



WOKINGHAM BOROUGH COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

Wokingham Borough Council (Various Off-Street Borough Car Parks) (Civil Parking Enforcement) Consolidation Order 20XX

Made on: xxxxxxxx Coming into operation: xxxxxx

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 xxxxxx and may be cited as the Wokingham Borough Council (Various Off-Street Borough Car Parks) (Civil Parking Enforcement) Consolidation Order 20XX.

2. Revocation

The Wokingham Borough Council (Various Off-Street Borough Car Parks) (Civil Parking Enforcement) Order 2023 and all subsequent amendment orders are revoked.

3. 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 centers, 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;

"appropriate remittance" in relation to parking permits are the sums referred to in Schedules 3, 4, 6 and 7 of this Order;

"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 correct 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 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 coloured, lines, studs or other indicators.

"bus" has the same meaning as in Schedule 1 to the Traffic Signs Regulations and General Directions 2016^a and "buses" shall be construed accordingly;

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

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

"business user" means a person nominated by a business which occupies relevant premises owned by the Council subject to lease, the postal address of which lies within 14 -28 Denmark Street, Wokingham RG40 2BQ 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 Schedules 2 and 5 of this Order;

"check-in and checkout" means a method of payment that requires the driver to register a specific vehicle registration 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", "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;

"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;

"Corporate Code" means a code issued by the Council which authorises free parking at approved parking places in accordance with the conditions determined by the Council.

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

"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 specific vehicle in a parking place

mentioned in Schedules 2, 3, 4, 5, 6 and 7 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);

"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);

"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.

"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;

"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 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 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;

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

"key worker" for the purposes of this Order means any resident of a key worker property provided by the Council in Greys Court Nos 1-18, Peach Place Nos 1-12 or Peach Street Nos 2-22 (even numbers only) Silk Court Nos 8-11;

"key worker parking permit" means a parking permit issued or virtual permit issued or granted under the provisions of Article 19 to this Order;

"key worker parking permit holder" means the holder of a Key worker parking permit issued or virtual permit issued or granted under the provisions of Article 19 to this Order;

"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 or virtual permit issued by the Council under the provisions of Article 18 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 or virtual permit and which is permitted to park in the designated parking place;

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

"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 27;

"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^c 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 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 1984 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 school 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, and the period during which, subject to the provisions of this order, the permit or 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;

"parking permit holder" means a person to whom to (i) a business parking permit; (ii) a school 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;

“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(a) 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;

“permit charge” means the fee payable to the Council for a parking permit as specified in Schedules 3, 4, 5, 6 and 7 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;

“reduced penalty charge” means a charge set by the Council under the provisions of section 77 of TMA 2004 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;

"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 school 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 8 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;
- (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 8 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 9 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 school parking permit holders; (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 registrar permit holders only bays; (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 virtual parking permit means an electronic record of a resident parking permit granted by the Council issued under the provisions of Article 20.

"resident parking permit holder" means a person whom a virtual 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;

"school parking permit" Means a parking permit issued or granted under article 16 of this order.

"school parking permit holder" means the holder of a school parking permit issued or granted under the provisions of Article 16 to this Order.

"season ticket" means either: -

- (a) 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 a virtual season ticket has been granted;

"season ticket holder vehicle" means a vehicle in respect of, 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;

"solo motorcycle" means a motorcycle without a side car as specified in Schedule 1 of The Traffic Signs Regulations and General Directions 2016;

"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 Schedules 3, 4, 6 and 7 of this Order;

"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 registration, 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 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
 - (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, 6 and 7 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 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

"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 9(3) which indicates that the parking charge has been paid and the date and time of expiry of the parking period, or

- (i) a period not exceeding 2 hours for a free vend ticket required to register a vehicle in the Carnival Pool Leisure Hub car park specified in Schedule 3;
- (ii) a period not exceeding 15 minutes for a free vend ticket required to register a vehicle in the Dinton Pastures Country Park (Activity Centre only) car park specified in Schedule 7;

"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 1984 Act;

"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 specified vehicle registration 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;

- (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.

4. 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 10 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 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 or parking area other than of the vehicle type or for the use so specified.

5. 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;
- (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' 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 a plug-in electric or plug-in hybrid 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 solo 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 of the vehicle's registration mark is held on a hand-held device;

6. 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; and
 - (d) to suspend any parking area or parking place by placing and maintaining suspension sign indicating the limits and controls affecting each area or parking place;

7. 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

8. 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 or 5 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, 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 twenty-four hours unless it displays in the relevant position a valid permit, virtual season ticket 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.

9. 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 may be displayed in the relevant position, so that all particulars of that ticket are clearly and easily visible from outside the vehicle and from the front of 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 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 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 specified 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 specified 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 or 5 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) vehicles parked with 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

10. 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, may 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.

11. 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(1)(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 9(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(1)(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 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 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 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 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 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 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 date and at the time shown thereon.

12. 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 solo motorcycle; or
 - (d) a plug-in electric vehicle or plug-in hybrid 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, 3-month, 6 -month or annual 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 non-reserved parking space in the parking place.

13. 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 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 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.

14. 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 Article 7(4) or 7(5).

PART IV

SEASON TICKETS AND PARKING PERMITS

15. 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.
- (b) The Council may, at their total control and discretion, issue a Season ticket or parking permit, with or without charge as may be specified from time to time by the Council

16. Suspensions and Dispensation

- (1) The Council may, at its absolute discretion, approve the temporary suspension of a parking bay, parking place or parking area, or grant a dispensation from the provisions of this Order where it considers it appropriate to do so.
- (2) Any person requesting a suspension or dispensation shall submit an application in the form required by the Council.
- (3) The applicant shall pay the appropriate charge specified in Schedule 9 of this Order.
- (4) The Council may refuse, revoke or amend any suspension or

dispensation at any time where it considers it necessary in the interests of traffic management, road safety or the efficient operation of the parking place.

17. Application for and issue of Business parking permits

- (1) Any business which occupies relevant premises owned by the Council subject to lease, the postal address of which lies within 14 -28 Denmark Street, Wokingham RG40 2BQ and who use 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 5.20 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 business parking permit in respect of a company vehicle, and any such application shall be made via the permit system provided by and obtainable from the Council or authorised agent and shall include the particulars and information required.
- (2) The Council or authorised agent may at any time require an applicant for a business 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 business parking permit made to them as they may reasonably call for to verify the postal address of the business 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 appropriate charge specified in Schedule 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 business is the user of a vehicle of the class specified in paragraph (1) of this Article;
 - (a) the Service Provider shall grant to the applicant one or more virtual business 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 in a parking place to which such discretionary parking permit relates by the owner of such vehicle or any person nominated by the business 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 business parking permit to any person if that business permit would be valid for any period during which;

- (a) any other business parking 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 business permit; or
 - (b) any other business permit issued in respect of the company in relation to which exceeds the maximum number of permits allowed for the business that is or would be valid.
- (4) The charge for a business parking permit referred to in paragraph (3) 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 business parking permit is to be issued or granted, immediately after the words "Business Permit".
 - (5) A business parking permit shall be valid for the period of time specified in Schedule 6, immediately following the charge payable for the business parking permit, beginning with the day on which the parking permit first becomes valid.
 - (6) The issue of or granting of a virtual business parking permit does not entitle the virtual business parking permit holder vehicle to a reserved parking bay, nor can a parking bay in a specified car park be guaranteed.
 - (7) If, during any period in which a virtual business parking permit granted to a virtual business parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual business 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.
 - (8) If the Council or authorised agent are not satisfied that the applicant for a business parking permit or a business permit holder has met any requirement of this Article, they may decline their application or revoke any business permit they have issued to that business parking permit holder, as the case may be.

18. Application for and issue of school parking permits

- (1) Any resident who uses a vehicle of the following class, that is to say a passenger vehicle (the maximum length of which does not exceed 5.20 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 school parking permit in respect of the car park in relation to which they have a child attending a school in the vicinity of a car park 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; to the service provider for the granting of a virtual school permit in respect of that vehicle and parking place and any such application shall be made using the 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 school 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 school parking permit made to them as they may reasonably call for to verify the postal address of the school premises and of the applicant's address 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 appropriate charge specified in Schedule 8 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 has a child who attends the school and is the user of a vehicle of the class specified in paragraph (1) of this Article;
 - (a) The Council shall issue a virtual school 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 for a period not exceeding 30 minutes in the morning and 30 minutes in the afternoon in a parking place of the vehicle to which such school 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;

- (4) The charge for a school parking permit referred to in paragraph (3) 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 school parking permit is to be issued or granted, immediately after the words "school Permit".
- (5) A school parking permit shall be valid for the period of time specified in Schedule 8, immediately following the charge payable for the school parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue of a virtual school parking permit does not specify the holder vehicle to a reserved parking bay, nor can a parking bay be guaranteed.
- (7) A school parking permit is not transferable and is not valid if linked to another vehicle bearing a different registration number from that shown on the virtual parking permit.
- (8) If, during any period in which a virtual school parking permit granted to a virtual school parking permit holder is valid, any of the particulars and information referred to in paragraph (1) of this Article should change, the virtual school parking permit holder shall provide the updated information to the Service Provider using the electronic permit 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 school parking permit or has not met any requirement of this Article, they may decline their application or revoke any school permit they have issued to that school parking permit holder, as the case may be.

19. 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 5.20 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 via the permit system from the Council.

- (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 Schedule 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 key worker, 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 6 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 (3) of this Article shall be the amount specified in the Schedule 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 or granting of a virtual key worker parking permit does not entitle 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 authority or delegated authority as the case may be.

20. Application for and issue of market trader permits 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 5.20 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 via the permit system from the Council.
- (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 Schedules 3 and 4 the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is a market trader, a driver and the owner of a vehicle of the class specified in paragraph (1) of this Article;
- (a) the Service Provider shall grant to the applicant one electronic

market trader parking permit,

valid for the period of time specified in Schedules 3 and 4 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 (3) 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 Schedules 3 and 4, immediately following the charge payable for the market trader permit, beginning with the day on which the parking permit first becomes valid.
- (6) The issue or granting of a virtual market trader parking permit does not entitle the virtual market trader parking permit holder vehicle to a reserved parking bay.
- (7) 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.

21. 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 the Council in respect of that vehicle, and

any such application shall be made via the permit system from the Council.

- (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.
 - (a) 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 any 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 the Mayor or a mayoral representative, applying as, or on behalf of 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 Mayors' parking permit,
 - (b) 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 Mayors' 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.
- (3) The charge for a Mayors' parking permit referred to in paragraph (3) 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 mayors' parking permit is to be issued or granted, immediately after the words "Mayor' Permit".
- (4) A Mayors' parking permit shall be valid for the period of time specified in Schedule 6, immediately following the charge payable for the mayors' parking permit, beginning with the day on which the parking permit first becomes valid.
- (5) The issue of a virtual Mayors' parking permit entitles, the virtual

Mayors' parking permit holder vehicle to a specified reserved Mayor parking bay.

- (6) 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.

22. 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 5.20 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 via the permit system from the Council.
- (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 Service Provider shall grant to the applicant one virtual residents' parking permit,

valid for the period of time specified in Schedules 3, 4 or 6 in relation to the amount of the charge paid for that permit, for the leaving at anytime 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 (3) 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 Schedules 3, 4 and 6, immediately following the charge payable for the resident parking permit, beginning with the day on which the parking permit first becomes valid.
- (6) 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.

23. 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 person's vehicle (the maximum length of which does not exceed 5.20 metres and the overall height of which does not exceed 2.10 metres) and any such application shall be made, 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 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 specified in Schedule 6 and the evidence referred to in paragraph (2) of this Article, the Council, upon being satisfied that the applicant is an Employee of the Council, 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 virtual staff 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 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 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 Schedule 6, 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 virtual staff parking permit does not entitle the virtual staff 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 staff parking permit can

be obtained from HR Policy on staff parking permit qualifying criteria.

24. Refund of charge paid in respect of a virtual season ticket

- (1) A virtual season ticket 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.

25. 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 who no longer operates as a business at a specified property;
 - (b) a school permit holder where the children ceasing to attend that school;
 - (c) a key worker parking permit holder ceasing to be a key worker or no longer resides at a key worker property;
 - (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.
 - (j) Any 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.

PART V

POWER OF THE COUNCIL TO SUSPEND A PARKING PLACE

26. 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

27. 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

28. 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 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.

29. Other provisions (II)

- (1) Nothing in Article 7(1) 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.

30. Other provisions (III)

- (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 Residents of premises in the neighbourhood.

31. 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.

32. 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.

33. Other provisions (VI)

- (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.

34. 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.

35. 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.

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

Legal Assistant

Authorised Signatory/ Solicitor

SCHEDULE 1
PARKING PLACES AFFECTED BY THIS ORDER

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

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 charges
1.	Alexandra Court Service Area Off Elms Road Wokingham RG40 2SL	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	whilst loading unloading takes place in any other area or authorised permit holders parking bays	Monday to Saturdays	Not applicable	Only whilst loading unloading takes place No return within 2 hours	No Charge
1A	Ashenbury Country Park, Woodley RG5 4RX	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days Up to 16 hours	Monday to Sunday 6am to 10pm including Bank Holidays	Up to 16 hours.	As per schedule 5 Season Tickets; As per Schedule 7

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
2.	Avery Corner Finchampstead Road Finchampstead RG40 3RB,	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days all hours	Not applicable	Up to 24 hours.	No charge
3.	Elms Walk Service Area Elms Road Wokingham RG40 2FE	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Loading Unloading 7am to 10am only	All days All hours	Not applicable	Whilst loading unloading takes place no return within 2 hours	No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
4.	CALIFORNIA CROSSROADS Finchampstead Road, Finchampstead, Wokingham RG40 3RB (including access road to Avery Corner car Park), Finchampstead	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Max Stay 1 hour, No return with 2 hours	No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
5.	BULMERSHE LEISURE CENTRE Woodlands Ave, Woodley, Reading RG5 3EU	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No Charge
6.	LAUREL PARK Marefield, Earley Reading, RG6 3BZ	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access.	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
7.	HUDSON ROAD Woodley, Wokingham RG5 4EW	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No charge
8.	KINGFISHER DRIVE SERVICE ROAD Woodley, Wokingham RG5 3SJ	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No Charge

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 charges
9.	PITFORD ROAD Woodley, Wokingham RG5 4QF	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No charge
10.	RICKMAN CLOSE EAST Woodley, Wokingham RG5 3LL	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours	Not applicable	Up to 24 hours.	Up to 24 hours No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
11.	RICKMAN CLOSE WEST, Woodley, Wokingham RG5 3LL	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours including bank holidays	Not applicable	Up to 24 hours.	Up to 24 hours No charge
12.	SCHOOL GREEN Shinfield, Reading RG2 9EH	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours including bank holidays	Not applicable	Up to 24 hours.	Up to 24 hours No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
13.	WALLACE CLOSE EAST Woodley, Wokingham RG5 3HW	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours including bank holidays	Not applicable	Up to 24 hours.	Up to 24 hours No Charge
14.	WALLACE CLOSE WEST Woodley, Wokingham RG5 3LL	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay excluding reserved bays for EV vehicles	All days All hours including bank holidays	Not applicable	Up to 24 hours.	Up to 24 hours No Charge

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
15.	CALIFORNIA COUNTRY PARK Finchampstead, Wokingham RG40 4HU	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours Including Bank Holidays.	Monday to Sunday 6am to 10pm including Bank Holidays	Monday to Sunday 6am to 10pm.	as per schedule 7
16.	CARNIVAL MULTI STOREY Car Park, Wokingham RG40 2AF	All motor vehicles (other than coaches when carrying patrons to the Carnival Hub) whose maximum length does not exceed 5.20 metres and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days, All hours including Bank Holidays	As per schedules 3 and 6 and 8	Up to 24 hours	As per schedules 3 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
17	COCKPIT PATH Car Park, Wokingham RG40 2HD	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Max stay 6 hours between 8am and 8pm. No return within 2 hours	As per schedules 3 and 6 and 8
18.	CROCKHAMWELL ROAD Car Park, Woodley RG5 3JY	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Max stay 2 hours between 8am and 8pm, No return within 2 hours	As per schedules 4 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
19.	DENMARK STREET , Car Park, Wokingham RG40 2BB	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Max stay 4 hours between 8am and 8pm, No return within 2 hours.	As per schedules 3 and 6 and 8
20.	DINTON PASTURES COUNTRY PARK Davis Street, Hurst, Wokingham RG10 0HT	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	Monday to Sunday 6am to 10pm including Bank Holidays As per schedule 7	Monday to Sunday 6am to 10pm including Bank Holidays	Monday to Sunday 6am to 10pm.	As per schedule 7

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
21.	EASTHAMPSTEAD ROAD East Car Park, Wokingham RG40 2EG	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Up to 24 hours	As per schedules 3 and 6 and 8
22.	EASTHAMPSTEAD ROAD WEST , Car Park Wokingham RG40 2EH,	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Max stay 4 hours between 8am to 8pm, No return within 2 hours.	As per schedules 3 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
23.	HEADLEY ROAD Car Park, Woodley RG5 4JA	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up to 24 hrs	As per schedules 4 and 6 and 8
24.	LYTHAM ROAD EAST Car Park (Public areas only) Woodley, RG5 3JP	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Max stay 2 hours between 8am to 8pm, No return within 2 hours.	As per schedules 4 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
25.	Lytham Road West Car Park, Woodley RG5 3DE	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Max stay 2 hours between 8am and 8pm, No return within 2 hours.	As per schedules 4 and 6 and 8
26.	Polehampton Close East (Season ticket holders only) car park Twyford RG10 9RR	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up to 24 hours	As per schedules 4 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
27.	Polehampton Close West Car Park, Woodley RG10 9RR	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up 24 hours.	As per schedules 4 and 6 and 8
28.	Polehampton Close, (Library Only) car park Twyford RG10 9RR	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up 24 hours.	As per schedules 4 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
29.	Rose Street , Car Park, Wokingham RG40 1WL	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Max stay 2 hours between 8am and 8pm. No return within 2 hours	As per schedules 3 and 6 and 8
30.	School Lane car park Wargrave RG10 89AA	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up to 24 hours	As per schedules 4 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
31.	Council offices Shute End Eastern, Car Park, Wokingham RG40 2AB	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Monday – Friday, Max stay 2 hours, No return within 2 hours. Permit holders Between 8am and 5pm. Max stay 3 hours, no return within 2 hours. Permit holders Between 5pm and 8am, Max stay 15 hours. Corporate code users Exempt. 8pm – 8am and all hours Saturday, Sunday and	As per schedules 3 and 6 and 8

						Bank Holidays no limit	
--	--	--	--	--	--	---------------------------	--

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
32.	Council offices Shute End Western, Car Park, Wokingham RG40 2AB	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 3 and 6 and 8	Monday – Friday, Permit holders and corporate code users only between 8am and 8pm. 8pm – 8am and all hours Saturday, Sunday and Bank Holidays no limit	As per schedules 3 and 6 and 8

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	(7) Maximum period for which vehicles may wait	(8) Parking charges
33.	COUNCIL OFFICES SHUTE END CENTRAL Car Park, Wokingham RG40 2AB	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedule 3	Monday- Friday, max stay 2 hours between 8am and 8pm, No return within 2 hours, corporate code users exempt. 8pm – 8am and all hours Saturday, Sunday and Bank Holidays no limit	As per schedules 3 and 6

(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 charges
34.	Station Road Car Park, Earley RG6 7DY	All motor vehicles whose maximum length does not exceed 5.20 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050 kilograms, except for access	Wholly within a parking bay Wholly within a Parking Bay excluding reserved bays for EV vehicles (unless otherwise authorised by the Council)	All days All hours including Bank Holidays	As per schedules 4 and 6 and 8	Up to 24 hours	As per schedules 4 and 6 and 8

SCHEDULE 3
PARKING CHARGES IN WOKINGHAM TOWN CAR PARKS

Period of Operation 24 hours Monday to Sunday (inclusive)	Parking Charges 8am to 8pm Monday to Sunday (inclusive)
Up to 1 hour	£1.60
Up to 2 hours	£2.90
Up to 4 hours	£5.10
Up to 6 hours	£7.30
Over 6hrs (all day charge)	£8.00
Extended day parking charge for Wokingham Market Traders (Cockpit Path Car Park only) Market traders' permit also required.	£7.30
Wokingham Market Traders Permit	£39.70
Evening Charge 8pm to 8am	£1.20
EV charging Monday to Sunday 8am to 8pm	Parking charges apply max stay 4 hours
EV charging Monday to Sunday 8pm to 8am	Parking charges Exempt
Overnight Residents Permit 8pm to 8am. (All Car Parks)	3 months £49.90 6 Months £94.20 12 Months £182.60

SCHEDULE 3 (continued)
PARKING CHARGES IN WOKINGHAM TOWN CAR PARKS

Period of Operation 24 hours Monday to Sunday (inclusive)	Parking Charges 8am to 8pm Monday to Sunday (inclusive)
Carnival MSCP Leisure Centre only	2 hours free vend
Carnival MSCP Premier inn users only	Overnight free vend 8pm to 9am
Shute End car parks corporate code pre booked appointments	Free vend

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

Period of operation 24 hours Monday to Sunday (inclusive)	Parking Charges 8am to 8pm Monday to Sunday (inclusive)
Up to 1 hour	£1.30
Up to 2 hours	£2.40
Up to 4 hours	£4.50
Up to 6 hours	£6.80
Over 6hrs (all day charge)	£8.00
Extended hours parking charge for Headley Road Car Park Market Traders only. (Market Traders Permit also required)	£7.30
Headley Road Car Park Market Traders Permit	£39.70
Evening charge 8pm to 8am	£1.20
EV charging Monday to Sunday 8am to 8pm	Parking charges apply max stay 4 hours
EV charging Monday to Sunday 8pm to 8am	Parking charges Exempt
Overnight Residents Permits 8pm to 8am. (All Car Parks)	3 months £49.90 6 Months £94.20 12 Months £182.60
Residents School Lane car park only for residents of Wargrave High Street	3 months £45.40 6 Months £79.40 12 Months £158.80

SCHEDULE 5
PARKING CHARGES IN ASHENBURY 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.	Ashenbury Car Park	All motor vehicles whose maximum length does not exceed 5.2 metres, and overall height does not exceed 2.10 metres and whose gross weight does not exceed 3050Kilogrammes except for access	Wholly within a Parking Bay excludin g reserved bays for EV vehicles (unless otherwis e authoris ed by the Council)	At Any Time	Monday to Sunday 15 minutes free vend or all day £2.50 per session Season Tickets; As per Schedule 7	24 hours in any one day. No return within 2 hours.	Up to 24 hours.

SCHEDULE 6
SEASON TICKETS, BUSINESS, RESIDENTS, KEY WORKER, MAYOR & STAFF PARKING CHARGES IN
SPECIFIED WOKINGHAM CAR PARKS

	Season Ticket Charges					
	1 Month	3 Months	6 Months	12 Months	100-day permit	Overnight 12 Months Residential Permits. 8pm to 8am
(Wokingham Town Car Parks) Carnival MSCP, Cockpit Path, Easthampstead Road East.	£95.30	£274.40	£542.10	£1,077.30	£486.00	£182.60 All car parks
(Car Parks Outside Wokingham Town) Headley Road Woodley, Station Road Earley, Polehampton Close Twyford, School Lane Wargrave.	£95.30	£274.40	£542.10	£1,077.30	£486.00	£182.60 All car parks

SCHEDULE 7
PARKING CHARGES AT DINTON & CALIFORNIA COUNTRY PARKS &
AVIATION MUSEUM CAR PARKS

Up to 15 minutes (Dinton Activity Centre only)	£0.00	Free vend ticket required to register vehicle in car park.
Up to 1 hours	£3.00	
Up to 2 hours	£5.50	
Up to 3 hours	£7.00	
Up to 4 hours	£8.50	
Over 4 hours (6am to 10pm)	£10.00	All day charge
Coach Parking	£25.00	All day charge
EV charging Monday to Sunday 6am to 10pm	Parking charges apply max stay 4 hours	
Season tickets 6/12 Month Concessionary	£95.00/£180.00	Season tickets valid in all Country parks including Aviation Museum and Ashenbury Park
Season ticket 6/12 Month Standard	£140.00/£260.00	Season tickets valid in all Country parks including Aviation Museum and Ashenbury Park
Events prebooked parking corporate code	£0.00	Free vend
Release fee * All country parks	£126.00	Out of hours call out

SCHEDULE 8

SCHOOL PERMIT PARKING CHARGES AT ALL CAR PARKS EXCEPT COUNTRY PARKS, AVIATION MUSEUM, LAURAL PARK, ELMS WALK SERVICE AREA AND ALEXANDRA COURT SERVICE AREA AND ALL NON-CHARGEABLE CAR PARKS.

SCHOOL	FEES PER TERM	TERMS & CONDITIONS
(Ambleside Nursery only)	£6.00 for 100 sessions per application	Monday to Friday only 30 minutes am and 30 minutes pm
All other schools	£17.50 per school term	Monday to Friday only 30 minutes am and 30 minutes pm

- Ambleside Nursery School online bookings are entitled to use Headley Road, Lytham Road East and West Car Parks
 - Required to book online for each session used, for a maximum of 100 sessions per application, and the correct vehicle registration supplied at the time of booking a session.
- Vehicles are allowed to park in a booked parking session 5 minutes before the start of session and 15 minutes after the parking session ends.
- Only one drop-off time and one pick-up time may be used for each session booked.
- Maximum number of vehicles is 3 per application one vehicle active at any one time.
- You must ensure the vehicle used for booking a session is active on the permit.
- Only valid applications accompanied by the school application form and stamped approved by the respective school will be accepted.
- You will need to apply for a school permit before you can use the parking booking system.

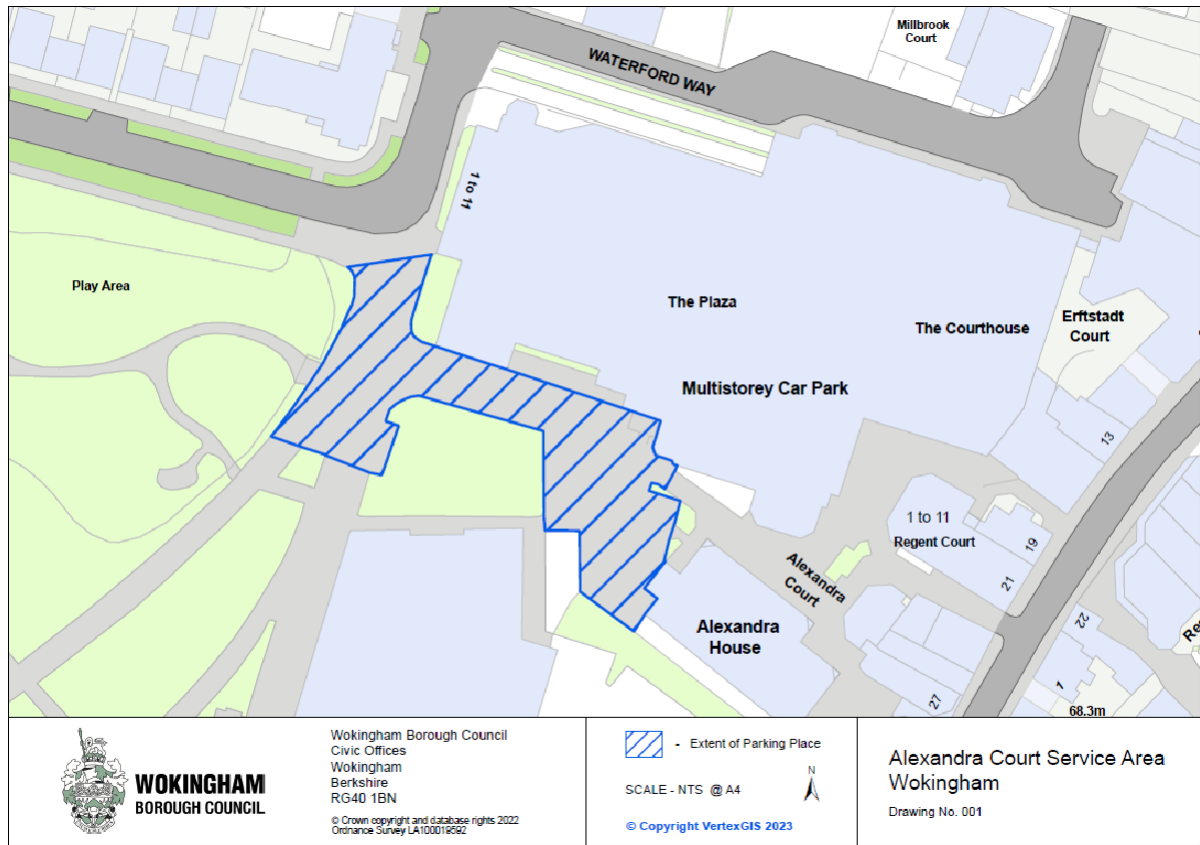
SCHEDULE 9
Suspension / Dispensation Fees

Permit / Charge	Fee
Daily Suspension / Dispensation (per bay)	£9.20
Weekly Suspension / Dispensation (per bay)	£64.30

**SCHEDULE
10
(See Articles 3 and 4)
PLANS OF CAR PARKS**

(1) Name of car park (and (title of drawing, if significant)	(2) Drawing number	(3) Charges Apply
Alexandra Court Service area	001	NO
Ashenbury Park	001A	Yes
Avery Corner, Finchampstead	002	NO
Bulmershe Leisure Centre	003	NO
California Country Park	003	YES
California Crossroads Finchampstead	005	YES
Carnival multi-storey	006A	YES
Cockpit Path	007	YES
Crockhamwell Road	008	YES
Denmark Street	009	YES
Dinton Pastures Country Park & Activity centre, Hurst	010	YES
Easthampstead Road East	011	YES
Easthampstead Road West	012	YES
Elms Walk Service area	013	NO
Headley Road	014	YES
Hudson Road, Woodley	015	NO
Kingfisher Drive, Woodley	016	NO
Laurel Park Earley	017	NO
Lytham Road East	018	YES
Lytham Road West	019	YES
Pitford Road, Woodley	020	NO
Polehampton Close East	021	YES
Polehampton Close West	022	YES
Polehampton Close Library	023	NO
Rickman Close East, Woodley	024	NO
Rickman Close West, Woodley	025	NO
Rose Street	026	YES
School Green, Shinfield	027	NO
School Lane, Wargrave	028	YES
Shute End Civic Offices Eastern	029	YES
Shute End Civic Offices Central	030	YES
Shute End Civic Offices Western	031	YES
Station Road, Earley	032	YES
Wallace Close East, Woodley	033	NO
Wallace Close West, Woodley	034	NO

Alexandra Court Service area

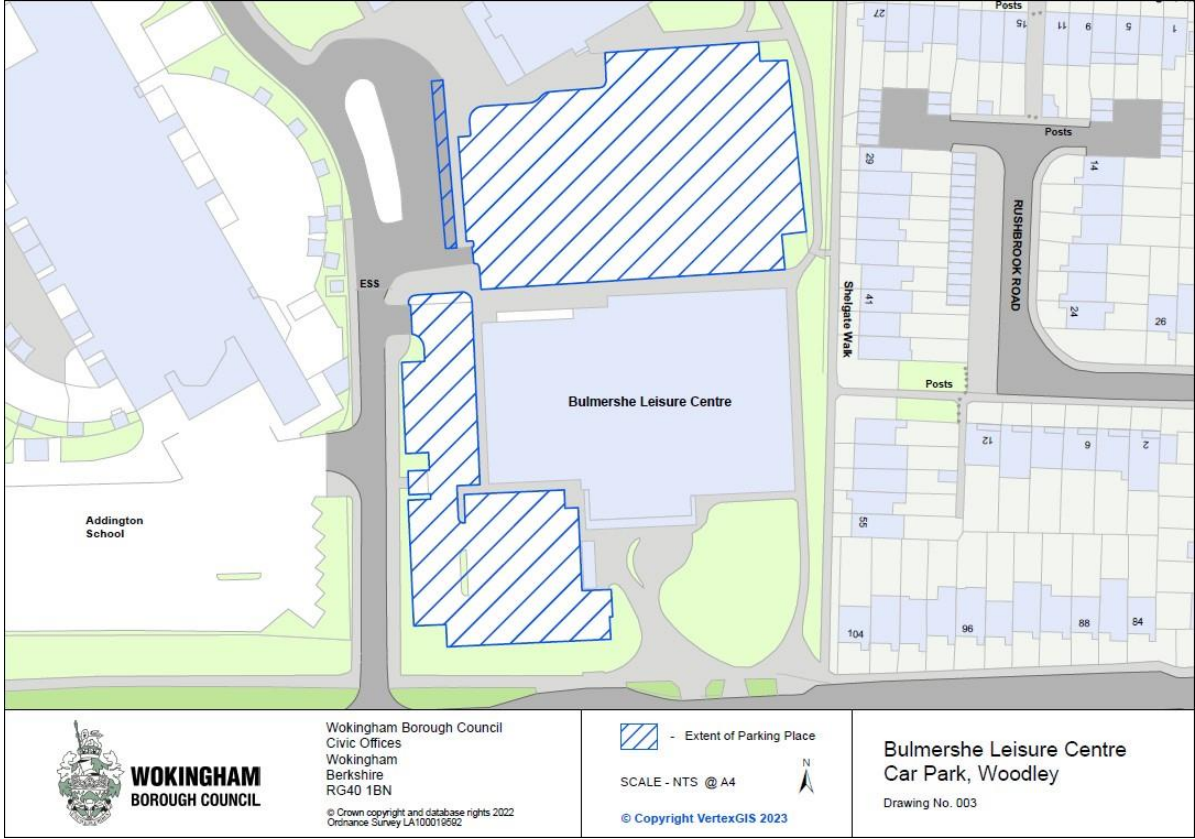


Ashenbury Car park, Woodley

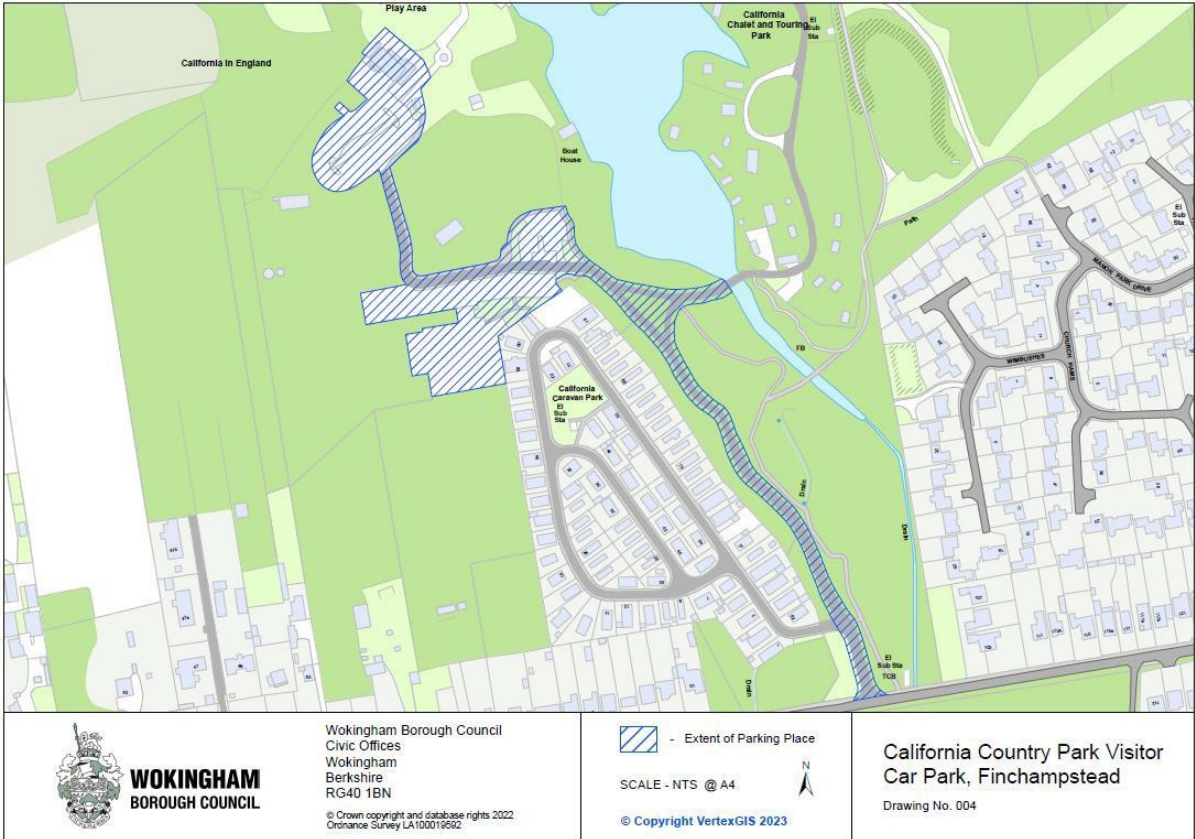


Ashenbury Park, Woodley **Drawing** number 001A

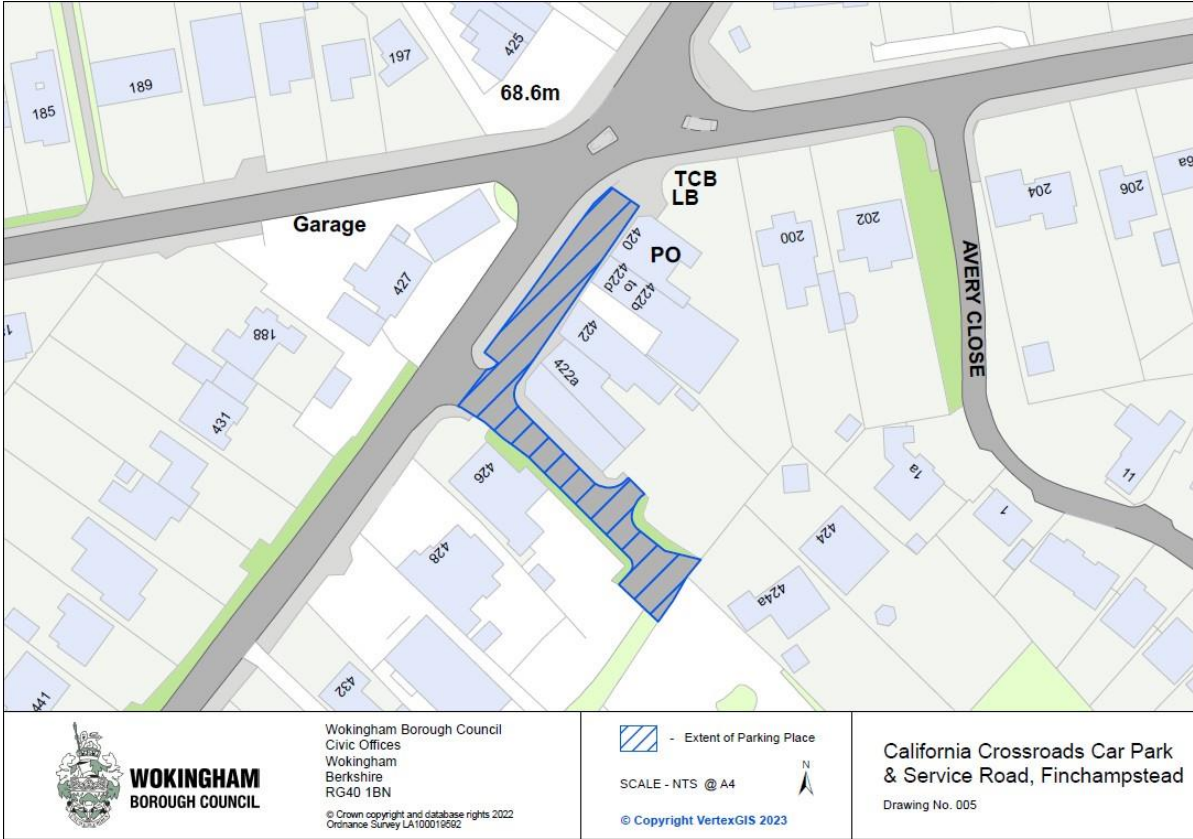
Bulmershe Leisure Centre



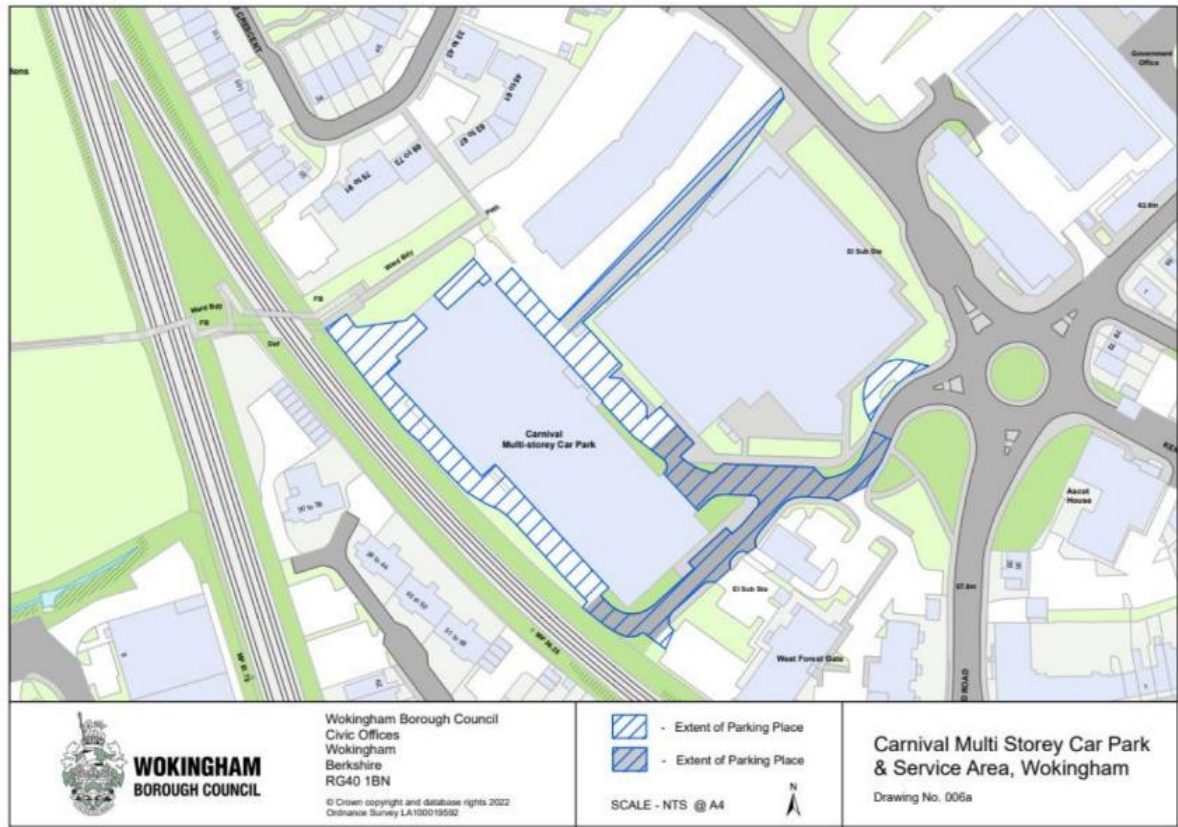
California Country Park



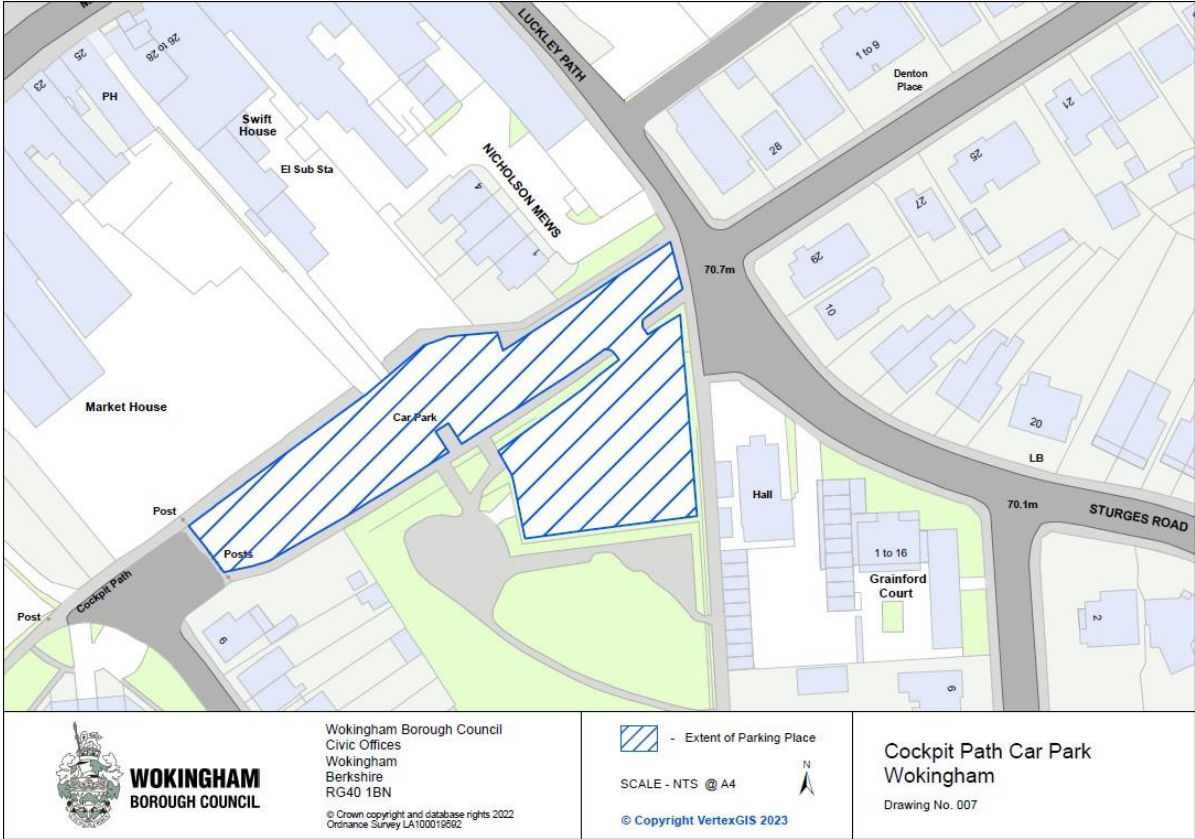
California Crossroads Finchampstead



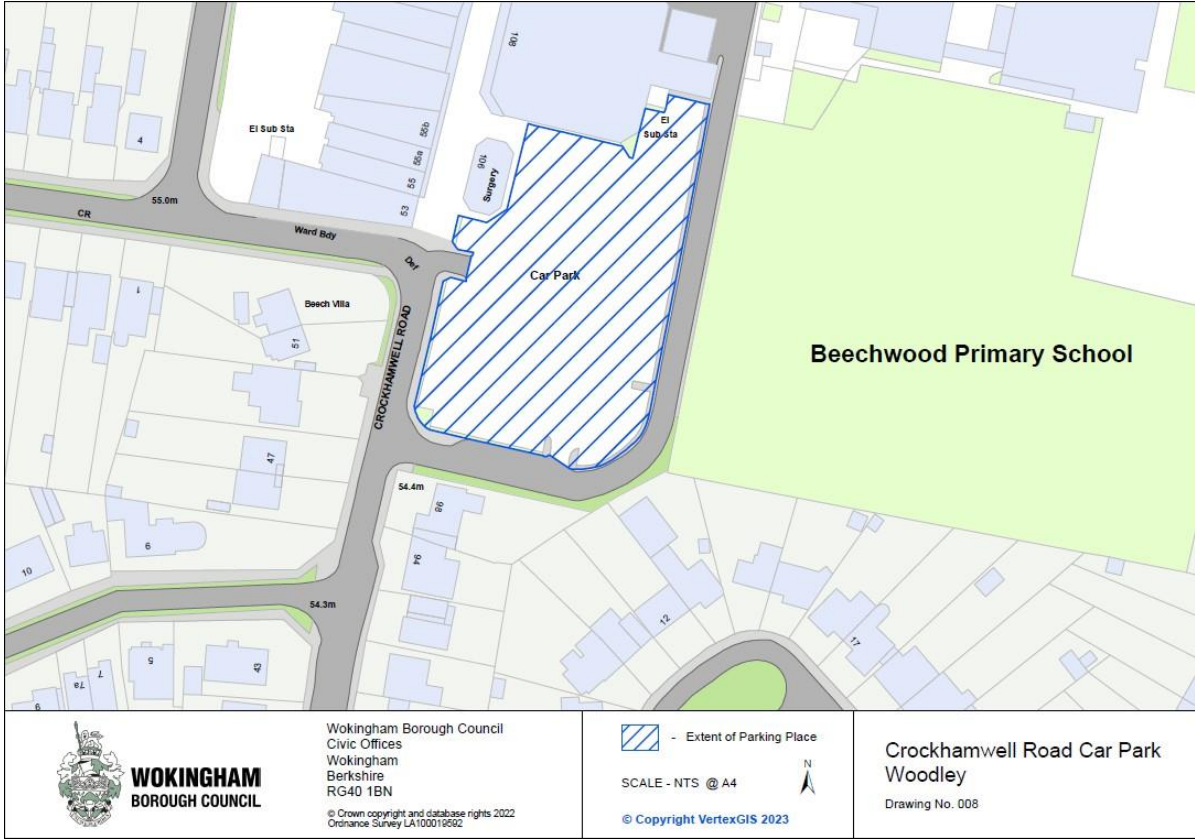
Carnival multi-storey



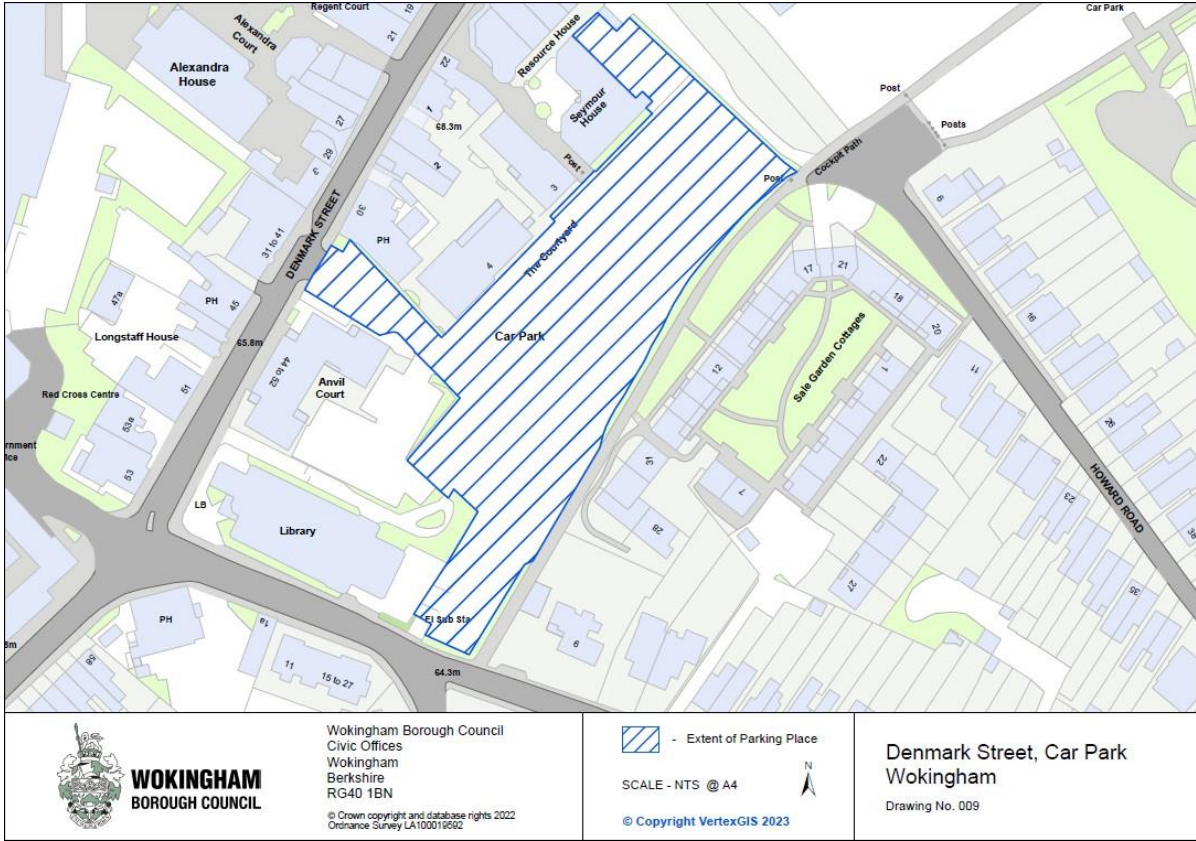
Cockpit Path



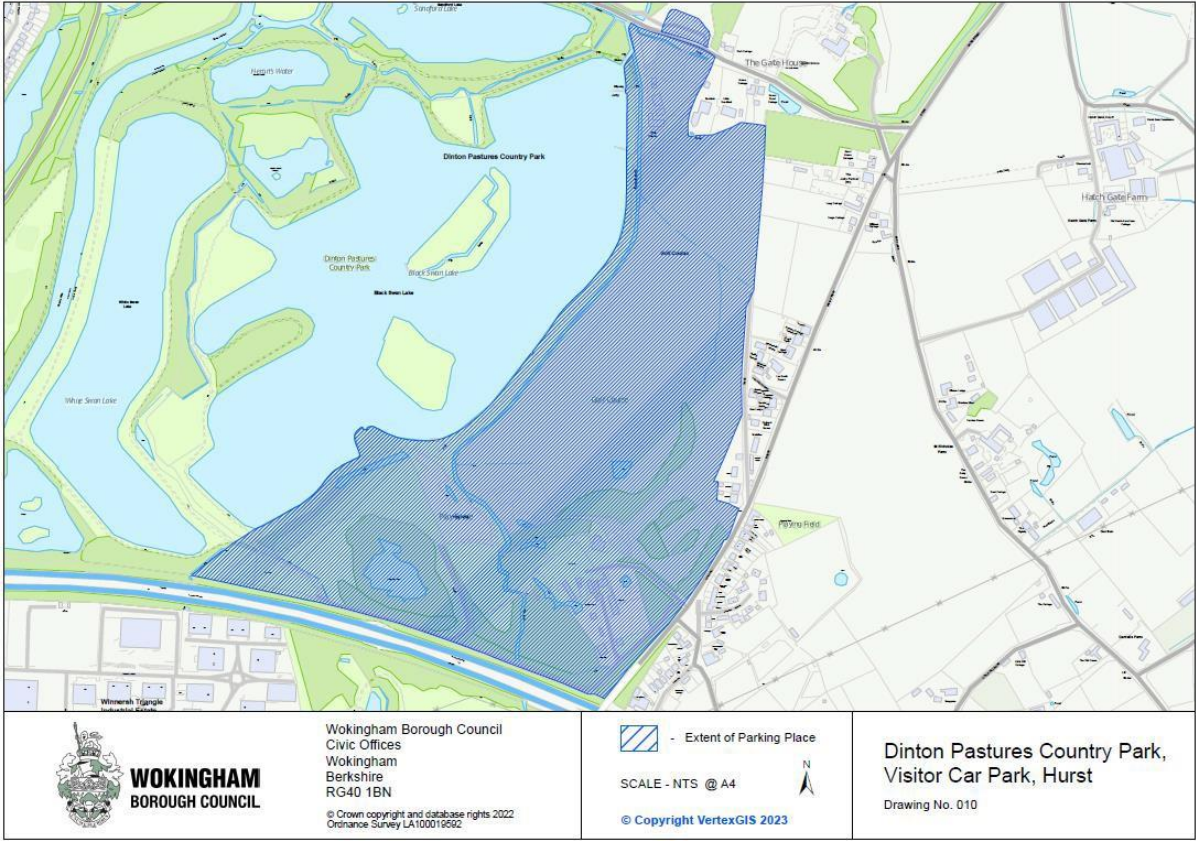
Crockhamwell Road



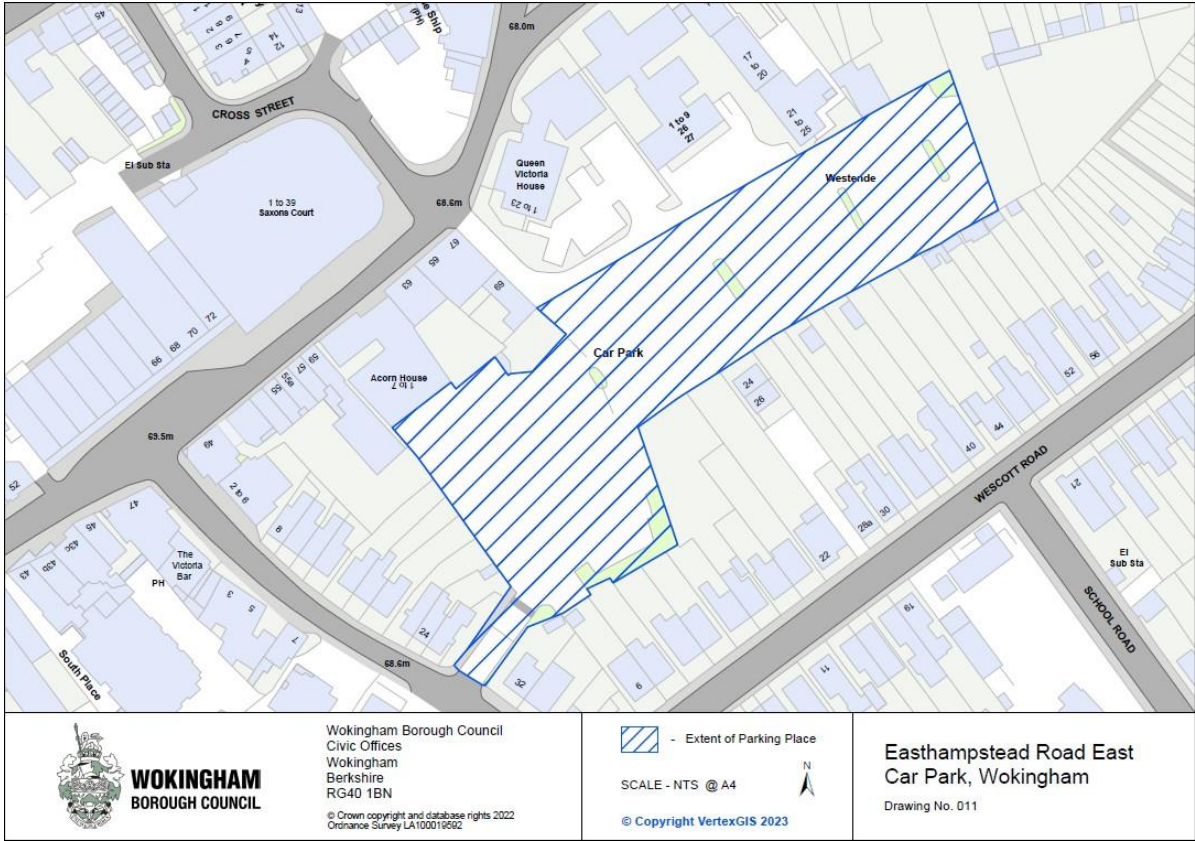
Denmark Street



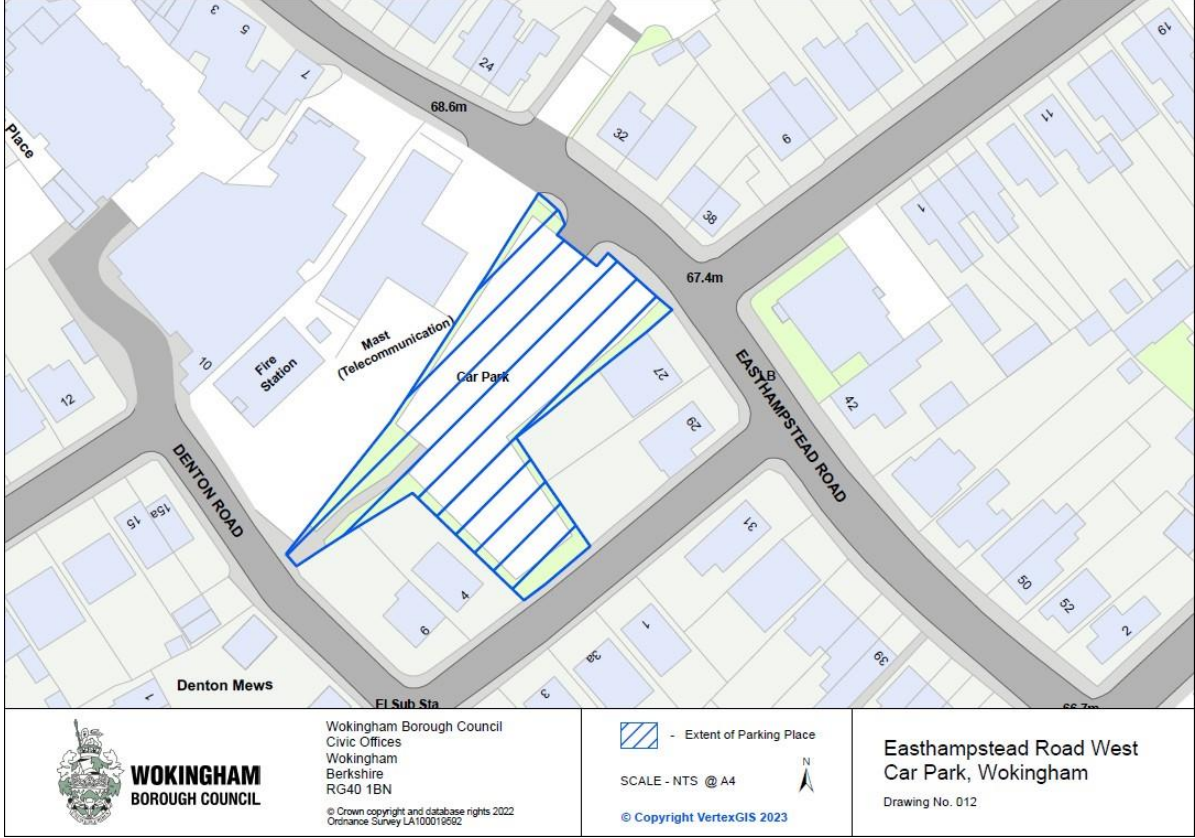
Dinton Pastures Country Park & Activity center, Hurst



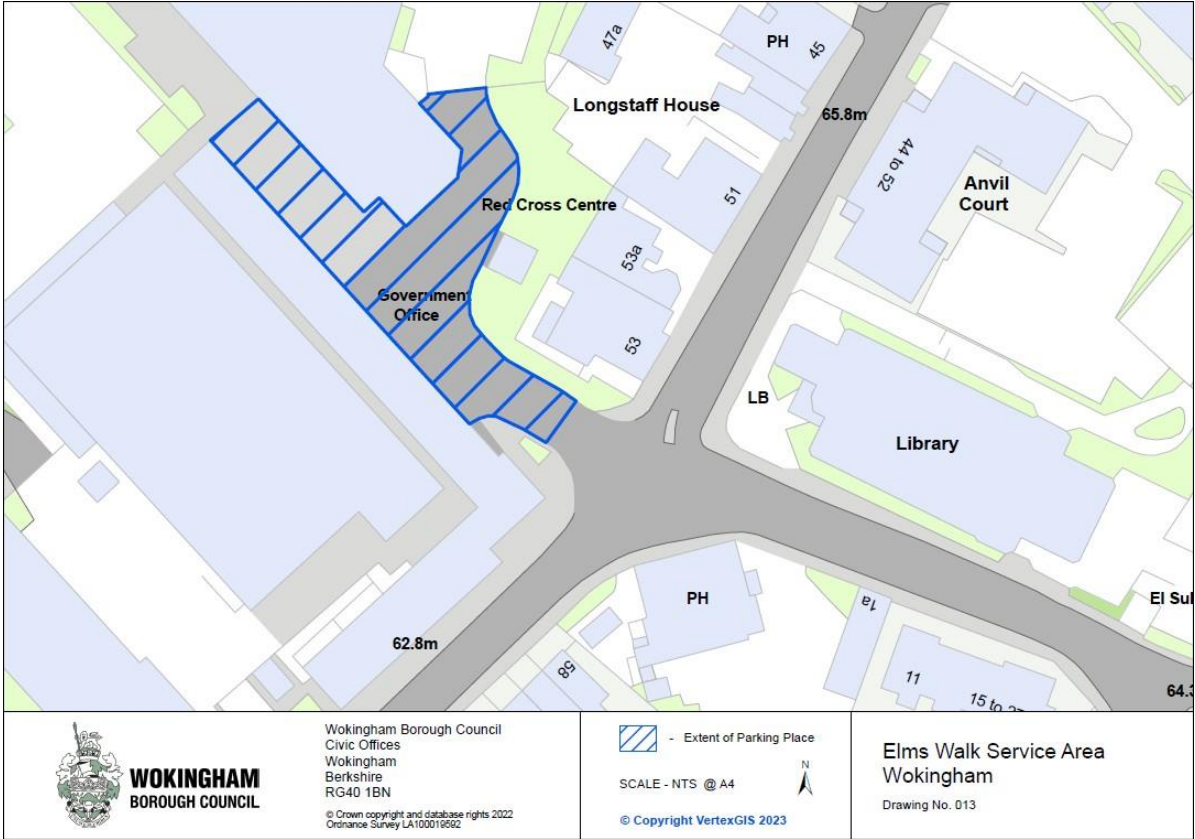
Easthampstead Road East



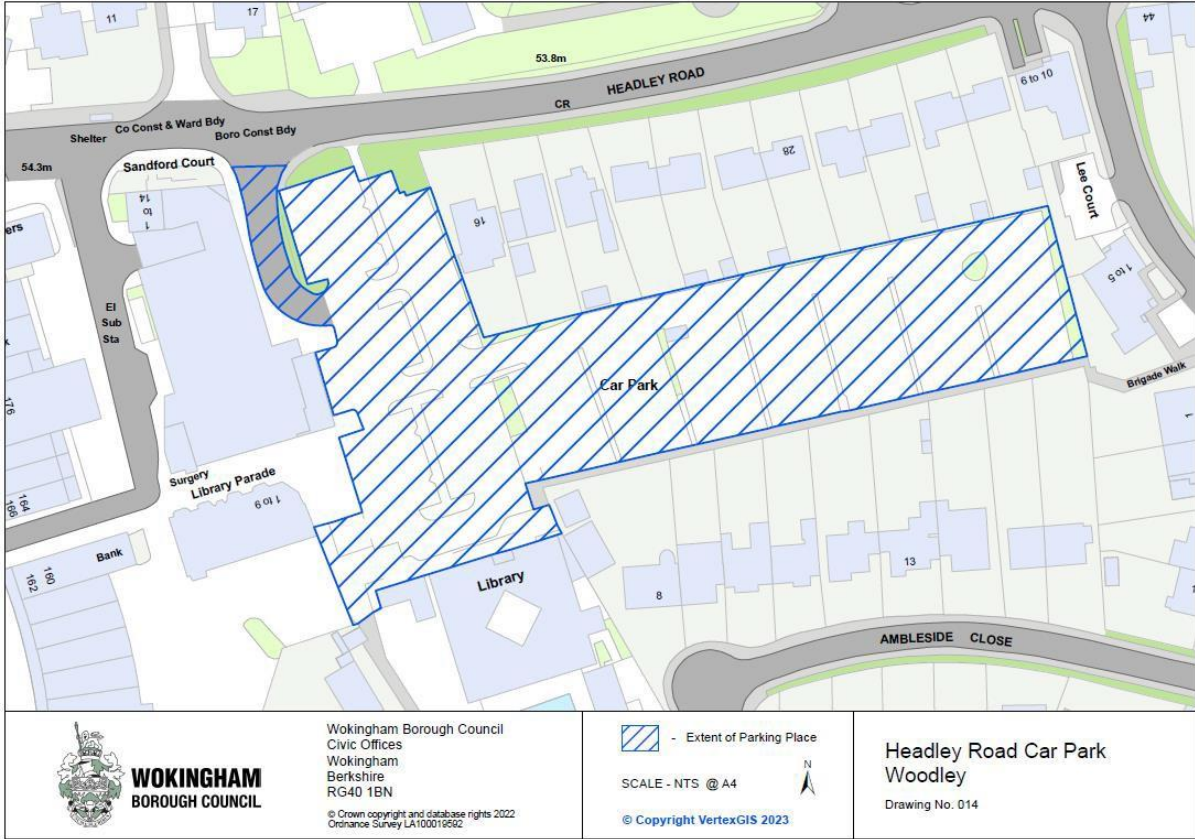
Easthampstead Road West



Elms Walk Service area



Headley Road



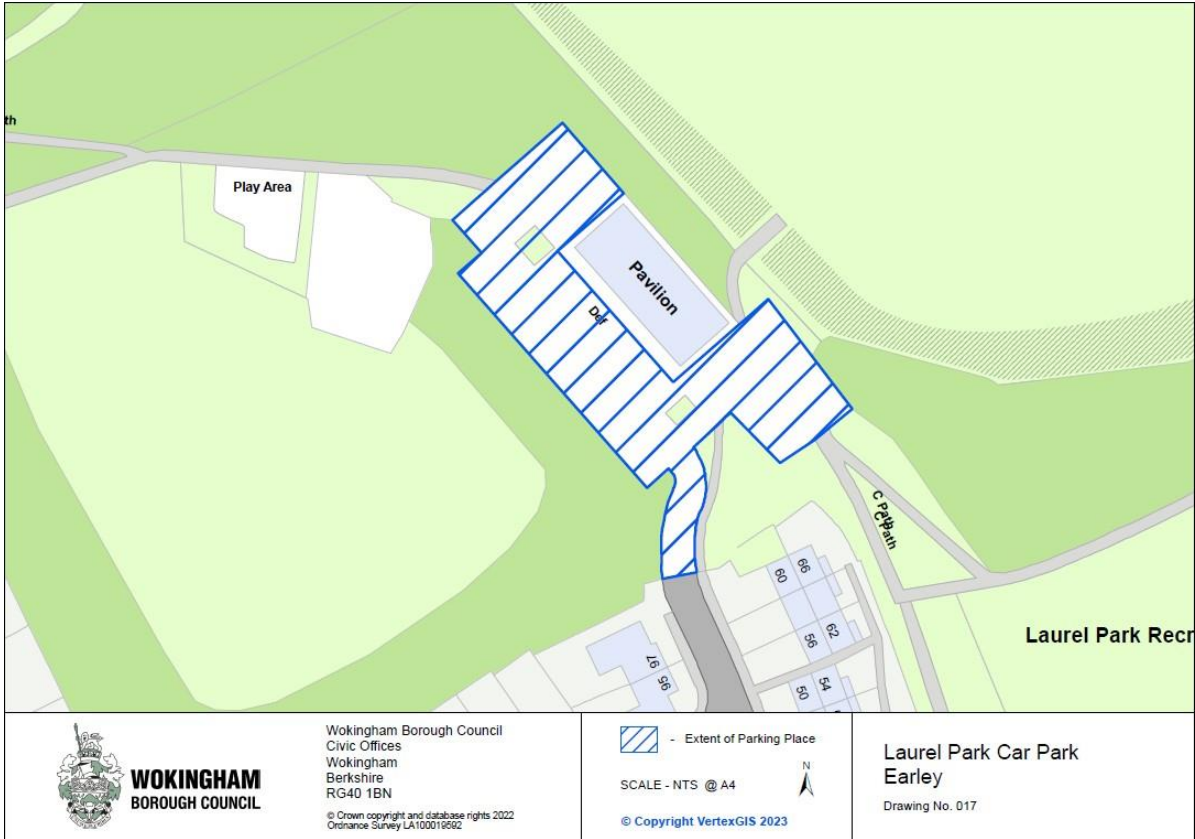
Hudson Road, Woodley



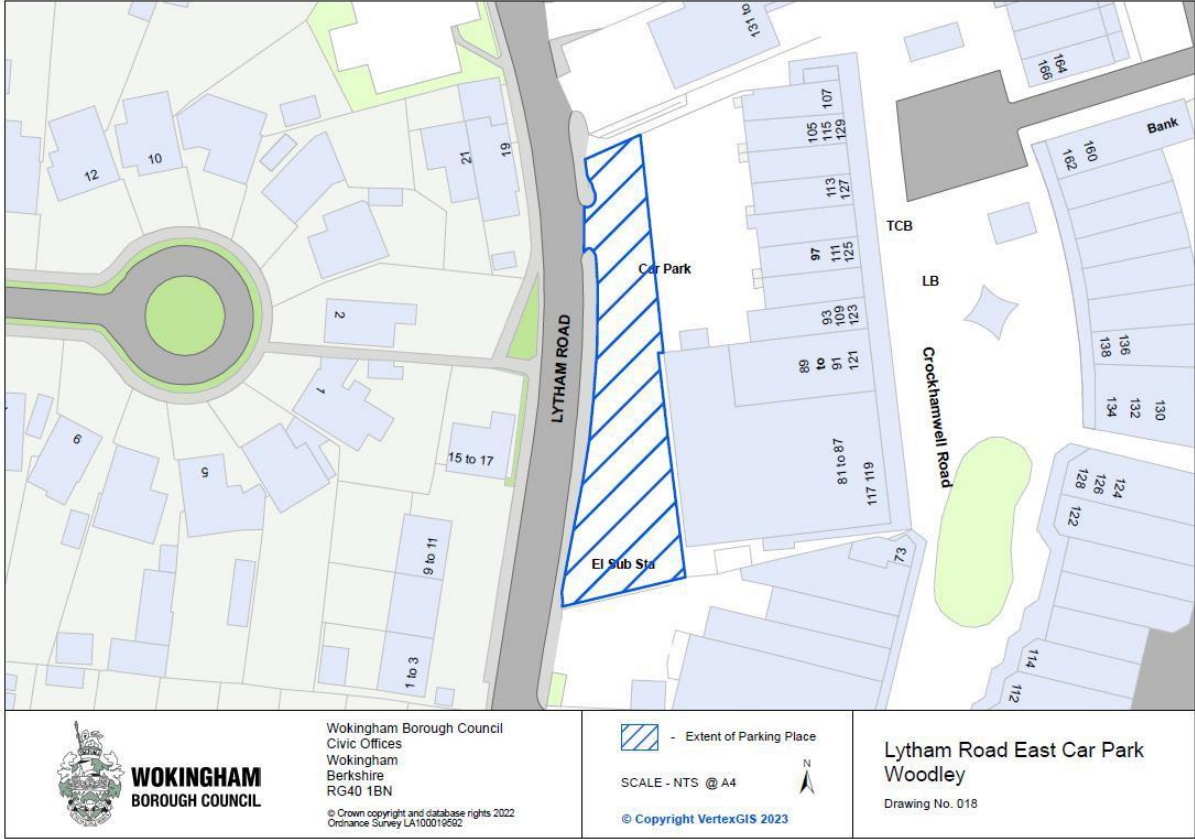
Kingfisher Drive, Woodley



Laurel Park Earley



Lytham Road East



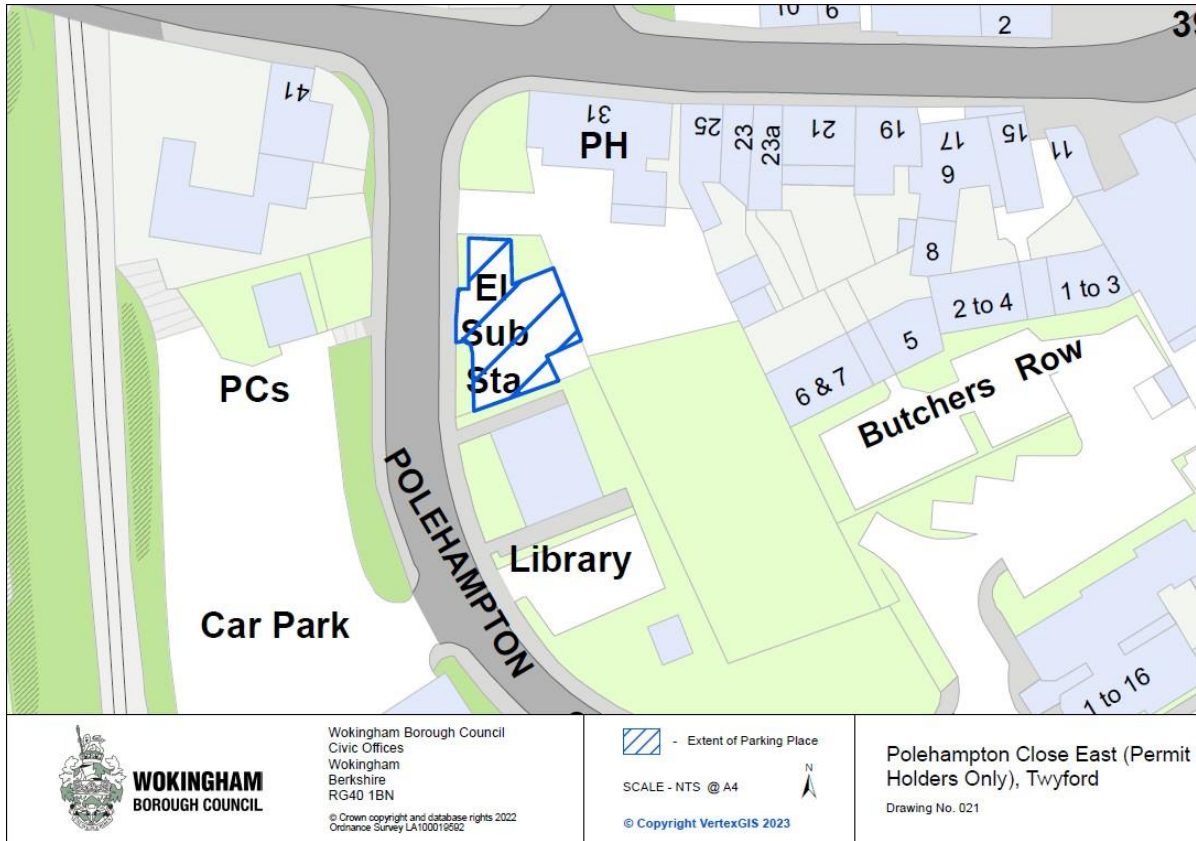
Lytham Road West



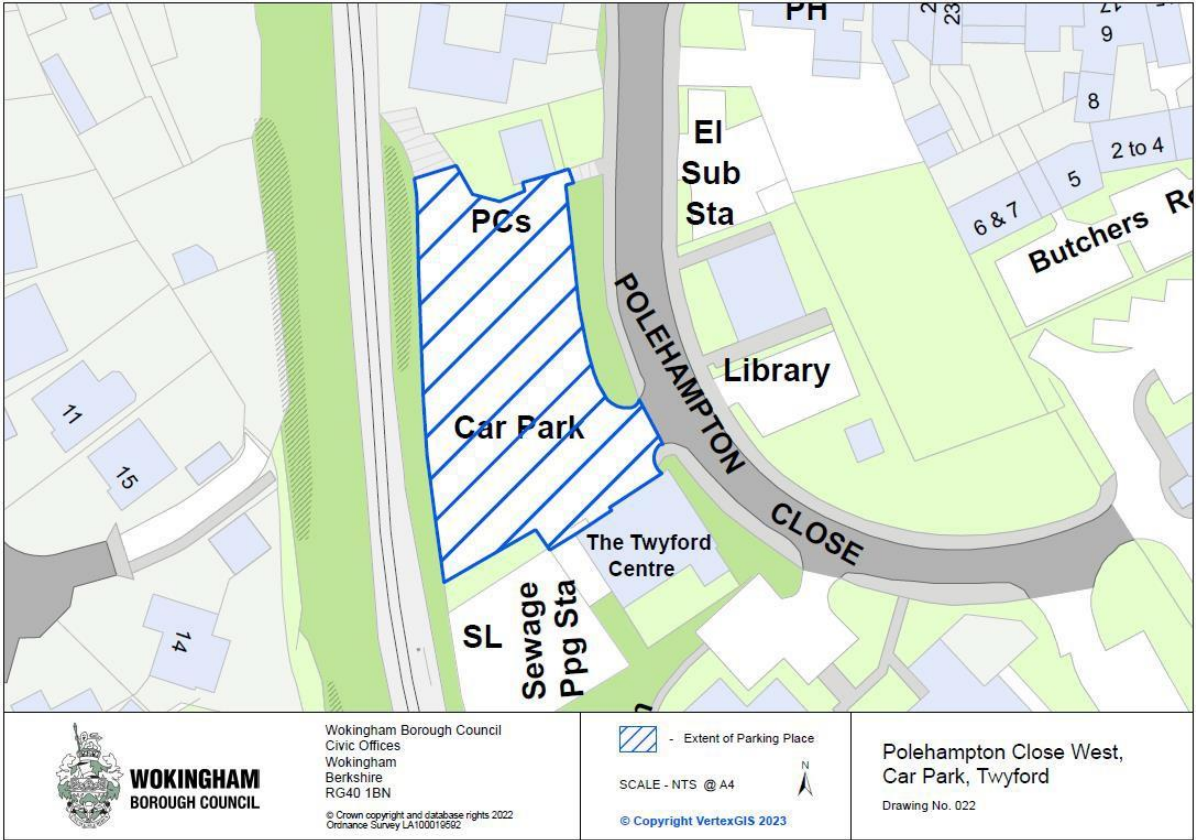
Pitford Road, Woodley



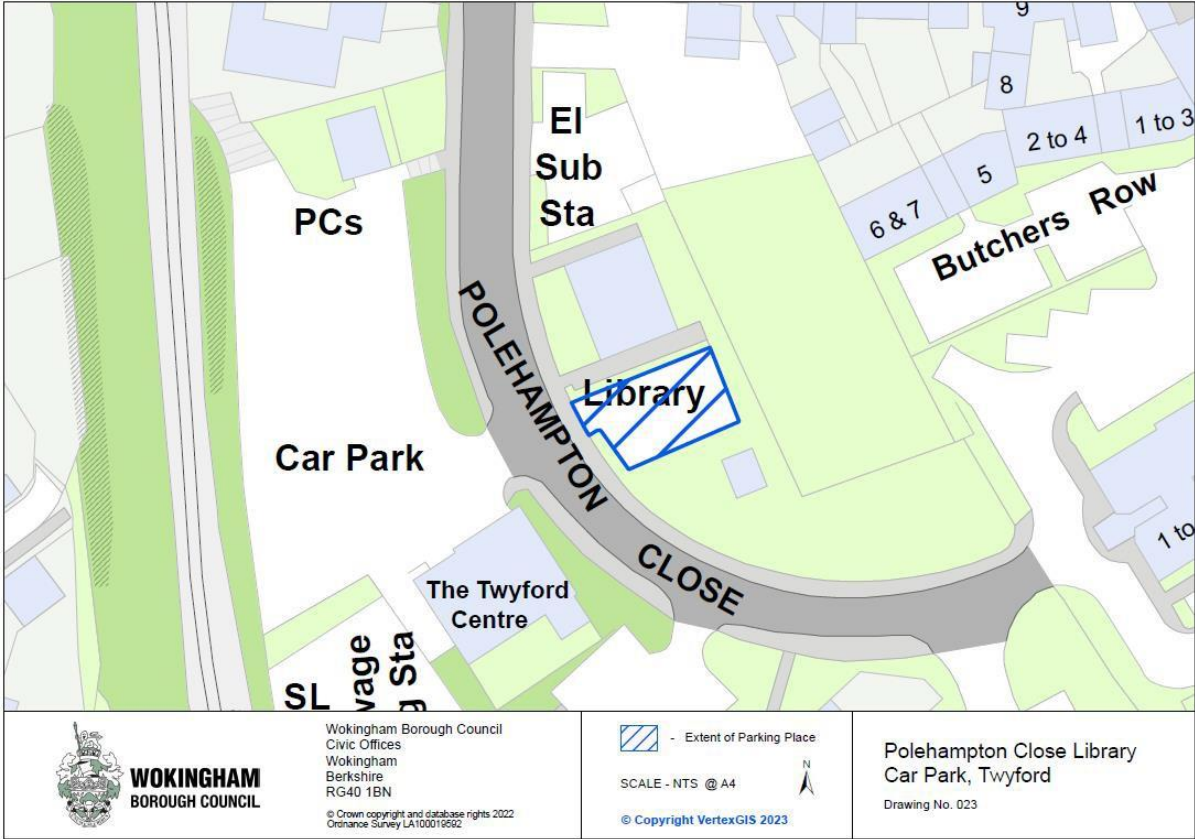
Polehampton Close East



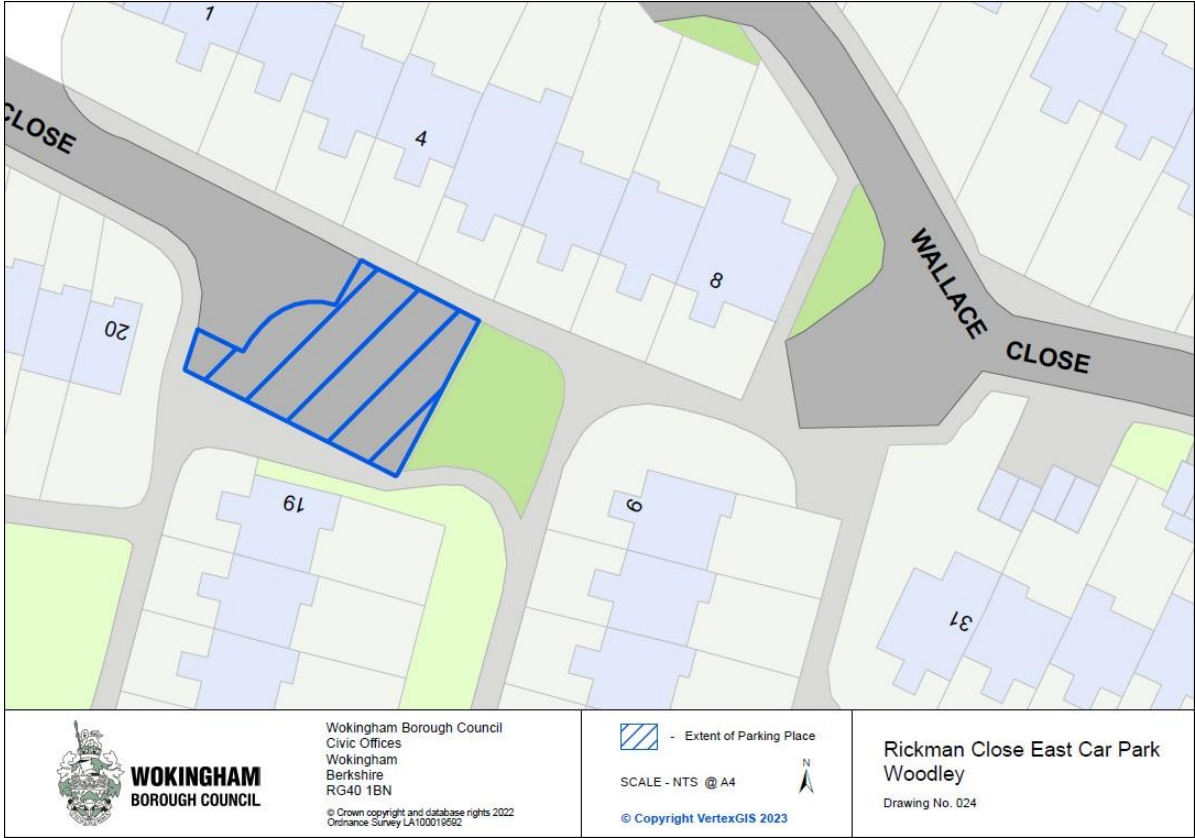
Polehampton Close West



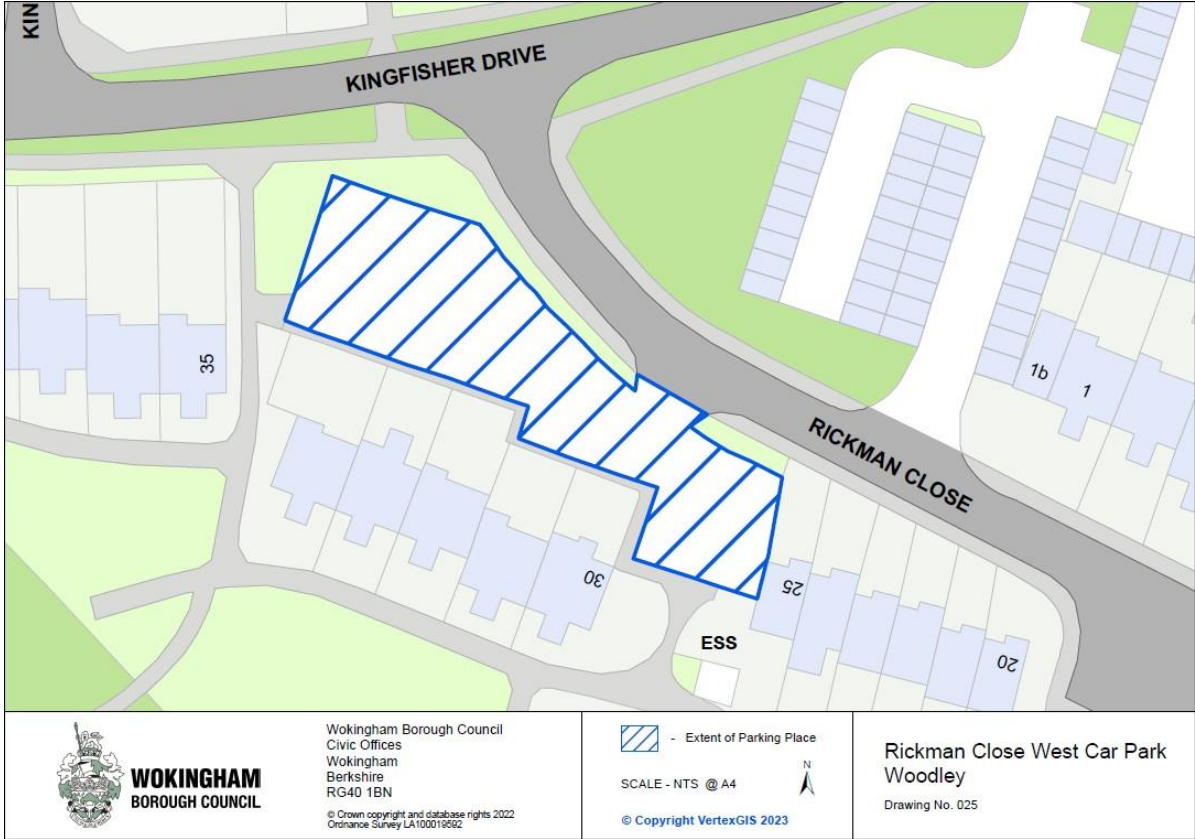
Polehampton Close Library



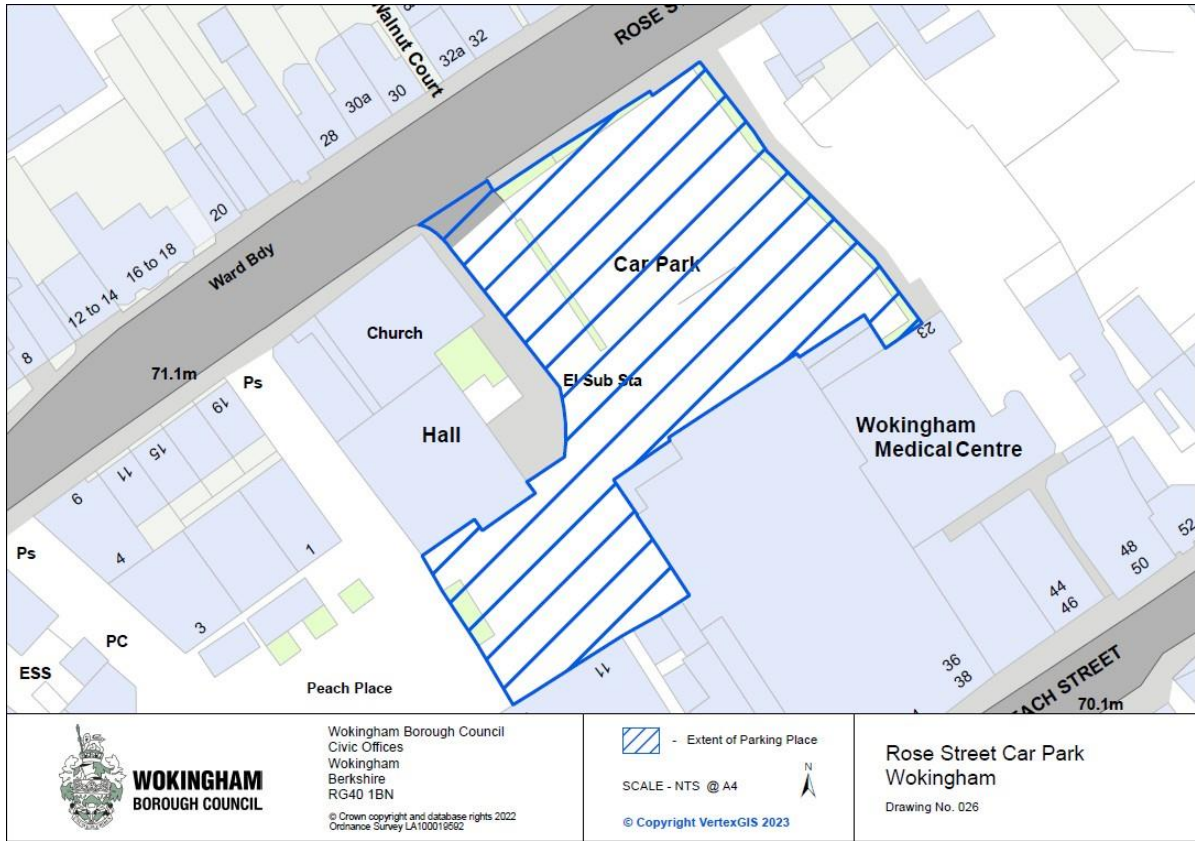
Rickman Close East, Woodley



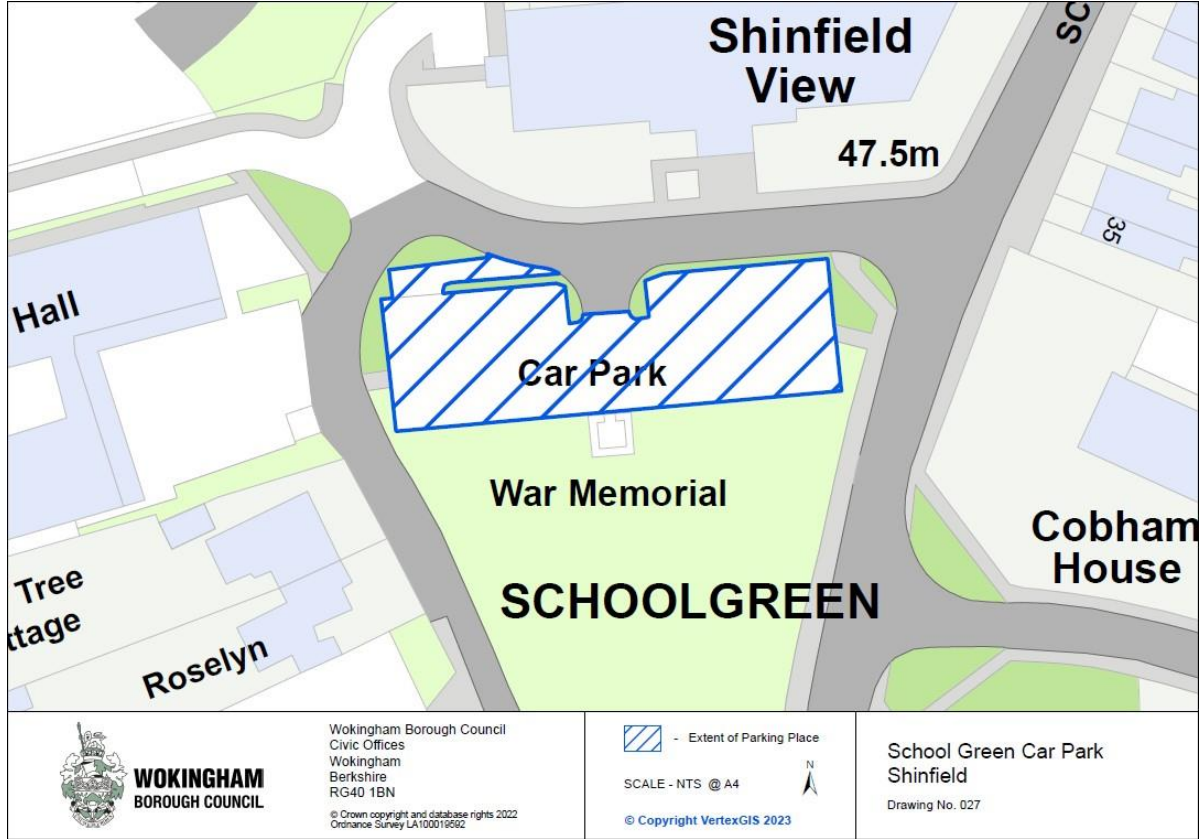
Rickman Close West, Woodley



Rose Street



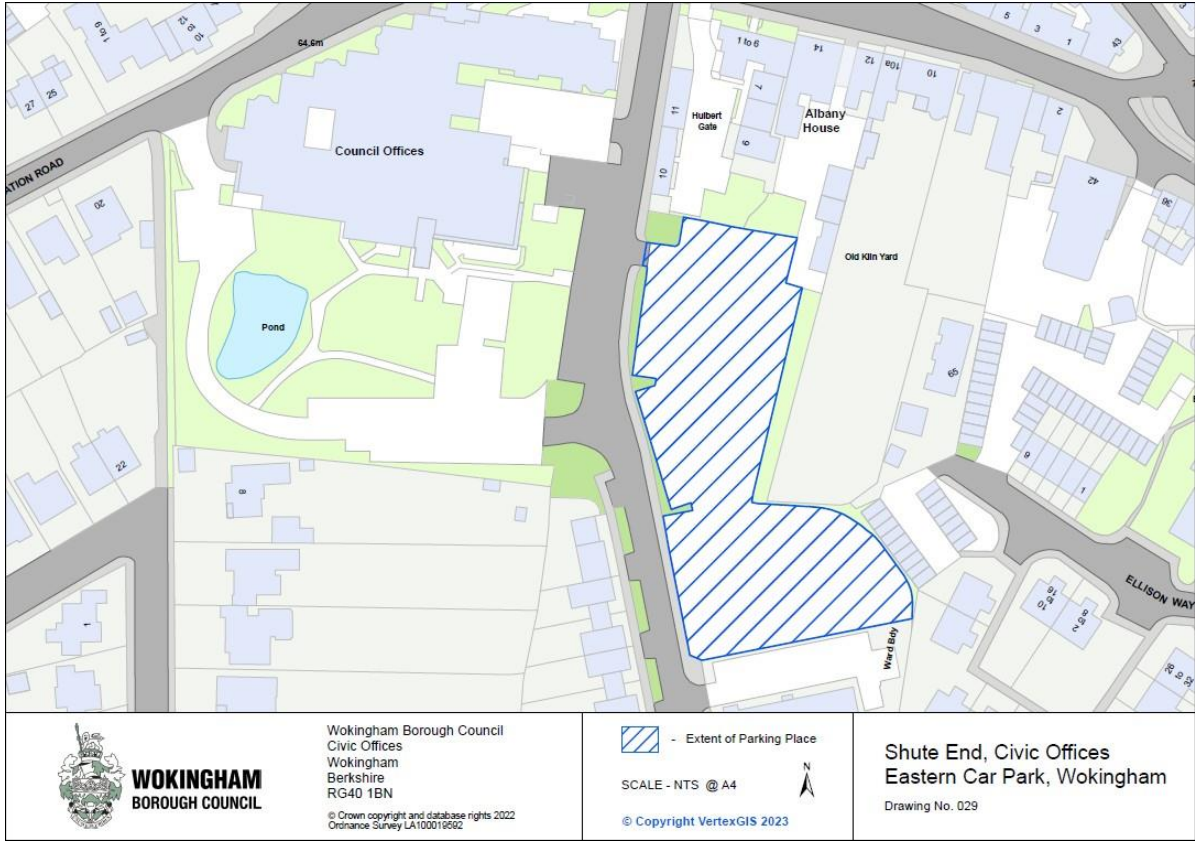
School Green, Shinfield



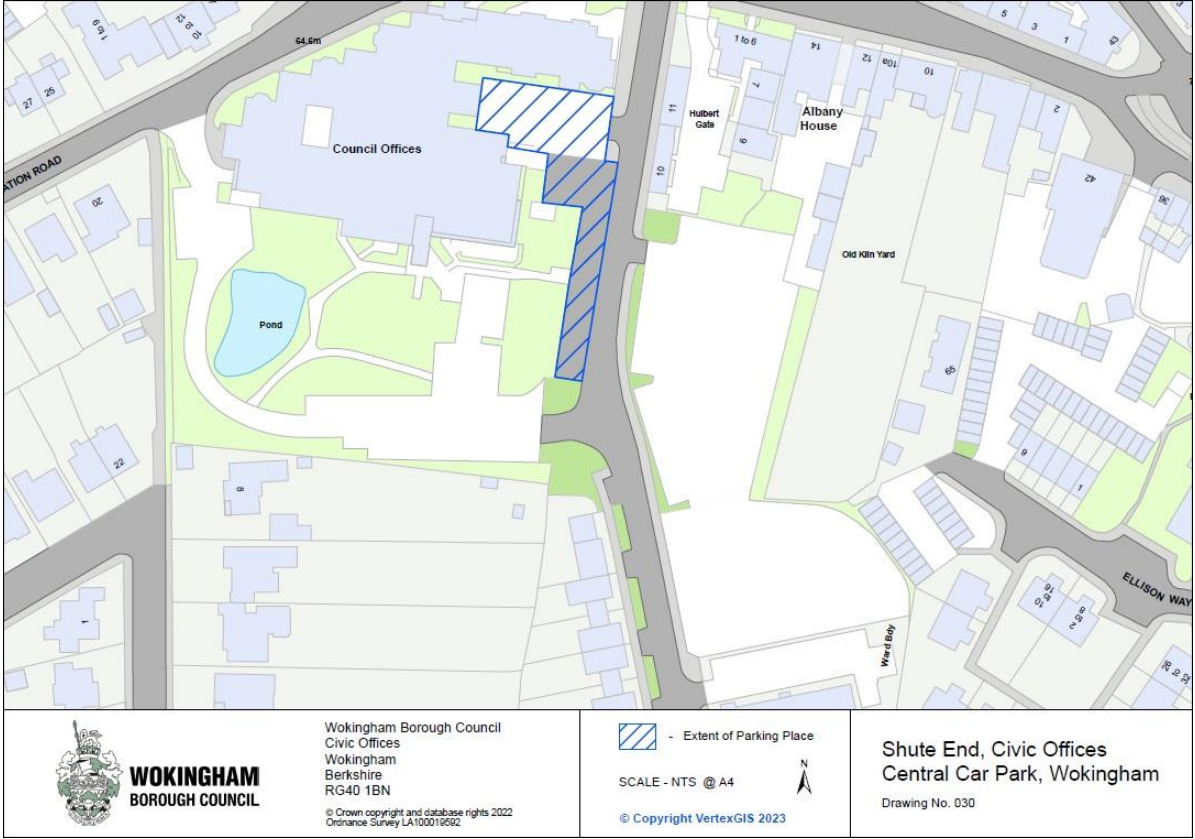
School Lane, Wargrave



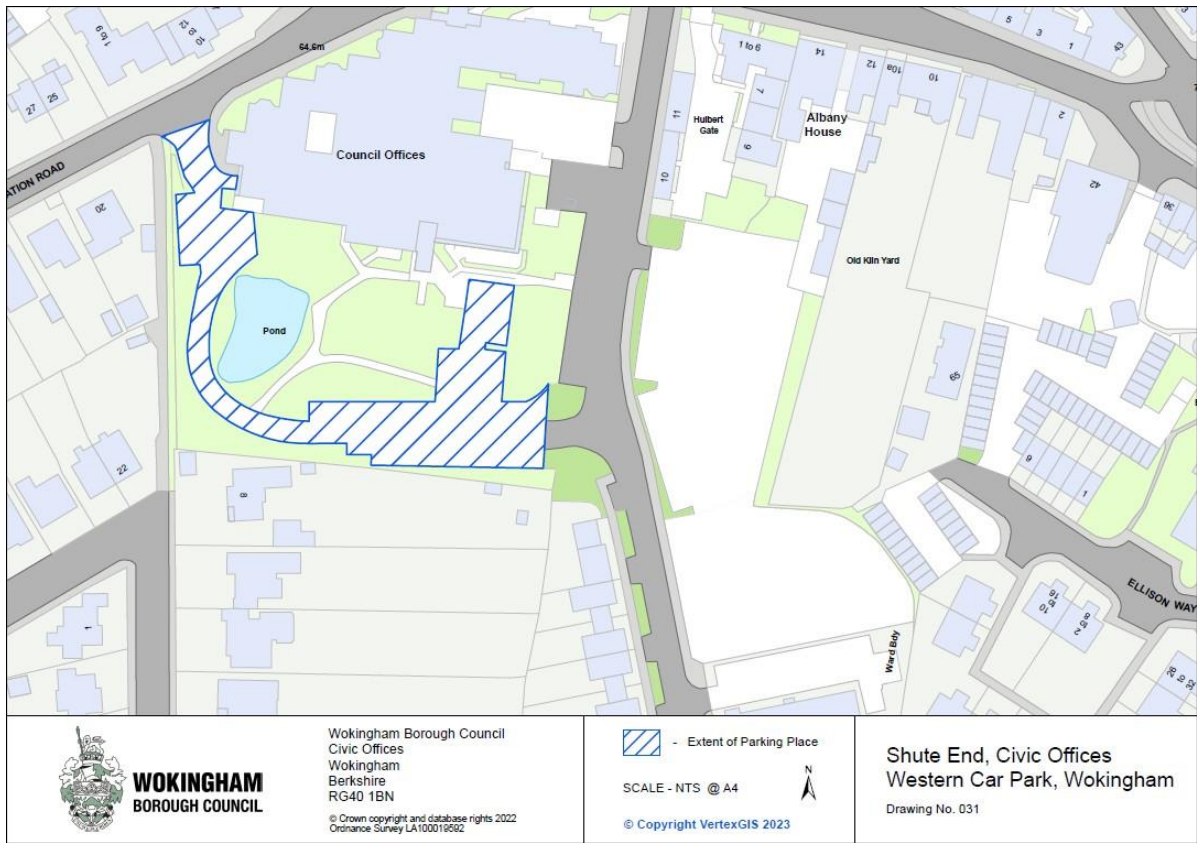
Shute End Civic Offices Eastern



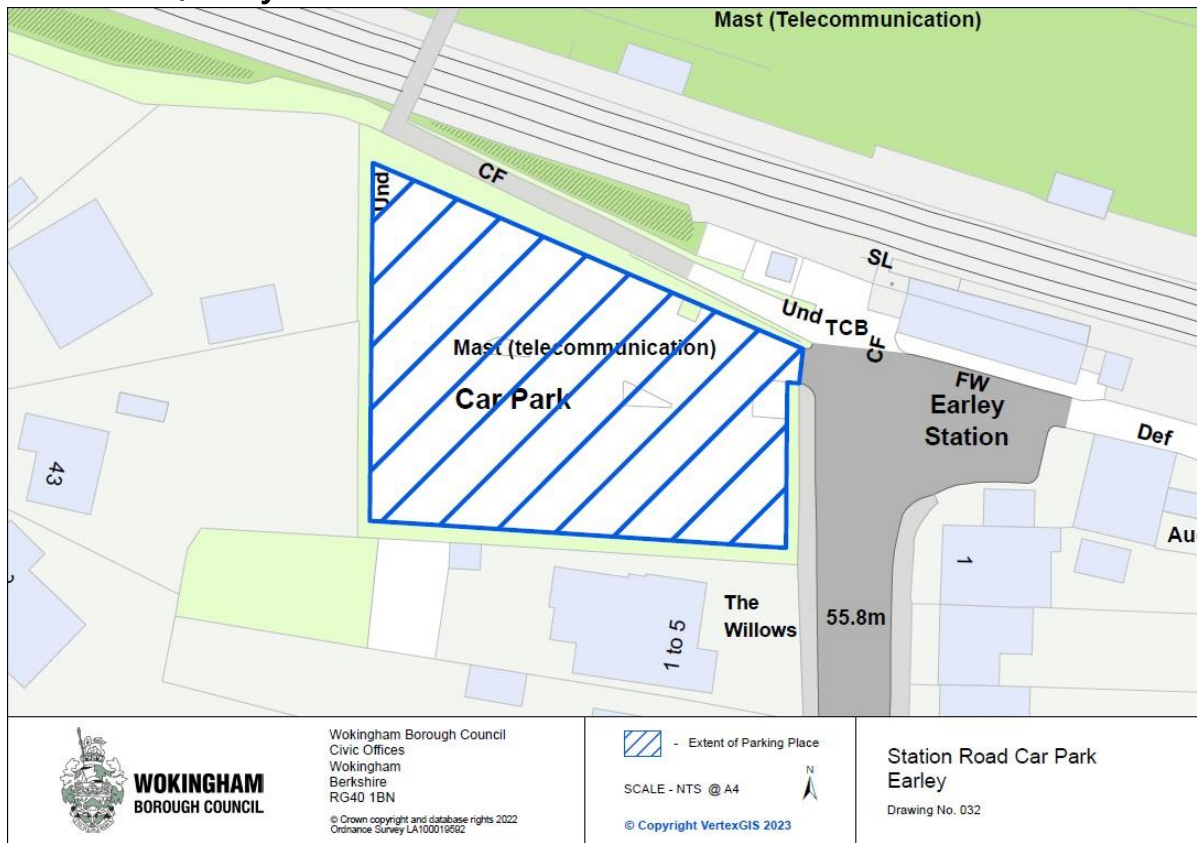
Shute End Civic Offices Central



Shute End Civic Offices Western



Station Road, Earley



Wallace Close East, Woodley



Wallace Close West, Woodle

