

Parking Enforcement Protocol

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### Introduction

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- ❖ The purpose of this document is to inform the public of Perth & Kinross Council's (PKC) approach to both on street, and Perth & Kinross Council (PKC) operated off street car parks and enforcement procedures.
- ❖ This Enforcement Protocol will look at legislation surrounding decriminalised parking enforcement (DPE), contraventions, parking places within Perth & Kinross, payment methods, penalty charge notices (PCNs), issuing of PCNs, exemptions from restrictions, uplifting vehicles, and staff training.
- Our aim is for a fair and balanced approach which benefits those, who live, work, or visit Perth & Kinross whilst preventing indiscriminate parking.
- ❖ Perth & Kinross Council undertake on-street parking enforcement for the following reasons:
  - > To encourage turnover and use of available parking spaces to support local businesses and promote a prosperous local economy.
  - > To promote free flow of traffic.
  - To reduce standing traffic levels and vehicle emissions to deliver improved air quality and reduce climate change.
  - To reduce congestion and ensure ease of movement of goods and people.
  - > Encourage safe and sensible parking.
  - Improve road safety for both drivers and pedestrians.
  - Improve road safety around schools and community campuses.
  - > Improve access to retail, offices, and other local amenities.
  - > To encourage walking, cycling, car sharing and travel by public transport.
- ❖ It should be noted that Parking Attendants (PAs) are not set any kind of target for issuing Penalty Charge Notices (PCNs). There is not any form of commission or bonus payable to Parking Attendants for PCNs being issued.
- Any income generated will be used to fund the scheme's operational costs, with any surplus used to improve PKC car parks and local roads infrastructure in accordance with the relevant legislation.
- ❖ It is important to note that whilst every effort has been made to ensure the accuracy of the information contained within this document, the policies and practices set out herein may be subject to change.
- Drivers should refer to the relevant parking and traffic signs to enable them to make informed decisions when parking and driving their vehicle. Drivers should also check the terms and conditions of any permit, badge or dispensation issued to allow parking in restricted areas.

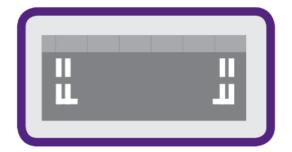
# Legislation

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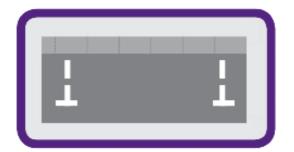
Perth & Kinross Council use the below legislation to enforce Decriminalised parking:

- To improve the ongoing traffic problems within our city streets the government introduced The Road Traffic Act 1991 to improve parking enforcement.
- The Road Traffic Act 1991 is the primary legislation that enables local authorities to enforce on-street parking contraventions effectively.
- ❖ In Scotland local authorities may apply to the Scottish Government to enable them to enforce parking contraventions within certain areas. These areas are called Special Parking Areas.
- ❖ Perth & Kinross Council applied for a special parking area and designated the whole of Perth and Kinross a Special Parking Area. This came into force on 1<sup>st</sup> October 2002.
- The Transport Scotland act 2019 was introduced to combat issues surrounding "Pavement Parking" and provide local authorities with more powers to combat discriminative parking.
- > Road Traffic Act 1991
- Scottish Statutory Instrument 2002 (No. 398)
- > Scottish Statutory Instrument 2006 no (No. 446)
- > Traffic Signs Regulations and General Directions (TSRGD) 2016
- Transport Scotland Act 2019 (Part 6)
- > Chronically Sick and Disabled Persons Act 1970 (legislation.gov.uk)
- > Road Traffic Regulation Act 1984 (legislation.gov.uk)

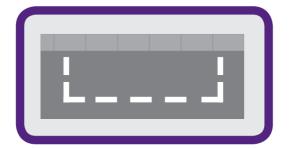
### **Definitions**



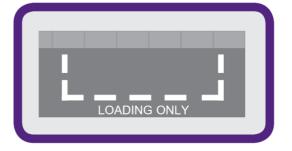
Parking place: Any area of highway designated as a parking place under a parking places order. It may contain one or more bays or spaces. Where individual bays are marked, the parking place will end with double white termination markings. Where individual bays are not marked the parking place will end with single white termination markings.



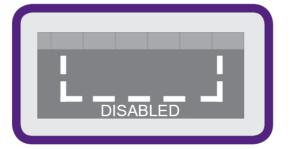
**Parking space:** An area or areas within a parking place provided for the leaving of a vehicle.



Parking bay: An individual bay within a parking place, which is provided for the leaving of a vehicle upon payment or display of a permit or voucher as required.



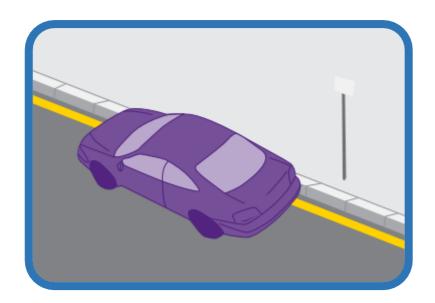
**Loading bay:** An area of highway designated as a loading bay under a loading bays order. It may contain one or more loading bays.



**Disabled bay:** An area of highway designated as a disabled bay under a disabled bays order. It may contain one or more disabled bays. Parking is permitted within these bays when displaying a valid blue badge. These bays will usually have an accompanying sign.

### **On-Street Contraventions**





### Code: 01

#### **Code description:**

Parked in a restricted street during prescribed hours.

#### **Code contravention:**

The contravention occurs when a vehicle waits during the prescribed hours in a restricted street (i.e. on a yellow line).

#### **Loading/unloading allowed:**

Yes

#### **Observation period:**

Yes – 5 minutes or the Parking Attendant proves beyond a reasonable doubt that loading/unloading is not taking place.

#### **Exemptions:**

ACDEGH1IJKLNOPQ

#### Notes:

Time plates are not required in Controlled Parking Zones (CPZs) except where the times of restriction differ from the CPZ hours.

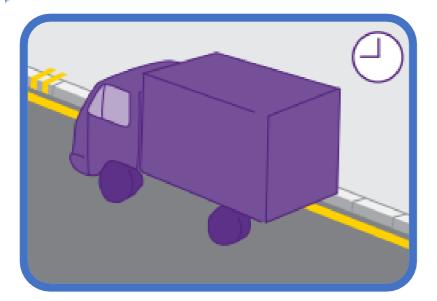
Time plates are not required on double yellow lines.

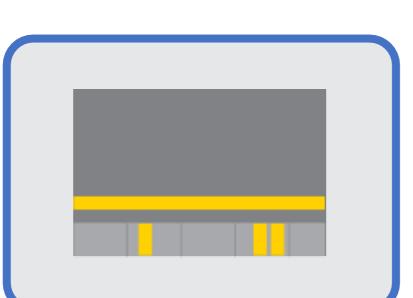
Time plates are not required in pedestrianised streets.

Yellow lines may not be needed in pedestrianised or restricted streets.









#### **Code description:**

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

#### Code contravention:

The contravention occurs when a vehicle waits or loads/unloads during prescribed hours in a street where there are loading/unloading restrictions as well as waiting restrictions.

#### Loading/unloading allowed:

No

#### **Observation period:**

No

#### **Exemptions:**

**ACDEFGJLNOP** 

No loading Mon - Sat 8:30 - 9:30 am 4:30 - 6:00 pm





#### **Code description:**

Parked after the expiry of paid for time.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a parking bay during controlled hours and the purchased time has expired.

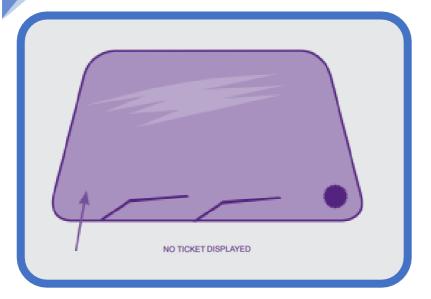
#### **Loading/unloading allowed:**

Yes

#### **Observation period:**

Νc

#### **Exemptions:**



# Mon - Sat 8 am - 6 pm 4 hours max stay No return within 1 hour Pay at machine Display ticket

### Code: 06

#### **Code description:**

Parked without clearly displaying a valid pay and display ticket.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a parking bay during controlled hours and a valid ticket has not been clearly displayed in the vehicle.

#### Loading/unloading allowed:

Yes

#### **Observation period:**

Yes – 5 minutes or the Parking Attendant proves beyond a reasonable doubt that there is no intention for a ticket to be displayed inside the vehicle.

#### **Exemptions:**





#### **Code description:**

Parked wholly or partly in a suspended bay or space

#### **Code contravention:**

The contravention occurs when a vehicle waits in a suspended parking place or in a suspended part of a parking place

#### **Loading/unloading allowed:**

No

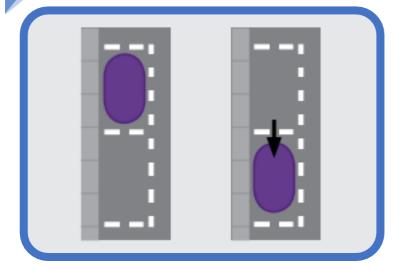
#### **Observation period:**

No

#### **Exemptions:**

**DEKNP** 







#### **Code description:**

Re-parked in the same parking place or zone within the prescribed no return period.

#### **Code contravention:**

The contravention occurs either when a vehicle departs from a parking place and subsequently returns to any bay or space in the same parking place, or moves to another bay or space within the same parking place, within the time specified on the signs.

#### Loading/unloading allowed:

Yes

#### **Observation period:**

Yes - two observations need to be made.

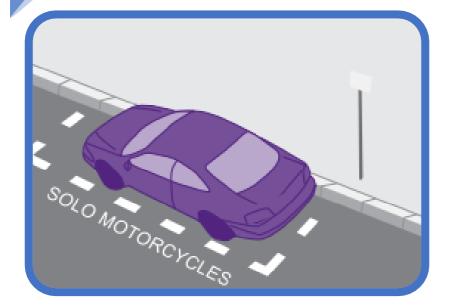
#### First observation:

- Time of observation
- VRM
- Vehicle valve positions

Second observation (within the specified period):

- VRM to match that made on first observation
- Valve positions to differ from those made on first observation

#### **Exemptions:**



#### **Code description:**

Parked in a parking place that is not designated for that class of vehicle.

#### **Code contravention:**

The contravention occurs when a vehicle which is not of the class authorised to wait in the parking place or area is observed doing so during controlled hours.

#### **Loading/unloading allowed:**

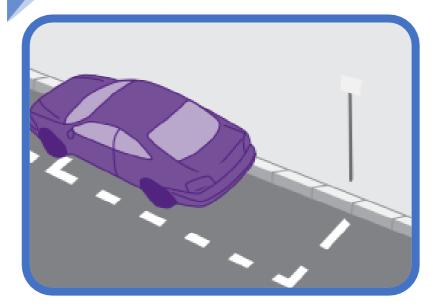
No

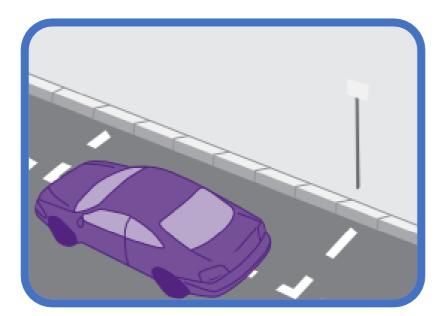
#### **Observation period:**

No

#### **Exemptions:**







#### **Code description:**

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

#### **Code contravention:**

The contravention occurs when a vehicle waits with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay.

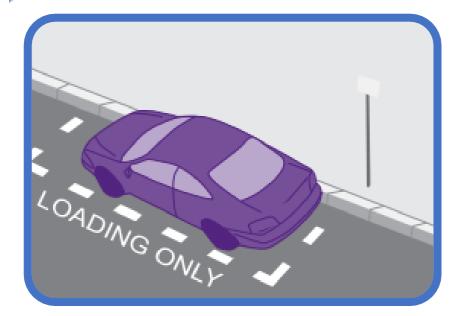
#### **Loading/unloading allowed:**

No

#### **Observation period:**

No

#### **Exemptions:**



#### **Code description:**

Parked in a loading place during restricted hours without loading.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a parking place designated as an on-street loading bay during restricted hours without loading or unloading taking place.

#### Loading/unloading allowed:

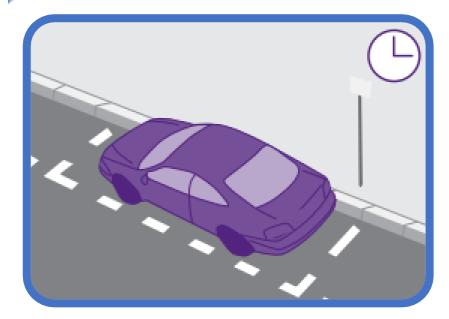
Yes

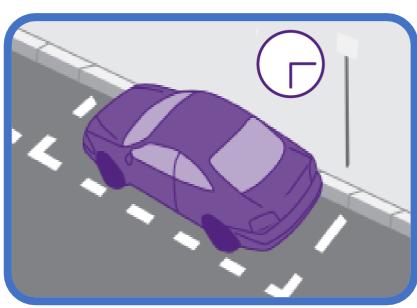
#### **Observation period:**

Yes – 5 minutes or the Parking Attendant proves beyond a reasonable doubt that loading/unloading is not taking place.

#### **Exemptions:**







#### **Code description:**

Parked for longer than permitted.

#### **Code contravention:**

The contravention covers several circumstances in which a vehicle waits for longer than the permitted period.

#### **Loading/unloading allowed:**

Yes

#### **Observation period:**

Yes - two observations need to be made.

First observation:

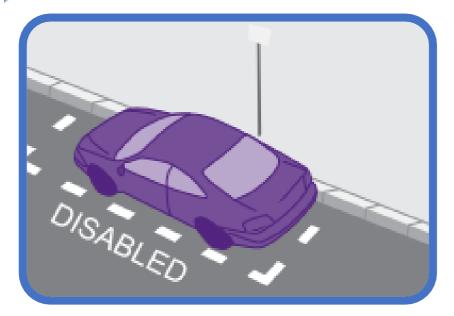
- Time of observation
- VRM
- Vehicle valve positions

Second observation (after expiry of permitted time):

- VRM and valve positions to match that made on first observation
- Amount of time past the maximum period

#### **Exemptions:**





#### **Code description:**

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

#### **Code contravention:**

The contravention occurs when a vehicle waits in a disabled person's parking place without displaying a valid disabled person's parking badge and/or clock.

#### **Loading/unloading allowed:**

No

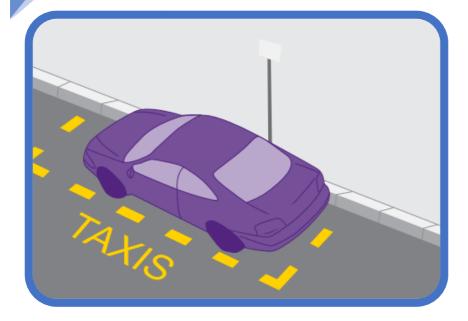
#### **Observation period:**

No

#### **Exemptions:**

ADEH1JKNP





### **Code description:**

Parked on a taxi rank.

#### **Code contravention:**

The contravention occurs when a vehicle that it is not a licensed taxi with a licence plate on the rear waits on a taxi rank marked 'TAXIS'.

#### Loading/unloading allowed:

No

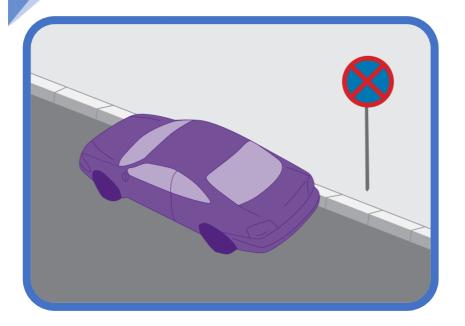
#### **Observation period:**

No

#### **Exemptions:**

**DFJKNP** 









#### **Code description:**

Stopped where prohibited.

#### **Code contravention:**

The contravention occurs when a vehicle waits during prescribed hours on the carriageway of a clearway, indicated by 'No Stopping' signs.

#### **Loading/unloading allowed:**

No

#### **Observation period:**

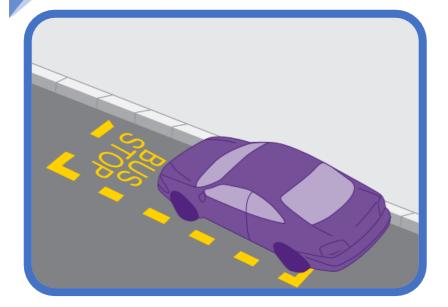
No

#### **Exemptions:**

**DEJKNOP** 

#### **Notes:**

Some Clearways may also have a verge parking ban in force.





#### **Code description:**

Stopped on a restricted bus stop.

#### **Code contravention:**

The contravention occurs when a vehicle other than a public service vehicle operating a scheduled service waits during prescribed hours on a restricted bus stop or bus stop clearway marked by yellow markings and the words BUS STOP.

A bus can only stop in a bus stop for the following reasons without causing a contravention:

- for so long as may be necessary to pick up or set down passengers
- for so long as may be necessary to change drivers
- for a maximum of two minutes in order to regulate the service.

#### Loading/unloading allowed:

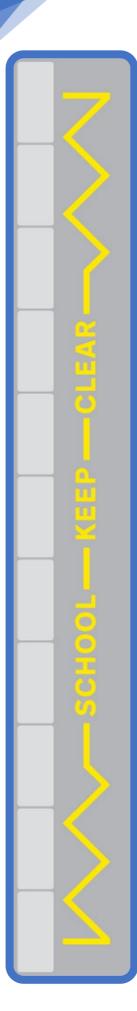
No

#### **Observation period:**

No

#### **Exemptions:**

**CDEJKNP** 







#### **Code description:**

Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station when prohibited.

#### **Code contravention:**

The contravention occurs when a vehicle waits during prescribed hours on a section of carriageway outside a school, hospital or fire, police or ambulance station with SCHOOL KEEP CLEAR, (or HOSPITAL or FIRE, or POLICE or AMBULANCE) written on the road with accompanying zigzag markings and a sign describing times of control.

#### Loading/unloading allowed:

No

#### **Observation period:**

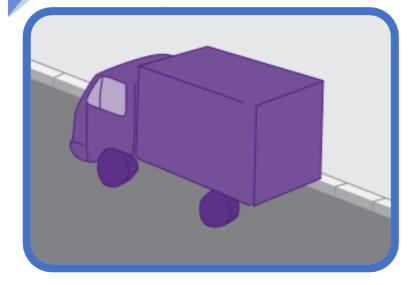
No

#### **Exemptions:**

**DEJKNOP** 

#### **Notes:**

Outside of the prescribed times there is no contravention unless the area is marked with an ordinary yellow line indicating that a waiting restriction also applies.



#### **Code description:**

Parked in contravention of a commercial vehicle waiting restriction.

#### **Code contravention:**

The contravention occurs when a commercial vehicle over 5 tonnes maximum gross weight (MGW) (but excluding passenger carrying vehicles designed to carry fewer than 13 passengers) waits in a street where such parking is restricted during the prescribed hours.

#### Loading/unloading allowed:

Yes

#### **Observation period:**

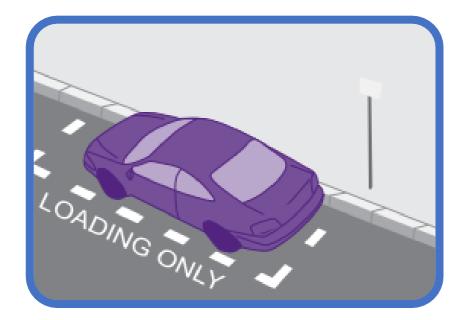
Yes – 5 minutes

#### **Exemptions:**

ACDEGKLNOPQ



### **Off-Street Contraventions**



**Code: 70** 

#### **Code description:**

Parked in a loading place or bay during restricted hours without loading.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a parking place designated as an off-street loading bay during restricted hours without loading or unloading taking place.

#### Loading/unloading allowed:

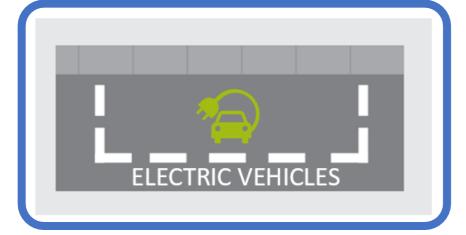
Yes

#### **Observation period:**

Yes – 5 minutes or the Parking Attendant proves beyond a reasonable doubt that loading/unloading is not taking place.

#### **Exemptions:**





#### **Code description:**

Parked in an electric vehicles' charging place during restricted hours without charging.

#### **Code contravention:**

The contravention occurs when a vehicle waits in an off-street electric vehicles' charging bay without charging the vehicle.

#### **Loading/unloading allowed:**

No

#### **Observation period:**

No

#### **Exemptions:**

**ADEIJKLNOP** 

#### Notes:

This is not a designated bay for electric vehicles – the vehicle must be charging. If the bay is within a pay & display car park, then the driver must also pay the parking charge.







#### **Code description:**

Parked wholly or partly in a suspended bay or space.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a suspended off-street parking place or in a suspended part of an off-street parking place.

#### **Loading/unloading allowed:**

Nο

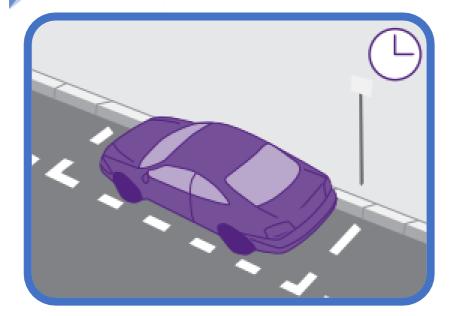
#### **Observation period:**

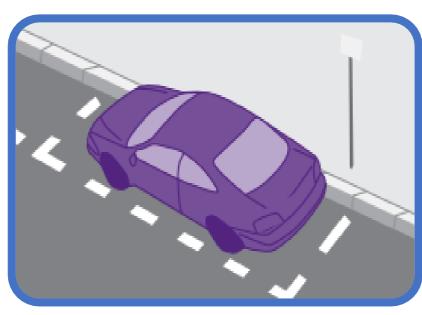
No

#### **Exemptions:**

**DEKNP** 







#### **Code description:**

Parked for longer than permitted.

#### **Code contravention:**

The contravention covers several circumstances in which a vehicle waits for longer than the permitted period.

#### Loading/unloading allowed:

No

#### **Observation period:**

Yes - two observations need to be made.

First observation:

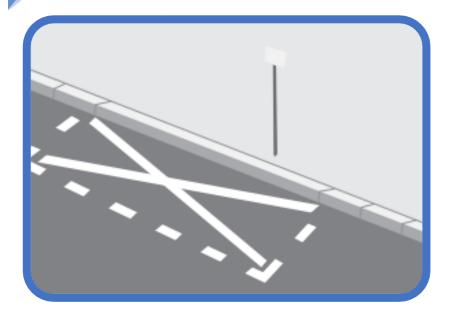
- Time of observation
- VRM
- Vehicle valve positions

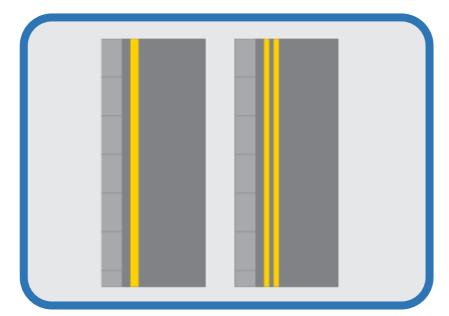
Second observation (after expiry of permitted time):

- VRM and valve positions to match that made on first observation
- Amount of time past the maximum period

#### **Exemptions:**







#### **Code description:**

Parked in a restricted area in an off-street car park.

#### **Code contravention:**

This contravention occurs when a vehicle parks in a restricted area within an off-street car park. This could be marked by double yellow lines, hatching or wording such as KEEP CLEAR/RESERVED or any other markings/signs.

#### **Loading/unloading allowed:**

No – unless signage/markings state otherwise.

#### **Observation period:**

No – unless the vehicle is parked in a designated loading area.

#### **Exemptions:**

**ADEJKNOP** 







#### **Code description:**

Parked after the expiry of paid for time.

#### **Code contravention:**

The contravention occurs when a vehicle waits in an off-street parking bay during controlled hours and the purchased time has expired.

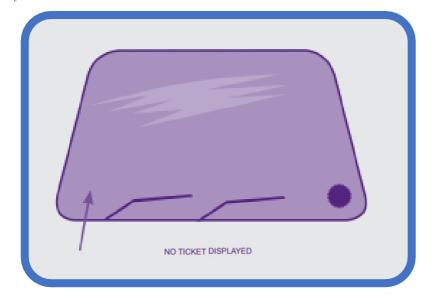
#### Loading/unloading allowed:

Yes

#### **Observation period:**

No

#### **Exemptions:**





#### **Code description:**

Parked without clearly displaying a valid pay and display ticket.

#### **Code contravention:**

The contravention occurs when a vehicle waits in an off-street parking bay during controlled hours and a valid ticket has not been clearly displayed in the vehicle.

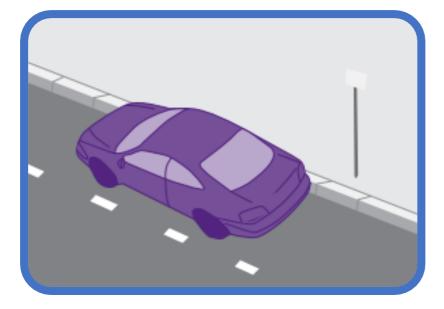
#### **Loading/unloading allowed:**

Yes

#### **Observation period:**

Yes – 5 minutes or the Parking Attendant proves beyond a reasonable doubt that there is no intention for a ticket to be displayed inside the vehicle.

#### **Exemptions:**



#### **Code description:**

Parked without a valid virtual permit or clearly displaying a valid physical permit where required.

#### **Code contravention:**

The contravention occurs when a vehicle waits in a permit space without a valid virtual permit or without displaying a valid physical parking permit.

#### **Loading/unloading allowed:**

No

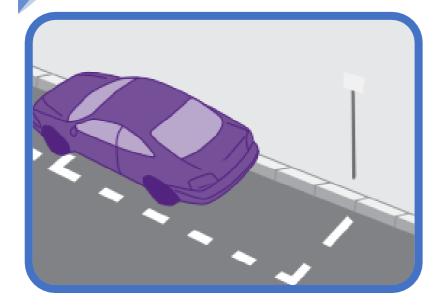
#### **Observation period:**

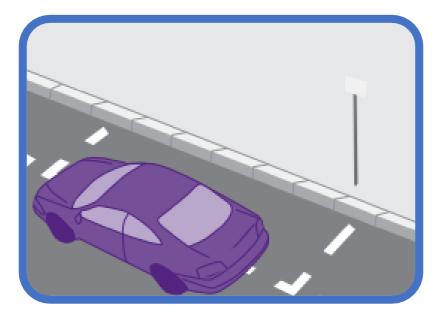
No

#### **Exemptions:**

ADEJKNOP







#### **Code description:**

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

#### **Code contravention:**

The contravention occurs when a vehicle waits with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay,

#### **Loading/unloading allowed:**

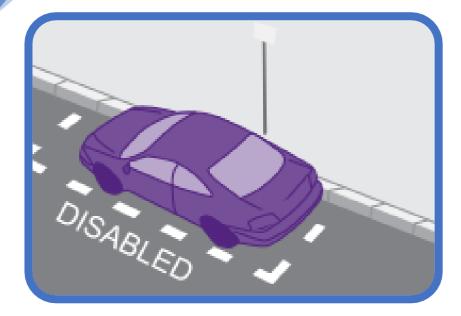
No

#### **Observation period:**

No

#### **Exemptions:**





#### **Code description:**

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

#### **Code contravention:**

The contravention occurs when a vehicle waits in an off-street disabled person's parking place without displaying a valid disabled person's parking badge and/or clock.

#### **Loading/unloading allowed:**

No

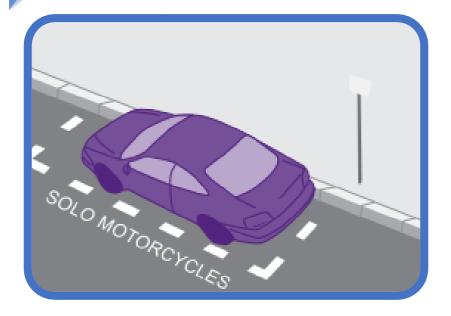
#### **Observation period:**

No

#### **Exemptions:**

ADEH1JKNP







#### **Code description:**

Parked in a parking place that is not designated for that class of vehicle.

#### **Code contravention:**

The contravention occurs when a vehicle which is not of the class authorised to wait in the parking place or area is observed doing so during controlled hours.

#### **Loading/unloading allowed:**

Yes

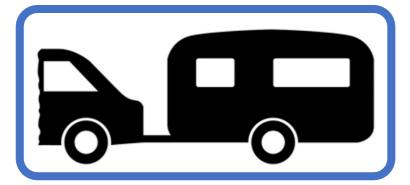
#### **Observation period:**

۷es

#### **Exemptions:**







#### **PERTH AND KINROSS COUNCIL**

PERTH & KINROSS COUNCIL

This Car Park is subject to the provisions of the above Order

The Order stipulates the type of vehicles permitted to use the Car Park, the amount of any parking charge, the method of payment and important conditions on the use of the Car Park.

Restraints contained in the Order:

(a) confined the entrances, exits, direction of travel and parking spaces to those indicated by the signs and markings

- (ii) unauthorised parking in bays for people with disabilities.
  (iii) parking for more than 72 consecutive hours.
  (iii) sleeping, cooking, camping or lighting fires in the car park.
  (iv) the erection of any booth, stand or building.
  (v) the sale of any article in the car park.
  (vi) the transfer of goods between vehicles.
  (vii) the washing or maintenance repair of any vehicle.
  (viii) canvassing for political or electioneering purposes.

CHARGE being levied or may necessitate the removal of a car or person from the car park by a Parking Attendant or other authorised representative or contractor. The vehicle owner will be liable for the expenses of removal. The Council will pursue any unpaid Penalty Charge through DEBT RECOVERY AGENTS.

Perth and Kinross Council does not accept liability for any loss or damage to vehicles or contents unless due to the negligence of Perth and Kinross Council or its employees.

### **Code: 95**

#### **Code description:**

Parked in a parking place for a purpose other than that designated.

#### Code contravention:

The contravention occurs when a vehicle is used for a purpose other than the designated purpose for the parking place.

For example; a vehicle is being used in association with the sale of goods, sleeping camping or cooking, washing and maintenance of any vehicle or the transfer of goods between vehicles where car park regulations prohibit this.

#### Loading/unloading allowed:

No

#### **Observation period:**

No

#### **Exemptions:**

**ADEJKNP** 







#### **Code description:**

Parked on a pavement or verge.

#### **Code contravention:**

The contravention occurs when a vehicle parks one or more wheels on a pavement where there is a pavement parking ban in force.

#### Loading/unloading allowed:

No – unless there is no other reasonable place to undertake loading on the street.

#### **Observation period:**

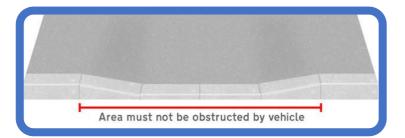
No – unless loading is taking place under the above criteria.

#### **Exemptions:**

**DEIJKLNPRS** 

#### **Notes:**

Loading is only permitted from a pavement if there is no other reasonable place to load from on the street. Loading must not take place for more than 20 minutes and there must be 1.5 metres left between the vehicle and the pavement boundary line.





#### **Code description:**

Parked adjacent to dropped kerb at a known crossing point.

#### **Code contravention:**

The contravention occurs when a vehicle parks wholly or partially in front of a dropped kerb at a known crossing point.

#### Loading/unloading allowed:

No – unless there is no other reasonable place to undertake loading on the street.

#### Observation period:

No – unless loading is taking place under the above criteria.

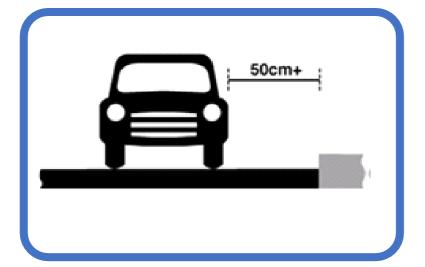
#### **Exemptions:**

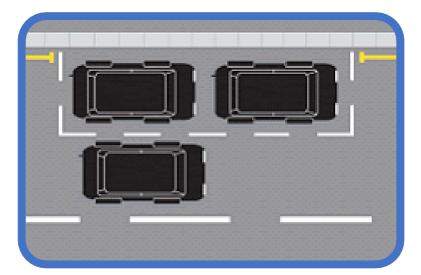
**DEIJKLNPRS** 

#### **Notes:**

This does not apply to a dropped kerb providing access to driveways or garages in both commercial and residential areas.

Loading is only permitted from a dropped kerb if there is no other reasonable place to load from on the street. Loading must not take place for more than 20 minutes and there must be 1.5 metres left between the vehicle and the pavement boundary line.





#### **Code description:**

Parked where no part of the vehicle is within 50 centimetres of the edge of the carriageway.

#### Code contravention:

The contravention occurs when a vehicle with part of it outside the markings of the parking bay or space. At least one wheel should be wholly outside the parking bay,

#### Loading/unloading allowed:

No – unless there is no other reasonable place to undertake loading on the street.

#### **Observation period:**

No – unless loading is taking place under the above criteria.

#### **Exemptions:**

**DEIJKLNPRS** 

#### Notes:

Loading is only permitted while double parked if there is no other reasonable place to load from on the street. Loading must not take place for more than 20 minutes.

# Exemptions

Below is a list of exemptions that apply to the contraventions outlined in Section 4.

<b>Exemption Code</b>	Description
А	Setting down and/or picking up of passengers, or to load
	or unload any personal luggage.
В	A solo motorcycle or moped in a designated area
С	Public service vehicles operating a Public Bus Service, waiting at an authorised stopping place, terminal or turning point.
D	Vehicles when used for fire brigade, ambulance, or police purposes but not for convenience parking.
E	A vehicle on the service of the local authority providing that it is being used in the exercise of a statutory power or duty of that, and it is necessary for the vehicle to wait in that location. This also applies to utility vehicles carrying out essential maintenance or repairs to essential services.
F	Licensed taxis waiting on an authorised taxi rank.
G	A vehicle taking in petrol, oil, water, or air at the kerbside e.g. a roadside garage.
H1	A vehicle displaying a disabled person's badge.
I	A vehicle used for removal of furniture to or from adjacent premises.
J	A vehicle is prevented from moving by circumstances beyond the driver's control.
К	A vehicle involved in the removal of any obstruction to traffic.
L	A vehicle which is being used for loading/unloading, delivering/collecting of postal packets to or from a postal box or premises.
N	A vehicle which is used by or in the services of military or visiting military forces.
0	A vehicle waiting while a gate or barrier is opened/closed to allow access or departure to/from premises.
Р	A vehicle which has been told to wait by a police constable in uniform or must stop to avoid an accident.
Q	A stationary vehicle selling goods from a pitch on a restricted street whilst holding a licence from the council to do so.
R1	A vehicle in which no part of is within 1.5 metres of the carriageway.
R2	A vehicle in which no part of is within 1.5m of the pavement edge which is furthest away from the edge of the carriageway (however it is bound).
S	A vehicle being used by a registered health professional providing care where it is essential for the vehicle to be parked on a pavement, at a dropped kerb or double parked.

# **Blue Badge Holders**

If a vehicle is displaying a valid Blue Badge, then an exemption may apply depending on the restriction the vehicle is parked on.

Below is a list of restrictions a Blue Badge Holder can park on:

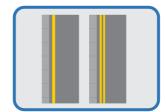
- ❖ Waiting Restriction if it is safe to do so
- Disabled Parking Place
- Pay & Display Bay (without paying the parking charge)
- Limited Waiting Bay



Blue Badge Holders should be cautious when parking on a waiting restriction (Code 01) to ensure that there is not a loading restriction (Code 02) in force also. These will be marked by yellow kerb flicks on the pavement with an accompanying sign.

# **Waiting Restriction**





# **Loading Restriction**





#### Using a Badge Issued by a Different Country

Perth & Kinross Council will recognise all foreign equivalents to the Blue Badge Scheme.

However, if someone is visiting Perth and Kinross and they are going to be using their disabled badge that was issued by a different country outside the UK, they will need to let us know of this in advance. They should tell us their Blue Badge serial number, where it was issued, when they will be here and what the vehicle registration is of the car that they will be in. They can email this information to <a href="mailto:ParkingServices@pkc.gov.uk">ParkingServices@pkc.gov.uk</a> or phone us on 01738 477211.

#### **Applying for a Blue Badge**

Details of how to apply, eligibility criteria and more information on using the blue badge can be found by following the link below:

https://www.mygov.scot/apply-blue-badge

#### **Blue Badge Misuse**

Blue Badge misuse is a criminal offence.

Our Parking Attendants have the power to inspect Blue Badges to protect legitimate badge holders. Our Parking Attendants are uniformed and can produce ID cards if required. You must present your badge for inspection if requested.

The list below contains common types of misuse and each one of these can result in the retention of a Blue Badge:

- ❖ Using a Blue Badge when the Blue Badge Holder is not present.
- ❖ Benefitting from a Blue Badge whilst the Blue Badge Holder sits in the car.
- Continuing to use a Blue Badge if the Blue Badge Holder's eligibility changes.
- ❖ Displaying a Blue Badge so that the details on the front cannot be read.
- Displaying a photocopied Blue Badge.
- ❖ Tampering with a Blue Badge, including trying to change the expiry date.
- Using an expired Blue Badge.
- Using a Blue Badge that has been reported as lost or stolen.
- Using the Blue Badge of a deceased badge holder.

If a Blue Badge is retained for misuse and it was issued by Perth & Kinross Council, we will aim to contact the Blue Badge Holder in writing within 14 days. If the Blue Badge was issued by a different Local Authority, it will be returned to the issuing authority for their follow up.

If a Blue Badge has been misused on more than one occasion, we may seek to cancel the badge and refuse to issue any further badges if we have reason to believe they will also be misused.

#### **Reporting Blue Badge Misuse**

To report Blue Badge misuse, please email BlueBadges@pkc.gov.uk. Please provide as much information as possible such as the vehicle registration of the vehicle displaying the Blue Badge, the Blue Badge holder's name/Blue Badge serial number and where and when the vehicle is likely to be parked.

#### **Cost of a Blue Badge**

Perth & Kinross Council charge £20 for a successful Blue Badge application to contribute towards administration costs. This applies to new applications and renewals of a Blue Badge after it has expired.

#### Using a Blue Badge in an Off-Street Car Park

Perth & Kinross Council follow the same on-street Blue Badge use policy when using a Blue Badge in a council operated off-street car park. This may differ in car parks run by a private operator.

# **Dispensations & Suspensions**

#### **Bay suspensions**

- ❖ Bay suspensions are available to purchase for carrying out works in a Pay & Display Bay or a Limited Waiting bay where there is a requirement for a parking bay to be suspended for the storage of plant in connection with building works.
- ❖ A bay suspension can be purchased by creating an account and completing a short online application form letting us know where the works are being carried out, the vehicle details of any vehicle to be parked within the suspended bays and letting us know how long the bay is to be suspended for.
- ❖ All parking bay suspensions will be charged at the standard rate of £18 per bay, per day. There is no lower charge for suspensions involving essential works. All charges must be paid in full by debit or credit card before a suspension request can be processed. Payment will be taken as part of the online application process.

#### **Dispensations**

- Dispensations for any area out with the Pedestrian Zone in Perth can be applied for by creating an account and completing a short application letting us know where you're parked and what your vehicle details are. Dispensations are chargeable at £25 per day, per vehicle and can be paid as part of the online application process.
- ❖ Dispensations within the Pedestrian Zone in Perth can be applied for by contacting us at <a href="mailto:ParkingServices@pkc.gov.uk">ParkingServices@pkc.gov.uk</a> or 01738 475000. You are allowed to load and unload and park with a valid Blue Badge on display within the Pedestrian Zone before 11am and after 4pm Monday to Sunday. If you need to access the Pedestrian Zone within these hours, you must apply for dispensation unless you are a user of a private parking area.

#### **Applying for a Dispensation or Suspension**

- ❖ You can apply for a bay suspension or dispensation by clicking <a href="here">here</a>.
- Further information can be found here.

# **Off-Street Car Parks**

6

Below is a list of Perth & Kinross Council operated off-street car parks and a breakdown of the available parking spaces within them.

# **Aberfeldy**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Moness Terrace	31	3	6	4	
<b>Chapel Street</b>	17	1			

# **Abernethy**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Inn Close	13	1			

## **Alyth**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Alyth Square	17	1	2		

## **Auchterarder**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Crown Inn Wynd	53	2	8	4	1

## **Blair Atholl**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Ford Road	9				

# Blairgowrie

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Leslie Street Car Park	13		3		
The Croft	20				
Croft Lane	21				
Wellmeadow	36			3	

#### **Comrie**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Field of Refuge	17	2			
School Road	21	1	2		

# **Coupar Angus**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Commercial Street	28		2		

# Crieff

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Leadenflower Road	43			3	
Leadenflower Street	39		2		
The Meadows				4	
Union Terrace	49				
King St./Galvelmore St.	46	1	4		1
James Square	15	2	2		

# **Dunkeld**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
The Cross/High Street	8				
Atholl Street	70	2	6	2	
Tay Terrace	49				

## **Kinloch Rannoch**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
The Square	7		2		

### **Kinross**

Car Park	Normal	Disabled	EV	Coach	Car Share
Curate Wynd	15	1			
Kinross Park & Ride	110	7	8		
Loch Leven Campus	150	5	2		
Mill Street	19				
School Wynd	21				
Old Causeway	34	2	2		1

# **Milnathort**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Stirling Road	21		2		

# Perth

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Back Wynd	21	1			
Bell's Sports Centre	182	4			
Broxden Park & Ride	270	9	49		
Canal Street	49	2			
Canal Street Multi-Storey	240	28	8		16
Charles Street	37	2			
Leonard Street	30	1			
Library East	22	3			
Library West	20	3			
Mill Street East	20	3	4		
Mill Street West	4	4			
Mill Wynd	18				
Milne Street North	12				
Milne Street South	30	1			
Norrie Miller	13				1
Riverside Turning Head	11				
Rodney Gardens	59	2			
Scott Street	112	15			2
South Inch	420	8	8	11	
Speygate	53	8			
Thimblerow	197	8			
Victoria Street	44	1			
West Mill Street	34				

# **Pitlochry**

Car Park	Normal	Disabled	EV	Coach	Motorcycle	Caravan
Atholl Road	46	2			1	4
Ferry Road	95	2			1	
Rie-Achan	46		12	16		
Garry Bridge	25					

# Scone

Car Park	Normal	Disabled	EV	Coach	Motorcycle
<b>Hutchison Drive</b>	8				
Perth Road	8				
Scone Park & Ride	40		6		

# **Stanley**

Car Park	Normal	Disabled	EV	Coach	Motorcycle
Stanley Square	18		2		

# **Paying for Parking**

#### **Payment Methods**

Perth & Kinross Council offer various methods of payment for parking charges:

- ❖ Pay by coin at any Pay & Display machine.
- ❖ Pay by contactless at any of our IPS Pay & Display machines we are currently in the process of updating our machines and intend to provide a contactless option at all Pay & Display machines soon.
- ❖ Pay by RingGo this is our cashless parking option which is accessed via the official RingGo mobile app or by calling the RingGo freephone number and quoting the unique location code. There is a 10p convenience charge which goes directly to RingGo and an optional 10p charge to receive a text reminder 10 minutes prior to the parking session ending.

#### **Season Tickets**

There are many cost-saving options available in our long stay and rural car parks for monthly or yearly season tickets. More information regarding these can be found <a href="https://example.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.com/here.c

#### **Resident's Permits**

We also offer a Residential Parking Permit for residents that live within the Pay & Display Zone in both Perth & Crieff. More information regarding these can be found <a href="https://example.com/here.">here.</a>

#### **Canal Street Multi-Storey Car Park**

Perth & Kinross Council operate a barriered Pay on Foot system at Canal Street Multi-Storey. Customers can pay by cash or card at any of our Pay on Foot machines.

We also offer discounted weekly and monthly permits at Canal Street Multi-Storey which can be paid for by cash or card at any of our Pay on Foot machines. These are accessed by us issuing the customer with a proximity card to use at our pay stations to "top-up" for their preferred duration. We offer both Monday to Friday and Monday to Saturday options to best suit their parking requirements.

# **Penalty Charge Notice (PCN)**



#### **Paying a Penalty Charge Notice**

There are various ways you can pay:

- Pay online using your debit or credit card.
- ❖ By calling our automated telephone payment number (24 hours, 7 days a week) on 0345 603 0121.
- By post to Parking Services, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

Cheques should be made payable to Perth & Kinross Council. Post-dated cheques will not be accepted. Please ensure that the Penalty Charge Notice number is written on the reverse of your cheque and that your cheque has been signed.

If you pay within 14 days of the date your Penalty Charge Notice was issued, the charge will be reduced by 50% to £50.00.

If you are attempting to pay a Penalty Charge Notice after the debt has been passed to Sheriff Officers, you will still be liable and pursued for any additional Sheriff Officer fees.

#### **Appealing your Penalty Charge Notice**

View the Penalty Charge Notice cancellation policy and Traffic Orders.

There are various ways you can dispute your notice:

- ❖ You can check online if your appeal is likely to be accepted and complete our appeals form.
- ❖ You can call 01738 505070 (24 hours, 7 days a week) to check if your appeal is likely to be accepted.
- ❖ You can write in to Parking Services, Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

You may not be able to appeal if you have paid your Penalty Charge Notice.

Once you have submitted an appeal for your Penalty Charge Notice, it will be placed on hold whilst we consider your appeal. You will normally receive a written response to your appeal within 20 working days, however it may take longer in some cases. Please be assured that your Penalty Charge Notice will remain on hold until we are able to respond. If you're concerned that you haven't received a response, you can ask us to check the status of your appeal by emailing <a href="mailto:ParkingServices@pkc.gov.uk">ParkingServices@pkc.gov.uk</a>

#### **Penalty Charge Notice Appeal Protocol**

#### Informal stage

We will respond in writing to you **once only**, giving our decision in relation to your Penalty Charge Notice informal appeal, unless we need to contact you to request further evidence prior to any decision.

The vehicle's owner will automatically receive a Notice to Owner/Enforcement Notice form if the Penalty Charge Notice has not been paid within 28 days of it being issued. This form offers you the opportunity to formally challenge your Penalty Charge Notice.

If you decide not to pay your Penalty Charge Notice, but to formally challenge it, you must wait until the Notice to Owner/Enforcement Notice form arrives. We **cannot discuss** your case verbally or in writing or consider any further information or evidence from you until this form is received by us, along with any supporting evidence and documents in relation to your formal challenge. Any correspondence relating to this matter will not be considered and will be filed.

#### Formal stage

When you receive a 'Notice to Owner/Enforcement Notice', you have 28 days to either make your formal representation or make full payment of £100.00.

Representation can only be made on certain grounds which are explained on the 'Notice to Owner/Enforcement Notice' form.

Representations will be carefully considered and if the Council agrees with your representation, you will receive a 'Notice of Acceptance' and the case will be closed and the Penalty Charge Notice will be cancelled. If not, you will receive a 'Notice of Rejection. If you receive a 'Notice of Rejection' we will not enter further discussion with you or communicate with you in writing regarding the Penalty Charge Notice, any correspondence relating to this matter from you will be filed. You do, however, have the right to appeal to an independent adjudicator, Parking and Bus Lane Appeals and details will be sent to you with the 'Notice of Rejection'.

# **Issuing a PCN**

### **Staff Training & Qualifications**

Our Parking Attendants are trained to a high standard and are required to obtain a City & Guilds qualification in both Roles & Responsibilities of a Parking Attendant (SCQF Level 6) and Conflict Management (SCQF Level 5).

We expect a high quality of enforcement and conflict management from our staff to promote fairness and to create a positive attitude towards DPE.

### **Primary & Supplementary Evidence**

Below is a list of evidence a Parking Attendant is required to obtain to issue a PCN. Primary evidence is necessary for us to process a PCN and supplementary evidence is optional but important to strengthen the case against the offending vehicle and driver.

Primary Evidence	Supplementary Evidence
Location	Photographs
VRM	Notes
Contravention	Video
Make	Other media
Colour	

## **Minor Infringements**

There are certain circumstances where a contravention is technically occurring but is sufficiently minor not to warrant a PCN being issued. The following is a list of some of the situations in which consideration should be made as to whether to issue a PCN.

#### **Vehicle Overhang**

Parking Attendant's should only issue a PCN if the vehicle is parked incorrectly to the extent that at least one wheel is wholly in contravention, for example a wheel being wholly outside the parking bay or wholly on a yellow line. If all the wheels are within the confines of the bay but the vehicle is large and overhangs the bay to such an extent that it causes an obstruction equal to a normally sized vehicle with one wheel wholly in contravention, then a PCN can also be issued. If a vehicle is reducing the available parking space in an adjacent bay but a wheel is not wholly over the line, then a PCN can be issued. Parking Attendant's must use their judgement on this and record any evidence (especially photographic) that proves the contravention.

#### Time restrictions

Where a time restriction applies, PAs should not issue a PCN less than five minutes before a restriction starts or less than five minutes after the restriction has expired.

For example, if a restriction starts at 8:00am then a PCN should only be issued if the vehicle is in contravention after 8:05am. Similarly, if a restriction ends at 6:00pm then no PCNs should be issued after 5:55pm. It should be stressed that a vehicle in such a situation does not have the right to be in place for five minutes – this is not a grace period.

#### **Expired Parking Sessions**

Where a Pay & Display or Pay by Phone session has expired, we will allow a ten-minute grace period following the time the session has expired.

For example, if a Pay & Display ticket expires at 1:00pm then a PCN must not be issued until 1:10pm. It should be stressed that a vehicle in such a situation does not have the right to be in place for ten minutes – this grace period is to allow for a discrepancy with the time set on a Pay & Display machine.

#### **Pavement Parking**

Like the vehicle overhang case mentioned previously, if a vehicle is parked with at least one wheel situated wholly on the kerb/footway, then a PCN should be issued. Evidence (especially photographic) proving the contravention should be recorded.

#### **Double Parked**

Contravention code 102 refers to a vehicle being more than 50cm from the edge of the carriageway. Although this provision was originally introduced to combat double parking, a vehicle parked a significant distance from the kerb so that it could be causing an obstruction should also receive a PCN. Evidence (especially photographic) proving the contravention should be recorded.

## **Explanation of Terms**

#### **Grace period:**

This is an unofficial period where a vehicle committing a contravention will not receive a PCN. This should not be confused with an observation period.

#### **Observation period:**

An observation period is an amount of time during which a vehicle is monitored to ensure that it is complying with the appropriate restrictions. Observation periods are split into two types: casual and constant.

- Casual observation takes place when a PA notes the times when a vehicle has been observed but does not specifically monitor the vehicle.
- Constant observation takes place when a PA remains at the location and monitors the vehicle for a specified period to establish whether a contravention is occurring.

#### **Discretion:**

If a vehicle is parked in contravention, but there would appear to be mitigating circumstances for the vehicle being at that location, a PA could afford discretion in issuing a PCN if they believe it applicable.

#### **Exemption:**

If a vehicle is parked at a location where an exemption previously outlined applies and the PA is satisfied that the criterion for an exemption is being fulfilled, then they should not issue a PCN.

# Vehicle Uplifts & Clamping

### 1. Overview and legislation

Perth & Kinross Council have the powers to clamp, remove, store, and dispose of illegally parked vehicles under this following legislation:

- The Removal and Disposal of Vehicles Regulations 1986 enacts Sections 99 and 101 of the Road Traffic Regulation Act 1984.
   (This is the basic power to remove and dispose of vehicles)
  - Section 101 of the 1984 Act is modified by the Road Traffic Act 1991 (as amended) and further modified by Schedule 3 of The Road Traffic (Permitted Parking Area and Special Parking Area) (Perth and Kinross Council) Designation Order 2002. No 398.
  - Section 102 of the 1984 Act has effect when Section 101 is enacted. Section 102 is also modified by Schedule 3 of the Road Traffic (Permitted Parking Area and Special Parking Area) (Perth and Kinross Council) Designation Order 2002. No 398.
- Scottish Statutory Instrument 2006 No.446
- Section 62 of the Roads (Scotland) Act 1984
- Removal & Disposal of Vehicles Amendment (Scotland) Regulations
- The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc.)(Scotland) Regulations 2019

We use these powers to help improve road safety and the flow of traffic.

You may have your vehicle removed if you park dangerously or obstructively or if you have unpaid Penalty Charge Notices and have parked your vehicle in contravention of the Road Traffic Act 1991 (as amended)

We have contracted Auto Services Perth to, remove and store offending vehicles. Vehicles will only be clamped and removed under the instruction of the Parking Services.

There is no restriction on the number of times a vehicle can be impounded. Vehicles will be impounded until the total value of unpaid Penalty Charge Notices (PCNs) is below £150.00

#### 2. How we prioritise clamping and removing vehicles

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 priority order:

### **High Priority**

- Where the vehicle presents a risk to safety and/or is obstructing the flow of traffic, such as rural, urban and bus stop clearways.
- Where the vehicle is parked on a double yellow line when loading or unloading is prohibited.
- 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 parking bays.
- Where the vehicle is parked in an electric vehicle charging bay without charging.
- Any vehicles displaying an altered or cancelled blue disabled badge, regardless of where it is parked, will be issued with an instant Penalty Charge Notice, and will be authorised for removal.
- Any foreign vehicle with an outstanding PCN debt of £150.00 or more
- All persistent evaders with an outstanding PCN debt of £300.00 or more.
- Where a vehicle has no registered keeper with the DVLA and there are outstanding Penalty Charge Notices.

#### **Medium Priority**

- Where a vehicle is parked in a disabled bay without displaying a valid blue badge.
- Where the vehicle is parked in a bay for which it is not designed or approved, e.g. Motorcycle, Car Club, Coach or HGV bays.
- Where a vehicle is parked on double yellow lines, out with any loading prohibition, and if the vehicle remains in situ after one hour has elapsed. (The vehicle must be removed on the same day a PCN is issued)
- Where the vehicle is parked in a parking bay and upon issue of the third PCN for the same contravention and the vehicle has not moved.
- Where the vehicle is classed as a persistent offender, meaning the vehicle has accrued 15 or more PCNs within a three-month period, regardless of where it is parked.

#### **Low Priority**

 Where the vehicle is parked on a waiting restriction where loading is permitted but the vehicle is not being loaded or unloaded. (The vehicle should not be removed until one hour has elapsed since the issue of a PCN)

#### 3. What to do if you vehicle is clamped and/or removed

Phone Police Scotland on 101 to find out if your vehicle has been moved or taken to the car pound as the Council will have informed the Police of this.

You should also make sure that you have the relevant documentation needed to release your vehicle, further information can be found about this in the section below.

#### 4. How to release your vehicle

To release your vehicle, you will need to contact Parking Services to pay the uplift fee and the Penalty Charge Notice that led to the removal of your vehicle. If you are not collecting your car on the day it was removed, you will also have to pay storage fees.

If your car has been taken to the pound on behalf of the Council you should arrange transport (at your own cost) to release your vehicle, to the car pound address as follows:

Auto Services Perth Ruthvenfield Road Inveralmond Industrial Estate Perth PH1 3UF

The pound is open 24 hours, 7 days a week.

The amount currently stands at:

Charge	Amount
Removal of vehicle (impound charge)	£190.00
Storage charge (per day or part day)	£25.00
Release of vehicle from immobilisation device (clamp)	£50.00
Disposal	£95.00
Penalty Charge Notice	£100.00 (discounted to £50.00 if paid within 14 days)

Payment can only be made by debit or credit card.

You will also need to provide documents that confirm proof of your identity, proof you own the vehicle and proof of your address, along with a valid certificate of motor insurance, a valid MOT and proof of valid Road Tax.

Proof of Identity is accepted in any of below forms:

- Valid full driving licence\*
- Valid passport
- EU national identity card
- Immigration document

If you hold an EU/EEA photo card driving licence, this may only be accepted when providing a valid passport or EU/EAA identity card too.

If you hold a non-EU/EEA driving licence, this may only be accepted with an International Driving Permit or an official translation, plus a passport or other evidence of immigration status and date of arrival in the UK.

Proof of Address can be accepted in any of the below forms:

- Current year Council Tax letter
- Tenancy agreement \*
- Bank statement issued within the last three months
- Household utility bill (gas, water, electricity etc) issued within the last three months

<sup>\*</sup>This must be valid UK photo card driving licence; a paper licence on its own will not suffice.

Proof of Ownership can be accepted in any of the below forms:

- Vehicle registration document (V5C) \*
- Bill of sale
- Hire purchase or lease agreement for the vehicle
- Hirer documentation for the vehicle

In cases where the vehicle is a foreign vehicle not registered in the United Kingdom, a document to link you to the vehicle such as a non-UK registration document, or insurance certificate for the vehicle may be accepted.

As stated above, you will also need to provide proof that the vehicle is roadworthy, for a vehicle to be released that has been impounded by a government authority.

The documents needed to do this are:

- Valid MOT
- Valid road tax
- Valid certificate of motor insurance

#### We will accept:

- electronic copies of the certificate on your mobile device
- copies sent by email if they have come directly from your insurer

It is a serious criminal offence to fail to declare the correct material facts or to give false information when getting insurance. This can render your insurance invalid and we may share information with your insurer or the Motor Insurers' Bureau if we suspect an offence.

Short-term insurance or temporary cover (for a period of up to 30 days) may not be valid to reclaim a seized vehicle. Please check the wording on your insurance certificate or cover note. If in doubt, contact your insurer before you go to the pound. If we are not satisfied that your insurance is valid for the release of an impounded vehicle, we may ask you to provide written confirmation from your insurer.

A motor trader cannot release a seized vehicle on your behalf. A motor trade policy will only permit the release of a vehicle that was:

- the property of the motor trader
- in the trader's custody and control at the time of seizure

If a vehicle does not have valid MOT or Road Tax, the vehicle must be collected by a recovery operator's vehicle (arranged by you and at your own expense) or proof that the vehicle is booked into a garage that carries out MOTs for an MOT to be carried out must be provided. Proof of motor insurance is still required in all circumstances.

No vehicle will be released unless the name and address on all documents are the same.

<sup>\*</sup>The new keeper supplement V5C/2 will not be accepted as proof of ownership

#### 5. If you are unable to release your vehicle yourself

As the registered keeper or owner of a seized vehicle you are legally responsible for it, and you must attend the pound in person to prove ownership after paying the charges to Parking Services.

This legal requirement will only be waived if you can provide evidence that:

- you are out of the country
- you are in custody
- you are in hospital
- vou are immobile due to age, injury, or disability
- there are compelling medical or compassionate circumstances that stop you being able to attend the pound in person
- the vehicle is a courtesy vehicle
- you are a hire company, and the vehicle was leased
- the vehicle is a company vehicle

If any of the above circumstances apply to you, the third party collecting the vehicle on your behalf must attend the pound with:

- the evidence of the valid reason you cannot attend in person
- a letter of authority a letter signed by you authorising the third party to collect the vehicle on your behalf
- a copy of your passport or driving licence as proof of your identity and signature
- valid certificate of motor insurance for the vehicle with them listed as a named driver
- a valid lease agreement showing them as a named driver, together with one form of personal ID for the third party.
- In the case of a company vehicle, a letter from the company confirming the third party is an authorised driver.

In all cases, documentation showing the vehicle has valid MOT, Road Tax and Insurance are still required.

#### 6. Provisional driving licence holders

If you are driving under a provisional licence, you must bring someone who:

- is over 21, and
- has held a licence for more than three years

Make sure you have "L" plates on the vehicle, as even with the correct documentation the vehicle cannot be released without these.

#### 7. Unclaimed vehicles

Vehicles which have not been claimed will be disposed to offset the debt associated with the vehicle. Any remaining will be pursued by Sherriff Officers for collection.

Vehicles will only be considered for disposal when the road tax has expired.

The registered keeper will receive written confirmation of our intention to dispose of the vehicle giving them 7 days from the date of the notice to retrieve the vehicle before this happens.

#### 8. What to do if you are not the owner of the vehicle or ownership has changed

If the vehicle has changed registered keeper, you will have to prove to the Council this is genuine and not an attempt to circumvent the debt. The below documents will then also be required (please note, the name and address must be the same on all documents):

- V5C registration certificate
- Valid certificate of insurance issued before date of removal
- Utility bill (gas, water, electricity) issued within the last three months
- Valid full driving licence
- Bill of sale
- Copy of bank account detailing financial transaction (not under value) showing purchase of the vehicle

#### 9. Challenging your vehicle removal

If you believe that your vehicle should not have been removed, you have the right to make representation to the Council under section 71 of the Road Traffic Act 1991 (as amended).

Please note you must pay to release your vehicle before you can appeal against your Penalty Charge Notice or vehicle removal. The pound staff cannot release your vehicle without charge. If your appeal is successful, your payment(s) will then be refunded.

Appeals must be made in writing within 28 days of the vehicle being uplifted or the Penalty Charge Notice being issued. You will get more information about how to appeal when you collect your vehicle.

#### 10. Vehicle clamping

Any vehicle which is classed as a persistent evader and has 5 or more outstanding Penalty Charge Notices between the Notice to Owner & Sheriff Officer stage may also be clamped.

The registered keeper of the vehicle must provide the Council with current address details and pay the release fee and the Penalty Charge Notice to have their vehicle unclamped.

The clamping release fee is £50.00, and payments should be made to Perth and Kinross Council Parking Services.

If you do not pay the clamping release fee, your vehicle may be moved to the pound. In such cases the clamping fee will be waived with only the higher removal fee being payable.

#### 11. Removals for emergencies

At times vehicles which are legally parked may need to be moved at short notice, for example, if there is a major incident, gas leak, or emergency works which necessitate the removal of parked vehicles to a place of safety or to permit access for the emergency services. Your vehicle will be moved to the nearest Council operated long-stay car park free of charge.

# **Useful Links**

### **PKC Parking Website:**

Parking - Perth & Kinross Council (pkc.gov.uk)

## **Apply for a Blue Badge:**

Apply for or renew a Blue Badge - GOV.UK (www.gov.uk)

### **Additional Blue Badge application information:**

Apply for or renew a Blue Badge - mygov.scot

## **The Traffic Signs Regulations and General Directions 2016:**

The Traffic Signs Regulations and General Directions 2016 (tsrgd.co.uk)

## **General Regulatory Chamber – Transport Appeals:**

<u>Transport Appeals (generalregulatorychamber.scot)</u>

#### Perth & Kinross - Traffic Orders

<u>Traffic Regulation Orders | Transport Appeals</u>

# **Bay Suspensions & Dispensations application portal:**

My account (paysmarti.co.uk)

# **Contact Us**

### **Contact numbers:**

PKC Customer Service 01738 475000

Car Park Enquiries 01738 477211

## **Automated Appeals Service:**

01738 505070

## **PCN Payment Line:**

0345 603 0121

### **Email Addresses:**

Blue Badge Enquiries
BlueBadges@pkc.gov.uk

# **Parking Enquiries**

ParkingServices@pkc.gov.uk