EAST STAFFORDSHIRE BOROUGH COUNCIL THE EAST STAFFORDSHIRE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2014

The East Staffordshire Borough Council (hereinafter called "the Council") in exercise of its powers under Section 32, 33 and 35 and Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the 1984 Act") and under the Traffic Management Act 2004 ("the 2004 Act") and all other enabling powers, after consultation with Staffordshire County Council, hereby make the following Order:

PART I INTERPRETATION

- This Order shall come into operation on the Third of September Two Thousand and Fourteen and may be cited as The East Staffordshire Borough Council (Off-Street Parking Places) Order 2014.
- Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission which occurred before the coming into force of this Order, the East Staffordshire Borough Council (Off-Street Parking Places) Order 2013 is revoked on the date that this Order comes into force.
- 3. (1) Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order and any reference to a Schedule is a reference to a Schedule to this Order.
 - (2) In this Order -

"Blue Badge Bay" means a parking bay designated for use only by Disabled Person's Badge holders.

"Community and Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise the Parking Place and enforce the restrictions imposed by this order.

"Charging Hours" means any period specified in column (5) of Schedule 1 in respect of which a charge is specified in this Order.

"Disabled Persons", "Disabled Person's Badge" and "Disabled Person's Vehicle" have the same meaning as in The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 as amended;

"Driver" in relation to a vehicle waiting in a Parking Place means the person driving the vehicle at the time it was left in the Parking Place;

"Owner" in relation to a vehicle means the person by whom such vehicle is kept;

"Parking Bay" means any area of a Parking Place which is provided for the leaving of a motor vehicle of a class specified and indicated by marked lines on the surface of the Parking Place or signed or otherwise indicated by signs or any other structure whatsoever placed or erected in the Parking Place;

"Parking Permit" means a permit issued by the Council for parking in the Parking Place indicated on the permit in accordance with Article 11 and Schedule 1 of this Order.

"Parking Place" means the area of land specified by name in column (1) of Schedule 1 provided for use as a Parking Place;

"Penalty Charge" means the charge or charges set by the Council under Section 77 of Part 6 and Schedule 9 of the 2004 Act which is to be paid to the Council following the issue of a Penalty Charge Notice (PCN) and within the period notified on the PCN, from the date of issue of that notice. The Penalty Charges and the contraventions to which they relate are set out in Schedule 1 to this Order;

"Penalty Charge Notice" means a notice issued by or served by a Community and Civil Enforcement Officer pursuant to the provisions of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

"Season Ticket" means a ticket issued by the Council for parking in the Parking Place indicated on the season ticket in accordance with Article 10 and Schedule 1 of this Order;

4. Except where the context requires otherwise, any reference in this Order to an Article or Schedule shall be construed as a reference to that Article or Schedule in this Order.

- Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
- The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an act of parliament and as if for the purposes of that act this Order were an act of parliament and the orders revoked by Article 2 were acts of parliament thereby repealed.

PART II USE OF PARKING PLACE

- 7. (1) Each area of land specified by name in column (1) of Schedule 1 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 Schedule 1 except that no vehicle will be permitted to park on the Duke Street Car Park, Tutbury for a period of more than 12 hours in any period of 24 hours.
 - (2) The Driver of a vehicle shall not permit it to wait in a Parking Place unless it is of the class and in the position so specified.
 - (3) In so far as a vehicle is left in a Parking Place during the Charging Hours the Driver thereof shall pay such charge or charges as are specified in the following provisions of this Order.
- 8. (1) This Article applies to the Parking Places specified by name at items in column (1) of Schedule 1.
 - (2) The Driver of a vehicle using a Parking Place shall on leaving the vehicle in a Parking Place pay the appropriate charge in accordance with the scale of charges specified in column (5) of Schedule 1, or display the appropriate Season Ticket or Parking Permit, and no person shall leave a vehicle in a Parking Place unless they have clearly displayed a ticket, Season Ticket, or Parking Permit valid for the relevant Parking Place.
 - (3) The charge referred to in column (5) of Schedule 1 shall be payable by the insertion of an appropriate coin or coins into the apparatus or device provided, being an apparatus or device approved in accordance with Section 35(3) of the 1984 Act.
 - (4) Any ticket issued on payment of the charge referred to in column (5) of Schedule 1 shall be attached in a conspicuous position to the vehicle in respect of which it was issued.

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- (5) No person shall cause or permit a vehicle to park in a Blue Badge Bay unless the vehicle displays a Disabled Persons Badge <u>and</u> the vehicle is driven or used by the holder of the Disabled Person's Badge.
- (6) The Driver of a vehicle shall not permit it to wait in a Parking Place for longer than the maximum period permitted for waiting specified in Schedule 1 in relation to that Parking Place save for the exemption set out in Article 20 of this Order.
- (7) The right of passage within a Parking Place is available only to persons driving or being conveyed in motor vehicles and does not extend to pedestrians other than the drivers of vehicles or their passengers leaving or returning to their vehicles and no rights of way whatsoever over the Parking Place other than for the purpose of parking or removing vehicles shall be deemed to have been granted by the Council.
- (8) No person shall drive a vehicle into or in a Parking Place unless:
 - (1) he or she is the holder of a licence authorising him or her to drive a motor vehicle of its class or description on a road, or
 - (2) he or she is the holder of a provisional driving licence and is accompanied in that vehicle by a person holding a licence of the type mentioned in (1) above.
- (9) The Driver of a vehicle shall not permit that vehicle to wait in a Parking Place unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1988.
- (10) No person shall except with the permission of any person duly authorised by the Council drive any vehicle in a Parking Place other than for 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.
- (11) Where in a Parking Place signs are erected or surface markings are laid for the purpose of:
 - (a) indicating the entrance to or exit from the Parking Place, or
 - (b) indicating that a vehicle using the Parking Place shall proceed in a specified direction within the Parking Place

no person shall drive or cause 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 that specified, as the case may be.

- (12) In respect of the Malsters car park only:
 - (a) no person shall park a motor vehicle in the spaces marked ES or VES unless the vehicle is displaying a valid Parking Permit;

- (b) no person shall park a motor vehicle in the spaces marked BT or BTV unless the vehicle is displaying a permit which is valid for these spaces. (c) no person shall park a motor vehicle in the spaces marked C unless the vehicle is displaying a permit which is valid for these spaces. No person shall park on the land shown cross-hatched black on drawing number (13)CCE-287KB unless displaying a valid permit. (1) No person shall leave or permit to be left in a Parking Place: 9. a trailer of any kind including a touring or any other type of caravan without its (a) е traction unit: any vehicle having a secondary generating motor for the purposes of a (c) refrigeration unit or any other purpose unless he ensures that at all times whilst the vehicle is so left the secondary generating motor is not in operation. No person shall permit any vehicle left in a Parking Place to be used in such a (2)manner as to generate any excessive noise so as to cause a nuisance whether by fumes or otherwise to other lawful users of the Parking Place or residents living near to the Parking Place. No person shall permit any vehicle (or caravan) in a Parking Place to be used for (3)S
 - (3) No person shall permit any vehicle (or caravan) in a Parking Place to be used for residential purposes or to be occupied overnight.
 - 10. (1) The Owner of a vehicle may on application to the Council purchase a Season Ticket in respect of that vehicle for a charge ascertained by reference to the Scale of Charges set out in Schedule 1 of this Order.
 - (2) The Owner of a vehicle shall be entitled to have inserted in the Season Ticket the registration numbers of 2 vehicles of the classes specified in column (3) of Schedule 1 owned either by himself or by members of his family resident in the same household and that Season Ticket shall be valid only when used in respect of either of the said two vehicles during the period for which it is issued.
 - (3) A Season Ticket shall be valid for any of the Parking Bays on the Parking Place for which it is issued except the Parking Bays demarcated as Blue Badge Bays.
 - 11. The Council may issue a Parking Permit to the Owner of a vehicle which shall be valid for any of the Parking Bays on the Parking Place for which it is issued except the Parking Bays demarcated as Blue Badge Bays.

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12. The Driver of a motor vehicle using the Parking Place shall stop the engine as soon as the vehicle is in position in the Parking Place and shall not start the engine except when about to change the position of the vehicle in or to depart from the Parking Place.

- 13. (1) No person shall 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 his 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;
 - (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; or
 - (c) for the collection of proceeds for any purpose whatsoever.
 - (3) No person shall distribute or affix to the windscreen or any part of any vehicle parked within any of the Parking Places referred to in Schedule 1 to this Order any leaflet, publication or printed matter without the prior consent of the Council.
- 14. The Driver of a vehicle using a Parking Place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the Parking Place.
- 15. (1) If a vehicle is left in a Parking Place in a position other than in accordance with the provisions of this Order a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.
 - (2) If a vehicle is left in a Parking Place in contravention of any of the foregoing provisions of this Order a person authorised by the Council in that behalf may remove the vehicle from the Parking Place or arrange for such removal.
 - (3) For the purpose of meeting the requirements of an emergency a person authorised in that behalf 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.
 - (4) Any person altering or causing the alteration of the position of a vehicle by virtue of paragraph (1) of this Article or removing or causing the removal of a vehicle by virtue of paragraphs (2) or (3) 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.
 - (5) Any person removing or arranging for the removal of a vehicle by virtue of Paragraphs (2) or (3) 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.

- (6) The provisions of this Article are in addition and without prejudice to the provisions of Article 8 hereof.
- Nothing in Article 7 and 8 of this Order shall prevent any person from causing or permitting a vehicle to wait in the Parking Place for so long as may be necessary and without payment of any charge:
 - (a) to enable a person to board or alight from the vehicle;

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- (b) to enable goods to be loaded onto or unloaded from the vehicle; or
- (c) to enable the vehicle if it cannot conveniently be used for such purpose in any other place to be used in connection with any building operations or demolition the removal of any obstruction to traffic the maintenance improvement or reconstruction of the Parking Place or the laying erection alteration or repair in or near to the Parking Place of any sewer or of any main pipe or apparatus for the supply of gas water or electricity or of any telecommunications equipment as defined in Paragraph 1(1) of the Telecommunications Code contained in Schedule 2 to the Telecommunications Act 1984.
- 17. (1) The Driver of a motorcycle may leave the motorcycle in a Parking Place only in the positions marked specifically for that purpose.
 - (2) Subject to Paragraph (1) of this Article all the foregoing provisions of this Order shall apply to motorcycles their drivers and owners as they apply to other classes of vehicles.
- 18. Nothing in this Order shall restrict the power of the Council temporarily to close a Parking Place or parts of a Parking Place for any reason whatsoever.
- 19. The Council shall not be liable in respect of loss of or damage to any vehicle or the fittings or contents of any vehicle waiting or moving in or entering or leaving or otherwise using the Parking Place.

PART III EXEMPTION

20. (1) Save as set out in Article 20 (2) of this Order, the Driver of a vehicle which displays in the relevant position a Disabled Person's Badge shall be exempt from any limitation of time specified in Article 7 and from any payment specified in Article 8 and column (5) of Schedule 1.

- (2) For the purpose of this Order a vehicle displays a Disabled Person's Badge in the relevant position if
 - (a) in the case of a vehicle fitted with a dashboard or fascia panel the badge is exhibited thereon so that the front of the badge (i.e. the side showing the wheelchair user symbol) is facing forward so that the relevant details are legible from outside the vehicle, or
 - (b) in the case of a vehicle not fitted with a dashboard or fascia panel the badge is exhibited in a conspicuous position on the vehicle so that the relevant details of the badge are legible from outside the vehicle.

PART IV CONTRAVENTION

21. Contravention

If a vehicle is left in a Parking Place in contravention of or without complying with the requirements of this Order, a contravention shall have occurred and a penalty charge shall be payable for each day of the contravention. A Penalty Charge Notice showing the information required by the 2004 Act may then be issued by a Community and Civil Enforcement Officer in accordance with the requirements of the 2004 Act or any subsequently applicable legislation.

PART V SUSPENSION OF PARKING PLACE

- 22. (1) Any person duly authorised by the Council may suspend the use of a Parking Place or any part thereof whenever he considers such suspension reasonably necessary:
 - (a) for the purpose of facilitating the movement of traffic or promoting its safety;
 - (b) for the purpose of any building operation demolition or excavation in or adjacent to the Parking Place or the maintenance improvement or reconstruction of the Parking Place the laying erection alteration removal or repair in or adjacent to the Parking Place of any sewer or of any main pipe or apparatus for the supply of gas water or electricity or of any telegraphic line or traffic sign;
 - (c) or the convenience of occupiers of premises adjacent to the Parking Place on any occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;

- (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed;
- (e) for the convenience of occupiers of premises adjacent to the Parking Place at times of weddings or funerals or on other special occasions;
- (f) to enable the Parking Place to be used for or in connection with civic ceremonies or for road safety religious charitable sporting or educational purposes;
- (g) for the purposes of holding thereon a pleasure fair;
- (h) for any other purpose which the Council thinks fit.
- (2) A police constable in uniform may suspend for not longer than twenty four hours the use of a Parking Place or any part thereof whenever they consider such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

THE COMMON SEAL of EAST STAFFORDSHIRE)
BOROUGH COUNCIL was hereunto affixed this)
day of in the presence of:)

Authorised Signatory

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PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASS OF VEHICLES	DAYS AND HOURS OF OPERATION	CHARGING HOURS AN WILL BE PAYABLE WH FORCE	EN THE ORDER COME	S INTO
and at the rear of the hopping precinct and hounded by the rear of property in New Street, John Street and Station Street shown hatched black on rawing no. H/4/3/005	Wholly within Parking Bays	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the	Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £4.40 £8.80
and situate at the rear of roperty in Station Street of High Street shown hatched black on rawing no. H/4/3/003	Wholly within Parking Bays	driver, dual purpose vehicles of gross weight not exceeding 3.5 tonnes, motor cycles and motor cycle combinations.	Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £4.40 £8.80
URTON PLACE ROOF TOP) s shown hatched black on rawing no. H/4/3/002	Wholly within Parking Bays		Gates Open: Monday to Sunday 7.30am to 9.30pm	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £4.40 £8.80
LEET STREET CAR ARK djoining the southern side i Fleet Street s shown hatched black on rawing no. H/4/3/006	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Over 2 hours	£1.00 £3.50
BRARY CAR PARK and at front of Library ktending down a strip bunded by Hay Walk and ass private car park s shown hatched black on awing no. H/4/3/007	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £2.20 £4.40
URTON TOWN HALL s shown hatched black on awing no. H/4/3/017A	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday to Sunday 6.00am to 6.00pm	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £4.40 £5.50
HE MALSTERS CAR ARK S shown hatched on awing no. H/4/3/10575	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday to Sunday (inclusive) All hours	Permit Holders Only	Not Applicabl
EADOWSIDE CENTRE AR PARK and on the north side of e Meadowside Centre, djacent to the access ad bounded by the iverside Centre Car Park and Hay Walk and to clude all land up to High treet as shown hatched ack and crossed-hatched ack on drawing number CE-287KB	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £2.20 £4.40
IGH STREET Shown hatched black on awing no. H/4/3/014	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday – Sunday 8.00am to 8.00pm including Bank Holidays	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.80 £2.20 £4.40

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(1)	(2)	(3)	(4)	(5)	(6)	
PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASS OF VEHICLES	DAYS AND HOURS OF OPERATION	CHARGING HOURS WILL BE PAYABLE	AND SCALE OF CHARGES TO WHEN THE ORDER COMES IN FORCE	
BOND STREET CAR PARK as shown hatched black on drawing no. H/4/3/001	Wholly within Parking Bays	Motor cars constructed solely for the carriage of passengers and	Saturday to Sunday (inclusive) All hours	Saturday to Sunday 8.00am to 8.00pm	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.0 £1.8 £2.2 £4.4
UTTOXETER THE MALTINGS as shown hatched black on drawing no. H/4/3/011	Wholly within Parking Bays	their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of gross weight not exceeding 3.5 tonnes, motor cycles and motor cycle combinations	Monday to Sunday (inclusive) All hours	Monday Saturday 8.00am to 6.00pm Sunday	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.0 £1.5 £2.8 £5.5
UTTOXETER TRINITY ROAD as shown hatched black on drawing no. H/4/3/012	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday – Saturday 8.00am to 6.00pm	Up to 2 hours Up to 3 hours Up to 4 hours Over 4 hours	£1.00 £1.50 £1.80 £2.20
UTTOXETER LEISURE CENTRE as shown hatched black on drawing no. H/4/3/016	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Sunday Monday to Sunday 8.00am to 6.00pm including Bank Holidays	Free Parking Up to 2 hours Up to 3 hours Over 3 hours	£1.00 £3.30 £6.60
MARKET PLACE – Burton pon Trent 11 Bays ncluding two disabled bays is shown hatched black on rawing no. CCE – H/82K	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday to Sunday 8.00am to 8.00pm	Up to 1 hour – no return within 2 hours. Blue Badge holders - Up to 1 hour free parking but no return within 2 hours	£0.80
CURTON BREWHOUSE CAR PARK As shown hatched black on drawing no. H/4/3/018)	Wholly within Parking Bays		Monday to Sunday (inclusive) All hours	Monday to Sunday (inclusive) All Hours	Permit Holders Only	Not applic

SEASON TICKET PRICES

CAR PARK	PERIOD	Charge that will be Payable when the Order comes into Force
Burton Place (Roof Top Only), Fleet	3 months	£130
Street	6 months	£240
	12 months	£465
Meadowside	3 months	£90
	6 months	£160
	12 months	£295
High Street	3 months	£95
	6 months	£175
	12 months	£320
Uttoxeter - Trinity Road, Fairfield Road	3 months	£60
	6 months	£85
	12 months	£160
Uttoxeter – The Maltings	3 months	£130
	6 months	£220
	12 months	£350
Burton Town Hall	Weekly	£17.50
	Monthly	£50.00
	Annual	£450.00

SCHEDULE 1

1. Contraventions liable to a Penalty Charge of £50, which may be reduced to £25 if paid before the end of the period of 14 days beginning with the date of the Penalty Charge Notice

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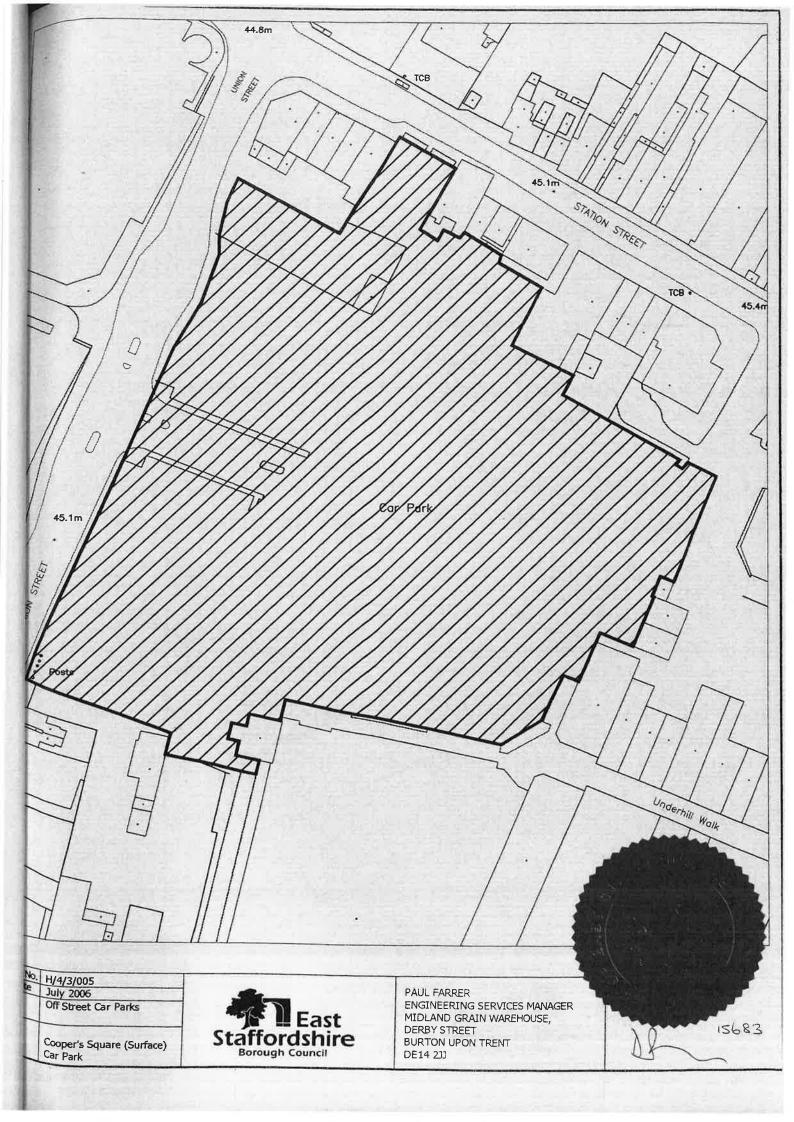
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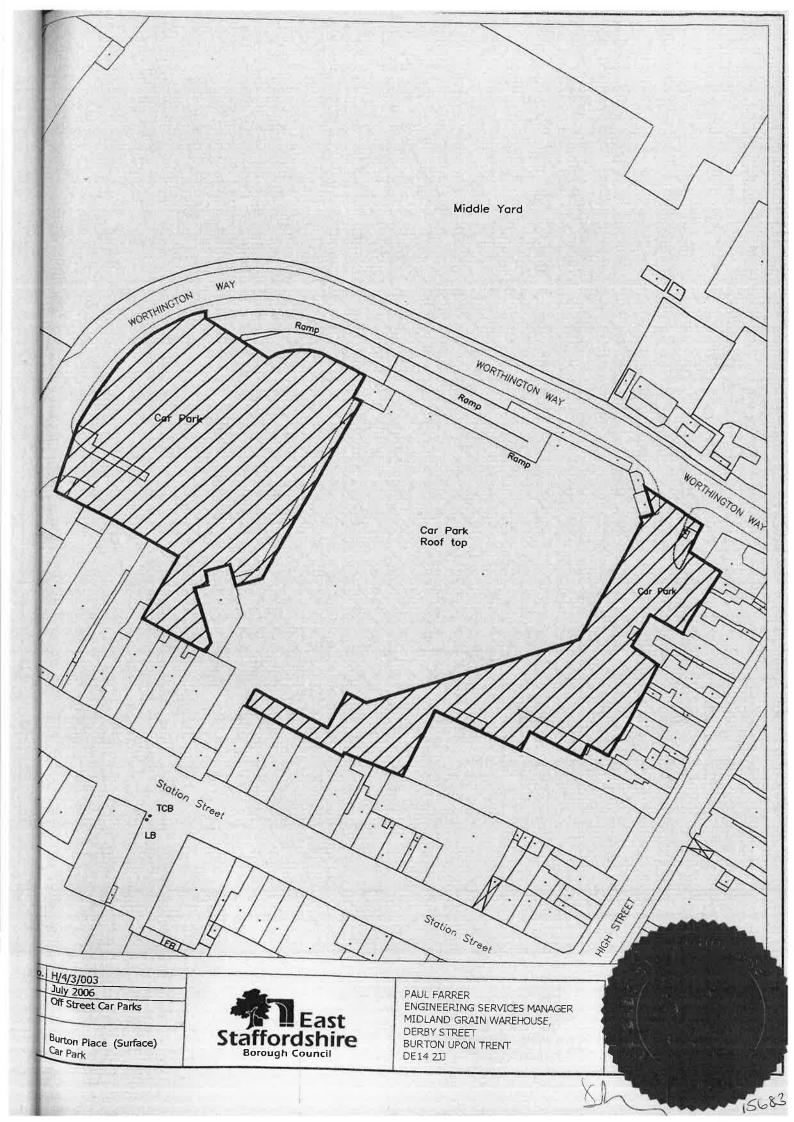
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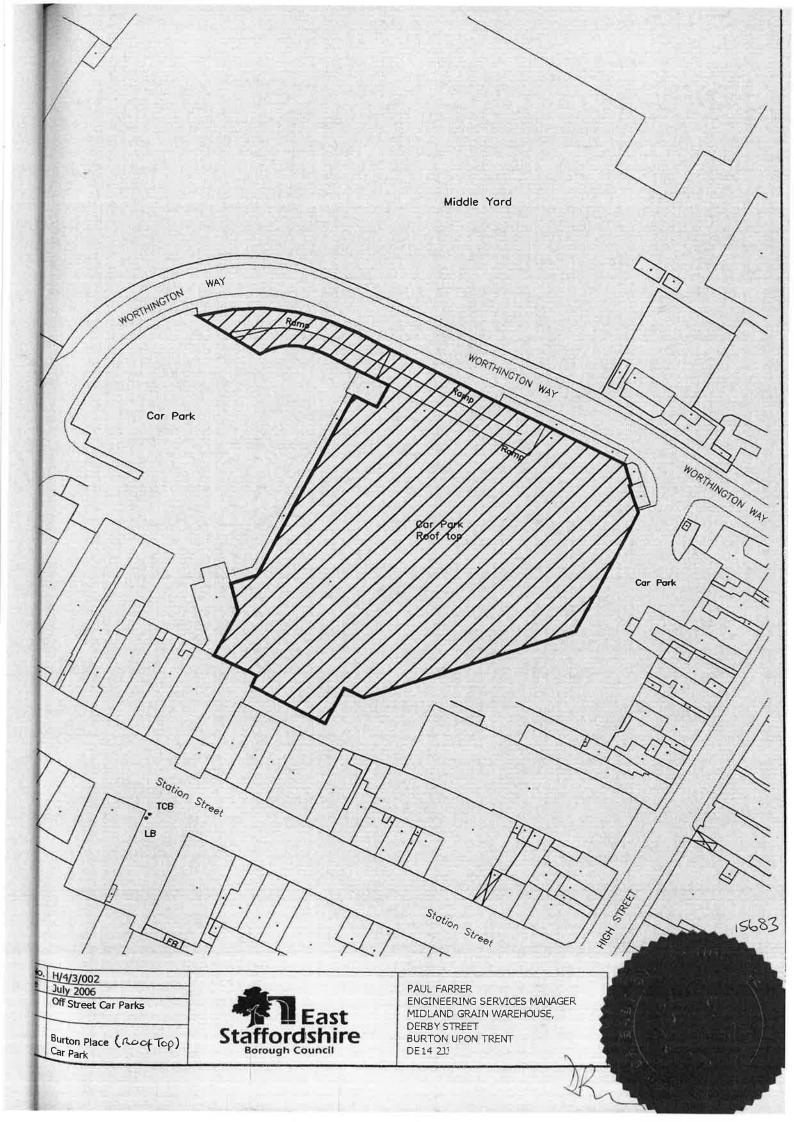
Contravention	
No.	
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of the paid for time
83	Parked in a car park without clearly displaying a valid pay and display ticket or voucher or parking clock
84	Parked with additional payment made to extend the stay beyond time first purchased
86	Parked beyond the bay markings
90	Re-parked within one hour of leaving a bay or space in a car park
93	Parked in car park when closed
94	Parked in a pay and display car park without clearly displaying two valid pay and display tickets when required
95	Parked in a Parking Place for a purpose other than the designated purpose for the Parking Place
96	Parked with engine running where prohibited

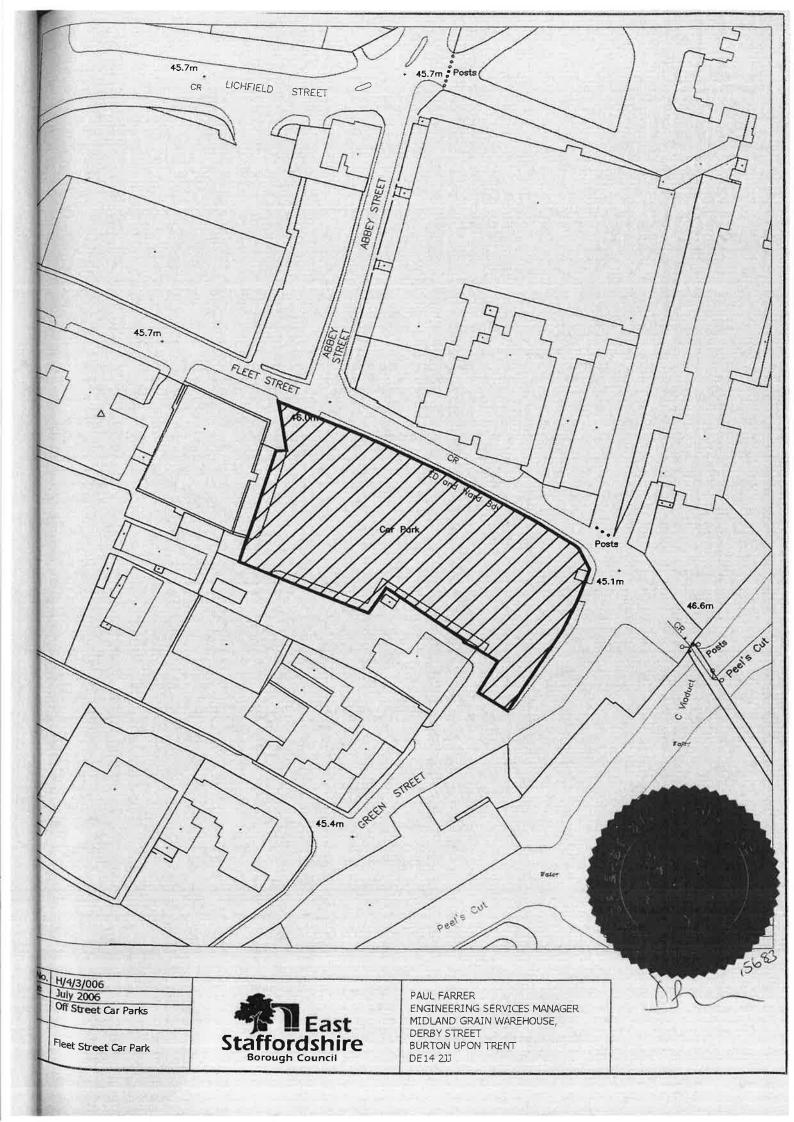
 Contraventions liable to a Penalty Charge of £70, which may be reduced to £35 if paid before the end of the period of 14 days beginning with the date of the Penalty Charge Notice.

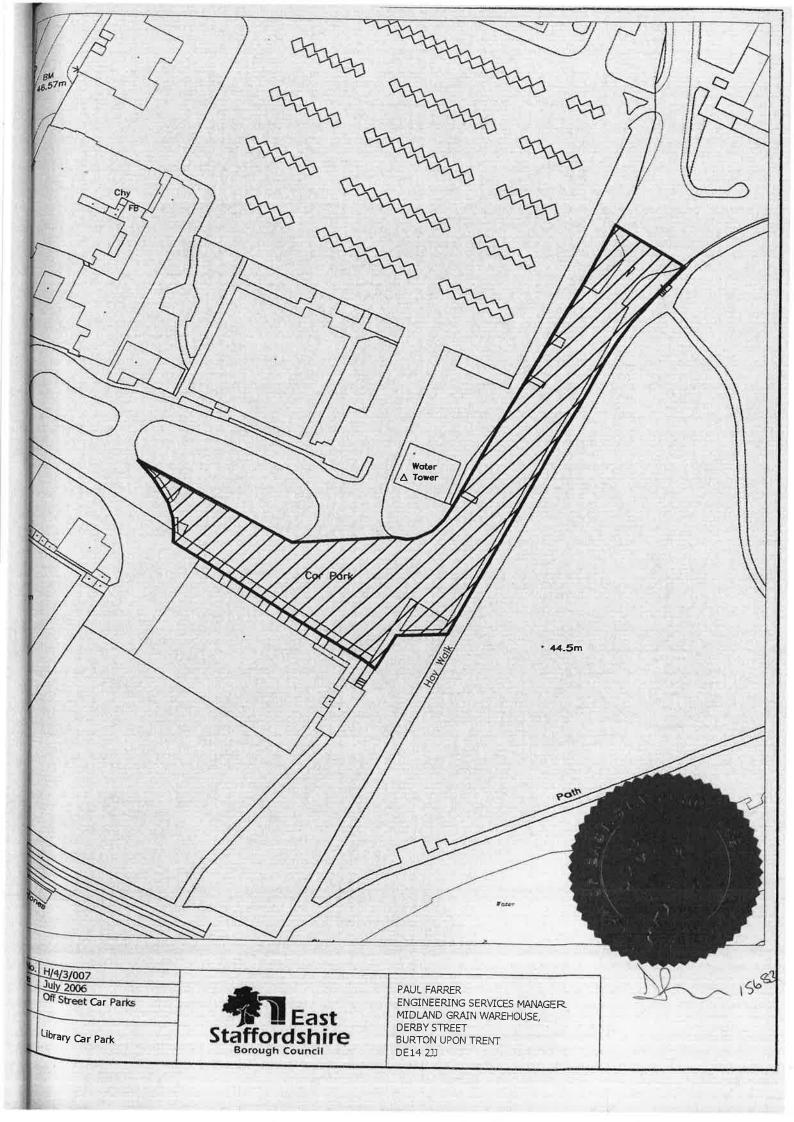
Contravention No.	
70	Parked in a loading area during restricted hours without reasonable excuse
74	Using a vehicle in a Parking Place in connection with the sale or offering of exposing for sale of goods when prohibited
81	Parked in a restricted area in the car park
85	Parked in a permit bay without clearly displaying a valid permit
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge in the prescribed manner
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

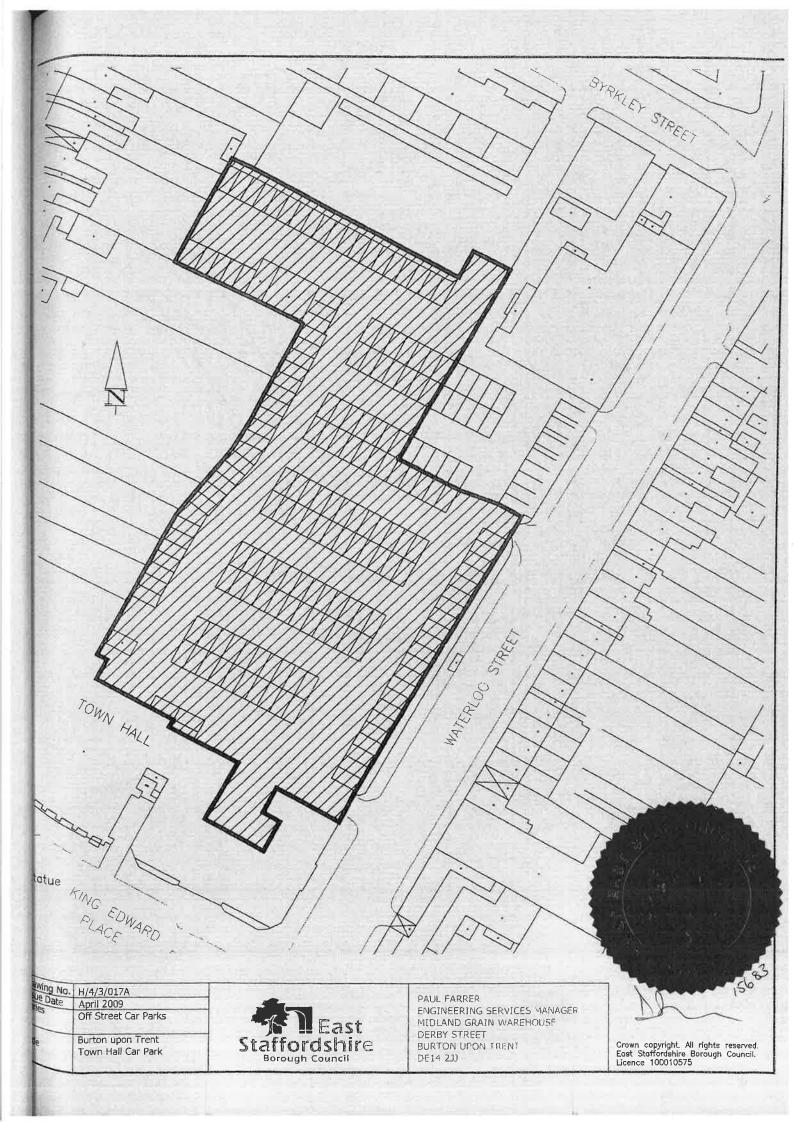


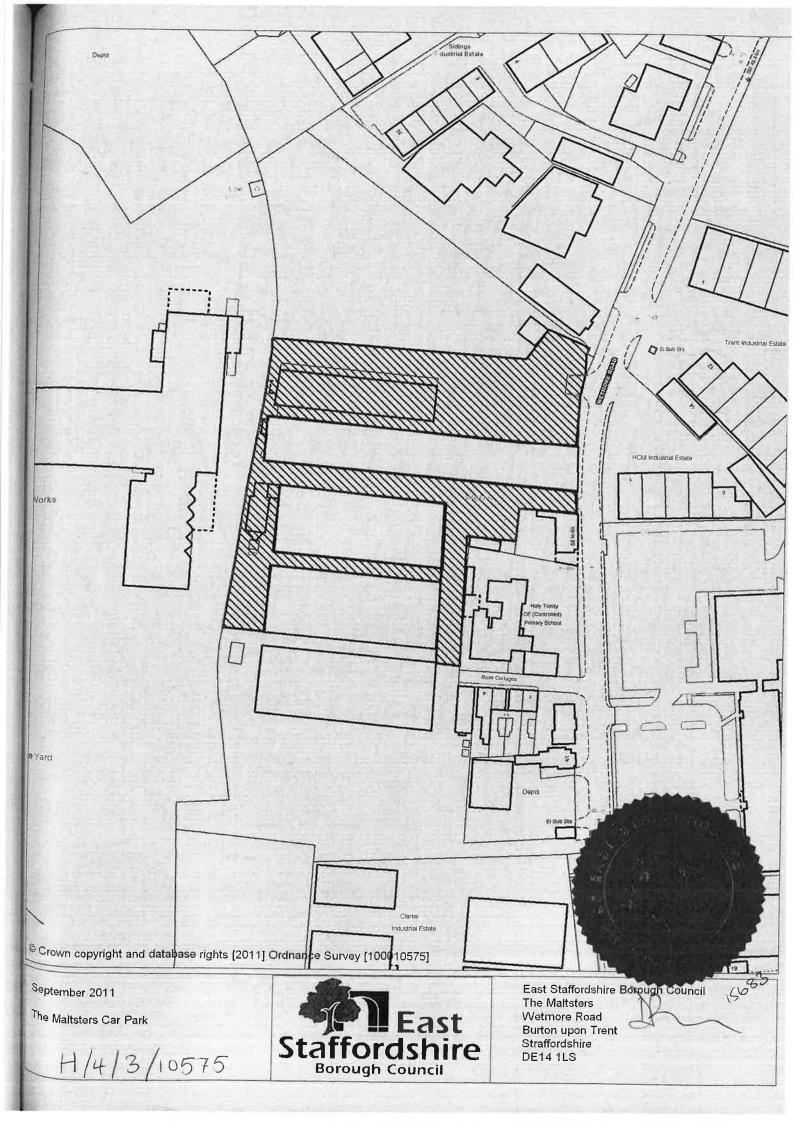


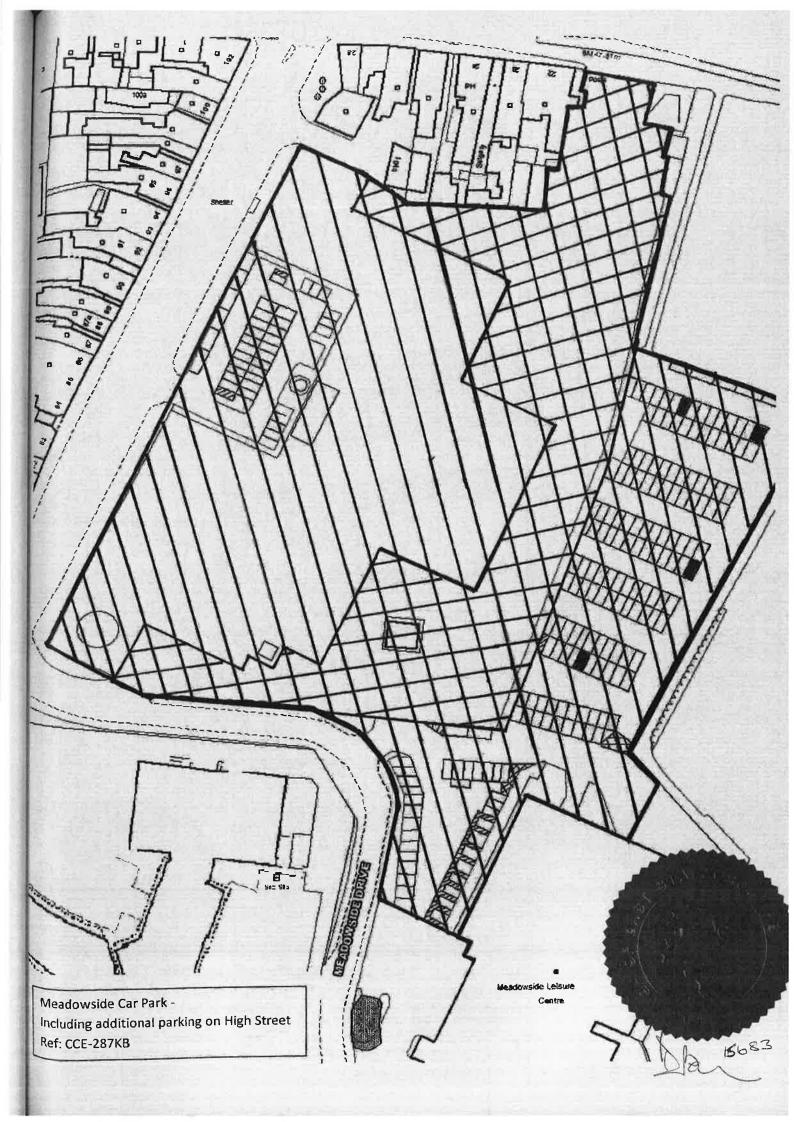


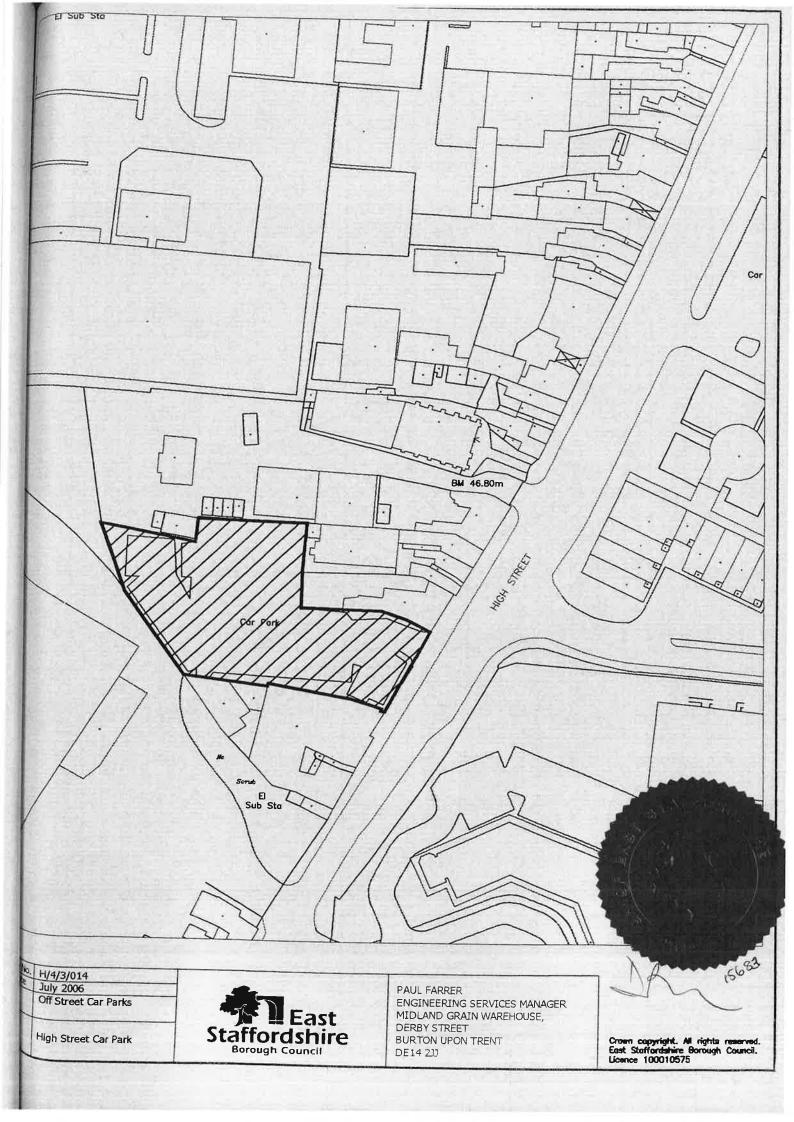


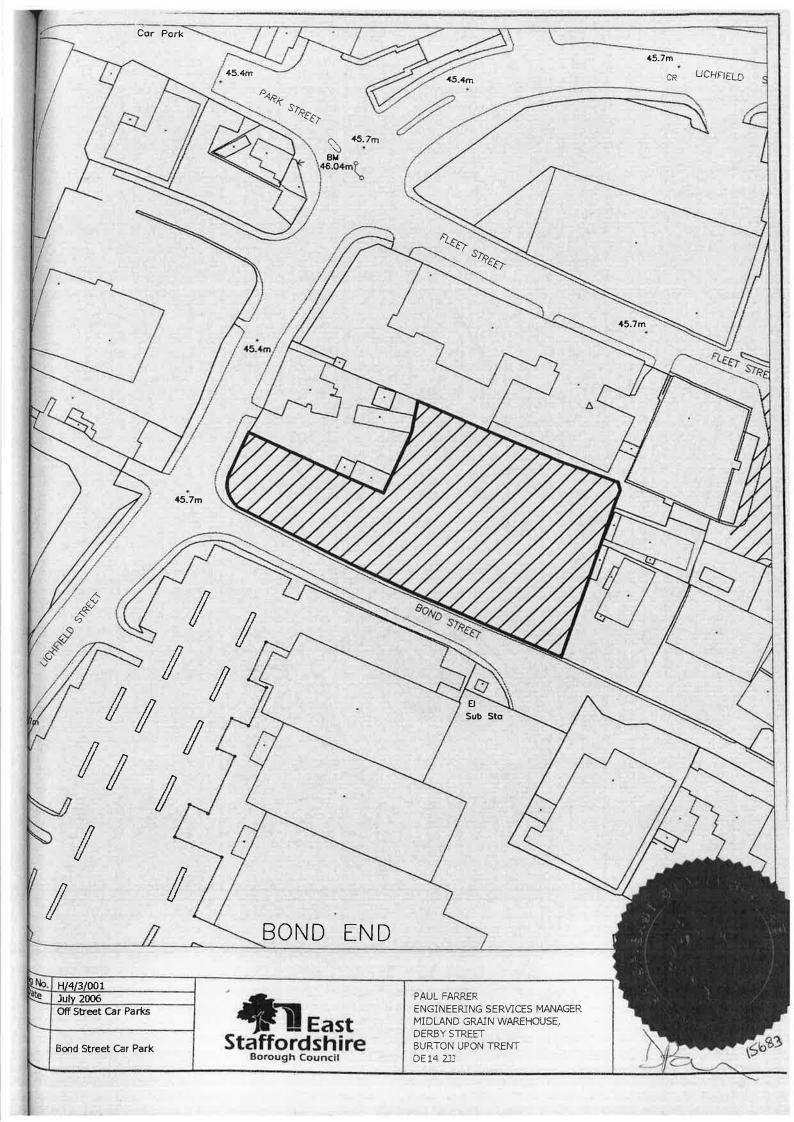


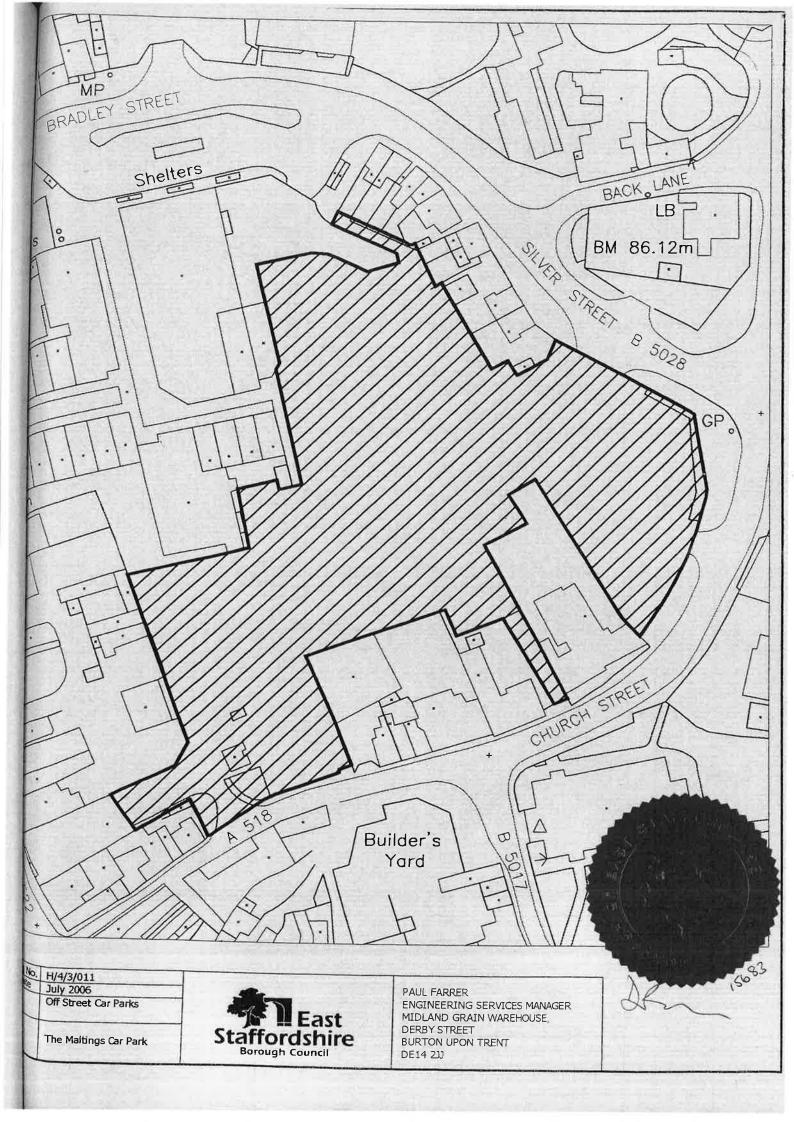


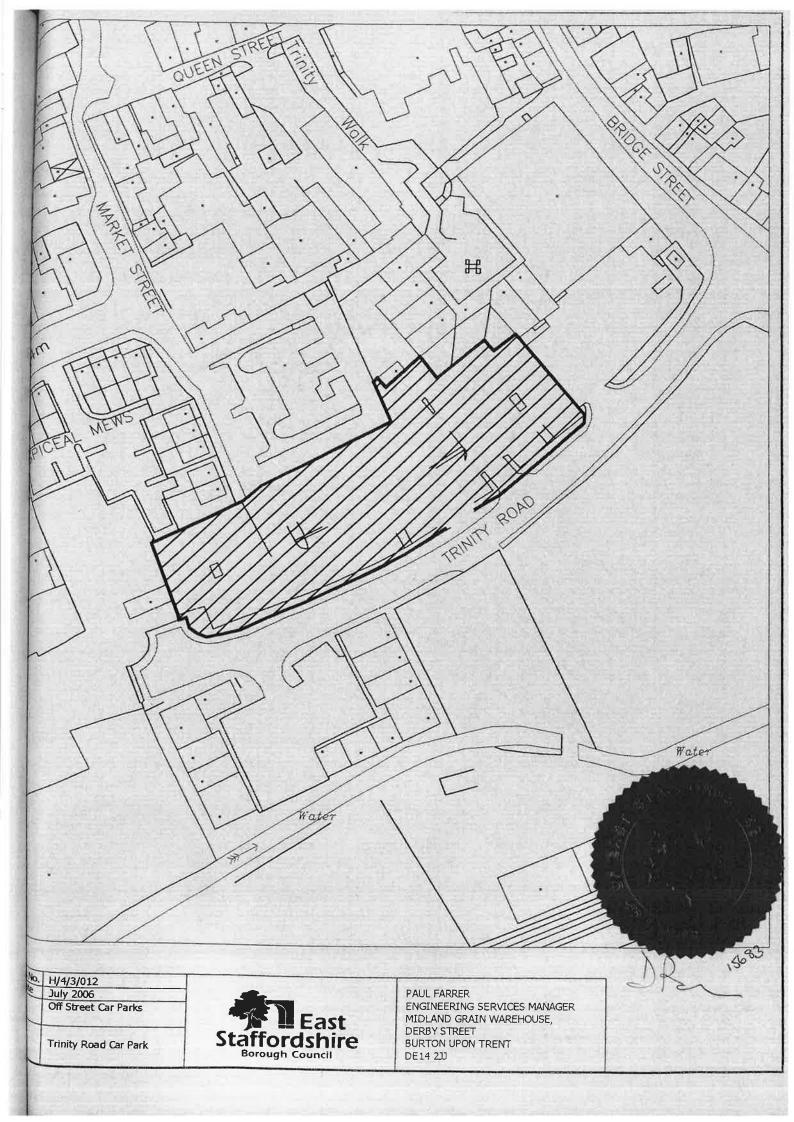


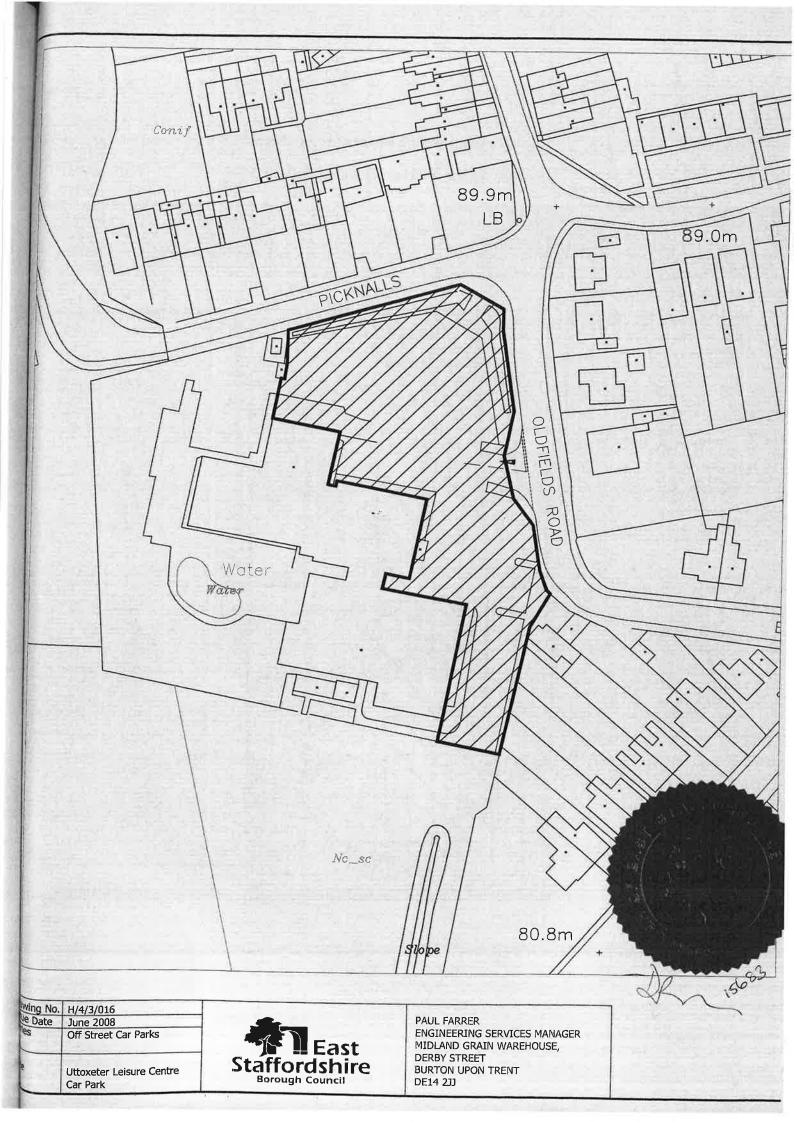


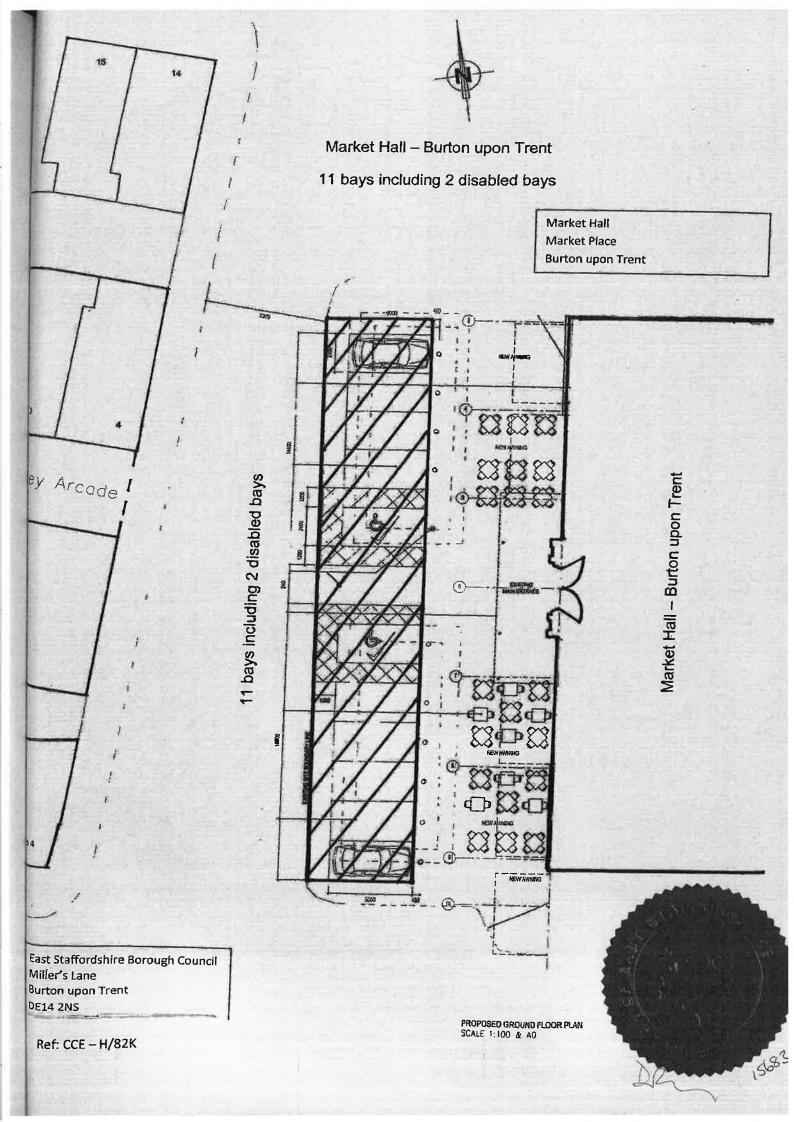


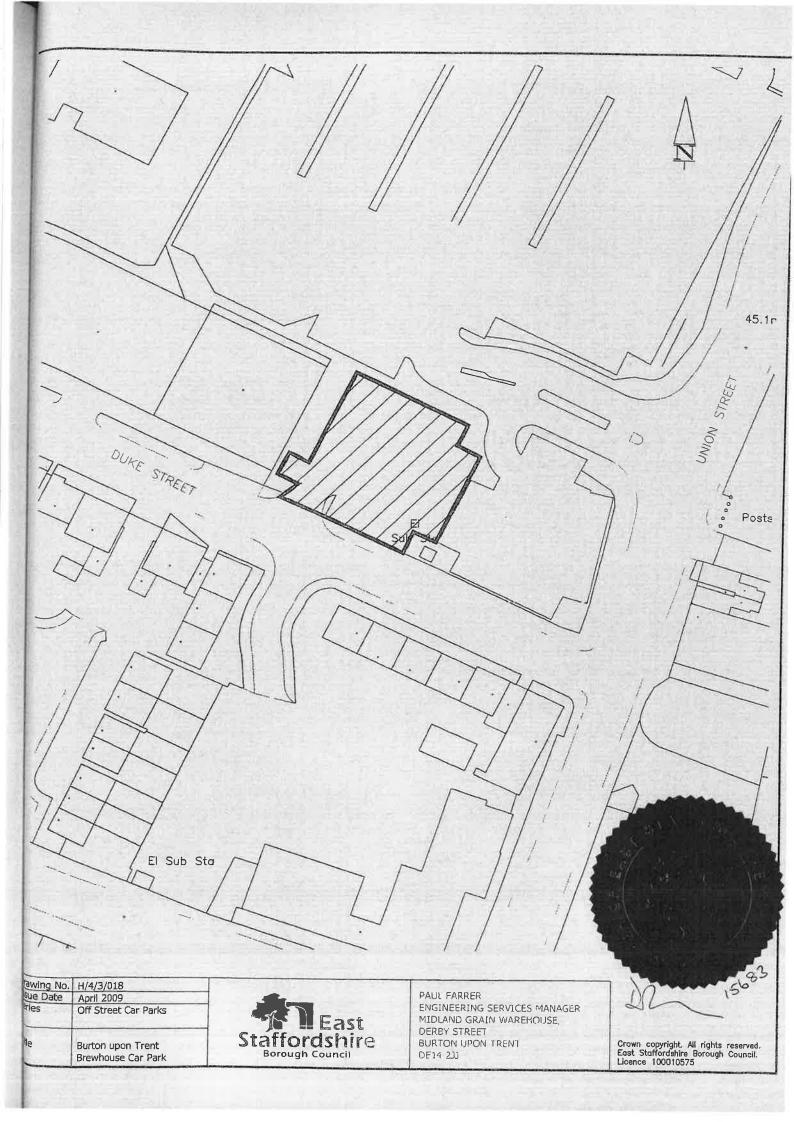












THE EAST
STAFFORDSHIRE
BOROUGH COUNCIL
(OFF-STREET PARKING
PLACES) ORDER 2014

D N Duckitt LLB DipLG Head of Legal and Democratic Services Town Hall Burton upon Trent