



# **WOKINGHAM BOROUGH COUNCIL**

**WBC 2023 No. \*\***

## **ROAD TRAFFIC REGULATION ACT 1984**

### **Wokingham Borough Council (Various Off-Street Borough Car Parks) (Civil Parking Enforcement) Order 2023**

Made on: \*\*

Coming into operation: \*\*

Wokingham Borough Council (hereinafter referred to as the "Council") in exercise of its powers in relation to off-street parking places under Sections 32 and 35 of the Road Traffic Regulation Act 1984 (as amended) and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, The Traffic Management Act 2004 and all other Regulations and Orders made in exercise of the powers conferred under the Traffic Management Act 2004 and of all other enabling powers; in accordance with Section 39(3) of the Road Traffic Regulation Act 1984 and after consultation with the Chief Officer of Police in accordance with Paragraph 20, Part III of Schedule 9 to the Road Traffic Regulation Act 1984, hereby makes the following Order;

#### **PART I GENERAL**

##### **1. Citation and commencement**

- (1) This Order shall come into operation on the **\*to be inserted\* 2023** and may be cited as the Wokingham Borough Council (Various Off-Street Borough Car Parks) (Civil Parking Enforcement) Order 2023.

##### **2. Interpretation**

(1) In this Order: -

"ambulance" means a motor vehicle which is constructed or adapted for and used for no other purpose than the carriage of sick, injured or disabled people, or emergency medical equipment, to or from welfare centres, residential care homes or places where medical or dental treatment is given and is readily identifiable as a vehicle used for the carriage of such people or equipment by being marked "Ambulance" on both sides;

"appropriate remittance" in relation to parking permits is the sum referred to in Schedule 3;

"Approved Method of Payment" means methods of payment including, but not limited to, payment by debit or credit card or credit card facilitated by on-site or remote verification by, for example, card reader or mobile phone text or phone call and full vehicle registration number is entered during the activation process or any other method of payment approved by the Council details of which are displayed at the Parking Place

"authorised agent" means the company authorised by or operating on behalf of the Council to process parking charge payment transactions via an interface with the telephone or electronic payment system for the purposes of the supervision and enforcement of this Order;

"bay markings" means white or yellow lines marked on the surface of a parking place to indicate the limits of each individual parking bay;

"bicycle" means a pedal cycle having two wheels, not being a motor vehicle and not being propelled by mechanical power;

"bus" have the same meaning as in Schedule 1 to the Traffic Signs Regulations and General Directions 2016<sup>a</sup> and "buses" shall be construed accordingly;

"business permit" means a permit issued under the provisions of Article 15 to this Order;

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<sup>a</sup> S.I. 2016/362

"business permit holder" means the holder of a business parking permit issued under the provisions of Article 15 to this Order for use in specified car parks as detailed at the time of permit issue;

"business user" means a person nominated by a business which occupies relevant premises, the postal address of which lies on Denmark Street and who uses such premises for non-residential purposes;

"charging hours" means the period of time specified, in relation to a parking place or part thereof, in Schedule 2;

"check-in and check out" means a method of payment that requires the driver to register a motor vehicle at a parking ticket dispensing machine, in advance of payment and to make payment by electronic means using a credit or debit card at the ticket dispensing machine for the period of stay upon return to the motor vehicle;

"civil enforcement officer" means a civil enforcement officer appointed by the Council under section 76 of the Traffic Management Act 2004 for the purposes of enforcing and supervising the provisions of this Order;

"coach", means a motor vehicle constructed or adapted to carry more than twelve passengers (exclusive of the driver) and their effects and not drawing a trailer;

"controller" in relation to a vehicle, means the person having the authority of the legal owner of the vehicle to keep and use such a vehicle;

"credit card" and "debit card" have the same meaning as in Section 35A(6) of the Road Traffic Regulation Act 1984;

"debit/credit card parking machine" means an apparatus designed to issue a ticket indicating the payment of a charge by way of a debit card or credit card, for the leaving of a vehicle in a parking place mentioned in Schedule 3, 4, 5 and 6 of this Order and the period in respect of which charge has been paid;

"disabled person's badge" and "disabled person" have the same meanings as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000(a);

"disabled person's vehicle" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000(b);

"doctor" means a fully registered medical practitioner as defined in section 2 of the Medical Act 1983<sup>b</sup>;

"doctors parking permit" means a parking permit issued or granted under the provisions of Article 17 of this Order;

"doctors parking permit holder" means the holder of a doctor parking permit issued or granted under the provisions of Article 17 to this Order;

"doctors vehicle" means a vehicle in respect of which either a valid doctors parking permit is displayed thereon, or for which a virtual doctors parking permit has been granted;

"driver" means, in relation to a vehicle waiting in a parking bay, parking place parking or area or loading bay or loading place, the person driving the vehicle at the time it was left in the parking bay, parking place or parking area or loading bay or loading place;

"electronic communications network" has the same meaning as contained within the Communications Act 2003(a);

"electric vehicle" means a vehicle that is propelled by one or more electric motors using electrical energy stored in batteries or another energy storage device or a hybrid vehicle which utilises a traditional internal-combustion engine and a fuel tank, as well as one or more electric motors and a battery;

"eligible address" means any postal address within the Borough of Wokingham, the resident of which address may apply for a residents Parking Permit for use within the corresponding permit zone;

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<sup>b</sup> 1983 c.54

"enactment" means any enactment, whether public general or local, and includes any order, bylaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment and any reference to this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment;

"goods carrying vehicle" means a motor vehicle which is constructed or adapted for use for the carriage of goods or burden of any description, and is not drawing a trailer;

"hackney carriage" means a mechanically propelled vehicle standing or plying for hire as defined in section 37 of the Town Police Clauses Act 1847<sup>c</sup>, as amended and for the avoidance of doubt shall not include private hire vehicles as licences under section 55 of the Local Government (Miscellaneous Provisions) Act 1976;

"hand-held device" for the purpose of this Order, means a wireless hand-held computer which is programmed to interface with the telephone or electronic payment system for the purposes of verifying if parking charges have been paid in respect of vehicles waiting in any parking place;

"keeper" in relation to a vehicle means the person by whom such vehicle is kept and used;

"keyworker" means NHS workers / police, ~~council workers~~, and contractors delivering services on their behalf (i.e. social care), school staff, organisations providing support to vulnerable individuals, such as care home workers;

"key worker parking permit" means a parking permit issued or granted under the provisions of Article 18 to this Order;

"key worker parking permit holder" means the holder of a doctor parking permit issued or granted under the provisions of Article 18 to this Order;

"licensed taxi" has the same meaning as in Section 13 of the Transport Act 1985(b);

"market days" means any day upon which a market or other display of goods and services, as authorised by the Wokingham Town Council or the Woodley Town Council, shall take place in the area so designated for that purpose in Market Place, Wokingham or Woodley Shopping Precinct, Woodley;

"market trader" means a person to which permission to display goods and services has been granted by Wokingham Town Council or the Woodley Town Council, in the area so designated for that purpose in Market Place, Wokingham or Woodley Shopping Precinct, Woodley;

"market trader parking permit" means a parking permit issued by the Council under the provisions of Article 19 of this Order and for which the requisite fee has been paid by the holder;

"market trader vehicle" means a vehicle in respect of which a valid market trader parking permit is displayed thereon and which is permitted to park in the designated parking place;

"medical practitioner" has the same meaning as in the Medical Act 1983;

"motorcycle" has the same meaning as in section 136(2) of Act;

"operational times", in relation to a parking place, means the times specified in relation to that parking place in Schedule, excluding any time during which the operation of the parking place is suspended under the provisions of Article 28;

"owner", in relation to a vehicle, means the person by whom the vehicle is kept and used, which in the case of a vehicle registered under the Vehicle Excise and Registration Act 1994<sup>d</sup> is presumed to be the person in whose name the vehicle is registered;

"parking bay" means an area within a parking place which is provided for the leaving of one vehicle only and is indicated by parking bay markings;

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<sup>d</sup> 1994 c.22

"parking charge" means the fee payable in respect of a vehicle left in parking place specified in Schedule 1, subject to the provisions of this Order;

"parking period" means a period of time specified in Schedule 2, under the sub-heading "Parking Period and Parking Charge", for which payment of the parking charge specified in relation thereto must be made or has been made in respect of a vehicle, and during which, subject to the provisions of this Order, that vehicle may be left in a parking place during the charging hours;

"parking place" means any area of land or building that is provided by the Council, under section 32 of the Act, for use as an off-street car park and is specified, by name, in the Schedule and shown detailed in plans attached to this Order;

"particulars" means (a) in relation to a parking ticket: those particulars which indicate that a charge has been paid and the date and time of expiry of the parking period and the relevant vehicle details; (b) in relation to (i) a business parking permit; (ii) a doctor's parking permit; (iii) a key worker parking permit; (iv) a market trader's parking permit; (v) a mayor's parking permit; (vi) a resident's parking permit; or (vii) a staff parking permit, a hard-copy permit that displays the vehicle registration mark of the vehicle in respect of which the hard-copy permit ticket has been issued; and the period during which, subject to the provisions of this order, the permit or hard-copy season ticket is valid; and the name of the parking place in respect of which the permit is valid; (c) in relation to a season ticket; a hard-copy season ticket that displays the vehicle registration mark of the vehicle in respect of which the hard-copy season ticket has been issued; and the period during which, subject to the provisions of this order, the hard-copy season ticket is valid; and the name of the parking place in respect of which the hard-copy season ticket is valid;

"parking permit holder" means a person to whom to (i) a business parking permit; (ii) a doctor's parking permit; (iii) a key worker parking permit; (iv) a market trader's parking permit; (v) a mayor's parking permit; (vi) a resident's parking permit; or (vii) a staff parking permit, has been issued;

"passenger vehicle" means a motor vehicle (other than a motorcycle or mobility scooter) constructed or adapted for the carriage of not

more than eight passengers (exclusive of the driver) and their effects and not drawing a trailer;

"payment" means (a) in the case of a payment of a parking charge in respect of a parking place, a payment as determined by Article 9 of this Order; and (b) in the case of payment for a parking permit or season ticket, the method used for purchase of parking permits and shall be in the form of a cheque, debit / credit card, postal order or any other approved electronic means payment as determined by Articles 14, 15, 16, 17, 18, 19, 20 and 21, to this Order;

"penalty charge" has the same meaning as that given in Section 92 of the Act of 2004(a) in respect of a penalty issued in contravention of the provisions of this Order;

"reduced penalty charge" means a charge set by the Council under the provisions of section 77 of the 2004 Act and to be paid to the Council within 28 days beginning with the date of the notice, or within 14 days in the case of a reduced penalty charge, following the issue of a penalty charge notice;

"penalty charge notice" means a notice issued or served by a civil enforcement officer pursuant to the provisions of the Act of 2004 in respect of a contravention of a provision of this Order;

"permit charge" means the fee payable to the Council for a parking permit as specified in Schedules 3, 4 5 and 6

"private hire vehicle" means a vehicle licences under section 48 of the Local Government (Miscellaneous) Act 1976 (\*) or any similar enactment;

"registered driver" means the driver of a vehicle who has, prior to leaving his or her vehicle in a parking place, registered so many of his or her personal details with a service provider as that service provider may require to enable the telephone or electronic payment system to be activated in favour of the said driver;

"registered keeper", in relation to a vehicle, means the person whose name is stipulated on the UK registration certificate issued in respect of that vehicle;



"relevant position" in respect of;

- (a) (i) a business parking permit; (ii) a doctor's parking permit; (iii) a key worker parking permit; (iv) a market trader's parking permit; (v) a mayor's parking permit; (vi) a resident's parking permit; or (vii) a staff parking permit, issued pursuant to Articles 15 to 21 of this Order, means at all times during which a vehicle is left in a parking place during the charging hours, the driver thereof shall cause that permit to be displayed in such a position that all the particulars referred to in Article 30 shall be readily visible to an inspecting officer from the front or nearside of the vehicle;
- (b) disabled persons' blue badge means, at all times during which the vehicle is left in a registered disabled persons' parking place during the charging hours, within a parking place, the driver thereof shall cause: (i) in the case of a vehicle fitted with a front windscreen, that the registered disabled persons' blue badge is exhibited thereon with the front facing forward on the disabled persons' blue badge is exhibited thereon with the front facing forward on the nearside of and immediately behind the windscreen; or (ii) in the case of a vehicle on the front or nearside of the vehicle; or (iii) a disabled person's parking disc, means that the side showing the time is facing forward or outward and immediately behind the windscreen or side window nearest to the kerb;
- (c) a season ticket, issued pursuant to Article 14 of this Order, means at all times during which a vehicle is left in a parking place during the charging hours, the driver thereof shall cause that season ticket to be displayed in such a position that all the particulars referred to in Article 30 shall be readily visible to an inspecting officer from the front or nearside of the vehicle;
- (d) a parking ticket issued pursuant to Article 8 of this Order, at all times during which the vehicle is left in a payment parking place during the charging hours, the driver thereof shall cause that parking ticket to be displayed in such a position that all the particulars referred to in Article 30 shall be readily visible to an inspecting officer from the front or nearside of the vehicle;

"release fee" means a charge made payable for attending a parking place to assist in the release of any vehicle outside of parking place operational hours;

"reserved bay" shall mean (i) a parking bay reserved solely for business parking permit holders and marked 'business permit holders'; (ii) a parking bay reserved solely for registered disabled person's blue badge holders and marked 'disabled'; (iii) a parking bay reserved solely for doctor parking permit holders and marked 'doctor'; (iv) a parking bay reserved solely for an electric vehicle connected and actively recharging via the recharging lead attached to the recharging post; (v) a parking bay reserved solely for Mayor's parking permit holders and marked 'mayor'; (vi) a parking bay reserved solely for a vehicle for persons attending the Register office, Wokingham district and so marked [registrars bay]; (vii) a parking bay reserved solely for staff parking permit holders; (viii) a parking bay reserved solely for visitors attending Council offices and so marked 'visitor';

"resident"; means a person whose usual place of abode is at premises the postal address of which is within the Borough of Wokingham;

"resident parking permit" means either: -

- (a) a hard copy parking permit means either a parking permit produced on paper, card or similar, issued under the provisions of Article 20;
- (b) a virtual parking permit means an electronic record of a resident parking permit, granted by the Council issued under the provisions of Article 21;

"resident parking permit holder" means a person whom either a hard copy permit was issued or a virtual parking permit has been granted;

"schedule" means a Schedule to this Order, unless otherwise specified within the Articles contained herein;

"season ticket" means either: -

- (a) a hard copy season ticket means either a parking permit produced on paper, card or similar, issued under the provisions of Article 14; or
- (b) a virtual season ticket means an electronic record of a season ticket granted by the Council issued under the provisions of Article 14;

"season ticket holder" means a person whom either a hard copy season ticket was issued or a virtual season ticket has been granted;

"season ticket holder vehicle" means a vehicle in respect of which either a valid hard-copy season ticket is displayed thereon, or a virtual season ticket has been granted;

"service provider" means the company authorised and appointed by the Council to operate, administer and maintain the process for the payment of the parking charges using the telephone or electronic payment system;

"staff parking permit" shall mean a permit issued to an employee of the Council or its partners;

"staff parking permit holder" shall mean the holder of a valid parking permit issued by the Council to an employee of the Council or its partners;

"tariff" means the charge that is applicable at a payment parking place in relation to the period of stay;

"tariff code" means the numeric identifier in the Schedules to this Order that links each payment parking place location code to the tariffs applicable at that parking place as detailed in the Schedules against that tariff code listed in column 1 of that Schedule;

"taxi" has the same meaning as in Schedule 1 of Regulation 2 of the Traffic Signs Regulations and General Directions 2016(\*);

"telecommunication system" has the same meaning as in the Telecommunications Act 1984(c);

“telephone or electronic payment system” means any system to facilitate and monitor the payment of parking charges, using a telephone device via communication with the service provider where, in accordance with instructions indicated on signs located by each parking bay, parking place or parking area;

- (a) in relation to a vehicle parking in a parking place:
  - (i) the driver of a vehicle, or some other person authorised by that driver on their behalf, uses a telephone or electronic apparatus to communicate with the service provider and make payment of the parking charge in respect of a specified vehicle, a specified parking period by use of a debit card or credit card, in accordance with instructions given by the service provider at the time of using the system; and
  - (ii) the service provider, on behalf of the Council, accepts payment of the parking charge by the method referred to in paragraph (a)(i) of this definition and records such payment together with the parking period for which payment has been made, the parking place in which the vehicle is left, and the registration mark of the vehicle in respect of which payment has been made;
- (b) in relation to parking permits and season tickets
  - (i) a person who uses the telephone or electronic apparatus to communicate with the service provider and make payment of the charge specified in Schedules 3, 4, 5 and 6 of this Order by use of a debit card or credit card, in accordance with instructions given by the service provider at the time of using the system; and
  - (ii) the service provider, on behalf of the Council, accepts payment of the parking charge by the method referred to in paragraph (b)(i) of this definition and records such payment together with the name and address of the person who has made the payment for a specified parking period for which payment has been made, the parking place in which the vehicle is left, and the registration mark of the vehicle in respect of which payment has been made;

"street" also means any part of a road, street or highway;

"the Council" means Wokingham Borough Council;

"the Town Council" means Wokingham Town Council or Woodley Town Council;

"ticket" means a ticket issued by a ticket parking meter or debit / credit card parking meter relating to a payment parking place in accordance with Article 8(3)(a) which indicates either that the parking charge has been paid and the date and time of expiry of the parking period, or the period not exceeding 3 hours specified in Article 8(2)(a) or the period not exceeding 1 hour specified in Article 8(2)(b), as the case may be;

"ticket parking meter" or "debit / credit card parking meter" means an apparatus of a type and design approved by the Secretary of State for Transport for the purpose of this Order being an apparatus designed to issue a ticket indicating the payment of a parking charge referred to in Article 7 of this Order and to indicate the time by which the parking period for which payment was made by the parking charge will expire;

"traffic sign" means a sign of any size, type and colour prescribed or authorised under, or having effect as though prescribed or authorised under, Section 64 of the Road Traffic Regulation Act 1984;

"UK registration certificate" means a current vehicle registration document issued under the provisions of Regulation 10(4) and 10A of the Road Vehicles (Registration and Licensing) Regulations 2002(a) in respect of a vehicle in the United Kingdom.

"unauthorised vehicle" means any vehicle not displaying a valid permit and that vehicle does not appear on a hand held device to have a valid virtual parking permit, in respect of that parking place;

"valid parking permit" shall mean any permit issued under the provisions of this Order that is required to be displayed in a vehicle left in any parking area or parking place identified under the relevant Schedule where that parking permit complies with

the provisions of this Order and conditions stated in that Schedule;

"vehicle" includes a motor car or motorcycle, but does not include a trailer, caravan, stall or other mobile structure;

"electronic parking permit" means an electronic record of parking granted and confirmed by the Council;

"electronic parking permit holder" means a person whom a virtual parking permit has been granted.

- (2) Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order and any reference in this Order to the Schedule is a reference to the Schedule to this Order.
- (3) Any reference in this Order to any Enactment shall be construed as a reference to that Enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent Enactment.

### **3. Permitted Use of Land and Parking Places (see also Article 7)**

- (1) Each area of land specified by name in Schedule 1 and/or shown on a plan contained in Schedule 7 may be used, subject to the following provisions of this order, as a parking place for such classes of vehicles, in such positions, on such days and during such hours as are specified in relation to that area in the said Schedules.
- (2) Where in Schedule 1 a parking place is described as available for vehicles of a specified class or in a specified position, the driver of a vehicle shall not permit it to wait in that parking place unless it is of the specified class or in the specified position.
- (3) The driver of a vehicle using a parking place shall not leave the vehicle in any position in the parking place in which it will obstruct access to the parking place or to any premises adjoining the parking place or obstruct any access way within the parking place.
- (4) Where there is an authorised sign or notice in a parking bay or area indicating that the use of that parking bay or area is suspended, the driver of a vehicle shall not permit that vehicle to wait in that parking bay or area.
- (5) Where, within a parking place, there is a sign or surface marking which indicates that a parking bay or area is reserved only for a particular type of vehicle or for use by a season ticket holder or parking permit holder, no person shall leave a vehicle in any such parking bay or parking area other than of the vehicle type or for the use so specified.

### **4. Permitted Use of Parking Bays**

- (1) Each parking bay may be used, subject to the provisions of this Order, for the leaving of authorised vehicles, during the charging hours, displaying in the manner specified in;
  - (a) Article 9, a valid ticket issued; or
  - (b) Article 10, verification of payment of the relevant parking charge and the vehicles registration mark on a hand held device;

- (2) The driver of any vehicle shall not cause that vehicle to wait in a parking bay that has been reserved by means of sign or surface marking as a reserved bay, specifically for use by authorised parking permit holders unless displaying, in the manner specified in Article 8: -
  - (a) a valid parking permit issued by the Council in respect of that vehicle; or
  - (b) providing verification of a valid electronic parking permit and the vehicle's registration mark on a hand-held device;
- (3) The driver of any vehicle shall not cause that vehicle to wait in a parking bay that has been reserved, by means of sign or surface marking, specifically for use by registered disabled persons' blue badge holders, unless that vehicle is a disabled person's vehicle.
- (4) The driver of any vehicle shall not cause that vehicle to wait in a parking bay that has been reserved by means of sign or surface marking specifically for use by electric vehicles, unless that vehicle is an electric vehicle and plugged in and charging;
- (5) The driver of any vehicle shall not cause that vehicle to wait in a parking bay that has been reserved by means of sign or surface marking specifically for use by solo motorcycles unless that vehicle is a motorcycle;
- (6) The driver of any vehicle shall not cause that vehicle to wait in a parking bay that has been reserved by means of sign or surface marking specifically for use by visitors attending the Council office, unless a valid ticket is held or verification is of the vehicle's registration mark is held on a hand-held device;

**5. Installation of Ticket Machines and Placement of Parking/Traffic Signs, etc.**

- (1) The Council shall be authorised to;
  - (a) carry out such work as is reasonably required for the purposes of ensuring the satisfactory operation of a parking area or parking place;
  - (b) where a ticket machine is operational for the purposes of allowing payment to be made to enable a vehicle to be



left in a parking place identified as a payment parking place, maintain in proper working order the ticket machine; and

- (c) place and maintain parking/traffic signs indicating the limits and controls affecting each parking bay, parking area or parking place;

**6. Stopping the Engine of the Vehicle**

- (1) The driver of any vehicle using a parking place, shall stop the engine as soon as the vehicle is parked in a parking bay and shall not start the engine, unless necessary to change the position of the vehicle in the parking place or when about to depart from the parking place.

## **PART II**

### **CONDITIONS OF USE OF PARKING PLACES**

#### **7. Conditions of Use of a Parking Place**

- (1) Any driver entering a parking place undertakes to comply with the following conditions;
- (2) At all times during the operational times of a parking place, no vehicle shall enter or be left in a parking place unless the vehicle is of the class specified in relation thereto in Schedule 2 of this Order.
- (3) Where a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 3, a person authorised by the Council may alter or cause to be altered the position of the vehicle, so that its position is in accordance with the said provisions.
- (4) If a vehicle is left in a parking place in contravention of any of the provisions of this Order, a person authorised by the Council may remove the vehicle from that parking place or arrange for such removal, so that its position is in accordance with the said provisions.
- (5) For the purpose of meeting the requirements of an emergency, a person authorised by the Council, or a police constable in uniform, may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.
- (6) Any person altering or causing the alteration of the position of a vehicle or removing or causing the removal of a vehicle by virtue of paragraphs (3), (4) or (5) of this Article, may do so by towing or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed.
- (7) Any person removing or arranging for the removal of a vehicle by virtue of paragraphs (3), (4) or (5) of this Article, shall make such arrangements as he considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.
- (8) The foregoing provisions of this Article, relating to the removal of vehicles, shall be applied to and have equal effect for the purpose of removal of trailers, caravans, stalls or other mobile structures having no independent means of propulsion and left in the parking place in contravention of Article 3(1).

- (9) The driver of any vehicle shall not allow the vehicle to wait in a parking place specified in Schedule 1 of this Order for any period longer than the maximum permitted period specified in the said Schedules, provided that where the maximum permitted period is specified, this restriction on waiting shall only apply during the charging hours specified in the said Schedules
- (10) The driver of a vehicle who allows the vehicle to remain in a parking place specified in Schedule 1 of this Order, for any period in excess of the maximum period for which vehicles may wait, as specified in the said Schedules, shall, excepting as provided for in paragraph (4) of this Article, immediately remove the vehicle from the parking place and shall not permit the vehicle to return to the parking place within a period of two hours unless it displays in the relevant position a valid permit, hard-copy season ticket or virtual season ticket issued or, as the case may be, granted in respect of that vehicle and parking place.
- (11) In so far as a vehicle is left in a parking place during the charging hours the driver thereof shall pay such charge or charges as are specified in the following provisions of this Order.

#### **8. Conditions of Use of a Parking Place during Operational Hours**

- (1) During the operational hours relating to a parking place, at all times during which a vehicle is left in that parking place, it shall be displayed in the relevant position in the vehicle or verified on a hand-held device;
  - (a) a valid parking ticket; or
    - (i) an indication that payment has been made using the telephone or electronic payment system and the parking period for which payment has been made and the vehicle registration mark of that vehicle, appearing on a hand-held device; or
    - (ii) an indication that payment has been made, indicating that the charge relating to the payment parking place has been paid in respect of a period, and the day and time by which the period for which payment of the charge will expire;
  - (b) a valid parking permit; or
    - (i) an indication that an electronic parking permit has been purchased using the

telephone or electronic payment system and showing the parking period for which payment has been made and the vehicle registration mark of that vehicle, appearing on a hand held device;

- (c) a valid season ticket; or
  - (i) an indication that an electronic season ticket has been purchased using the telephone or electronic payment system and showing the parking period for which payment has been made and the vehicle registration mark for that vehicle, appearing on a hand held device;
- (d) no vehicle shall be left in any parking place or part thereof for longer than the period of time specified in relation thereto in Schedules 2 to this Order: provided that nothing in this sub-paragraph shall apply in relation to a vehicle specified in the provision to sub-paragraph (a) of this article;
- (e) no parking ticket, permit or season ticket shall be transferred from one vehicle to another;
- (f) any parking ticket shall only be used in the parking place in which the ticket machine that issued the said ticket is installed;
- (g) no vehicle shall display a ticket that has previously been displayed on another vehicle or issued by a ticket machine installed in another parking place;
- (h) no vehicle shall display any ticket, hard-copy: parking permit or season ticket which has been altered, defaced, mutilated or added to, or upon which the figures or particulars have become illegible;
- (i) written agreement with the council, to be left in an authorised reserved bay or a reserved area of a parking place such parking bay or parking area.

## **PART III**

### **PARKING CHARGES**

#### **9. Payment of the Parking Charge**

- (1) Subject to Article 11, the parking charge for a vehicle left in a parking place or part thereof at any time during the charging hours shall be the amount specified in relation thereto in the Schedules, under the sub-heading "parking period and parking charge", immediately following the parking period for which payment of that parking charge is made.
- (2) Subject to Article 11, the parking charge shall become payable by the driver of the vehicle, or a person authorised by the driver, upon leaving a vehicle in a parking place or part thereof, at any time during the charging hours, by;
  - (a) the insertion in a ticket machine installed in that parking place of any coin or combination of coins accepted by that ticket machine, together making up the amount of the parking charge for the parking period for which payment is being made, and on such payment the ticket issued by the ticket machine shall be obtained; or
  - (b) where the telephone or electronic payment system is available for use in that parking place, by using the telephone or electronic payment system and making payment to the service provider of the required parking charge for a specified parking period verified by the service provider accepting such payment; or
  - (c) where the facility to CHECK IN AND CHECK OUT is available, payment of the required parking charge prior to exit from the parking place.
- (3) Having obtained the ticket issued by the ticket machine in accordance with the provisions of paragraph (2)(a) of this Article, the driver of the vehicle or a person acting on their behalf may cause the ticket to be displayed on the vehicle in respect of which the ticket has been issued in accordance with the provisions of paragraph (4) of this article.
- (4) Any ticket referred to in paragraph (3) of this Article, being displayed in a vehicle in respect of which it was issued, shall be in

the relevant position on the vehicle at all times during which the vehicle is left in a parking place during the charging hours.

#### **10. Indications by Ticket, Ticket Machine and Hand-held Device Regarded as Evidence**

(1) Where payment of the parking charge has been made in accordance with Article 8(2)(a):

- (a) such payment shall be indicated by the issue from a ticket machine of a ticket indicating that the parking charge has been paid and the date and time of expiry of the parking period and by the display of that ticket in the manner specified in Article 8(3) and (4);
- (b) the expiry of the parking period in respect of a vehicle left in a parking place during the charging hours, shall be indicated when there is displayed in the vehicle a ticket showing the date and time of expiry of the parking period and the date so shown is not the date on which the vehicle is so left or the time shown on the clock of the ticket machine that issued the ticket is later than the time shown on the ticket.

(2) Where payment of the parking charge has been made in accordance with Article 8(2)(b):

- (a) such payment shall be indicated by the appearance on a held-held device of an indication that the parking charge has been paid in respect of that vehicle by the telephone or electronic payment system and an indication of the date and time of expiry of the parking period for which that parking charge has been paid;
- (b) the expiry of the parking period in respect of a vehicle left in the parking place shall be indicated when there is displayed on the hand-held device an indication that the parking period for which payment of the parking charge has been made has expired.

(3) Subject to Article 11, if at any time while a vehicle is left in a parking place or part thereof during the charging hours, no ticket is displayed on that vehicle in accordance with the provisions of

Article 8(3) and (4), or no indication appears on a hand-held device that payment of the parking charge has been made in accordance with the provisions of Article 8(2)(b), it shall be presumed that the parking charge has not been duly paid or that a ticket has not been obtained from a ticket machine in accordance with the proviso to Article 7(a).

- (4) Subject to Article 11, if at any time while a vehicle is left in a parking place or part thereof, during the charging hours:
  - (a) the ticket displayed on the vehicle in accordance with the provisions of Article 8(3) and (4) shows a date that is not the date on which the vehicle is left, or the time shown by the clock on the ticket machine that issued the ticket is later than the time shown on that ticket; or
  - (b) no indication appears in a hand-held device that the parking charge has been paid in respect of that vehicle by the telephone or electronic payment system on the date on which the vehicle is left,it shall be presumed that the parking period has expired.
- (5) If it is presumed, in accordance with the provisions of paragraph (1) of this article that the parking charge, where it is payable, has not been duly paid or in accordance with paragraph (2) of this article that the parking period, or in accordance with Article 11 that the exemption from payment of the parking charge for a vehicle displaying a disabled person's badge, or a valid permit or hard-copy season ticket or having been granted a valid virtual season ticket, does not apply, then any of these indications shall be evidence that a contravention of this Order has occurred for the purposes of Article 3.
- (6) A ticket shall be presumed, in all cases, to have been issued on the and at the time shown thereon.

## **11. Exemptions from the Parking Charge**

- (1) The following vehicles left in a parking place shall be exempt from the payment of any parking charge specified in Schedule 2 of this Order, during the hours specified, provided that they are parked in a parking space expressly reserved for such vehicles by a sign or notice displayed at or adjacent to the said parking space or parking spaces;
  - (a) a disabled person's vehicle displaying in the relevant position a valid disabled person's blue badge;
  - (b) a pedal cycle;
  - (c) a motor-cycle; or
  - (d) an electric vehicle connected and actively recharging via the recharging lead attached to a recharging post in any parking place while parking within a parking bay reserved for electrical vehicles, at all times;
  - (e) a vehicle displaying a valid parking permit in a parking place;
  - (f) a disabled person's vehicle displaying in the relevant position a valid registered disabled person's blue badge;
  - (g) a vehicle parked within a parking bay which displays in the relevant position a valid month season ticket;
  - (h) a vehicle parked within a parking bay, during permitted hours, which displays a valid overnight season ticket.
- (12) Nothing in paragraph (1) of this Article shall prohibit a registered disabled person's vehicle displaying in the relevant position a valid disabled person's badge from being left in any other parking space in the parking place.

## **12. Prohibition of additional coins to be inserted in a ticket machine; or further tickets to be displayed; or further payment to be made by using the telephone or electronic payment system**

- (1) Where, on the leaving of a vehicle in a parking place during the charging hours, payment of the parking charge has been made at a ticket machine and the vehicle has displayed the ticket in accordance with article 8(3) and (4), no additional coin or coins



shall be inserted in that ticket machine or in any other ticket machine, or no additional payment shall be made and accepted by using the telephone or electronic payment system, by way of payment of a further parking charge in respect of that vehicle, so as to extend the parking period beyond that initially purchased.

- (2) Where, on the leaving of a vehicle in a parking place during the charging hours, payment of the parking charge has been made and accepted by using the telephone or electronic payment system in accordance with Article 8(2)(b), no additional payment of a further Parking Charge in respect of that vehicle so as to extend the parking period beyond that initially purchased, whether by way of a ticket machine or by way of the telephone or electronic payment system, shall be made.
- (3) No additional ticket or tickets shall be displayed on a vehicle while it is in a parking place, other than the ticket originally displayed on that vehicle at the time the vehicle was first left in that parking place.

### **13. Restriction on the removal of tickets**

- (1) Where a ticket has been displayed on a vehicle in accordance with the provisions of Article 8(3) and (4), no person, other than the driver of the vehicle, shall remove the ticket from the vehicle unless authorised to do so by that driver: Provided that nothing in this Article shall apply in relation to a police constable in uniform or a civil enforcement officer or an officer of the Council who removes the ticket in the process of the vehicle being removed in accordance with Article 7(4) or 7(5).

## **PART IV**

### **SEASON TICKETS AND PARKING PERMITS**

- 16. Application for and issue of parking permits for use in certain parking places
  - (a) Application for a parking permit shall be made to the Council's Parking Services. The Council reserves the right of its Parking Services Manager to approve or decline this application.

## **17. Application for and issue of doctor parking permits**

- (1) Any doctor who uses a vehicle of the following class, that is to say a passenger vehicle ~~or goods-carrying vehicle~~ or a registered disabled person's vehicle (the maximum length of which does not exceed 5.00 metres and the overall height of which does not exceed 2.10 metres) may apply to the Council or authorised agent for the issue of a doctor parking permit in respect of the company in relation to which they are a doctor and in respect of that vehicle, and any such application shall be made on a hard-copy form issued by and obtainable from the Council or authorised agent and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.
- (2) The Council or authorised agent may at any time require an applicant for a doctor permit to produce to an officer of the Council or a representative of the authorised agent such evidence in respect of an application for a doctor parking permit made to them as they may reasonably call for to verify the postal address of the doctor premises of the applicant's company or any other particulars or information required by them and in all cases such evidence shall include the documents referred to in the Council's Parking Permit Policy.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article, together with the charge specified in Schedules 3, 4, 5 and 6 of this Order and the evidence referred to in paragraph (2) of this Article, the Council or authorised agent, upon being satisfied that the applicant is a doctor and is the user of a vehicle of the class specified in paragraph (1) of this Article;
  - (a) the Council shall issue one hard copy doctor parking permit to the applicant, valid for the period of time specified in the Schedule in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle

- to which such doctor permit relates, by the user of such vehicle or any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward; and one protective cover for the display therein of the doctor parking permit; or
- (b) the Service Provider shall grant to the applicant one [virtual] doctor parking permit, valid for the period of time specified in the Schedule in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such discretionary parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward.

Provided that the Council or authorised agent shall not issue a doctor permit to any person if that doctor permit would be valid for any period during which;

- (a) any other doctor permit issued to that person is or would be valid, or during which any residents' permit issued to that person is or would be valid if the address given with the application for that residents' permit is the same as the address given with the application for that doctor permit; or
- (b) any other doctor permit issued in respect of the company in relation to which that person is a doctor, is or would be valid.
- (4) The charge for a doctor parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule in relation to the parking place or part thereof in respect of which the doctor parking permit is to be issued or granted, immediately after the words "Doctor Permit".
- (5) A doctor parking permit shall be valid for the period of time specified in the Schedule, immediately following the charge payable for the doctor parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a hard-copy doctor parking permit or granting of a virtual doctor parking permit does not entitle the hard-copy doctor parking permit holder or, as the case may be, the virtual

doctor parking permit holder vehicle to a reserved parking bay, nor can a parking bay be guaranteed.

- (7) A hard-copy doctor parking permit is not transferable and is not valid if displayed on a vehicle bearing a different registration number from that shown on the hard-copy doctor parking permit.
- (8) If, during any period in which a virtual doctor parking permit granted to a virtual doctor parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual doctor parking permit holder shall provide the updated information to the Service Provider using the telephone or electronic payment system, upon which the Service Provider may levy a charge for such change of details.
- (9) If the Council or authorised agent are not satisfied that the applicant for a doctor parking permit or a doctor permit holder has met any requirement of this Article, they may decline their application or revoke any doctor permit they have issued to that doctor parking permit holder, as the case may be.

**18. Application for and issue of key worker and key worker transferable permits for use in certain parking places**

- (1) Any key worker who uses a vehicle of the following class, that is to say a passenger vehicle or a registered disabled person's vehicle (the maximum length of which does not exceed 5.00 metres and the overall height of which does not exceed 2.10 metres) may apply to the Council or authorised agent for the issue of a key worker parking permit in respect of the company in relation to which they are a key worker and in respect of that vehicle, and any such application shall be made on a hard-copy form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.

- (2) The Council may require an applicant for a key worker parking permit to produce to an officer of the Council or a representative of the authorised agent such evidence in respect of an application for a key worker parking permit made to them as they may reasonably call for to verify the place of abode of the applicant, their ability to drive, the owner of the vehicle in respect of which the key worker parking permit would be issued and any other particulars or information required by them and such evidence shall include the documents referred to in the Council's Parking Permit Policy.
- (3) Upon receipt of an application duly made under the provisions of paragraph (1) of this Article and subject always to the maximum number of permits allowed, together with the appropriate charge specified in Schedules 3, 4, 5 and 6 of this Order and the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a resident, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article the Service Provider shall grant to the applicant one [virtual] key worker parking permit, valid for the period of time specified in Schedule 2 of this Order in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such key worker parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward
- (4) The charge for a key worker parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule 6 of this Order in relation to the parking place or part thereof in respect of which the key worker parking permit is to be issued or granted, immediately after the words "Key Worker Permit".
- (5) A key worker parking permit shall be valid for the period of time specified in Schedule 6 of this Order, immediately following the charge payable for the key worker parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a hard-copy key worker parking permit or granting of a virtual key worker parking permit does not entitle the hard-copy key worker parking permit holder or, as the case may be, the

virtual key worker parking permit holder vehicle to a reserved parking bay, nor can a parking bay be guaranteed.

- (7) Details of the qualifying criteria to apply for a key worker parking permit can be obtained from the Council's Parking Service. The Council reserves the right of its Parking Services Manager to change the qualifying criteria that applies to the key worker permit scheme. The final decision as to which type of organisations may apply for a key worker parking permit and which category of organisation an applicant organisation falls rests with the Council's appropriate delegated authority.

**19. Application for and issue of market trader permits for use in certain parking places for use in certain parking places**

- (1) Any person who is a licenced market trader and who's trade licence permits trade on the pedestrian section of Market Place, Wokingham as agreed and approved by Wokingham Town Council and who uses a vehicle of the following class, that is to say a passenger vehicle or goods carrying vehicle or a registered disabled person's vehicle (the maximum length of which does not exceed 5.00 metres and the overall height of which does not exceed 2.10 metres) may apply to the Council or authorised agent for the issue of a market trader parking permit in respect of the company in relation to which they are a resident and in respect of that vehicle, and any such application shall be made on a hard-copy form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.
- (2) The Council may require an applicant for a market trader parking permit to produce to an officer of the Council or a representative of the authorised agent such evidence in respect of an application for a market trader parking permit made to them as they may reasonably call for to verify the place of abode of the applicant, their ability to drive, the owner of the vehicle in respect of which

the market trader parking permit would be issued and any other particulars or information required by them and such evidence.

- (3) Upon receipt of an application duly made under the provisions of paragraph (1) of this Article and subject always to the maximum number of permits allowed, together with the appropriate charge specified in Schedule 6 and the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a resident, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article;
  - (a) the Council shall issue to the applicant one hard copy market trader parking permit and one protective cover for the display therein of the market trader parking permit, or
  - (b) the Service Provider shall grant to the applicant one electronic market trader parking permit,

valid for the period of time specified in Schedule 6 in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such market trader parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward.

- (4) The charge for a market trader parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule in relation to the parking place or part thereof in respect of which the market trader parking permit is to be issued or granted, immediately after the words "Market Trader Permit".
- (5) A market trader parking permit shall be valid for the period of time specified in the Schedule, immediately following the charge payable for the resident parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a hard-copy market trader parking permit or granting of a virtual market trader parking permit does not entitle the hard-copy market trader parking permit holder or, as the case may be, the virtual market trader parking permit holder vehicle to a reserved parking bay.

- (7) A hard-copy market trader parking permit is not transferable and is not valid if displayed on a vehicle bearing a different registration number from that shown on the hard-copy season ticket.
- (8) If, during any period in which a virtual market trader parking permit granted to a virtual market trader parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual market trader parking permit holder shall provide the updated information to the Service Provider using the telephone or electronic payment system, upon which the Service Provider may levy a charge for such change of details.

**20. Application for and issue of a Mayor's parking permits for use in certain parking places for use in certain parking places**

- (1) The current Mayor of the borough of Wokingham who uses a vehicle of the following class, that is to say a passenger vehicle or a registered disabled person's vehicle (the maximum length of which does not exceed 6.00 metres and the overall height of which does not exceed 2.10 metres) may apply to the Council or authorised agent for the issue of a Mayors' parking permit in respect of the company in relation to which they are the Mayor of Wokingham borough Council in respect of that vehicle, and any such application shall be made on a hard-copy form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.
- (2) The Council may require an applicant for a Mayor parking permit to produce to an officer of the Council or a representative of the authorised agent such evidence in respect of an application for a Mayors' parking permit made to them as they may reasonably call for to verify the place of abode of the applicant, their ability to drive, the owner of the vehicle in respect of which the Mayors' parking permit would be issued and any other particulars or



information required by them and such evidence shall include the documents referred to the Council's Parking Permit Policy.

- (3) Upon receipt of an application duly made under the provisions of paragraph (1) of this Article and subject always to the maximum number of permits allowed as specified in Schedule 3, together with the appropriate charge specified in Schedule 5 and the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a resident, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article;
  - (a) the Council shall issue to the applicant one hard copy residents' parking permit and one protective cover for the display therein of the residents' parking permit, or
  - (b) the Service Provider shall grant to the applicant one virtual residents' parking permit,
  - (c) valid for the period of time specified in Schedule 2 in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such residents' parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward.
- (4) The charge for a Mayor parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule in relation to the parking place or part thereof in respect of which the Mayor parking permit is to be issued or granted, immediately after the words "Mayor Permit".
- (5) A Mayors' parking permit shall be valid for the period of time specified in the Schedule, immediately following the charge payable for the Mayor parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a hard-copy Mayor parking permit or granting of a virtual Mayors' parking permit does not entitle the hard-copy resident parking permit holder or, as the case may be, the virtual resident parking permit holder vehicle to a reserved parking bay.

- (7) A hard-copy Mayor parking permit is ~~not~~ transferable and is ~~not~~ valid if displayed on a vehicle bearing a different registration number from that shown on the hard-copy season ticket.
- (8) If, during any period in which a virtual Mayor parking permit granted to a virtual Mayor parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual Mayor parking permit holder shall provide the updated information to the Service Provider using the telephone or electronic payment system, upon which the Service Provider may levy a charge for such change of details.

## **21. Application for and issue of resident permits for use in certain parking places**

- (1) Any resident who uses a vehicle of the following class, that is to say a passenger vehicle or a registered disabled person's vehicle (the maximum length of which does not exceed 5.00 metres and the overall height of which does not exceed 2.10 metres) may apply to the Council or authorised agent for the issue of a residents' parking permit in respect of the company in relation to which they are a resident and in respect of that vehicle, and any such application shall be made on a hard-copy form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.
- (2) The Council may require an applicant for a residents' parking permit to produce to an officer of the Council or a representative of the authorised agent such evidence in respect of an application for a residents' parking permit made to them as they may reasonably call for to verify the place of abode of the applicant, their ability to drive, the owner of the vehicle in respect of which the residents' parking permit would be issued and any other particulars or information required by them and such evidence shall include the documents required by the Council's Resident Parking Permit Policy.

(3) Upon receipt of an application duly made under the provisions of paragraph (1) of this Article and subject always to the maximum number of permits allowed and the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a resident, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article;

(a) the Council shall issue to the applicant one hard copy residents' parking permit and one protective cover for the display therein of the residents' parking permit, or

(b) the Service Provider shall grant to the applicant one virtual residents' parking permit,

valid for the period of time specified in Schedule 2 in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such residents' parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward.

(4) The charge for a resident parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule in relation to the parking place or part thereof in respect of which the resident parking permit is to be issued or granted, immediately after the words "Resident Permit".

(5) A resident parking permit shall be valid for the period of time specified in the Schedule, immediately following the charge payable for the resident parking permit, beginning with the day on which the parking permit first becomes valid.

(6) The issue of a hard-copy resident parking permit or granting of a virtual resident parking permit does not entitle the hard-copy resident parking permit holder or, as the case may be, the virtual resident parking permit holder vehicle to a reserved parking bay, nor can a parking bay be guaranteed.

(7) A hard-copy resident parking permit is not transferable and is not valid if displayed on a vehicle bearing a different registration number from that shown on the hard-copy season ticket.

(8) If, during any period in which a virtual resident parking permit granted to a virtual resident parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual resident parking permit holder shall provide the updated information to the Service Provider using the telephone or electronic payment system, upon which the Service Provider may levy a charge for such change of details.

22. Application for and use of staff parking permit for use in parking places for use in certain parking places

(1) The Council may, at their total control and discretion, issue a staff parking permit, with or without charge as may be specified from time to time by the Council, for use in a specified parking place by a vehicle of the following class, that is to say a passenger vehicle or goods carrying vehicle or a registered disabled person's vehicle (the maximum length of which does not exceed 5.00 metres and the overall height of which does not exceed 2.10 metres) and any such application shall be made on a hard-copy form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied; or where the telephone or electronic payment system is available for use in that parking place, to the service provider for the granting of a virtual season ticket in respect of that vehicle and parking place and any such application shall be made using the telephone or electronic payment system and shall include the particulars and information required by such system to be supplied.

(2) The Council or authorised agent may at any time require an applicant for a staff parking permit or a staff parking permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a special parking permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any special parking permit issued by them as they may reasonably call for to verify that the staff parking permit is valid.

(3) Upon receipt of an application duly made under the provisions of paragraph (1) of this Article and subject always to the maximum number of permits allowed, together with the appropriate charge specified in Schedules 3, 4, 5 and 6 and the

evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a resident, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article: -

- (a) the Council shall issue to the applicant one [hard copy] staff parking permit and one protective cover for the display therein of the staff parking permit, or
- (b) the Service Provider shall grant to the applicant one electronic staff parking permit,

valid for the period of time specified in Schedule 2 in relation to the amount of the charge paid for that permit, for the leaving at any time during the charging hours in a parking place of the vehicle to which such staff parking permit relates by the owner of such vehicle or any person using such vehicle with the consent of the owner, other than a person to whom such vehicle has been let for hire or reward.

- (4) The charge for a staff parking permit referred to in paragraph (2) of this Article shall be the amount specified in the Schedule in relation to the parking place or part thereof in respect of which the staff parking permit is to be issued or granted, immediately after the words "Staff Permit".
- (5) A staff parking permit shall be valid for the period of time specified in the Schedule, immediately following the charge payable for the staff parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a hard-copy staff parking permit or granting of a virtual staff parking permit does not entitle the hard-copy staff parking permit holder or as the case may be, the virtual staff parking permit holder vehicle to a reserved parking bay, nor can a parking bay be guaranteed.
- (7) A hard-copy staff parking permit is not transferable and is not valid if displayed on a vehicle bearing a different registration number from that shown on the hard-copy staff parking permit.
- (8) Details of the qualifying criteria to apply for a staff parking permit can be obtained from HR Policy on staff parking permit qualifying criteria.

**23. Refund of charge paid in respect of a hard-copy season ticket or permit or virtual season ticket**

- (1) A hard copy season ticket holder or a hard copy parking permit holder who surrenders a hard copy season ticket or parking permit to the Council whether before or after it becomes valid shall not be entitled to a refund of any charge paid in respect of that hard copy season ticket or parking permit, as the case may be, unless the Council in its discretion considers that there are exceptional circumstances to justify refunding in full or in part.
- (2) A virtual season ticket holder shall not be entitled to a refund of any charge paid in respect of a virtual season ticket.

**24. Application for and issue of duplicate hard-copy season tickets or parking permits**

- (1) If a valid hard-copy season ticket or parking permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour of the hard-copy season ticket or parking permit has become altered by fading or otherwise, the ticket, hard-copy season ticket holder or the parking permit holder, as the case may be, shall, if they wish to continue using the hard-copy season ticket or parking permit, surrender it to the council and apply to the council for the issue to them of a duplicate hard-copy season ticket or parking permit, as the case may be. the council, upon receipt of the original valid hard-copy season ticket or parking permit, as the case may be, and, if applicable, the charge specified in paragraph (4) of this article in the case of a residents parking permit or the charge specified in paragraph (5) of this article in the case of a doctors parking permit or a discretionary parking permit, shall issue a duplicate hard-copy season ticket or residents parking permit or doctors parking permit or discretionary parking permit, as the case may be, so marked, and upon such issue the original hard-copy season ticket or parking permit shall become invalid.
- (2) If a valid hard-copy season ticket or parking permit is lost, destroyed or stolen, the ticket, hard-copy season ticket holder or parking permit holder, as the case may be, may apply to the council for the issue to them of a duplicate hard-copy season ticket or parking permit, as the case may be. the council, upon being satisfied as to such loss, destruction or theft, and, if applicable, upon receipt of the charge specified in paragraph (4)

of this article in the case of a residents permit, shall issue a duplicate hard-copy season ticket or residents parking permit or doctors parking permit or discretionary parking permit, as the case may be, so marked, and upon such issue the original hard-copy season ticket or parking permit, as the case may be, shall become invalid.

- (3) The provisions of this order shall apply to a duplicate hard-copy season ticket or parking permit and an application therefor as if it were a hard-copy season ticket or parking permit, or as the case may be, an application therefor.
- (4) There shall be a charge of £XX.XX for the first duplicate hard-copy season ticket or residents parking permit issued to a hard-copy season ticket holder or a residents parking permit holder but if a second or subsequent duplicate hard-copy season ticket or residents parking permit is issued to that hard-copy season ticket holder or residents permit holder, as the case may be, the council reserves the right to levy a charge, as may be set from time to time by the council, for the issue of that second or subsequent duplicate hard-copy season ticket or residents parking permit.
- (5) A charge for a duplicate doctor's parking permit or a duplicate discretionary parking permit may be set from time to time by the council at their discretion.

**25. Application for a replacement hard-copy season ticket or a parking permit due to change of vehicle registration number**

- (1) If a hard-copy season ticket holder wishes to have the vehicle registration number on their valid hard-copy season ticket changed or a hard copy parking permit holder wishes to have the vehicle registration number or numbers on their valid parking permit changed, they may apply to the council for the issue to them of a replacement hard-copy season ticket or parking permit, as the case may be. The council, upon being satisfied as to the need for such a change to the registration number or numbers and, if applicable, upon receipt of the charge specified in paragraph (4) of Article 19 in the case of a residents parking permit, shall issue a replacement hard-copy season ticket or parking permit bearing a different vehicle registration number, or numbers as appropriate in the case of a permit, and upon such

issue the original hard-copy season ticket or parking permit, as the case may be, shall become invalid.

## **26. Surrender, withdrawal and validity of permits**

- (1) A parking permit holder shall surrender their permit to the Council on the occurrence of one or more of the events set out in paragraph (3) of this Article.
- (2) The Council may, by notice in writing served on the permit holder at the address shown by that person on the application for the permit or at any other address believed to be that person's place of abode, withdraw a permit if it appears to the council that any of the events set out in paragraph (3) of this Article has occurred.
- (3) The events referred to in paragraph (1) and (2) of this Article are;
  - (a) a business permit parking holder ceasing to be a business user or no longer resides at properties ...;
  - (b) a doctors permit holder ceasing to be a doctor;
  - (c) a key worker parking permit holder ceasing to be a key worker;
  - (d) a market trader parking permit holder ceasing to be a market trader;
  - (e) a mayor parking permit holder ceasing to be the mayor;
  - (f) a residents permit holder ceasing to be a resident;
  - (g) a staff parking permit holder ceasing to be employed by the Council;
  - (h) any vehicle in respect of which a parking permit was issued being adapted or used in such a manner that it is not a vehicle of the class referred to in Article 3 or 7;
  - (i) any parking permit holder ceasing to be the registered owner or keeper of the vehicle in respect of which the parking permit was issued or granted as the case may be.
- (4) A parking permit shall cease to be valid at the expiration of the period specified thereon or on the occurrence of any one of the events specified in paragraph (3) of this Article, whichever is the earlier.

## **27. Restriction on removal of hard-copy season tickets or parking permits**



- (1) Where a hard-copy season ticket or a hard-copy parking permit has been displayed on a vehicle in accordance with the provision of Article 8, no person, except the driver of the vehicle shall remove the hard-copy season ticket or permit, as the case may be, from the vehicle unless authorised to do so by the driver: Provided that nothing in this Article shall apply in relation to a police constable in uniform or a civil enforcement officer or an officer or representative of the Council who removes the hard-copy season ticket or permit, as the case may be, in the process of the vehicle being removed in accordance with Article 7(4) or 7(5).

## **PART V**

### **POWER OF THE COUNCIL TO SUSPEND A PARKING PLACE**

#### **28. Suspension of the operation of a parking place**

- (1) Notwithstanding the foregoing provisions of this Order, the Council or any person authorised by the Council may, by notice or sign displayed at or near a parking place or by barriers placed at the entrance or entrances to a parking place, suspend the operation of that parking place or any part thereof, for any purpose.
- (2) When the operation of a parking place is suspended pursuant to paragraph (1) of this Article, no vehicle shall enter or be left in the parking place or any part thereof, without the written authorisation of the Council, except for any vehicle being used for ambulance, fire brigade or police purposes or any vehicle permitted or directed by a police officer in uniform.
- (3) If at any time the Council requires a parking place or part thereof for any purpose whatsoever, then the right of any person to leave a vehicle in that parking place shall immediately terminate until the Council no longer requires that parking place or part thereof.

## **PART VI**

### **EXEMPTION FOR EMERGENCY SERVICE VEHICLES**

#### **29. Exemption for emergency service vehicles**

- (1) Nothing in the provisions of this Order shall apply in respect of a vehicle being used for ambulance, fire brigade or police purposes in an emergency.

## **PART VII**

### **OTHER PROVISIONS**

#### **30. Other provisions (I)**

- (1) No person shall, except with the permission of any person duly authorised by the Council use a vehicle, while it is in a parking place , in connection with the sale of any article to persons in or near the parking place or in connection with the selling or offering for hire of that persons skills or services.
- (2) No person shall use any part of a parking place or any vehicle left in a parking place;
  - (a) for sleeping or camping or cooking or eating; or
  - (b) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place unless that person or persons are licenced by the Council to do so.
- (3) In a parking place no person shall;
  - (a) erect or cause or permit to be erected any tent, booth, stand building or other structure without the written consent of the Council; or
  - (b) light or cause or permit to be lit any fire.

#### **31. Other provisions (II)**

- (1) Nothing in Article 7(1)(a) of this Order shall unreasonably prevent access to any premises adjoining a parking place or the use of any access by any person entitled to the use thereof.

### **32. Other provisions (III)**

- (1) No person shall, in a parking place, wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or Residents of premises in the neighbourhood.

### **33. Other provisions (IV)**

- (1) No person shall in a parking place, use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.

### **34. Other provisions (V)**

- (1) The driver of a vehicle left in a parking place shall not sound any horn or similar instrument except when about to change the position of the vehicle in or to depart from the parking place.

### **35. Other provisions (VI)**

- (1) Where in a parking place signs are erected or surface markings are laid for the purpose of indicating;
  - (a) the entrance to or exit from the parking place; or
  - (b) that a vehicle using the parking place shall proceed in a specified direction within the parking place, no person shall drive or permit to be driven any vehicle:
    - (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or
    - (ii) in a direction other than so specified.

### **36. Other provisions (VII)**

- (1) No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a parking place for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this order or for the purpose of departing from the parking place.

### **37. Revocation**

- (1) Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order, the following Orders are hereby revoked in their entirety;
  - (a) The Wokingham Borough Council (Off-Street Borough Car Parks) (Civil Parking Enforcement) Consolidation Order 2017;
  - (b) The Wokingham Borough Council (Council Offices, Shute End Car Park) Order 2018;
  - (c) The Wokingham Borough Council (Rose Street (Temporary) Car Park) Order 2018.

### **38. Contravention of this Order**

- (1) If a vehicle is left in a Parking Place without complying with the provisions of this Order, then a contravention of or non-compliance with this Order shall be deemed to have occurred, and a parking contravention within Part 1 of Schedule 7 to the Traffic Management Act 2004 in so far as that Part is applicable, shall be deemed to have occurred.

THE COMMON SEAL of the  
WOKINGHAM BOROUGH COUNCIL  
was hereunto affixed  
on xxxxxxxxxxxxxxxxxxxxxxxxx  
In the presence of:

**SCHEDULE 1**  
**PARKING PLACES AFFECTED BY THIS ORDER**

1. **ALEXANDRA COURT SERVICE AREA**
2. **AVERY CORNER Car Park, Finchampstead**
3. **BULMERSHE LEISURE CENTRE Car Park, Woodley**
4. **CALIFORNIA CROSSROADS Car Park & Service Road Finchampstead**
5. **CALIFORNIA COUNTRY PARK VISITOR Car Park, Finchampstead**
6. **CARNIVAL MULTI STOREY Car Park & Service Area, Wokingham**
7. **COCKPIT PATH Car Park, Wokingham**
8. **COUNCIL OFFICES Car Park, Shute End (East/West/Central), Wokingham**
9. **CROCKHAMWELL ROAD Car Park, Woodley**
10. **DENMARK STREET Car Park, Wokingham**
11. **DINTON PASTURES COUNTRY PARK (Visitor Car Park), Hurst**
12. **EASTHAMPSTEAD ROAD EAST Car Park, Wokingham**
13. **EASTHAMPSTEAD ROAD WEST Car Park, Wokingham**
14. **ELMS WALK SERVICE AREA**
15. **HEADLEY ROAD Car Park, Woodley**
16. **HUDSON ROAD Car Park, Earley**
17. **KINGFISHER DRIVE SERVICE ROAD, Woodley**
18. **LAUREL PARK Car Park, Earley**
19. **LYTHAM ROAD EAST Car Park, Woodley (Public areas only)**
20. **LYTHAM ROAD WEST Car Park, Woodley**
21. **PITFORD ROAD Car Park, Woodley**
22. **POLEHAMPTON CLOSE EAST (Season Ticket Holders Only), Twyford**
23. **POLEHAMPTON CLOSE WEST Car Park, Twyford**
24. **POLEHAMPTON LIBRARY Car Park, Twyford**
25. **RICKMAN CLOSE EAST Car Park, Woodley**
26. **RICKMAN CLOSE WEST Car Park, Woodley**
27. **ROSE STREET Car Park, Rose St, Wokingham**
28. **SCHOOL GREEN Car Park, Shinfield**
29. **SCHOOL LANE Car Park, Wargrave**
30. **STATION ROAD Car Park, Earley**
31. **WALLACE CLOSE EAST Car Park, Woodley**

- 32. **WALLACE CLOSE WEST Car Park, Woodley**
- 33. **WINNERSH TRIANGLE P&R Car Park, Winnersh**

Draft Order

**SCHEDULE 2**  
**OPERATIONAL HOURS & PERMITTED PARKING PERIODS**  
*(Note: Operational Times may be extended by the Council as advertised on-site)*

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place	(6) Charging Hours	(7) Maximum period for which vehicles may wait	(8) Parking period
1.	<b>AVERY CORNER , Finchampstead</b> (including access road California Cross Car Park, Finchampstead	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a parking bay	<b>Monday to Sunday</b> 6am to 10pm		24 hours in any one day	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
3.	<b>BULMERSHE LEISURE CENTRE</b> Woodlands Ave, Woodley, Reading RG5 3EU	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a parking bay	All days All hours	Not applicable	24 hours in any one day	Up to 24 hours



**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
4.	<b>LAUREL PARK</b> Reading, RG6 3BZ	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	3 consecutive hours in any one period of 24 hours on any day	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
5.	<b>HUDSON ROAD</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	3 consecutive hours in any one period of 24 hours on any day	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
6.	<b>KINGFISHER DRIVE SERVICE ROAD</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	24 hours	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
7.	<b>PITFORD ROAD</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	24 hours	Up to 24 hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place	(6) Charging Hours & Banding	(7) Maximum period for which vehicles may wait	(8) Parking period
8.	<b>RICKMAN CLOSE EAST</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	24 hours	Up to 24 hours
9.	<b>RICKMAN CLOSE WEST</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	24 hours	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
10.	<b>SCHOOL GREEN</b> Shinfield	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	All days All hours	Not applicable	24 hours	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
11.	<b>WALLACE CLOSE EAST</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	At Any Time	Not applicable	24 hours	Up to 24 hours
12.	<b>WALLACE CLOSE WEST</b> Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes.	Wholly within a parking bay	At Any Time	Not applicable	24 hours	Up to 24 hours

**SCHEDULE 2 (continued)**

<b>(1) Item No.</b>	<b>(2) Name of parking place (car park)</b>	<b>(3) Classes of vehicle permitted to park in parking place</b>	<b>(4) Position in which vehicle may wait</b>	<b>(5) Days and hours of operation of parking place</b>	<b>(6) Charging hours</b>	<b>(7) Maximum period for which vehicles may wait</b>	<b>(8) Parking period</b>
1.	<b>CALIFORNIA COUNTRY PARK</b> Finchampstead	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access, Buses.	Wholly within a parking bay	Monday to Sunday 6a.m. to 10p.m.	Not applicable	24 hours	Up to 24 hours



### SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
2.	CARNIVAL MULTI STOREY Car Park, Wokingham	All motor vehicles (other than Buses, when carrying patrons to the Carnival Pool) whose maximum gross weight does not exceed 3050 kilogrammes except for access.	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
3.	COCKPIT PATH Car Park, Wokingham	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a parking bay	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
4.	CROCKHAMWELL ROAD Car Park, Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes	Wholly within a Parking Bay excluding reserved bays and doctors vehicle bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
5.	DENMARK STREET Car Park, Wokingham	Application for a discretionary parking permit shall be made to the Council's Parking Service. The Council reserves the right of its Head of Parking Services to approve or decline this application.	Wholly within a parking bay	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
6.	DINTON PASTURES COUNTRY PARK VISITOR Car Park, Hurst	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access, Buses.	Wholly within allocated areas	All days All hours

## SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
7.	EASTHAMPSTEAD ROAD EAST Car Park, Wokingham	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

### SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
8.	EASTHAMPSTEAD ROAD WEST Car Park, Wokingham	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
10.	HEADLEY ROAD Car Park, Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	All days All hours



## SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
11.	LYTHAM ROAD EAST Car Park, Woodley (Public areas only)	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

### SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
12.	LYTHAM ROAD WEST Car Park, Woodley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

### SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
13.	POLEHAMPTON CLOSE EAST Season Ticket Holders Car Park, Twyford	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
14.	POLEHAMPTON CLOSE WEST Car Park, Twyford	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
15.	ROSE STREET Car Park, Wokingham	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
15.	SCHOOL LANE Car Park, Wargrave	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
16.	SHUTE END Car Park, Wokingham	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access.	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	Monday to Friday 6 p.m. to 8 a.m.; Saturday and Sunday all day

**SCHEDULE 2 (continued)**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
**.	Shute End (Temporary Car Park) Order 2018	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for Buses.	Wholly within a parking bay	Monday to Sunday 6 a.m. to 10 p.m.



## SCHEDULE 2 (continued)

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place
17.	STATION ROAD Car Park, Earley	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a Parking Bay excluding reserved bays (unless otherwise authorised by the Council)	All days All hours

**SCHEDULE 3**  
**PROPOSED PARKING CHARGES IN WOKINGHAM TOWN CAR PARKS**

<b>Proposed Period of Operation 24 hours Monday to Sunday (inclusive)</b>	<b>Current charges (8am-6pm Monday to Saturday inclusive)</b>	<b>Proposed Charges 6am to 10pm Monday to Sunday (inclusive)</b>
<b>Up to 1 hour</b>	<b>80p</b>	<b>£1.30</b>
<b>Up to 2 hours</b>	<b>£1.20</b>	<b>£2.50</b>
<b>Up to 4 hours</b>	<b>£2.00</b>	<b>£4.50</b>
<b>Up to 6 hours</b>	<b>£3.00</b>	<b>£6.50</b>
<b>Over 6hrs (6am to 10pm)</b>	<b>£4.00</b>	<b>£9.00</b>
<b>Extended day parking charge for Wokingham Market Traders (Cockpit Path Car Park only) Market traders permit also required.</b>	<b>£4.00</b>	<b>£6.50</b>
<b>Wokingham Market Traders Permit</b>	<b>£0.00</b>	<b>£35.00</b>
<b>Evening Charge 6pm to 10pm</b>	<b>£0.00</b>	<b>Up to 1 hour £1.00 Over 1 hour £2.00</b>
<b>Overnight Charge 10pm-6am</b>	<b>£0.00</b>	<b>Free vend ticket requires vehicle to be registered in car park.</b>
<b>Overnight Residents Permit 6pm to 8am.</b>	<b>£0.00</b>	<b>3 months £75.00 6 Months £150.00</b>

(All Car Parks)		12 Months £300.00
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Draft Order

**SCHEDULE 4**  
**PROPOSED PARKING CHARGES IN CAR PARKS OUTSIDE WOKINGHAM TOWN**  
**(Excludes Country Parks)**

<b>Proposed Period of operation 24 hours Monday to Sunday (inclusive)</b>	<b>Current charges (8am-6pm Monday to Saturday inclusive)</b>	<b>Proposed Charges 6am to 10pm Monday to Sunday (inclusive)</b>
<b>Up to 1 hour</b>	<b>50p*/80p</b>	<b>£1.00</b>
<b>Up to 2 hours</b>	<b>60p*/£1.20</b>	<b>£2.00</b>
<b>Up to 4 hours</b>	<b>£1.50**/£2.00</b>	<b>£4.00</b>
<b>Up to 6 hours</b>	<b>£3.00***</b>	<b>£6.00</b>
<b>Over 6hrs (6am to 10pm)</b>	<b>£4.00</b>	<b>£8.00</b>
<b>Extended hours parking charge for Headley Road Car Park Market Traders only. (Market Traders Permit also required)</b>	<b>£4.00</b>	<b>£6.50</b>
<b>Headley Road Car Park Market Traders Permit</b>	<b>£0.00</b>	<b>£35.00</b>
<b>Evening charge 6pm to 10pm</b>	<b>£0.00</b>	<b>Up to 1 hour £1.00 Over 1 hour £2.00</b>
<b>Overnight 10pm-6am</b>	<b>£0.00</b>	<b>Free vend ticket required to register vehicle in car park.</b>
<b>Overnight Residents Permits 6pm to 8am.</b>	<b>£0.00</b>	<b>3 months £69.00 6 Months £128.00</b>

<b>(All Car Parks)</b>		<b>12 Months £275.00</b>
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\* Polehampton Close Twyford and School Lane Wargrave only

\*\* Polehampton Close Twyford only

\*\*\* Headley Road, Woodley only

Draft Order

**SCHEDULE 5**  
**PROPOSED PARKING CHARGES IN WINNERSH TRIANGLE PARK & RIDE CAR PARK**

(1) Item No.	(2) Name of parking place (car park)	(3) Classes of vehicle permitted to park in parking place	(4) Position in which vehicle may wait	(5) Days and hours of operation of parking place	(6) Charging & Tariff	(7) Maximum period for which vehicles may wait	(8) Parking period
1.	<b>WINNERSH TRIANGLE PARK &amp; RIDE Winnersh</b>	All motor vehicles whose maximum gross weight does not exceed 3050 kilogrammes, except for access	Wholly within a parking bay (unless as otherwise authorised by the Council)	At Any Time	<b>Mon-Sat:</b> Up to 10 hours £4.00 <b>Sundays &amp; Bank Holidays</b> £1.00 <b>Overnight Mon-Sun:</b> £1.00 <b>Seasons Tickets;</b> 1 month 67.47 3 months £177.10 6 months £303.60 Overnight £292.00	24 hours in any one day	Up to 24 hours

**SCHEDULE 6**  
**PROPOSED SEASON TICKET PARKING CHARGES IN ALL WOKINGHAM CAR PARKS**

<b>Season Ticket Charges</b>					
	<b>1 Month</b>	<b>3 Months</b>	<b>6 Months</b>	<b>12 Months</b>	<b>Overnight 12 Months Residential Permits. 6pm to 8am</b>
<b>Current</b>	£82.23	£240.35	£450.34	£900.68	£292*
<b>Proposed (Wokingham Town Car Parks)</b>	£100.00	£300.00	£600.00	£1,200.00	£300
<b>Proposed (Car Parks Outside Wokingham Town)</b>	£92.00	£275.00	£550.00	£1100.00	£275

*\*School Lane Wargrave Car Park Only*

**SCHEDULE 7**  
**(See Articles 3 and 4)**  
**PLANS OF CAR PARKS**

(1) Name of car park (title of drawing, if significant)	(2) Drawing details or number	(3) Charges Apply
Avery Corner, Finchampstead		NO
Bulshmere		NO
California Country Park		YES
California Cross Roads		YES
Carnival Multi-Storey		YES
Cockpit Path		YES
Coppid Beach		YES
Crockhamwell Road		YES
Denmark Street		YES
Dinton Pastures Country Park Visitor Car Park, Hurst		YES
Dinton Pastures Country Park Visitor Car Park, Hurst		YES
Easthampstead Road East		YES
Easthampstead Road West		YES
Headley Road		YES
Hudson Road, Woodley		NO
Kingfisher Drive, Woodley		NO
Laurel Park		NO
Lytham Road East		YES
Lytham Road West		YES
Pitford Road, Woodley		NO
Polehampton Close East		YES
Polehampton Close West		YES
Rickman Close East, Woodley		NO
Rickman Close West, Woodley		NO
Rose Street [main car park].		YES
Rose Street [minor car park].		YES
School Green, Shinfield		NO
Shute End Civic Offices Central		YES
Shute End Civic Offices Western		YES
Wallace Close East, Woodley		NO
Wallace Close West, Woodley		NO