

# Parking Enforcement Guidance 2025





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## Introduction

This document is provided to help members of the public understand how parking is enforced in St Albans District. The document will be reviewed annually to ensure that it reflects current best practice and changes to legislation.

The guidance set out below enables parking enforcement to be carried out consistently. It includes guidelines used by officers when considering whether to issue Penalty Charge Notices. It should be noted, however, that our Civil Enforcement Officers act on the evidence before them at the time a vehicle is observed; they are empowered to issue a Penalty Charge Notice if they believe a contravention has occurred.

The guidance is based upon prioritising clearly identified needs, such as those of people with disabilities, residents, visitors, and businesses. The Council aims to provide firm and fair parking enforcement to deliver our key objectives:

- A reduction of the dangers posed by illegal, inconsiderate, and dangerous parking.
- Improved safety for pedestrians, cyclists, and other road users.
- Ensure access for Emergency Services.
- Contribute to the management of the road network by reducing congestion.
- Provide a safe environment by reducing unnecessary pollution.

## Definitions

The following definitions are used in the text and listed here for ease of reference:

BWC – Body Worn Cameras

CEO – Civil Enforcement Officer

CPE – Civil Parking Enforcement

CPZ – Controlled Parking Zone

DVLA – Driver & Vehicle Licensing Agency

PCN – Penalty Charge Notice

TRO – Traffic Regulation Order

VRM – Vehicle Registration Mark





# 1. General Enforcement Information

## Report an illegal or dangerously parked vehicle

You can report an illegally or dangerously parked vehicle on the public highway by calling 01727 845283 or by emailing [illegalparking@stalbens.gov.uk](mailto:illegalparking@stalbens.gov.uk)

Requests from the public for targeted enforcement will be addressed where appropriate. Priority will be given to requests received from the Police and where public safety is at risk.

## Office hours

Core hours: Monday to Saturday 07:45 to 20:00, Sunday 08:00 to 17:00

Flexible enforcement: 17:00 up to midnight on various days.

## Hours of enforcement

Enforcement will be conducted during the hours of control, which vary according to the restriction/s and Controlled Parking Zone (CPZ). Relevant signs or information boards in each CPZ / location will provide details of the hours of enforcement. It should not be assumed that the Council does not enforce at certain times, even if Civil Enforcement Officers (CEOs) are not visible.

## Sunday / Bank or Public Holidays

If the restriction or requirement applies on a Sunday, enforcement will also take place on a Bank or Public Holiday.





## 2. Civil Enforcement Officers

### Uniform

Our CEOs wear uniforms that comply with the legislation. This states that enforcement officers must wear uniforms that identify the wearer is a CEO, provides clear identification of the Local Authority on whose behalf the officer is acting and includes a personalised epaulette number to identify the CEO which may contain letters as well as numbers.

### Body worn cameras

Unfortunately, CEOs, through the nature of their work, are sometimes open to aggressive and/or abusive encounters.

To reduce such incidents the CEOs wear Body Worn Video Cameras (BWC), these devices record sound and images to help the officer gather evidence should an incident occur. The device acts as a deterrent and records on a continuous loop which is only retained when the officer activates the camera.

### CEO powers

Our CEOs patrol CPZs and the wider District to enforce the parking restrictions that are in place. These are designed to reduce accidents, improve traffic flow, help residents, and create better facilities for residents, shoppers and businesses.

All CEOs undergo training. The CEOs role is not just to issue tickets. They work to ensure parking controls are enforced consistently for the safety of all road users.



### Discretion

CEOs have no discretion in circumstances where they observe a vehicle parked in contravention of this policy and **must** serve a PCN on **all** occasions. Not doing so is likely to bring both their impartiality and the integrity of the service into question. Any notes displayed within a vehicle will be recorded but are unlikely to prevent the service of a PCN.

It is also important to note that a CEO cannot cancel a penalty once it has been served. This avoids any claims of inconsistency, favouritism, or suspicion of bribery. All challenges must be made in writing to the Council either at the address printed on the reverse of the penalty or online.

For reasons of health and safety CEOs must not enter premises or divulge any personal information. They can be identified by their unique epaulette number, worn prominently on their uniform and upon request by their identity badge. Their unique number is also recorded on any PCN that they serve.

All CEOs are salaried staff and do not receive any bonus or commission in relation to the PCNs that they serve, nor do they work to any form of ticket target regime.

### Evidence

CEOs are required to check all windows of a vehicle for the presence of any relevant Vouchers, Badges, Permits or Tickets. The CEO will record any relevant details on their handheld device, and this will often be supported by photographic evidence.

Visitor Parking Permits, Parking Vouchers or PayByPhone sessions can be validated at any time, and for this reason they will not be accepted where they are not shown to be present or active at the time of the contravention.

### Photographic evidence

In most cases the CEO will take photographs of a vehicle parked in contravention of the regulations following the service of a PCN. This procedure provides supporting evidence that enables Council officers to fully evaluate if the PCN was served correctly and if a contravention occurred. However, it should be noted that photographic



evidence is not a legal requirement, and the absence of photographs has no bearing on the validity of a PCN.

## Record keeping

The CEO is required to record all relevant details of the parking contravention and the vehicle subject to the PCN, including observation times and the presence of any permits or badges noted to be on display.

## CEO complaints

The Council expects all its staff to always act in a professional and courteous manner. Our officer's issue PCNs in line with policy guidance and legislation. They therefore cannot comment on whether a PCN which has been issued, is likely to be cancelled or not.

Any allegation of misconduct made against a member of the Council's enforcement staff will be investigated and dealt with through the [Council's Complaints Procedure](#) available on our website.

## Abusive and violent behaviour towards staff

Abusive or violent behaviour to any staff member, either in person or on the telephone, will not be tolerated. Abusive individuals will be advised that their behaviour is unacceptable, and the conversation may be terminated if the abuse continues.

A register is kept of persistent offenders who are intimidating or abusive to staff. CEOs who experience abusive behaviour will make a full record in their pocketbook directly quoting what is said and if necessary, record the incident on their body worn camera.

Threatening or intimidating behaviour is subject to the Council's operating procedures and is treated as a serious incident. The Council will fully support the CEO in the prosecution of individuals who assault or harass them in the performance of their duties and will enlist the support of Police to take legal action in such an event.





## 3. Penalty Charge Notices (PCNs)

### Controlled Parking Zones (CPZ)

A Controlled Parking Zone is an area where parking controls protect the needs of residents, their visitors, and local businesses. Residents and businesses in the Zone are required to purchase permits if they intend to park on the public highway during the hours of operation. Visitors require permits or, in the case of shared use bays, must display a valid visitors permit or pay to park.

During the hours of operation, vehicles may only be parked in marked parking bays. These are only located where it is both safe to park and unlikely to cause a physical or visual obstruction. Each bay may be restricted by charge, length of stay or permit requirement. Yellow lines should be used in accordance with the time plate.

Our CEOs will issue PCNs to any vehicle they believe is not parked in accordance with the parking restrictions in place.

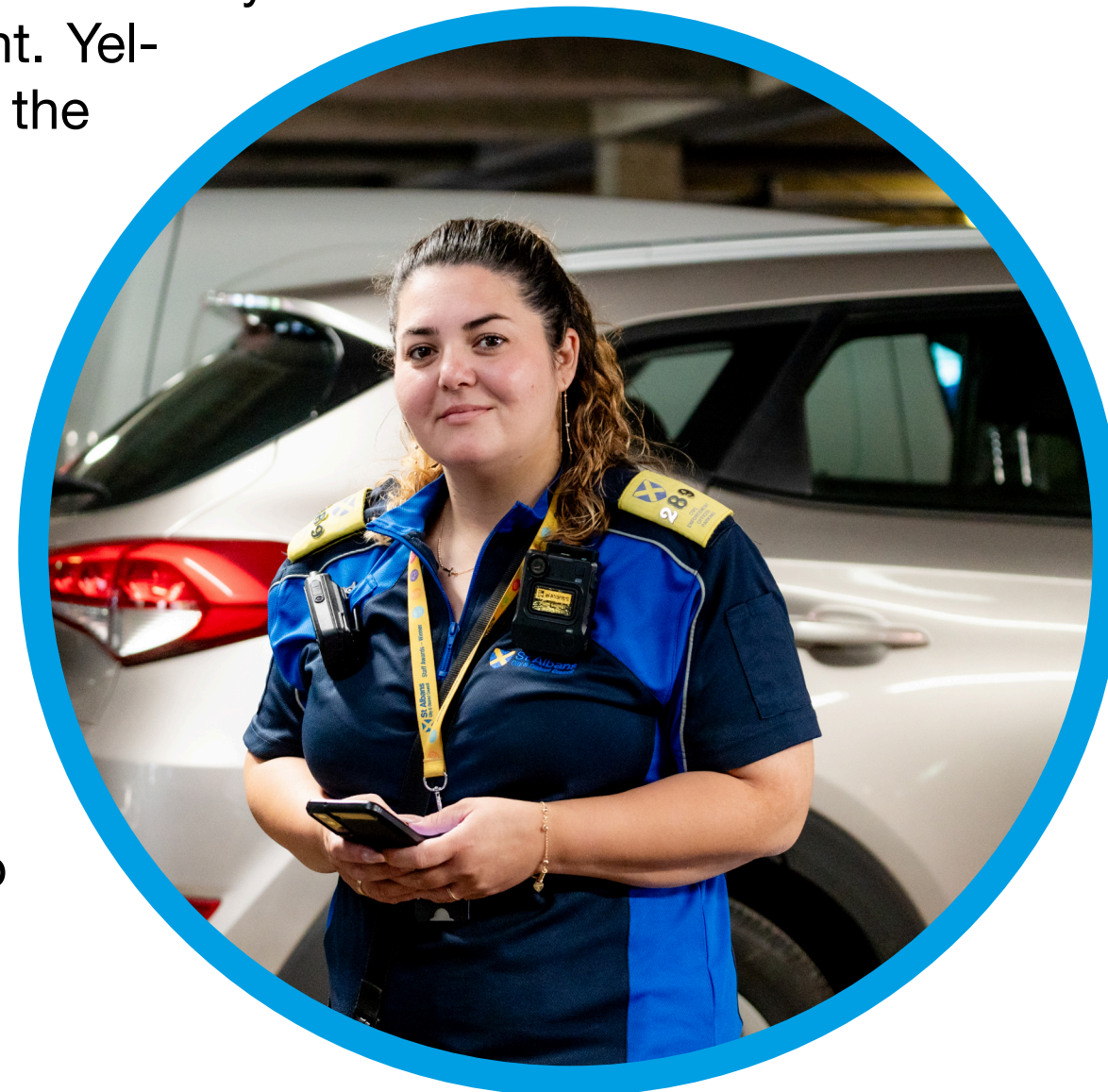
### PCNs

A Penalty Charge Notice (PCN) may be issued to a vehicle observed to be parked in contravention of the regulations by being fixed to the vehicle windscreen or handed to the person appearing to be in charge of it.

### Regulation 10 notices

Occasionally a CEO is prevented from serving the PCN by the driver returning to the vehicle and driving off, or by the driver becoming abusive or threatening.

Regulation 10 of the Civil Enforcement of Parking Contraventions (England) General



Directions 2007 enables local authorities to serve PCNs by post in the above circumstances. PCNs served by post are therefore referred to as Regulation 10 PCNs and are in use by St Albans City and District Council.

### PCN charges

The Council is not responsible for setting the costs of Penalty Charge Notices. The Secretary of State decides which contraventions are at which levels and sets PCN costs accordingly.

### Multiple Penalty Charge Notices

If a vehicle is parked in contravention of the regulations, a PCN can be issued each day the vehicle remains.

### Contravention codes

Each parking contravention has its own code which appears with a description on the PCN. A full list of contravention can be found at [www.patrol-uk.info/contravention-codes/](http://www.patrol-uk.info/contravention-codes/)

### Moving vehicles on

If a vehicle is parked in a waiting or loading restricted location with the driver in the vehicle, where possible they should be spoken to. If no lawful reason to remain parked is given or observed, the driver should be moved on and if failing to do so, a PCN will be issued.

If the driver is parked in a 'no stopping' restricted area, e.g., at a bus stop or on a zig zag line, the PCN will be issued instantly.

### Inclement weather

Inclement weather is not an excuse for contravening parking restrictions. Indeed, in some conditions where visibility is reduced, it can be particularly dangerous to park



in contravention of restrictions. However, during periods of heavy snow, where signs and lines may be obscured, it typically falls under the professional judgement of the CEO to decide whether to issue a ticket. If the CEO believes a vehicle is parked in contravention, they must serve a ticket. The CEO will consider factors such as the visibility of the lines, the amount of snow, and whether the driver could reasonably be expected to know the parking restrictions.

## Warning notices

We sometimes issue a warning notice rather than a PCN. This is normally when we introduce new parking restrictions and is for a fixed period. Motorists should take note of why they receive a warning notice. A valid PCN can be issued if they continue to park there. Normally only one warning notice will be issued for the same contravention of regulations.

## 4. General enforcement protocols

### Abandoned vehicles

If a car has 3 or more PCNs issued for the same location, the vehicle will be reported as a possible stolen/abandoned vehicle. Other criteria used include:

- the vehicle has no keeper on DVLA's database and is untaxed – we check vehicle tax online.
- the vehicle is stationary for a significant amount of time.
- the vehicle is significantly damaged, run down or unroadworthy, for example has flat tyres, missing wheels, or broken windows.
- the vehicle is burned out.
- a number plate is missing.

There is no limit to the number of PCNs that can be issued to one vehicle. Untaxed vehicles may, in addition, be reported to the DVLA directly. See more about abandoned cars at [www.stalbans.gov.uk/abandoned-and-unwanted-vehicles](http://www.stalbans.gov.uk/abandoned-and-unwanted-vehicles).

### Broken down vehicles

The CEO will decide whether to issue a PCN based on the evidence at hand. They are required to ignore notes left on vehicles. If there is physical evidence that the vehicle has been in an accident the CEO will seek advice from their supervisor about whether to issue a PCN.

### Car Club

Enterprise Car Club currently has vehicles available for registered users to borrow. The vehicles are situated in Civic Close, just behind Ladbroke's on St Peter's Street. These vehicles are permitted to park in any resident bay; however, the driver will be liable for a PCN if observed parked in contravention of any other restriction.

### Carers and health care workers

Carers and health care workers should display a valid permit when parked on duty. The Council issues a range of permits to carers. There is no automatic exemption from parking restrictions for health care workers. If they are observed parking in contravention of regulations or are not adhering to the terms and conditions of the permit, a PCN will be issued.

### Caravans and trailers

A caravan or trailer is not classed as a motorised vehicle unless it is attached to a vehicle. As a result, it is not possible for the Council's CEOs to issue a PCN in these situations. However, they may be classed as an obstruction and therefore should be reported to the County Council if parked on the highway.

### Cash in transit vehicles

Vehicles are exempt when conducting collection services only.





## Council staff and councillors

Preferential treatment is not given to Council employees or Councillors who may receive a PCN. If they wish to challenge a PCN issued to them, they should follow the statutory procedure.

Council staff and Councillors should take due care when parking and ensure they are parked in accordance with the restrictions. If the driver is seen and claims to be a Council employee or a Councillor, the CEO will note this, but it will not prevent them issuing a PCN.

Emergency situations will be dealt with according to the circumstances. Under no circumstances should Council staff or Councillors attempt to get a PCN cancelled without going through the relevant procedure.

## Dropped kerbs

Dropped kerbs provide crossing points for people and allow access to driveways, it is important that they are not blocked unnecessarily.

Where a vehicle is parked blocking a dropped kerb a CEO may serve a PCN, a sign plate or road markings are not required for this purpose, as the contravention is already included within the Traffic Management Act 2004. H-bars are often in place to draw attention to a dropped kerb but are not necessary for the purposes of enforcement.

If a vehicle is blocking access to a driveway without the consent of the occupier, they may report it by calling 01727 845283 or emailing [illegalparking@stalbans.gov.uk](mailto:illegalparking@stalbans.gov.uk).<sup>1</sup>

## Double parking

Double parking applies when a vehicle parks on any part of the carriageway and no part of the vehicle is within 50cm of the edge of the carriageway. If a vehicle parks more than 50cm from the edge of the carriageway and is not wholly within a marked parking place, a CEO may serve a PCN.

<sup>1</sup> In the case of a shared driveway the occupier's consent exemption does not apply, in this case a PCN will only be served where access to the driveway is no longer possible, and the complaint is received from an occupier who shares the driveway.



## Displaying Pay and Display tickets

Pay and display tickets should be displayed in the vehicle's front windscreen so that the CEO can read the details easily. Full instructions for display are located on the ticket itself. However, if the CEO can read a valid pay and display ticket, a PCN will not be issued for failure to display in accordance with these provisions.

More than one pay and display ticket should not be displayed at any one time. However, a PCN should only be issued where the motorist has parked for longer than the prescribed time or is not clearly displaying a valid pay and display ticket.

Pay and display tickets are vehicle specific and not transferable between drivers. A PCN will be issued to any vehicle displaying a ticket from another vehicle.

Where a pay and display machine does not issue physical tickets, it is the responsibility of the motorist to ensure they enter the correct registration and details into the machine. A PCN may be issued if the motorist fails to do so.

## Expired permits

Any vehicle displaying an expired permit will be given a 7-day grace period in which to renew their permit. The CEO will not issue a PCN during this period.

## Faulty equipment

Where a pay and display machine appears to be out of order, an alternative machine or a PayByPhone session should be used. If there is not another machine you are still required to pay using PayByPhone or alternatively, you should park elsewhere. In the unlikely event that all methods of payment are unavailable, then the restrictions at the location will not be enforced until such time as a method of paying is available.

All machines have a telephone number for reporting any fault encountered. The details of the fault and your vehicle will be recorded, and an engineer will be tasked with repairing the machine.

## Footway or verge parking

Footway or verge parking is not expressly forbidden unless a specific Traffic Regulation Order (TRO) is present. It will only be possible to serve PCNs to vehicles that are parked alongside a valid parking restriction. Parking restrictions run from the centre of the carriageway to any adjoining boundary. If a vehicle has parked on the verge or footway by crossing a parking restriction, it may be in contravention of regulations and a PCN may be served. However, in all cases, motorists are advised to consider the safety of pedestrians using pushchairs, wheelchairs and those who may be partially sighted or blind.



## Grace periods

Grace periods apply to parking places where a person is allowed to park such as a pay and display or residents' bay.

The Council will apply a mandatory grace period, set by central government, of 10 minutes to vehicles parked in dedicated parking bays where a period of permitted parking ends and then controls then come into force.

The 10-minute grace period applies to parking bays in the following instances:

- At the start of controlled hours when the bay reverts from being uncontrolled.
- Upon expiry of a paid parking session during controlled hours.
- Upon expiry of a permitted 'free' parking period during controlled hours.

A road with a restriction (for example, single yellow line) or prohibition (such as a double yellow line) is not a 'designated' parking place either during or outside of the period of the restriction or prohibition.



## Lines and signs

Before any PCN is issued, the CEO must be satisfied that the required lines and signs are present and are not incomplete or obscured. Where a restriction should be signed and/or lined, and it is missing, a PCN should not be issued.

However, if there are small lengths of yellow lines missing (less than the length of a small car), the CEO will issue a PCN as normal and report the defective section for remedial action. Any damaged lines and signs are noted by CEOs when on patrol.

## Loading and unloading

Any vehicle can load or unload continuously when parked in a loading bay or on a yellow line which allows such activity. For commercial vehicles, loading or unloading is allowed for commercial purposes or if the items being loaded or unloaded are not easily portable. The process does have to be continuous, and the CEO must see some evidence of this taking place. For non-commercial vehicles, the goods must be of a nature that it would be unreasonable to carry by hand.

If a CEO has reason to believe that any vehicle is loading or unloading, they will allow up to the time set out below to allow for this activity. If the loading or unloading is required for a longer period of time, i.e., on a building site, a parking suspension will be required.

If a CEO suspects a vehicle is parked in contravention of the regulations, and is not loading, they will observe that vehicle for the time set out in the table below.

## Dropping off passengers

Legislation permits a vehicle to stop to let passengers get in to or out of a vehicle. The driver must remain with the vehicle unless they are escorting old, disabled or very young passengers. The CEO will observe a vehicle stopped on restrictions and if nobody is seen getting in or out of the vehicle, they will ask the driver to move or issue a PCN if they believe a contravention of the regulations has occurred.

## Taxis

Taxis should only wait in designated taxi ranks. Drivers must always wait with their vehicle. Waiting on yellow lines is not permitted and taxis may only remain stationary to allow passengers to board and alight.

## Motor garages

The Council is aware of parking nuisance which can occur around some motor garages which park customer vehicles on street during working hours. Although we endeavour to ensure vehicles in contravention of the regulations are issued a PCN, this cannot always be possible due to the legal observation periods which must be given.

If the vehicles are being sold or being worked on in the street, the Council may be able to take action under the Clean Neighbourhoods and Environment Act 2005.

## Motorcycles

All motorcycles are required to purchase a permit to use a Resident Parking Bay. Motorcycles can park for free in motorcycle bays on street and within car parks.

## Notes left on windscreen

CEOs are instructed to ignore notes left on windscreens and will issue a PCN if the vehicle is parked in contravention of regulations. This is because it is not possible for the CEO to check if the circumstances described on the note are genuine. Motorists will be required to challenge the PCN and provide documentary evidence to support the circumstances they described.



## Observation periods

To prevent penalties for motorists who are engaged in legitimate and authorised activities, such as loading and unloading, the Council has adopted the observation periods described below.

These observation periods are subject to change and not set within legislation. In some cases, it may be necessary to issue an immediate PCN to ensure that the safety of other road users and the safe flow of traffic is maintained.

Location type	Vehicle type*	Observation time	Permitted time to load / unload if observed
Single or double yellow lines	private	2 minutes	20 minutes
	commercial	5 minutes	40 minutes
Single or double yellow lines within 10 meters of a junction	private	instant issue	not permitted
	commercial	instant issue	not permitted
Within a keep clear area	private	instant issue	not permitted
	commercial	instant issue	not permitted
Single or double yellow lines within 20 meters of a controlled junction (i.e. traffic lights)	private	instant issue	not permitted
	commercial	instant issue	not permitted
Resident bay within a Controlled Parking Zone (CPZ)	private	5 minutes	20 minutes
	commercial	5 minutes	40 minutes

Location type	Vehicle type*	Observation time	Permitted time to load / unload if observed
Pay and display bay	private	5 minutes	10 minutes
	commercial	5 minutes	10 minutes
Limited waiting bay (free bay)	private	5 minutes	10 minutes
	commercial	5 minutes	10 minutes
Loading bay	private	5 minutes	20 minutes
	commercial	5 minutes	20 minutes
Bus stop, disabled bay, suspended bay, taxi rank, school keep clear	private	instant issue	not permitted
	commercial	instant issue	not permitted

\*A **private** vehicle refers to a vehicle used primarily for personal purposes. A **commercial** vehicle refers to a vehicle used by working professionals and delivery drivers in a variety of trades and constructed or adapted for the carriage of goods.

## Obstruction on the Highway

This responsibility remains with the County Council or the Police, who may issue Fixed Penalty Charge Notices or remove vehicles.



## Pay and Display tickets

The motorist is responsible for ensuring that all Pay and Display tickets are correctly displayed prior to leaving their vehicles unattended. PCNs will be served in circumstances where the validity of a Pay and Display ticket cannot be verified because it has been incorrectly displayed.

PCNs can be avoided by ensuring the Pay and Display ticket is present on the dashboard after closing all doors and that it clearly shows the relevant expiry details.

## Parking outside bay markings in on-street areas

A CEO will use their professional judgement to evaluate whether a vehicle is parked outside the markings of the parking space. The CEO will consider the extent of the encroachment, whether it poses a safety risk or causes an obstruction. If the encroachment hinders other vehicles from parking or moving safely, a PCN will be served.

Off-street car parks – vehicles parked outside the marked bay in a car park will normally be issued with a PCN unless, in the opinion of the CEO, the position of the vehicle does not make it difficult for another vehicle to park in an adjacent parking space.

Vehicles should only be parked in marked bays and should not be parked anywhere else in an off-street car park.

## Pay-by-Phone

Drivers using Pay by Phone are responsible for ensuring that they enter the correct details at the time of parking and that they have chosen the correct location code. Where incorrect details are entered, a PCN will be issued.

## Schools

The Council recognises that parents of primary school age children need to drop off and collect their children from the playground or classroom. Therefore, parents may

park for up to 10 minutes on a single yellow line or in a residents' parking bay near to the school, whilst they drop off or pick up infants. This discretion is allowed only if parking is done safely and does not endanger other road users or pedestrians.

There are no parking discretions for parents of secondary school age children.

## 5. Suspensions and dispensations

Designated parking bays may be suspended for several reasons including:

- to allow maintenance of properties;
- house moving;
- filming.

Suspensions of parking bays / spaces will be clearly signposted by means of temporary signs which will indicate the exact location and extent of the suspension, details of any vehicles permitted to park and the start and finish dates and times. These signs will be displayed at least five days before the suspension comes into operation.

The suspension remains in place for the duration specified on the signs. Vehicles parked in contravention of a suspension will receive a PCN.

## Emergency vehicles

Police, Fire and Rescue, and Ambulance vehicles are exempt from the regulations providing that they are liveried and are being used in connection with official duties. PCNs will not be issued to these vehicles. If it is obvious that the driver is not engaged on official duties a PCN may be issued.

## Military vehicles

Vehicles used by any armed forces are exempt from all restrictions.



## Royal Mail

Vehicles belonging to the Royal Mail whilst engaged in the delivery of postal packets (to or from post boxes and business premises) are exempt from enforcement and may load or unload where others are not permitted. However, CEOs will issue a PCN if they believe that such vehicles are not actively engaged in delivery.

## Scaffolding vehicles

Vehicles are exempt only when they are actively being used for maintenance or construction work.

## Utilities vehicles

Vehicles conducting works to cables, pipes, sewers etc., in the street, are exempt, as are vehicles such as cranes and diggers used to conduct works on the highway. Vehicles conducting commercial servicing and repairs inside premises are not exempt.

## Work carried out on the highway / Statutory undertakers

Vehicles conducting works on the highway will not be issued with a PCN if the vehicle is being used in direct connection with works on the highway and appropriate signage is in place. If no permit is displayed, then a PCN will be issued.

If there is no activity, then the vehicle should be enforced in the normal way. Examples of essential works include the following:

- Servicing and maintaining street furniture.
- Maintenance of utility boxes.
- Vehicles performing highway maintenance.
- Graffiti removal.
- Removal of fly-tipped material.
- Street lighting.

- Traffic signal engineers

If it is not clear to a CEO that the vehicle is conducting essential work on the highway, then a PCN may be issued if the vehicle is parked in contravention of the regulations. Once the essential work has been completed, the vehicle must be moved, as it is no longer exempt from enforcement and will be treated as such.

## Funerals and weddings

There is no exemption for funeral and wedding vehicles, however, CEOs will exercise their judgement where it is clear that a funeral or wedding is taking place.

It may be necessary to ask some vehicles to move on some occasions to avoid obstructions and a PCN will only be issued where a request for a vehicle to move is ignored. If vehicles are stopped in order to allow people to board or alight, they will be entitled to the exemption for boarding and alighting.

## Glazing vehicles

Vehicles are exempt only when conducting emergency works. An exemption does not apply to general glazing workers, who must park lawfully once loading or unloading has occurred.

## 6. Blue badges

If you are disabled or have a health condition that affects your mobility, and you live in Hertfordshire, you can apply to the County Council for a Blue Badge. A Blue Badge will help you to park close to your destination either as a passenger or driver and are not vehicle specific. In order not to receive a PCN they must be display on arrival to park.

## Your responsibilities as a blue badge holder

You must not park where it would:

- be dangerous.



- create difficulties for people.
- block pedestrians and other road users.
- be too close to a junction.
- make a road too narrow.
- hold up traffic.
- stop emergency vehicles from going in or out.
- stop somebody in a wheelchair from crossing the road where a kerb is lowered.

If you are using a Blue Badge as a passenger, make sure that the driver is aware of the rules.

You must never use a copied badge to park or try to change the details on a badge.

You must always report the matter to whoever issued you the badge if something changes, such as where:

- the badge is running out.
- the badge is lost, stolen or damaged.
- you change address.
- you change your name.

## Who can use the blue badge?

The badge is for your use and benefit only. It must only be displayed if you are travelling in the vehicle as a driver or passenger, or if someone is collecting you or dropping you off and needs to park at the place where you are being collected or dropped.

It is a criminal offence for you or anyone else to misuse the badge. Doing so could lead to a £1,000 fine and confiscation of the badge. Making sure that the scheme is not abused will benefit genuine badge holders.

Never give the badge to friends or family to allow them to have the benefit of the parking concession. Do not allow other people to use the badge to do something on your behalf, such as shopping or collecting something for you. You should not use





the badge to allow non-disabled people to take advantage of the benefits while you sit in the car.

The badge remains the property of the issuing authority. They can ask for the badge to be returned if it is being misused.

## How to display your blue badge

You must display the badge on the dashboard or fascia panel, where it can be clearly read through the front windscreen. If there is no dashboard or fascia panel in your vehicle, you must display the badge in a place where it can be clearly read from outside the vehicle. The front of the badge should face upwards, showing the hologram. The side showing the photograph should not be visible through the windscreen.

You must also ensure that the details on the front of the badge remain legible. If they become unreadable through fading or wear and tear, you must return the badge to the issuing authority so they can issue you with a new one. Displaying a badge that is illegible will result in a parking fine.

Blind or partially sighted people need to ensure that people displaying the badge or clock on their behalf understand how to display them correctly. Incorrect display of the badge will result in a PCN.

## When you should use a parking clock

When you park on yellow lines or in other places where there is a time restriction, you need to display the blue parking clock to show your time of arrival.

If you need to use a parking clock, you must display it on the vehicle's dashboard or fascia panel, so that the time can be seen clearly through the front windscreen.



The clock should be set to show the quarter hour period during which you arrived. If there is no dashboard or fascia panel in your vehicle, you must still display the clock in a place where it can be clearly read from outside the vehicle.

## Where you can use a blue badge

### Council Owned Car Parks

Blue Badge holders can park free of charge, for the first three hours, in all our Council owned off-street car parks. All have reserved spaces for Blue Badge holders. If a marked disabled parking bay is not available, you may still use your Blue Badge in a regular parking bay in the same way.

### On Street Parking Bays

You can park without time limit in the following parking bays if you are a Blue Badge holder:

- Residents permit parking bays.
- Shared use parking bays - this is where a bay with signage for residents, pay and display parking or limited free parking.
- Free limited waiting parking bays.
- On-street pay and display bays.

You can also park in the following places which are subject to time restrictions.

- On single or double yellow lines for up to 3 hours except where there is a loading ban, indicated by yellow kerb marks.
- In dedicated disabled bays, indicated by a time plate.

## Power to inspect and retain the badge.

Police Officers and CEOs have the power to inspect Blue Badges. The officer will produce an identity card with their photograph on it to prove they are who they say they are.

If any of these people ask to see the badge, you must show it to them. If you do not,



you will be breaking the law, and you could be fined up to £1,000. Enforcement Officers also have the right to retain the badge, without police presence, if they have reasonable grounds to do so.

## Blue badges issued in the European Union (EU) and the European Economic Area (EEA)

The UK recognises badges issued in the EU and the EEA countries when used by visitors to the UK.

