



WOKINGHAM BOROUGH COUNCIL

WBC 2025 No.2

ROAD TRAFFIC REGULATION ACT 1984

Wokingham Borough Council (Park and Ride Parking Places)

(Civil Parking Enforcement) Order 2025 No.2

Wokingham Borough Council (hereinafter referred to as the "Council"), in exercise of its powers under Sections 1, 2, 4, 32, 33, 35, 37, 38, 39 and 124 and Parts III and IV of Schedule 9 to the Road Traffic Regulation Act 1984 (as amended) ("the 1984 Act"), the Traffic Management Act 2004 ("TMA 2004"), and all other enabling powers; after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act, hereby makes the following Order:-

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PART I GENERAL

1. Citation and commencement

(1) This Order may be cited as the "Wokingham Borough Council (Park and Ride Parking Places) (Civil Parking Enforcement) Order 2025 No. 2" and shall come into operation on **XXX 2025** ".

2. Interpretation

(1) In this Order: -

"the 1984 Act" means the Road Traffic Regulation Act 1984, as amended;

"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; and provided by a NHS trust or NHS foundation trust established under the National Health Service Act 2006 which has a function of providing ambulance services;

"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 Payment System or Electronic Payment System for the purposes of the supervision and enforcement of this Order;

"Bay Markings" means the limits of each Parking Place and the limits of every Parking Bay in that Parking Place indicated in such a manner as the Council may determine by colour, lines, studs or other indicators;

"Bus" has the same meaning as in Schedule 1 to the Traffic Signs Regulations and General Directions 2016 and "Buses" shall be construed accordingly;

"Charging Hours" means the period of time specified, in relation to a Parking Place or part thereof, in Schedules 1 of this Order;

"Civil Enforcement Officer", "CEO" and "Parking Attendant " have the same meaning as in section 63A of the 1984 Act and by virtue of section 76 of the TMA 2004, where a Parking Attendant appointed under section 63A of the 1984 Act is a Civil Enforcement Officer (CEO) in relation to parking contraventions;

"Credit Card" and "Debit Card" have the same meaning as in Section 35A (6) of the 1984 Act;

"Debit/Credit Card Parking Meter" means apparatus designed to issue a Ticket indicating the Payment of a charge by way of a Credit Card or a Debit Card for the leaving of a specific Vehicle in a Parking Place mentioned in Schedules 1 and 2 of this Order and the period in respect of which a charge has been paid;

"Disabled Persons Badge" and "Disabled Person" have the same meanings as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000;

"Disabled Person Badge Holder" means a person who is the holder of a Disabled Persons Badge;

"Disabled Persons Vehicle" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"Driver" means, in relation to a Vehicle waiting in a Parking Bay, Parking Place or loading bay or loading place, the person driving the Vehicle at the time it was left in the Parking Bay, Parking Place, or loading bay or loading place;

"Electronic Parking Permit" means an electronic record of a Parking Permit granted and confirmed by the Council;

"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;

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

"Hand-Held Device" for the purpose of this Order, means a wireless hand-held computer which is programmed to interface with the Telephone Payment System or Electronic Payment System for the purposes of verifying if Parking Charges have been paid in respect of specific vehicle registration of vehicles waiting in any Parking Place;

"Hard-Copy Resident Parking Permit" means either a Parking Permit produced on paper, card or similar, issued under the provisions of Article 15;

"Hard-Copy Season Ticket" means a Parking Permit produced on paper, card or similar, issued under the provisions of Article 14;

"Operational Times", in relation to a Parking Place, means the times specified in relation to that Parking Place, excluding any time during which the operation of the Parking Place is suspended under the provisions of Article 22;

"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 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;

"Parking Charge" means the fee payable in respect of a Vehicle left in a Parking Place specified in Schedule 1, subject to the provisions of this Order;

"Parking Period" means a period of time specified in Schedule 1, 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 1984 Act for use as an off-street car park and is specified, by name, in the Schedules and shown detailed in plans attached to this Order at Schedule 3;

"Parking/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 1984 Act (and 'Parking/Traffic Signs' must be construed accordingly);

"Particulars" means:

(a) in relation to a Ticket: those particulars which indicate that a charge has been paid, the date and time of expiry of the Parking Period and the relevant Vehicle details;

(b) in relation to;

(i) a Resident Parking Permit; or (ii) 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 has been issued; and the period during which, subject to the provisions of this Order, the permit 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" means a device issued by the Council to an applicant for a charge calculated by reference to the period for which it is issued, and which will be valid in the Parking Place or Parking Places specified on it during the period for which it is issued;

"Parking Permit Holder" means a person to whom (i) a Resident Parking Permit; or (ii) 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 Card or 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;

"Pedal Cycle" has the same meaning as in Schedule 1 of the Traffic Signs Regulations and General Directions 2016; or that of an electrically assisted pedal cycle producing no more than 250 watts of power (continuously rated) and which cuts out at 15.5mph;

"Penalty Charge" has the same meaning as that given in Section 92 of the TMA 2004 in respect of a penalty issued in contravention of the provisions of this Order;

"Penalty Charge Notice" means a notice issued or served by a Civil Enforcement Officer pursuant to the provisions of the TMA 2004 in respect of a contravention of a provision of this Order;

"Plug-in Electric Vehicle" means an electric drive vehicle using one or more electric motors for propulsion which may also contain a combustion engine either for exclusive use of supplying energy to recharge the power source and/or supplying motive power;

"Plug-in Hybrid Vehicle" means a hybrid vehicle which utilizes rechargeable batteries, or another energy storage device that can be restored to full charge by connecting a plug to an external electric power source;

"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;

(i) a Resident Parking Permit; or 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 8 shall be readily visible to an inspecting officer from the front or nearside of the Vehicle;

(ii) a Disabled Persons Badge, 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 Badge is exhibited thereon with the front facing forward on the nearside of and immediately behind the windscreen; or (ii) in the case of any other Vehicle on the front or nearside of the Vehicle;

(iii) 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 8 shall be readily visible to an inspecting officer from the front or nearside of the Vehicle;

(iv) a Ticket issued pursuant to Article 8 of this Order, at all times during which the Vehicle is left in a Parking Place during the Charging Hours, the Driver thereof shall cause that Ticket to be displayed in such a position that all the Particulars referred to in Article 8 may be readily visible to an inspecting officer from the front or nearside of the Vehicle;

"Reserved Bay" shall mean (i) a Parking Bay reserved solely for registered Disabled Persons Badge holders and marked 'disabled'; (ii) a Parking Bay reserved solely for a Plug-In Electric Vehicle connected and actively recharging via the recharging lead attached to the recharging post;

"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:

a Hard-Copy Resident Parking Permit, or

a Virtual Resident Parking Permit

"Resident Parking Permit Holder" means a person whom either a Hard-Copy Resident Parking Permit was issued, or a Virtual Resident Parking Permit has been granted;

"Restricted Area" means an area of any car park or service area that is not marked as a Parking Bay or provides access to adjoining land by way of a drop kerb vehicle crossing point;

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

"Season Ticket" means either a "Hard-Copy Season Ticket" or a "Virtual Season Ticket".

"Season Ticket Holder" means a person whom either a Hard-Copy Season Ticket was issued, 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 Payment System or Electronic Payment System;

"Solo Motor Cycle" means a motor cycle without a side car as specified in Schedule 1 of The Traffic Signs Regulations and General Directions 2016 and "Solo Motor Cycles" shall be construed accordingly;

"Staff Parking Permit" shall mean a permit issued to an employee of the Council or its partners which shall either be as a virtual permit or a hard-copy permit;

"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;

"Telephone Payment System" or Electronic Payment System" means any system to facilitate and monitor the payment of a Parking Charge, using a telephone device or electronic apparatus via communication with the Service Provider where, in accordance with instructions indicated on signs located by each Parking Bay or Parking Place;

(a) in relation to a Vehicle parking in a Parking Place:

(a)(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 registration, a specified Parking Period by use of a Credit Card or Debit Card, in accordance with instructions given by the Service Provider at the time of using the system; and

(a)(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 specific Parking Place number allocated to that Parking Place in which the Vehicle is left, and the specific registration mark of the Vehicle in respect of which payment has been made;

(b) in relation to Parking Permits and Season Tickets

(b)(i) a person who uses the telephone or electronic payment system to communicate with the Service Provider and make payment of the charge specified in Schedule 2 of this Order by use of a Credit Card or a Debit Card, in accordance with instructions given by the Service Provider at the time of using the system; and

(b) (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 specified Parking Place number allocated to that Parking Place in which the Vehicle is left, and the specified Vehicle registration mark of the Vehicle in respect of which payment has been made;

"TMA 2004" means the Traffic Management Act 2004, as amended;

"the Council" means Wokingham Borough Council;

"Ticket" means a ticket issued by a Ticket Parking Meter or Debit / Credit Card Parking Meter relating to a Parking Place in accordance with Article 9(3) which indicates that the Parking Charge has been paid and the date and time of expiry of the Parking Period;

"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 9 of this Order and to indicate the time by which the Parking Period for which payment was made by the Parking Charge will expire and references in this Order to 'ticket machine' must be construed accordingly;

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

"Virtual Resident Parking Permit" means an electronic record of a Resident Parking Permit granted by the Council issued under the provisions of Article 15

"Virtual Season Ticket" means a Parking Permit in the form of an electronic record of a season ticket granted by the Council issued under the provisions of Article 14;

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.

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.

Words importing the singular meaning, where the context so admits, include the plural meaning and vice versa.

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

- (1) Each area of land specified by name in Schedules 1 and 2 and shown on a plan contained in Schedule 3 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 a Vehicle 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 Restricted Area or 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 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 specified Vehicles registration mark on a Hand-Held Device; or

- (c) a valid Parking Permit, Resident Parking Permit, Staff Parking Permit or Season Ticket (unless issued virtually/electronically in accordance with the requirements of this Order).
- (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 specific 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 Badge holders, unless that Vehicle is a Disabled Persons Vehicle, and a Disabled Persons Badge is displayed as required by the Council.
- (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 Plug-In Electric Vehicles, unless that Vehicle is a Plug-In Electric Vehicle or Plug-In Hybrid Vehicle and is 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 Motor Cycles unless that Vehicle is a Solo Motor Cycle;

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 Place including any Parking Bay within that 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 Parking Place or Parking Bay identified as a Parking Bay, maintain in proper working order the ticket machine;

- (c) place and maintain Parking/Traffic Signs indicating the limits and controls affecting each Parking Bay, and Parking Place; and
- (d) to suspend any Parking Place or Parking Bay by placing and maintaining suspension signage indicating the limits and controls affecting each area or Parking Place or Parking Bay.

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 1 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, the Council or 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, the Council or 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, except 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 twenty-four hours unless it displays in the Relevant Position a valid Parking Permit, Hard-Copy Season Ticket (or a Virtual Season Ticket is issued), a hard copy Staff Parking Permit (or a virtual Staff Parking Permit is issued), a Hard-Copy Resident Parking Permit (or a Virtual Resident Parking Permit is issued) or, valid Disabled Persons Badge 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 Times relating to a Parking Place, at all times during which a Vehicle is left in that Parking Place, it must, unless issued virtually or electronically in accordance with the provisions of this Order, display in the Relevant Position, so that all the

Particulars are clearly and easily visible from outside the Vehicle and from the front of the Vehicle (or, if issued virtually or electronically in accordance with the provisions of this Order, be verified on a Hand-Held Device that there is);

- (a) a valid Ticket;
 - (i) an indication that payment has been made using the Telephone Payment System or Electronic Payment System and the Parking Period for which payment has been made and the specified 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 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; or
 - (b) a valid Parking Permit;
 - (i) an indication that an Electronic Parking Permit has been purchased using the Telephone Payment System or Electronic Payment System and showing the Parking Period for which payment has been made and the specified Vehicle registration mark of that Vehicle, appearing on a Hand-Held Device; or
 - (c) a valid Season Ticket;
 - (i) an indication that an electronic Season Ticket has been purchased using the Telephone Payment System or Electronic Payment System and showing the Parking Period for which payment has been made and the specified Vehicle registration mark for that Vehicle, appearing on a Hand-Held Device.
- (2) No Vehicle shall be left in any Parking Place or part thereof for longer than the period of time specified in relation thereto in the Schedules to this Order.
- (3) No Ticket, Parking Permit or Season Ticket shall be transferred from one Vehicle to another.
- (4) Any Ticket shall only be used in the Parking Place in which the ticket machine that issued the said Ticket is installed.

- (5) 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.
- (6) No Vehicle shall display any Ticket, Hard-Copy Resident Parking Permit or Hard-Copy Season Ticket which has been altered, defaced, mutilated, or added to, or upon which the figures or the Particulars have become illegible.
- (7) Vehicles parked with the agreement of the Council may be left in an authorised Reserved Bay or a reserved area or a Parking Bay or Parking Place.

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, 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 parking within 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 Payment System or Electronic Payment System is available for use in that Parking Place, by using the Telephone Payment System 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.
- (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 shall 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, must be placed 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 9(2)(a):
 - (a) such payment shall be indicated by the appearance of a valid Ticket displayed on a Vehicle in the Relevant Position; and
 - (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 expiry time shown on the Ticket.
- (2) Where payment of the Parking Charge has been made in accordance with Article 9(2)(b):
 - (a) such payment shall be indicated by the appearance on a Hand-Held Device of an indication that the Parking Charge has been paid in respect of that Vehicle by the Telephone Payment System 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 or Parking Bay 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, Resident Permit, Staff Permit or Season Ticket has been made has expired
- (3) Subject to Article 11, if at any time while a Vehicle of a specified vehicle registration mark 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 9(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 9(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 8(1).
- (4) Subject to Article 11, if at any time while a Vehicle of a specified Vehicle registration mark 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 9(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 Payment System 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 paragraphs (1) and (2) of this Article that the Parking Charge, where it is payable, has not been duly paid or that the Parking Period has expired, or in accordance with Article 11 that the exemption from payment of the Parking Charge for a Vehicle displaying a Disabled Persons Badge, or a valid Parking 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.
- (6) A Ticket shall be presumed, in all cases, to have been issued on the date 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 the Schedules of this Order, during the hours specified, provided that they are parked in a Parking Bay expressly reserved for such Vehicles by a sign or notice displayed at or adjacent to the said Parking Bay or Parking Bays;
 - (a) a Disabled Persons Vehicle displaying in the Relevant Position a valid Disabled Persons Badge;
 - (b) a Pedal Cycle;
 - (c) a Solo Motor Cycle; or
 - (d) a Vehicle displaying a valid Parking Permit in a Parking Place;
 - (e) a Vehicle parked within a Parking Bay which displays in the Relevant Position a valid month, 3-month, 6 -month or annual Season Ticket;
 - (f) a Vehicle parked within a Parking Bay, during permitted hours, which displays a valid overnight Season Ticket.
- (2) Nothing in paragraph (1) of this Article shall prohibit a registered Disabled Persons Vehicle displaying in the Relevant Position a valid Disabled Persons Badge from being left in any other non-reserved 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 Payment System 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 9(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 Payment System 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 PROVIDED THAT this restriction applies for a period of 24 hours starting from the time marked on the Ticket as being the time it was issued or the time payment was accepted using the Telephone Payment System or Electronic Payment System.

- (2) Where, on each occasion of 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 Payment System or Electronic Payment System in accordance with Article 9(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 Payment System or Electronic Payment System, shall be made within a period of 24 hours starting from the time payment was accepted.
- (3) On each occasion when a Vehicle enters a Parking Place and a Ticket has been issued, no additional Ticket or Tickets shall be displayed on the Vehicle, within a period of 24 hours from the time marked on the Ticket as being the time it was issued, while the Vehicle is in the Parking Place, other than the Ticket originally displayed on that Vehicle at the time the Vehicle was first left in that Parking Place.
- (4) The restrictions in Articles 12(1), 12(2) and 12(3) apply anew each time a Vehicle enters or re-enters a 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 9(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 Articles 7(4) or 7(5).

PART IV

SEASON TICKETS AND PARKING PERMITS

14. Application for and issue of Parking Permits for use in certain Parking Places

Applications for a Parking Permit (and for a Season Ticket) shall be made to the Council's 'Parking Services' in such form and enclosing such information and documentation as the Council may from time to time specify. The Council reserves the right to approve or decline any application.

15. Application for and issue of Resident Parking 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 Persons 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 Resident Parking Permit 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 Payment System 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 Payment System or Electronic Payment System and shall include the information required by such system to be supplied.
- (2) The Council may require an applicant for a Resident 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 Resident 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 Resident 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, and upon the Council being satisfied that the applicant is a Resident, holds a valid driving licence allowing them to lawfully drive a Vehicle in England and is the Owner of a Vehicle of the class specified in paragraph (1) of this Article, and upon the applicant paying any relevant charge as defined in paragraph (4) of this Article;

(a) the Council shall issue to the applicant one Hard-Copy Resident Parking Permit and one protective cover for the display therein of the Resident Parking Permit, or

(b) the Service Provider shall grant to the applicant one Virtual Resident 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 Resident 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 (3) of this Article shall be the amount specified in Schedule 2 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 "Residents Overnight Permits".
- (5) A Resident Parking Permit shall be valid for the period of time specified in Schedule 2, immediately preceding 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 the granting of a Virtual Resident Parking Permit does not entitle the Resident Parking Permit Holder 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 Resident Parking Permit.
- (8) If, during any period in which a Virtual Resident Parking Permit granted to a Resident Parking Permit Holder is valid, any of the Particulars and information referred to in paragraph (1) of this Article should change, the Resident Parking Permit Holder shall provide the updated information to the Service Provider using the Telephone Payment System or Electronic Payment System, upon which the Service Provider may levy a charge for such change of details.

16. Application for and use of a Staff Parking Permit 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 Persons 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 information required by such form to be supplied; or where the Telephone Payment System or Electronic Payment System is available for use in that Parking Place, to the Service Provider for the granting of a virtual Staff Parking Permit in respect of that Vehicle and Parking Place and any such application shall be made using the Telephone Payment System 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 Staff 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 Staff 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 (if demanded) as specified in Schedule 2 and the evidence referred to in paragraph (2) of this Article, and upon the Council being satisfied that the applicant is an employee of the Council, holds a valid driving licence allowing them to lawfully drive a Vehicle in England, and is 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 virtual 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 (3) of this Article shall be the amount specified in Schedule 2 in relation to the Parking Place or part thereof in respect of which the Staff Parking Permit is to be issued or granted.
- (5) A Staff Parking Permit shall be valid for the period of time specified in Schedule 2, immediately preceding the charge payable for the Staff Parking Permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue or grant of a Staff Parking Permit does not entitle the Staff Parking Permit Holder 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.

17. Refund of charge paid in respect of a Season Ticket or Parking Permit

- (1) A Season Ticket Holder or Parking Permit Holder who surrenders a Hard-Copy Season Ticket or hard-copy 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 hard-copy 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 for only full months remaining from receipt of the Season Ticket or Parking Permit.
- (2) A Season Ticket Holder or Parking Permit Holder shall not be entitled to a refund of any charge paid in respect of a Virtual Season Ticket or Parking Permit issued as a virtual permit.

18. Application for and issue of duplicate Hard-Copy Season Ticket or Parking Permit

- (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 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 shall issue a duplicate Hard-Copy Season Ticket or Parking Permit, as the case may be 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 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 shall issue a duplicate Hard-Copy Season Ticket or 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 £25.00 payable by the requestor to the Council prior to re-issue for the first duplicate Hard-Copy Season Ticket, or Parking Permit issued to a Season Ticket Holder or Parking Permit Holder but if a second or subsequent duplicate Hard-Copy Season Ticket or Parking Permit is issued to that Season Ticket Holder or Parking Permit Holder, as the case may be, the Council, in addition to requiring a further charge of £25.00, also reserves the right to levy a surcharge of 50% (£12.50), for the issue of every subsequent duplicate Hard-Copy Season Ticket or Parking Permit payable by the requestor to the Council prior to re-issue.

19. Application for a replacement Hard-Copy Season Ticket or a Parking Permit due to change of vehicle registration number

- (1) If the Season Ticket Holder of a Hard-Copy Season Ticket wishes to have the vehicle registration number on their valid Hard-Copy Season Ticket changed or 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 18 shall issue a replacement Hard-Copy Season Ticket or Parking Permit bearing a different vehicle registration number, or numbers as appropriate, and upon such issue the original Hard-Copy Season Ticket or Parking Permit, as the case may be, shall become invalid.

20. Surrender, withdrawal and validity of permits

- (1) A Parking Permit Holder shall surrender their Parking 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 Parking 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 Resident Parking Permit Holder ceasing to be a Resident;
 - (b) a Staff Parking Permit Holder ceasing to be employed by the Council;
 - (c) 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;
 - (d) any Parking Permit Holder ceasing to be the registered Owner or the Registered Keeper of the Vehicle in respect of which the Parking Permit was issued or granted as the case may be.
 - (e) Any Parking Permit Holder who fails to comply with the conditions of use of the car park or Parking Place.

- (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.

21. Restriction on removal of Hard-Copy Season Tickets or Parking Permits

- (1) Where a Hard-Copy Season Ticket or a 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 Parking 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 Parking 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

22. 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

23. 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

24. Other provisions

- (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 person's 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; or
 - (c) for use of unauthorised events held within the Parking Place or service area.
 - (d) to drive around a car park or a Parking Place unnecessarily, recklessly, erratically, dangerously, or play any game or sport involving motor Vehicles, motor sport or motor trials.

- (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.

25. Other provisions

- (1) Nothing in Article 7 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.

26. Other provisions

- (1) No person shall, in a Parking Place, wantonly shout, operate a radio, loudspeaker or any other similar instrument or otherwise make any loud noise to the disturbance or annoyance of users of the Parking Place or resident of premises in the neighbourhood.

27. Other provisions

- (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.

28. Other provisions

- (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.

29. Other provisions

- (1) Where in a Parking Place sign 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.

30. Other provisions

- (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.
- (2) The Council shall not be liable for any damage to or theft of a vehicle, or any of its parts or contents, while a vehicle is left in a Parking Place.

31. 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 TMA 2004 in so far as that Part is applicable, shall be deemed to have occurred.
- (2) 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 TMA 2004 in so far as that Part is applicable, shall be deemed to have occurred.

32. Vehicle Release Fee for Out-of-Hours Unlocking

- (1) Where a Vehicle has been locked within a Parking Place outside of Operational Hours, and the Driver requests release of the Vehicle during Out-of-Hours, the Driver shall pay a Vehicle Release Fee of £120.00 prior to the release of the Vehicle.
- (2) Payment of the Release Fee shall be made using the Council's online payment portal as follows:
 - Go to: Wokingham Borough Council | Payments
 - Select: Car Park Unlocking Fee
 - Reference: provide Vehicle Registration Number
 - Click: Make an online payment
- (3) Upon making payment, the Driver shall confirm receipt and amount paid to the Council's Out of Hours Service by contacting 0800 212 111, prior to the release of the Vehicle.
- (4) The Release Fee shall be payable in addition to any other Parking Charge or Penalty Charge due under this Order.
- (5) Vehicles shall not be released until the full Release Fee has been paid and confirmed in accordance with Article 33.2.

33. Barrier Operation at Thames Valley Park & Ride (Maiden Erleigh and Whitegates)

- (1) The Council shall install and operate a barrier control system at the entrance to the Thames Valley Park & Ride (Maiden Erleigh and Whitegates) Parking Place.
- (2) The barrier shall be closed and secured between the hours of 10:00pm and 6:00am daily, during which time no vehicle shall be permitted to enter the Parking Place, except where specific authorisation has been granted by the Council.
- (3) Vehicles already parked within the Parking Place prior to 10:00pm may exit at any time, subject to compliance with this Order.
- (4) The hours of operation for the barrier control system shall be clearly displayed by signage at the entrance to the Parking Place.
- (5) The Council may vary the barrier closing times temporarily for operational or maintenance reasons and will provide such notice as is reasonably practicable in the circumstances.

34. Revocation/Amendment

- (1) The Wokingham Borough Council (Park and Ride Parking Places) (Civil Parking Enforcement) Order 2025 No. 1 is hereby revoked in its entirety.
- (2) Schedule 5 of Wokingham Borough Council (Various off-street borough car parks) (Civil Parking Enforcement) Order 2023 (Winnersh Triangle P&R Car Park, Winnersh) in respect Winnersh Triangle P&R Car Park is revoked in accordance with this Article.

THE COMMON SEAL of the
WOKINGHAM BOROUGH COUNCIL
was hereunto affixed
on [**XXth** Day of **XX 2025**]
In the presence of:

Authorised Signatory/ Solicitor

Schedule 1

OPERATIONAL HOURS & PERMITTED PARKING PERIODS

Item No.	Name of parking place (car park)	Class of vehicles permitted to park in parking place	Position in which vehicle may wait	Days of operation of parking place	Charging hours & Tariff	Maximum period for which vehicles may wait	Parking period and parking charge
1	Thames Valley Park & Ride	All motor vehicles whose maximum length does not exceed 5.00 metres, and overall height does not exceed 2.10 metres and whose weight does not exceed 3050 Kilogrammes, except for access	Wholly within a parking bay excludes reserved bays for disabled drivers or EV vehicles	All days all hours	<p>All days all hours including Bank Holidays</p> <p>Day charges 6am to 6pm Up to 4 hours £1.00 Over 4 hours and up to 24 hours £4.00 Over 24 Hours, Multiday ticket max 5 days £20 per 24-hour period (starting at Mid-night) Evening charges 6pm to 6am £1.00</p> <p>Corporate parking up to 40 pd Vehicles £36,000 per Annum Up to 50 pd Vehicles £45,000 per Annum Up to 60 pd Vehicles £54,000 per annum Each additional 10pd Vehicles £9,000 per annum.</p>	24 hours in any one day	Up to 5 days max Stay

Schedule 1 Continued:

Item No.	Name of parking place (car park)	Class of vehicles permitted to park in parking place	Position in which vehicle may wait	Days of operation of parking place	Charging hours	Maximum period for which vehicles may wait	Parking period and parking charge
2	Winnersh Park & Ride	All motor vehicles whose maximum length does not exceed 5.00 metres, and overall height does not exceed 2.10 metres and whose weight does not exceed 3050 Kilogrammes, except for access	Wholly within a parking bay excludes reserved bays for disabled drivers or EV vehicles	All days all hours	<p>All days all hours including Bank Holidays Day charges 6am to 6pm (Local Park & ride Bus users only) Up to 14 hours £1.00 (All other users) Up to 12 Hours £4.00 Over 10 hours up to 24 hours £5.00 Evening charges 6pm to 6am £1.00</p> <p>Over 24 Hours, Multiday ticket max 5 days £5 per 24-hour period (starting at Mid-night)</p> <p>Corporate parking up to 40 pd Vehicles £36,000 per Annum Up to 50 pd Vehicles £45,000 per Annum Up to 60 pd Vehicles £54,000 per annum Each additional 10pd Vehicles £9,000 per annum.</p>	24 hours in any one day	At all times

Schedule 1 Continued:

3	Coppid Beech Park & Ride	All motor vehicles whose maximum length does not exceed 5.00 metres, and overall height does not exceed 2.10 metres and whose weight does not exceed 3050 Kilogrammes, except for access	Wholly within a parking bay excludes reserved bays for disabled drivers or EV vehicles	All days all hours	All days all hours including Bank Holidays Day charges 6am to 6pm Up to 4 hours £1.50 Up to 12 hours £3.00 Evening charges 6pm to 6am £1.00 Over 24 Hours, Multiday ticket max 5 days £4 per 24-hour period (starting at Mid-night) Corporate parking up to 40 pd Vehicles £36,000 per Annum Up to 50 pd Vehicles £45,000 per Annum Up to 60 pd Vehicles £54,000 per annum Each additional 10pd Vehicles £9,000 per annum.	24 hours in any one day	At all times
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Item No.	Location	1 Month	3 Months	6 Months	12 Months	100 day	Residents Overnight Permits. 6pm to 8am
1	Thames Valley Park & Ride	£88.20	£254.10	£501.90	£997.50	£450.00	3 months £46.20, 6 months £87.20 12 Months £169.10
2	Winnersh Park & Ride	£88.20	£254.10	£501.90	£997.50	£450.00	3 months £46.20, 6 months £87.20 12 Months £169.10
3	Coppid Beech Park & Ride	£88.20	£254.10	£501.90	£997.50	£450.00	3 months £46.20, 6 months £87.20 12 Months £169.10

SCHEDULE 2- SEASON TICKET CHARGES

SCHEDULE 3- PARK AND RIDE PARKING LOCATIONS







