period is given for this contravention.
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force (yellow lines)	<p>Loading and unloading regulations can apply to either single or double yellow lines. The check whether a loading and unloading ban is present in a specific street is by checking for yellow marks or “blips” on the kerb along with a white time plate with black writing. This will be present nearby and will indicate the times when the loading restriction is in operation.</p> <ul style="list-style-type: none"> ➤ Drivers need to check times plates in the street for details of any loading ban as the times of operation are not all the same. ➤ Vehicles cannot stop for the purpose of loading or unloading. ➤ Blue badge holders cannot park when a loading ban is in operation. ➤ There is no observation period required for this contravention.

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05	Parked after the expiry of paid for time	<p>All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machine.</p> <ul style="list-style-type: none"> ➤ Civil Enforcement Officers carry out a visual check and obtain a test ticket from the machine to establish that it is in working order prior to taking action against any vehicles. ➤ Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. ➤ A six minute observation period will be given after the expiry of time on a paid for ticket before a PCN is issued for this contravention.
06	Parked without payment of the initial charge or without clearly displaying a valid ticket or voucher	<p>All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machine.</p> <ul style="list-style-type: none"> ➤ The pay & display ticket is to be displayed on the dashboard of the vehicle to ensure it is clearly visible at all times. ➤ Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. ➤ Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. ➤ A six minute observation period will be given before a PCN is issued where no ticket is displayed.

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07	Parked with additional payment made to extend the stay beyond expiry of the time initially purchased (meter feeding)	<p>In pay & display parking places there is a maximum time period that vehicles are permitted to stay. If the driver of a vehicle returns and buys more time to stay beyond the maximum stay time then this is called meter feeding and is a contravention.</p> <ul style="list-style-type: none"> ➤ Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. ➤ There is no observation period provided for this contravention.
12	Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay & display ticket issued for that place	<p>In bays, which state 'Permit holders only' or 'Resident permit holders only' on the sign, only those vehicles displaying a valid permit for the relevant controlled parking zone may park during its operational hours. Zones and permits are matched by specific zone letters shown on the plates and permits.</p> <ul style="list-style-type: none"> ➤ Blue badge holders are only permitted to park in this type of parking place for the maximum period permitted by the voucher or pay & display ticket. ➤ A six minute observation period is provided for this contravention.
16	Parked in a permit bay without displaying a valid parking permit	<p>In bays, which state 'Permit holders only', only those vehicles displaying a valid permit specific to that parking place may park during its operational hours. These parking places maybe used by Doctors or in some instances can be shared between residents and others.</p> <ul style="list-style-type: none"> ➤ Blue badge holders are not permitted to park in this type of parking place ➤ A six minute observation period is provided for this contravention.

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19	Parked in a residents' or shared use parking place displaying an invalid permit, an invalid voucher or invalid pay & display ticket.	<p>This contravention occurs when a vehicle is parked in a shared parking place and is displaying an invalid permit, voucher or pay & display ticket.</p> <ul style="list-style-type: none"> ➤ Blue badge holders are permitted to park in a shared use parking place where the bay is shared between permit holders and pay & display ticket holders only. ➤ A six minute observation period is provided for this contravention.
21	Parked in a suspended bay or part of a bay	<p>Bays may from time to time be suspended for various reasons such as highway maintenance, furniture removals, weddings and funerals. There will be a large triangular sign placed adjacent to the suspended area with the details of the suspension. As suspensions maybe requested at short notice drivers must check regularly to ensure parking is permitted for the full period of the anticipated stay.</p> <ul style="list-style-type: none"> ➤ Vehicles are not allowed to park in suspended bays unless it is authorised to do so as part of the suspension. ➤ Loading and unloading is not permitted in this type of parking place. ➤ Blue badge holders are not permitted park in a suspended bay. ➤ Only vehicles, which the Council are aware of, may park in a suspended parking place. ➤ No observation period is provided for this contravention
22	Re-parked in the same parking place within the no return time specified	<p>A number of parking places exist which only allow a limited amount of time to park. Once the period of time allowed expires, vehicles must move and are not permitted to return within the minimum period, normally 1 hour.</p> <ul style="list-style-type: none"> ➤ Loading and unloading is permitted in this type of parking place so long the activity is continuous and can be seen if longer than the maximum stay. ➤ Re-parking to load or unload within the banned return period is not permitted. ➤ Blue badge holders can park without restriction unless specified on the time plate. ➤ No observation period will be provided for this contravention.

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23	Parked in a parking place not designated for the class of vehicle	<p>This contravention is committed when a vehicle is parked in a bay or space that is not for that type of vehicle. E.g. a car parked in a motorcycle bay. Other examples are Goods vehicles only, loading bays, coach or ambulance bays.</p> <ul style="list-style-type: none"> ➤ Loading is not allowed unless the correct type of vehicle is in the bay. ➤ Blue Badges are not allowed to park in this type of parking place. ➤ No observation period is provided for this type of contravention.
24	Not parked correctly within the markings of the bay	<p>Vehicles must be parked wholly within the markings of a parking place to be correctly parked. If more than two of its wheels are outside the bay markings it is deemed to be outside bay.</p> <ul style="list-style-type: none"> ➤ All vehicles must be correctly parked within the markings of a bay. ➤ There is no observation period for this contravention.
25	Parked in a loading place during restricted hours without loading	<p>Vehicles that are permitted to park in a loading bay must still be actively loading and unloading during their stay. If this is not the case then a penalty charge may be issued.</p> <ul style="list-style-type: none"> ➤ Blue badge holders cannot park in this type of parking place. (Care to be taken where disabled bays are adjacent to loading bays – outside Nat West, St Peters Street, St Albans. ➤ A six minute observation period will be given for this contravention.

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30	Parked in a free parking bay for longer than the maximum period	<p>Vehicles are not permitted to stay in a parking place for longer than the permitted time shown on the time plates within the bay. Where vehicles do stay longer then are classed as overstaying and are in contravention of the regulations.</p> <ul style="list-style-type: none"> ➤ Loading and Unloading is permitted in this type of parking place but not beyond the maximum stay period indicated on the sign. ➤ Blue Badge holders can park for free for as long as required, however, in a time restricted disabled parking place Blue Badge holders can only stay the time indicated on the time plate so long as the Badge and disc/clock is displayed. ➤ A six minute observation will be provided for this contravention after the max stay time has elapsed.
40	Parked in a designated disabled person's parking bay without clearly displaying a valid disabled person's parking badge	<p>Only vehicles, which display a valid Blue Disabled badge with a clock/disc set at the time of arrival, are allowed to park in this type of parking place.</p> <ul style="list-style-type: none"> ➤ Loading and Unloading is not allowed in this type of parking place. ➤ Blue Badges and disc/clock must be correctly displayed. ➤ No observation period is provided for this contravention.
46	Stopped where prohibited (clearway)	<p>On streets where it states there is a CLEARWAY at certain times, vehicles are not permitted to park for any reason.</p> <ul style="list-style-type: none"> ➤ Loading and Unloading is not permitted when the CLEARWAY restriction is in operation. ➤ Blue Badge holders are not allowed to park on this type of restriction. ➤ No observation period is given for this contravention.

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47	Stopped on a restricted bus stop/stand	<p>Restricted bus stops are signified by a thick yellow line/band on the road and are accompanied by a time plate that states 'No stopping except buses' normally followed by the restrictions times.</p> <ul style="list-style-type: none"> ➤ Only buses can stop on this type of restriction to set down and pick up passengers. Buses can only wait without picking up passengers on bus stands. ➤ Loading and Unloading is not permitted on this type of restriction. ➤ Blue badge holders are not permitted to park on this type of restriction. ➤ No observation period is provided for this contravention.
48	Stopped on a restricted area outside a school during the times indicated	<p>This is a restriction, which is signified by a zig-zag line with 'SCHOOL KEEP CLEAR' written on the road. There will also be a time plate, which accompanies the road markings.</p> <ul style="list-style-type: none"> ➤ Vehicles are not allowed to stop on this type of restriction even for the purposes of dropping and picking up children for school. ➤ Loading and Unloading is not permitted on this type of restriction. ➤ Blue badge holders are not allowed to park on this type of restriction. ➤ School restrictions only apply during school term times. ➤ No observation period is provided for this contravention.

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62	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)	<p>Vehicles, which are not classed as commercial vehicles and are less than 7.5 tonnes in weight, are not allowed to park on the pavement.</p> <ul style="list-style-type: none"> ➤ Loading and Unloading is permitted provided that the vehicle cannot be satisfactorily parked on the road. ➤ This contravention is not currently enforced across the District of St Albans. However, if you are on the pavement and another type of restriction is in operation e.g. a yellow line then you will be issued with a Penalty Charge Notice (PCN). ➤ Blue badge holders cannot park on the pavement. ➤ No observation period is provided for this contravention.
81	Parked in a restricted area in a car park	<p>This contravention relates to car parks only. This is indicated by yellow cross-hatched areas, raised paving, grassed areas and landscaped areas. These must be kept clear for vehicles to gain access, turn around or for pedestrians.</p> <ul style="list-style-type: none"> ➤ Loading and Unloading is not allowed in these areas. ➤ Blue Badge holders are not allowed to park in these areas. ➤ No sign is necessary to enforce this restriction. ➤ No observation period will be provided for this contravention.
82	Parked after the expiry of paid for time	<p>This contravention only takes place in car parks. All car parks with pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machines.</p> <ul style="list-style-type: none"> ➤ The Civil Enforcement Officer will check the machine before any action is taken against vehicles. ➤ Blue badge holders can park in this type of parking place for up to three hours providing the badge is clearly displayed. ➤ A six minute observation period will be given after the expiry of time on a paid for ticket before a PCN is issued.

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83	Parked in a car park without clearly displaying a valid pay & display ticket	<p>This contravention only takes place in car parks. All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machines.</p> <ul style="list-style-type: none"> ➤ Blue badge holders can park in this type of parking place for up to three hours providing the badge and clock/disc is clearly displayed. ➤ The pay & display ticket is to be displayed on the dashboard of the vehicle to ensure it is clearly visible at all times. ➤ A free issue ticket valid for three hours is to be obtained from the machine when parked in Westminster Lodge or Clarence Park. ➤ Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. ➤ A six minute observation period will be provided for this contravention.
85	Parked in a permit bay without clearly displaying a valid permit	<p>This contravention only takes place in car parks. In bays that state 'Permit holders only' or have the name of the permit holder/company on a plate over the bay. Only vehicles displaying the correct permits specific to that bay may park within it.</p> <ul style="list-style-type: none"> ➤ Loading and unloading is only allowed in this type of parking place for valid permit holders. ➤ Blue Badge holders are not allowed to park in these parking places. ➤ No observation period is provided for this contravention.

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86	Parked beyond the bay markings	<p>This contravention only takes place in car parks. For a vehicle to park in these parking places all of its wheels must be within the bay markings. If more than two wheels are not within the markings then the contravention is deemed to have been committed.</p> <ul style="list-style-type: none"> ➤ All vehicles must be correctly parked within the bays. ➤ This requirement applies at all times regardless of how empty the car park is. ➤ No observation period is provided for this contravention.
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	<p>This contravention only takes place in car parks. Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge.</p> <ul style="list-style-type: none"> ➤ Loading and unloading is not allowed in this type of parking place unless you are a blue badge holder. ➤ Blue Badge holders can park for up to three hours providing a blue badge and clock/disc is correctly displayed. ➤ No observation period is provided for this contravention.
91	Parked in a car park or area not designated for that class of vehicle	<p>This contravention only takes place in car parks. The contravention is committed when a vehicle is parked in a car park bay that is not for that type or class of vehicle. E.g. a motorcycle bay.</p> <ul style="list-style-type: none"> ➤ Loading and unloading is not permitted unless the vehicle is permitted to be in the parking place. ➤ Blue Badge holders are not permitted to park in these parking places. ➤ No observation period is provided for this contravention.

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99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags	<p>Vehicles are not permitted to park on the white zig-zag markings. Where they do so St Albans City and District will issue them with a PCN.</p> <ul style="list-style-type: none"> ➤ The Police can also take action and their offence would take priority over any notice issued by the Council. ➤ Drivers may also receive penalty points on their driving licence if the Police take action. ➤ Loading or unloading is not permitted on these markings. ➤ Blue Badge holders are not permitted to park on these markings. ➤ No observation period will be given for this contravention.