

**SUFFOLK COUNTY COUNCIL (BOROUGH OF IPSWICH) (STOPPING, WAITING AND  
LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES)  
(CONSOLIDATION) ORDER 2019**

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I HEREBY CERTIFY THIS DOCUMENT  
TO BE A TRUE COPY OF THE ORIGINAL

.....  
HEAD OF LEGAL SERVICES  
SUFFOLK COUNTY COUNCIL  
THE CONSTANTINE HOUSE, 5 CONSTANTINE ROAD  
IPSWICH IP1 2DH

DATED *11 November* 2019.....

Suffolk County Council in exercise of the powers of the County Council under Sections 1(1), 2(1) to (3), 4(1) and (2), 32, 35, 45, 46, 49 and 53 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Schedule 9 Part III of the 1984 Act and Part 6 of the Traffic Management Act 2004 ("the 2004 Act") makes the following Order:-

## **PART 1      INTERPRETATION**

### Interpretation

- 1.1 In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"Borough Council" means Ipswich Borough Council;

"carer" means a person who is employed by and carrying out the duties of a Statutory Care Organisation;

"civil enforcement area" has the same meaning as in Schedule 8 of the 2004 Act;

"civil enforcement officer" has the same meaning as in Section 76 of the 2004 Act;

"County Council" means Suffolk County Council;

"disabled person's badge" has the same meaning as in Regulation 2(1) of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000;

"disabled person's vehicle" has the same meaning as in Section 142 of the 1984 Act;

"disabled persons vehicle parking place" means an area on a highway designated by this order as a parking place where vehicles may wait if displaying in the relevant position a disabled person's badge;

"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 permit parking place;

"electronic ticket" means a ticket issued electronically by the Borough Council pursuant to this Order;



“electronic permit” means a permit, waiver or time clock issued electronically by the Borough Council under the provisions of this Order;

“electronic time clock” means an electronic permit which indicates the length of time passed since it was last activated by the resident to whom it was issued (or person acting on their behalf and with their consent);

to “enable goods to be loaded onto or unloaded from the vehicle” means the actual operations of loading goods onto a vehicle or unloading from a vehicle and does not include any waiting period of time outside the performance of those operations;

“form” includes a form issued electronically by the Borough Council or available electronically from the Borough Council’s website or other portal as the Borough Council may determine as well as a paper form;

“goods” include postal packets of any description, and “delivering” and “collecting” in relation to any goods includes checking the goods for the purpose of their delivery or collection;

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

“House in Multiple Occupation” means a residential premises where the person or persons registered for Council Tax purposes is not resident at the premises;

“invalid carriage” has the same meaning as in Section 136 of the 1984 Act;

“Map Schedule” means a collection of map tiles attached to and incorporated into this Order which depict the restricted roads or parts of road and the parking places and parking zones designated by this Order and, in conjunction with the Map Tile Label and/or the Map Schedule Legend, identifies the type of each particular restriction, parking place or parking zone and, if appropriate, certain of its governing provisions; provided that the County Council does not accept responsibility for any inaccuracies contained in the Ordnance Survey data relied upon to create the map-based schedule and that where a parking place, a parking area or a stopping, waiting and loading restriction is depicted on the map based schedule, that parking place, parking area or stopping, waiting or loading restriction (as the case may be) will continue to apply

irrespective of any subsequent changes that have been made to the underlying Ordnance Survey data;

'Map Schedule Legend' means the Map Schedule Legend that is part of the Map Schedule attached to this Order which, when used in conjunction with a map tile, identifies the specific type of restricted road or part of road, parking places and parking areas designated by this Order and, where appropriate, certain of their governing provisions;

'Map Tile' means an individual Map Tile with a specific Map Tile reference, being part of the Map Schedule attached to and incorporated into this Order, and identified as such in the list of Map Tiles in Schedule 7;

"motor cycle" has the same meaning as in Section 136 of the 1984 Act;

"motor cycle parking place" means an area on a highway designated by this order as a parking place where vehicles may wait only if they are motor cycles;

"owner" in relation to a vehicle, has the same meaning as in Section 92(1) of the 2004 Act, or the person who has the use of such a vehicle in the course of his/her employment and is entitled to use such a vehicle as though he/she were the registered keeper thereof;

"parking bay" means a space in a parking place which is provided for the leaving of a vehicle;

"parking charge" means the charge for a vehicle left in a pay and display parking place during the permitted hours as specified in schedule 1;

"parking disc" has the same meaning as in the Local Authorities Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;

"parking place" means an area on a highway designated as a parking place for which vehicles may be left by this Order;

"passenger vehicle" means a motor vehicle (other than a motor cycle or invalid carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than eight passengers exclusive of the driver, and not



drawing a trailer;

“pay and display parking place” means an area on a highway designated by this Order as a parking place where vehicles may wait on payment of a charge and with a ticket displayed showing the time by which the vehicle must leave the parking place;

“penalty charge” has the same meaning as in Section 92(1) of the 2004 Act;

“penalty charge notice” has the same meaning as Section 8(1) of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“permit” means a document issued by the Borough Council under the provisions of this Order;

“permit holder” means a person to whom a parking permit has been issued;

“permitted hours” means the period for each parking place specified on the Map Schedule during which waiting by vehicles of a specific class is permitted;

“place of worship premises” means any premises used for public religious worship, or any premises used in connection with premises so used but does not include residential premises;

“qualifying business premises” means a premises which is subject to full Non-Domestic Business Rates;

“qualifying premises” has the meaning given to it by Article 5.1;

“qualifying vehicle” means a goods vehicle, invalid carriage, motor cycle or passenger vehicle;

“registered medical practitioner” means a General Practitioner as licensed by the General Medical Council, a qualified nurse or midwife employed by a relevant statutory organisation;

“relevant position” means:-

(i) in the case of a disabled person’s badge:-

- (a) the badge is exhibited on the dashboard or fascia of the vehicle, or
  - (b) where the vehicle is not fitted with a dashboard or fascia, the badge is exhibited in a conspicuous position on the vehicle;

so that the front of the badge is clearly legible from the outside of the vehicle,
- (ii) in the case of a parking disc or time clock:-
  - (a) the disc is exhibited on the dashboard or fascia of the vehicle, or
  - (b) where the vehicle does not have a dashboard or fascia, the disc is exhibited in a conspicuous position on the vehicle,

so that, when marked to show the quarter hour period during which a period of waiting has begun, that period is clearly legible from the outside of the vehicle, and
- (iii) in the case of any parking ticket issued on payment of a charge, season ticket, permit or waiver certificate issued in accordance with the provisions of this Order the ticket, season ticket, permit or certificate shall be attached to the vehicle in respect of which it was issued –
  - (a) in the case of a two-wheeled motor cycle having a side-car attached thereto in a conspicuous position on the near side of the vehicle in front of the driving seat;
  - (b) in the case of a two-wheeled motor cycle not having a side car attached thereto in a conspicuous position; and
  - (c) in the case of any other vehicle –
    - where the vehicle is fitted with a front glass windscreen extending across the vehicle to the near side, facing forwards on the near side of the glass of such windscreen behind the glass; or
    - where the vehicle is not fitted with a front glass windscreen, on the near side of the vehicle,

so that all the details shown on the front of the said ticket are clearly visible to a person standing at the near side of the vehicle;

“representative” means a person who is a representative for any qualifying premises the postal address of which is in a road or part of a road specified in the schedules but does not include any residential premises;

“resident” means a person of not less than 16 years of age whose usual residence is at a qualifying premises;



“residents parking place” means an area on a highway designated by this order as a parking place where vehicles may wait if displaying in the relevant position a valid permit;

“restricted hours” in relation to any restricted road means the hours during which waiting or any activity is restricted as specified for that restricted road on the Map Schedule;

“restricted road” means any of the sides or lengths of roads specified on the Map Schedule where waiting or specific activities are restricted or prohibited during the restricted hours provided that the expression “restricted road” shall not include any parking place;

“road” has the same meaning as in the 1984 Act;

“school” is as defined by section 51 of the Education Act 1997;

“Special Parking Area” means the area designated such by the Road Traffic (Permitted Parking Area and Special Parking Area) (County of Suffolk) (Borough of Ipswich) Order 2005 No. 2362

“specified hours” means the hours specified on the Map Schedule;

“Statutory Care Organisation” means Suffolk County Council or a company regulated by the Care Quality Commission and who are professionally involved in the provision of home care services for residents;

“telecommunications apparatus” has the same meaning as in Paragraph 1(1) of the Telecommunications Code contained in Schedule 2 to the Telecommunications Act 1984;

“ticket machine” means an apparatus of a type and design approved by the Secretary of State for the purpose of this Order being apparatus designed to indicate the time by a clock and to issue numbered tickets indicating the payment of a charge, the period in respect of which the charge has been paid and the day and time at which the vehicle must leave the parking place;

"time clock" means a device which can indicate within 15 minutes of which a vehicle is left in a parking place;

"trade" means a person or company who carries on or contracts as a business;

"traffic sign" has the meaning given by Section 64 of the 1984 Act;

"visitors permit" means a permit or electronic permit issued by the Borough Council under the provisions of Article 5.6;

"voluntary organisation premises" means any premises occupied by and used in connection with the purposes of any charitable body or organisation, or any voluntary body or organisation having purpose similar to those of a charitable body or organisation, but does not include any residential premises;

"waiver certificate" means a certificate duly issued on behalf of the Borough Council permitting a vehicle to wait in specified circumstances on a length or lengths of roads where waiting or loading of that vehicle would otherwise be restricted; and

"zone" means an area specified in the Map Schedule and identified as a zone in Schedules 3 to 6.

- 1.2 Any reference to this Order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.
- 1.3 Headings in this Order and Schedules and Map Schedule are for ease of reference only and are not part of the Order.
- 1.4 Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order and any reference to a Map Schedule is a reference to a Map Schedule incorporated in this Order and is operational on 18 November 2019.
- 1.5 Any reference in this Order to powers and duties of the Borough Council is a reference to the Borough Council's devolved powers whereby the Borough Council acts as the agent of the County Council for the performance of functions contained within this Order, and should the Borough Council cease, in whole or in part, to act as the County Council's agent the definition of Borough Council within this Order shall be interpreted to mean the County Council or another party acting on the County Council's behalf for whichever



function(s) the Borough Council has ceased to act as agent on.

- 1.6 An authorized officer of the Borough Council may individually authorize in writing any vehicle to be left in any residents parking place without compliance with all or any of the Articles of this Order.
- 1.7 The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

## **PART 2 PROHIBITION AND RESTRICTION OF WAITING AND LOADING**

### Restriction of waiting

- 2.1 Save as provided in Articles 2.5, 2.7, 2.8, 2.9 and 2.10, no person shall, except upon the direction or with the permission of a civil enforcement officer in uniform or police constable in uniform, cause or permit any vehicle to wait on any restricted road during any restricted hours as specified on the Map Schedule;

### Limited waiting

- 2.2 Save as provided in Articles 2.6, 2.7, 2.8, 2.9 and 2.10 no person shall, except upon the direction or with the permission of a civil enforcement officer in uniform or police constable in uniform, cause or permit any vehicle to wait on any restricted road in respect of which there is specified on the Map Schedule a period in which waiting for a limited period is allowed,
- (a) for a period longer than the maximum period specified on the Map Schedule for that restricted road, or
  - (b) where a vehicle has been taken away from the parking place during the permitted hours, to be left again in a parking place in the same road within two hours of the vehicle being removed.

### Loading areas

- 2.3 Save as provided in Articles 2.8, 2.9 and 2.10 no person shall, except upon the direction or with the permission of a civil enforcement officer in uniform or police constable in uniform, cause or permit any vehicle to wait in any loading area specified on the Map Schedule except to enable goods to be loaded or unloaded from the vehicle in connection with adjoining trade or business premises.

#### Restriction on loading and unloading

- 2.4 Save as provided in Articles 2.9 and 2.10 (a), (b), (c), (d), (f) and (g) no person shall, except upon the direction or with the permission of a civil enforcement officer in uniform or police constable in uniform, cause or permit any vehicle to wait for the purpose of enabling goods to be loaded or unloaded from the vehicle on any restricted road during any restricted hours as specified on the Map Schedule.

#### Waiting by disabled persons vehicle

- 2.5 Nothing in Article 2.1 shall render it unlawful to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge and a parking disc, on which the driver or other person in charge of the vehicle has marked the time at which the period of waiting began, to wait in the sides of road referred to in those Articles for a period not exceeding three hours (not being a period separated by an interval of less than one hour from a period of waiting by the same vehicle in the same road on the same day) but only if that vehicle has been or is about to be driven or used by the person to whom the badge has been issued or, as the case may be, used for the carrying of disabled person(s) as passenger(s).
- 2.6 Nothing in Article 2.2 shall render it unlawful to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge to wait on the sides of roads referred to in that Article but only if that vehicle has been or is about to be driven or used by the person to whom the badge has been issued or, as the case may be, used for the carrying of disabled person(s) as passenger(s).

#### Hackney Carriages

- 2.7 Nothing in Article 2.1 shall prevent any person from causing or permitting a licensed hackney carriage to wait in any duly authorised hackney carriage stand whilst attended and available for hire.

#### Vehicle displaying a waiver certificate

- 2.8 Nothing in Articles 2.1, 2.2, 2.3 and 2.4 shall render it unlawful to cause or permit a vehicle which displays in the relevant position a valid waiver certificate to wait on the



sides of roads referred to in those Articles provided that the vehicle is waiting in accordance with the terms of the said certificate.

### Emergencies

- 2.9 Nothing in Articles 2.1, 2.2, 2.3 and 2.4 of this Order shall render it unlawful to cause or permit any vehicle to wait in any of the roads, lengths or road or on the sides of road or loading areas specified therein for so long as may be necessary to enable the vehicle to be used for fire and rescue, ambulance or police purposes as part of a response to an emergency.

### Exemptions to waiting restrictions

- 2.10 Nothing in Articles 2.1, 2.2 and 2.3 of this Order shall render it unlawful to cause or permit any vehicle to wait on any of the roads or lengths of roads specified in those Articles for so long as may be necessary to enable:-

- (a) a person to board or alight from the vehicle
- (b) the vehicle if it cannot conveniently be used for such purposes in any other road to be used in connection with any of the following operations namely:-
  - (i) building, industrial or demolition operations;
  - (ii) the removal of any obstruction to traffic;
  - (iii) the maintenance, improvement or reconstruction of the roads or lengths of roads;
  - (iv) the laying, erection, alteration or repair in or on land adjacent to the roads or lengths of roads of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus;
- (c) the vehicle if it cannot conveniently be used for such purpose in any other road to be used in pursuance of statutory powers or duties;
- (d) the vehicle to be used for the purpose of delivering or collecting postal packets as defined in Section 125(1) of the Postal Services Act 2000;

- (e) goods to be loaded onto or unloaded from the vehicle;
- (f) the vehicle in the service of the fire and rescue, police or ambulance services to be used on operational duty;
- (g) official vehicles to be used for or in connection with funerals.

### **PART 3      PAY AND DISPLAY PARKING PLACES**

#### Designation of pay and display parking places

- 3.1 The parts of roads identified on the Map Schedule as pay and display parking places are authorised to be used subject to the following provisions of this Order as pay and display parking places for such vehicles as are specified in this Order and on such days and during such hours as are specified on the Map Schedule.
- 3.2 No person shall cause or permit any vehicle to wait in a pay and display parking place during the permitted hours for that parking place unless either:
  - (a) there is displayed on that vehicle in the relevant position a ticket valid for that time and for that parking place, or
  - (b) a valid electronic ticket has been purchased and issued in respect of that vehicle for that parking place.

#### Indication of pay and display parking places and parking bays

- 3.3 The County Council shall indicate the limits of each parking place and the limits of any parking bay within that parking place on the carriageway by appropriate traffic signs.

#### Vehicles for which parking places are designated

- 3.4 Each pay and display parking place may be used subject to the provisions of this Order, for the leaving during the permitted hours of such vehicles as are passenger vehicles, goods vehicles, motor cycles, invalid carriages or disabled persons' vehicles.



### Parking charge

- 3.5 No person shall leave or cause to be left any vehicle in a pay and display parking place during the permitted hours for that parking place except upon payment of a parking charge as specified in Schedule 1.

### Maximum period of waiting

- 3.6 Save as provided in Articles 3.17 and 3.18 no person shall cause or permit any vehicle to remain in a parking place for longer than the maximum period specified for that parking place in Schedule 1.
- 3.7 Save as provided in Article 3.18 no person shall cause or permit any vehicle which has been taken away from a parking place during the permitted hours, to be left again in a parking place in the same road during the permitted hours within one hour of the vehicle being removed.

### Method of payment of parking charge

- 3.8 The parking charge shall be payable by the driver on leaving the vehicle in the pay and display parking place by any one of the following methods:
- (a) by coin or coins of the correct denomination inserted into a ticket machine provided for the parking place in which the vehicle has been left; or
  - (b) by debit card or credit card either inserted into a ticket machine or utilising contactless technology by placing the debit card or credit card against that part of a ticket machine provided for the purpose, in either case being a ticket machine provided for the parking place in which the vehicle has been left; or
  - (c) by the purchase of an electronic ticket valid for the parking place in which the vehicle has been left by utilising any electronic programme as the Borough Council may make available for the purpose.

### Top up of electronic tickets

- 3.9 Where an electronic ticket has been purchased and the relevant charge shown in Column 7 of Schedule 1 has been paid, the person who purchased the electronic ticket

may on further payment by the same method of the relevant charge shown in Column 7 of Schedule 1 increase the length of stay for the vehicle that the electronic ticket relates to in the parking place that the electronic ticket relates to up to the maximum stay for the parking place in question as shown in Column 6 of Schedule 1.

- 3.10 The payment of a further charge referred to in Article 3.9 to extend the length of stay of a vehicle in a parking place does not exempt that vehicle from any penalty charge or penalty charge notice which may have become applicable for any period between the expiry of any electronic ticket which preceded the electronic ticket issued in respect of the payment of the further charge and the issuing of the latter electronic ticket.

#### Display of ticket

- 3.11 Upon payment of the parking charge for the vehicle the driver thereof shall display on the vehicle, in the relevant position, the ticket issued by a ticket machine relating to the pay and display parking place in which the vehicle is left for the full time that the vehicle remains in the parking place, except where a valid electronic ticket has been purchased and issued for the vehicle in respect of the parking place where the vehicle has been left .

#### Expiry of time period

- 3.12 The expiry of the period for which the charge has been paid shall be either:
- (a) when the time on the clock on the ticket machine from which the ticket was issued is later than the time shown on the ticket displayed on the vehicle as being the time by which the vehicle should have left the parking place, or
  - (b) in the case where an electronic ticket has been purchased, when the time shown on any electronic device issued by the Borough Council to its civil enforcement officers for the purposes of enforcement of the parking place is later than the time at which the period for which a parking charge has been paid for the vehicle in question.

#### Restriction on removal of tickets

- 3.13 Where a ticket has been attached to a vehicle in accordance with the provisions of Article 3.11 no person, not being the driver of the vehicle, shall remove the ticket from the vehicle unless authorised to do so by the driver.



### Ticket machines to be installed at parking places

3.14 The Borough Council may –

- (a) install in such positions on or in the vicinity of a parking place as they may think fit such ticket machines as are required by this Order for the purposes of that parking place; and
- (b) carry out such other work as is authorised by this Order or is reasonably required for the purposes of the satisfactory operation of a parking place.

### Indications by ticket machines and tickets as evidence

3.15 If at any time while a vehicle is left in a parking place during the permitted hours no ticket is exhibited on that vehicle in the relevant position or no valid electronic ticket has been purchased and is still valid, it shall be presumed that the parking charge has not been duly paid.

3.16 If at any time while a vehicle is left in a parking place during the permitted hours, the period for which a parking charge has been paid (as evidenced by a ticket displayed on the vehicle or by any electronic system or programme that the Borough Council shall utilise for the purpose of issuing electronic tickets) has expired as defined in Article 3.12, it shall be presumed that a parking charge had been duly paid and that the period for which payment was made has expired.

### Exemptions from payment

3.17 If at the time when a vehicle is left during the permitted hours in a parking place there is on the nearest ticket machine to that parking place a notice placed by any person duly authorised by the Borough Council, indicating that the said ticket machine is out of order, then a ticket shall be obtained where possible from another machine. However if there are on all ticket machines notices placed by any person duly authorised by the Borough Council, indicating that the said ticket machines are out of order, that vehicle shall be exempt from the charge provided that it is removed within the maximum period of waiting specified for each parking place on Schedule 1.

### Waiver certificate

- 3.18 Any vehicle displaying in the relevant position a valid waiver certificate shall be exempt from payment of the parking charge provided that the vehicle is being used in accordance with the conditions applying to the said certificate.

Disabled person's badge

- 3.19 Any vehicle displaying in the relevant position a valid disabled person's badge and a parking disc on which the driver or other person in charge of the vehicle has marked the time at which the period of waiting began shall be exempt from payment of the parking charge provided that the vehicle is being used in accordance with the conditions applying to the said disabled person's badge and the vehicle has been or is about to be driven or used by the person to whom the badge has been issued or, as the case may be, used for the carrying of disabled person(s) as passenger(s).

Manner of standing of vehicles

- 3.20 Each vehicle left in a pay and display parking place shall so stand so that every part of the vehicle is wholly within the limits of that parking place and where there are parking bays wholly within a parking bay.

**PART 4 RESIDENTS PARKING PLACES**

Designation of residents parking places

- 4.1 The parts of roads identified on the Map Schedule as resident parking places are authorised to be used subject to the following provisions of this order as residents parking places for such classes of vehicles specified in Article 4.2 and on such days and during such hours as are specified on the Map Schedule.

Vehicles for which parking places are designated

- 4.2 Each residents parking place may be used subject to the provisions of this Order, for the leaving during the permitted hours of such vehicles as are passenger vehicles, goods vehicles, motor cycles or invalid carriages.



#### Use of residents parking places

4.3 No person shall cause or permit any vehicle to wait in a residents parking place during the permitted hours unless:

a) there is displayed on that vehicle in the relevant position a valid permit of a type listed in Schedule 2 valid for that time and for that zone in which the parking place is situated, or

b) there is a valid electronic permit of a type listed in Schedule 2 issued for that vehicle type for that time and valid for the zone in which the parking place is situated.

#### Disabled persons badge and waiver certificate

4.4 Nothing in Article 4.3 shall render it a contravention to cause or permit to be left in a residents parking place any vehicle displaying in the relevant position a valid disabled persons badge or waiver certificate provided that the vehicle is being used in accordance with the conditions applying to the said badge or certificate.

#### One hour free parking, no return within 2 hours

4.5 Nothing in Article 4.3 shall render it a contravention to cause or permit a qualifying vehicle to remain in a resident's parking place if

a) there is displayed in the relevant position a time clock showing the time at which the vehicle had been left in that place and no more than 1 hour has passed, or

b) there is a valid electronic time clock issued for that vehicle and valid for the zone in which the parking place is situated which shows that no more than 1 hour has passed since it was activated.

4.6 If a vehicle has remained in a resident's parking place in accordance with Article 4.5 no person shall cause or permit the same vehicle to remain in a resident's parking place in the same road in the same zone unless the expiration of 2 hours has occurred.

#### Signing of residents parking places

- 4.7 The limits of each residents parking places and the limits of any parking bay within those parking places on the carriageway shall be indicated by appropriate traffic signs and road markings.

### **PART 5 PROVISIONS AS TO PERMITS**

#### Qualifying premises

- 5.1 Any premises is a qualifying premises with respect to a zone if it is a residential premises, place of worship premises or voluntary organisation premises and has its own postal address in that zone
- (i) and it existed as such on 31 August 2005; or
  - (ii) if after application to the Borough Council following any change of use, conversion into flats or construction of new buildings the Borough Council accepts the application PROVIDED THAT no residential premises shall be a qualifying premises if it is a House in Multiple Occupation.

#### Application for residents parking permit

- 5.2 Any resident of that zone may apply to the Borough Council for a permit for the leaving of a qualifying vehicle in a residents parking place within that zone and any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council, provided that no more than 2 Residents permits will be issued for each qualifying premises except in Zone 2 where no more than 1 Residents permit will be issued..
- 5.3 Any representative from a qualifying premises within a zone may apply to the Borough Council for a Residents permit for that zone for the leaving of a qualifying vehicle in a residents parking place and any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council, provided that no more than 2 Residents permits will be issued for each qualifying premises except in Zone 2 where no more than 1 Residents permit will be issued.



#### Application for Residents Motorcycle permit

- 5.4 Any resident of a zone may apply to the Borough Council for a Residents Motorcycle permit for the leaving of a motorcycle in a residents parking place within that zone and any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars any information required by the Borough Council, provided that no more than 2 Residents Motorcycle permits will be issued for each qualifying premises except in Zone 2 where no more than 1 Residents Motorcycle permit will be issued.

#### Restriction on Application for Residents and Residents Motorcycle permits

- 5.5 No qualifying premises can be issued with more than 2 Residents permits and/or Residents Motorcycle Permits that are valid at any one time.

#### Application for Visitor permits

- 5.6 A Residents permit holder or Residents Motorcycle permit holder may apply to the Borough Council for the issue of not more than twelve books of five Visitor permits in one year for the leaving in a residents parking place of a qualifying vehicle belonging to a person visiting that resident.
- 5.7 Any application for Visitor permits shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council.

#### Application for a Carers permit

- 5.8 A Statutory Care Organisation may apply to the Borough Council for a permit or permits for the leaving of a qualifying vehicle in a residents parking place and any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council.
- 5.9 The Borough Council will issue as many carers permits to a Statutory Care Organisation as is necessary to carry out its carer function.
- 5.10 The Borough Council being satisfied that an application under 5.8 is valid and the person making the application is qualified to hold one or more Carers permits and that they have

paid any necessary fee may issue to them a Carers permit for the leaving of a vehicle during the permitted hours in a residents parking place in a zone.

#### Application for a Business Permit

- 5.11 Any owner or occupier of qualifying business premises may apply to the Borough Council for a permit for the leaving of a qualifying vehicle in a residents parking place and any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council.
- 5.12 The Borough Council being satisfied that an application under 5.11 is valid and the person making the application is qualified to hold a Business permit and that they have paid any necessary fee may issue to them a Business permit for the leaving of a vehicle during the permitted hours in a residents parking place in a zone.

#### Application for School permits

- 5.13 A School may apply to the Borough Council for School permits allowing qualifying vehicles to be left in a residents parking place
- (a) from 15 minutes before to 15 minutes after the start time of the school day and
  - (b) from 15 minutes before to 15 minutes after the end time of the school day

Monday to Friday, term time only. Any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council.

- 5.14 A School may apply to the Borough Council for School permits allowing qualifying vehicles to be left in one or more specified on-street paid for designated parking places
- (a) from 15 minutes before to 15 minutes after the start time of the school day and
  - (b) from 15 minutes before to 15 minutes after the end time of the school day
- Monday to Friday, term time only without a charge being made except that listed in Schedule 2 for the issue of the permit. Any such application shall be made on a form issued by and obtainable from the Borough Council and shall include such particulars and information required by the Borough Council.



## Issue of permits

5.15 The Borough Council being satisfied that

- (i) an application under 5.2, 5.3, 5.4, 5.6, 5.8, 5.11, 5.13 or 5.14 is valid,
- (ii) that the person making the application is qualified to hold a permit, and
- (iii) that they have paid any fee as specified in Schedule 2,

may issue to them the relevant permit (or electronic permit as the case may be) for the leaving of a vehicle during the permitted hours in a residents parking place for the zone in which the qualifying premises is situated (or in the case of a School Permit in an on-street paid for parking place as the case may be).

## Validity of permit

5.16 A Residents permit, Residents Motorcycle permit, Visitor permit, Trade permit, Business permit, School permit or Carer's permit shall cease to be valid at the expiration of the date shown on the permit or electronic permit or on the date of the surrender or revocation of the permit or electronic permit in accordance with the provisions of this Order, whichever date is the earlier.

5.17 Where an applicant for a permit or an electronic permit pays the permit charge by cheque and the cheque is subsequently dishonoured, the permit or electronic permit shall be deemed to have been of no effect as from the date of its issue.

## Form of permit

5.18 A Residents permit, Residents Motorcycle permit, Business permit or Carer's permit shall at the complete discretion of the Borough Council be issued either in writing or as an electronic permit, in either case in a form prescribed by the Borough Council and shall include as a minimum the following particulars –

- (a) an indication that the permit has been issued by the Borough Council;
- (b) a serial number by which the permit may be identified;
- (c) the latest date on which the permit will remain valid;
- (e) a code or identification indicating the zone to which the permit applies

5.19 A Visitor permit shall at the complete discretion of the Borough Council be either in the form of:

- a) a card on which there shall be provision on the face for the indication thereon in ink by the resident of the address the permit relates to and correctly indicating the day, date, month, year and time period for which the permit will be used in accordance with the instructions thereon, or
- b) an electronic permit through which the resident (or other person acting on behalf of the resident and with their consent) shall indicate the date and vehicle registration mark for which the said permit is to be valid.

#### Duplicate permits

5.20 The Borough Council may issue on payment of the appropriate fee as specified in Schedule 2, a duplicate Residents permit, Residents Motorcycle permit, Business permit, School permit or Carer's permit where the Borough Council is satisfied that the original permit has been lost, stolen, destroyed, damaged or defaced.

5.21 The provisions of this Order shall apply to a duplicate permit as they apply to the original permit, except that the date of issue of a duplicate permit shall be deemed to be the date on which the original permit was issued.

5.22 A duplicate permit shall expire on the date on which the permit that it replaces would have expired and shall be issued as an electronic permit if the original permit which it replaces was also an electronic permit.

#### Surrender of permits

5.23 A permit holder may at any time surrender his/her permit or electronic permit to the Borough Council and shall on surrendering the permit or electronic permit be entitled to a refund equivalent to one twelfth of the permit charge for each complete calendar month in which the permit or electronic permit would have remained valid had it not been surrendered less the Refund administration fee charge as specified in Schedule 2.

5.24 A permit holder shall promptly surrender his/her permit, electronic permit or Visitor permit(s) to the Borough Council in any of the following circumstances:



- (a) if the Residents permit holder or Residents Motorcycle permit holder ceases to reside at the residential premises in respect of which the permit or electronic permit was issued; or
- (b) in the case of a Residents permit issued in respect of qualifying premises if such premises no longer fall within the zone to which they were issued or if the permit holder ceases to be a duly authorised officer, employee or trustee of a body occupying such premises; or
- (c) in the case of a permit or electronic permit issued in respect of qualifying business premises if such premises no longer fall within the zone to which they were issued or if the permit holder ceases to be a duly authorised officer or employee of a business occupying such premises or if the business ceases to be a qualifying Business; or
- (d) if the carer ceases to be employed by a Statutory Care Organisation.

5.25 A permit or electronic permit which is surrendered in pursuance of Article 5.23 shall cease to be valid with effect from the date of its surrender.

#### Revocation of permit

5.26 Notwithstanding the provision of Article 5.23 the Borough Council may by notice in writing to the permit holder or electronic permit holder revoke the permit or electronic permit in any of the following circumstances:

- (a) in any of the circumstances in which the permit holder would be required to surrender the permit under Article 5.24;
- (b) if the permit or electronic permit has been issued in contravention of any of the provisions of this Order or as a result of false or incorrect information having been given to the Borough Council in connection with the application for the permit or visitors permit
- (c) on the issue of a duplicate permit under Article 5.20;
- (d) if the permit holder has used the permit or electronic permit otherwise than in accordance with the provisions of this Order;

5.27 A permit holder whose permit is revoked under Article 5.26 shall not be entitled to a refund of any part of the permit charge.

## Use of permit

- 5.28 A Residents permit holder, or any other person authorised by the permit holder, may, subject to the provisions of this Order, cause or permit a qualifying vehicle to wait during permitted hours in a residents parking place in the zone to which the permit or electronic permit relates.
- 5.29 A Residents Motorcycle permit holder, or any other person authorised by the permit holder, may, subject to the provisions of this Order, cause or permit a motorcycle to wait during permitted hours in a residents parking place in the zone to which the permit or electronic permit relates.
- 5.30 A Business permit holder, or any other person authorised by the permit holder may, subject to the provisions of this Order, cause or permit a vehicle to wait during permitted hours in a residents parking place in the zone to which the permit or electronic permit relates only for as long as is necessary to carry on their business.
- 5.31 A Carer's permit holder or any other person authorised by the permit holder, may, subject to the provisions of this Order, cause or permit a vehicle to wait during permitted hours in a residents parking place in a zone only for as long as is necessary to carry out carer's functions.
- 5.32 A Trade permit holder or any other person authorised by the permit holder may, subject to the provisions of this Order, cause or permit a vehicle to wait during permitted hours in a residents parking place in a zone only for so long as is necessary to carry on their business.
- 5.33 A School permit holder or any other person authorised by the permit holder may, subject to the provisions of this Order, cause or permit a vehicle to wait during permitted hours in a residents parking place in a zone to which the permit relates or one or more specified on-street paid for parking places to which the permit relates in either case at the following times Monday to Fridays during term time only:
- (a) from 15 minutes before to 15 minutes after the start time of the school day; and
  - (b) from 15 minutes before to 15 minutes after the end time of the school day.
- 5.34 Any person who causes or permits a qualifying vehicle to wait in a residents parking place in pursuance of the provisions of Articles 5.28, 5.29, 5.30, 5.31, 5.32 or 5.33 shall ensure that the permit is displayed on the qualifying vehicle in the relevant position for the full time



that the vehicle waits in the residents parking place unless the permit that has been issued is an electronic permit in which case the person shall ensure that the electronic permit is valid for the vehicle.

5.35 A visitors permit holder, or any other person authorised by the permit holder, may, subject to the provisions of this Order, cause or permit a qualifying vehicle to wait during permitted hours in a residents parking place in a zone to which the permit or electronic permit relates.

5.36 A visitors permit shall be valid on a particular day:

a) if and only if on the face of the permit there is indicated the day, date, month and year when the vehicle is left in the residents parking place and the visitors permit is displayed on the qualifying vehicle in the relevant position, or

b) if it has been issued as an electronic permit and has been activated for that day with the same vehicle registration mark as displayed on the vehicle that has been left in a residents parking place within a zone to which the electronic permit relates.

#### Position of vehicles

5.37 A person who causes or permits a qualifying vehicle to wait in a residents parking place in accordance with the provisions of this Order shall ensure, so far as is practicable, that the vehicle waits in such a position that it is wholly within the parking place, close to and parallel with the kerb.

## **PART 6        OTHER PARKING PLACES**

#### Disabled persons vehicle parking places

6.1 Where, within a parking place there is a sign and/or surface marking which indicates that a parking bay is available only for a disabled person's vehicle, no person shall cause or permit a vehicle to wait in the parking bay unless it is a disabled person's vehicle.

#### Motor cycle parking places

- 6.2 Where, within a parking place there is a sign and/or surface marking which indicates that a parking bay is available only for motor cycles, no person shall cause or permit a vehicle to wait in the parking bay unless it is a motor cycle.

## **PART 7 GENERAL CONDITIONS IN THE USE OF PARKING PLACES**

### Power to suspend use of parking places

- 7.1 Any person duly authorised by the Borough Council may suspend the use of any parking place or any part thereof whenever he/she 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 places or 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 telecommunications apparatus, traffic sign or ticket machine;
  - (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse 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; or
  - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals, or on other special occasions at the discretion of the Borough Council

and shall have the power to charge the fees specified in Schedule 2 for providing the suspension to any person or organization that may have requested it.

- 7.2 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 he or she considers such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.



### Suspension of parking places

- 7.3 Any person suspending the use of a parking place or any part thereof in accordance with the provisions of Articles 7.1 or 7.2 shall thereupon place or cause to be placed in or adjacent to that parking place or part of that parking place a traffic sign indicating that waiting by vehicles is prohibited.
- 7.4 On suspension of the use of a pay and display parking place or any part thereof in accordance with the provisions of Articles 7.1 or 7.2 any person duly authorised by the Borough Council may temporarily cover or remove any ticket machine relating to the said parking place or, as the case may be, that part thereof and any post or other support on which such ticket machine is fitted.
- 7.5 No person shall cause or permit a vehicle to be left in any part of a parking place during such period as there is in or adjacent to that part of the parking place a traffic sign placed in pursuance of the suspension of the parking place:  
Provided that nothing in this paragraph shall render it unlawful to cause or permit any vehicles being used in an emergency by the fire and rescue, ambulance or police services.
- 7.6 Nothing in Article 7.5 shall render it a contravention to cause or permit to be left in a parking place which is suspended a vehicle which displays in the relevant position a valid waiver certificate issued by the Borough Council and the vehicle is waiting in accordance with the terms of the certificate.

### Alteration of position or removal of vehicle in parking places

- 7.7 Where any vehicle is standing in a parking place in contravention of the provisions of Articles 3.18, 5.36 and 7.5 a person authorised by the Borough Council in that behalf or a police constable in uniform may alter or cause to be altered the position of the vehicle in order that its position shall comply with those provisions, or may remove or cause to be removed, the vehicle from the parking place.

### Movement of vehicles in parking places in emergencies

- 7.8 A person authorised by the Borough Council for that purpose or police constable in uniform may move or cause to be moved, in case of emergency, to any place

he/she thinks fit, any vehicle left in a parking place.

Restriction of use of vehicles at parking places

- 7.9 No person shall use any vehicle, while it is in a parking place during the permitted hours, in connection with the sale of any article to any person in or near the parking place or in connection with the selling or offering for sale of his/her skill or his/her services in any other capacity:

Provided that nothing shall prevent the sale of goods from a vehicle –

- (a) if the vehicle is one which may be left in a parking place in accordance with the provisions of this Order and the goods are immediately delivered at or taken into premises adjacent to the parking place in which the vehicle is left and from which the sale is effected; or
- (b) if the vehicle is one of which the provisions of Articles 7.10 and 7.11 apply.

Exemptions in pay and display and residents parking places

- 7.10 The provisions of this Order relating to pay and display parking places shall not apply to any vehicle waiting on any pay and display parking place for so long as may be necessary:-

- (a) to enable a person to board or alight from the vehicle
- (b) the vehicle if it cannot conveniently be used for such purposes in any other road to be used in connection with any of the following operations namely:-
  - (i) building, industrial or demolition operations;
  - (ii) the removal of any obstruction to traffic;
  - (iii) the maintenance, improvement or reconstruction of the roads or lengths of roads;
  - (iv) the laying, erection, alteration or repair in or on land adjacent to the roads or lengths of roads of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity or of any telecommunications;
- (c) the vehicle if it cannot conveniently be used for such purpose in any other road



to be used in pursuance of statutory powers or duties of a local authority;

- (d) the vehicle to be used for the purpose of delivering or collecting postal packets as defined in Section 125(1) of the Postal Services Act 2000;
- (e) to enable goods to be loaded onto or unloaded from the vehicle;
- (f) the vehicle in the service of the fire and rescue, police or ambulance services to be used on operational duty;
- (g) official vehicles to be used for or in connection with weddings and funerals.
- (h) to a vehicle which because the driver of the vehicle is prevented from proceeding by circumstances outside his control.
- (i) to a vehicle being used by a registered medical practitioner for the purpose of visiting a patient in his or her home;
- (j) to a vehicle of an organisation approved for that purpose from time to time by the Borough Council;
- (k) to a vehicle which waits on the direction of or with the consent of a police constable in uniform or a civil enforcement officer in uniform.

7.11 The provisions of this Order relating to residents parking places shall not apply to any vehicle waiting on any residents parking place for so long as may be necessary:-

- (a) to enable a person to board or alight from the vehicle
- (b) the vehicle if it cannot conveniently be used for such purposes in any other road to be used in connection with any of the following operations namely:-
  - (i) the removal of any obstruction to traffic;
  - (ii) the maintenance, improvement or reconstruction of the roads or lengths of roads;
  - (iii) the laying, erection, alteration or repair in or on land adjacent to the

roads or lengths of roads of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity or of any telecommunications;

- (c) the vehicle if it cannot conveniently be used for such purpose in any other road to be used in pursuance of statutory powers or duties of a local authority;
- (d) the vehicle to be used for the purpose of delivering or collecting postal packets as defined in Section 125(1) of the Postal Services Act 2000;
- (e) to enable goods to be loaded onto or unloaded from the vehicle;
- (f) the vehicle in the service of the fire and rescue, police or ambulance services to be used on operational duty;
- (g) official vehicles to be used for or in connection with weddings and funerals.
- (h) to a vehicle which because the driver of the vehicle is prevented from proceeding by circumstances outside his control.
- (i) to a vehicle of an organisation approved for that purpose from time to time by the Borough Council;
- (j) to a vehicle which waits on the direction of or with the consent of a police constable in uniform or a civil enforcement officer in uniform.

Applicability of Part 7 including parking bay suspension fees

7.12 Part 7 shall apply to all designated parking places covered by this Order, including for the avoidance of doubt those within a zone.

7.13 The fees listed in Schedule 2 for suspending a parking bay within a designated parking place shall apply to all designated parking places covered by this Order, including for the avoidance of doubt those within a zone.



## **PART 8            WAIVER CERTIFICATES**

### Waiver certificate

- 8.1     The Borough Council may issue a waiver certificate on such terms and conditions as it considers appropriate.
- 8.2.    A charge may be made for a waiver certificate as specified in Schedule 2.
- 8.3.    A waiver certificate may be cancelled at any time at the sole discretion of the Borough Council and shall thereupon immediately cease to be valid. Notification of such cancellation shall be in writing to the holder of the waiver certificate at any address that the Borough Council believes to be that person's address and the waiver certificate shall forthwith be given up to the Borough Council.

### Applicability of Part 8 including dispensation and waiver fees

- 8.4     Part 8 shall apply to all designated parking places covered by this Order, including for the avoidance of doubt those within a zone.
- 8.5     The fees listed in Schedule 2 for a dispensation to park in a suspended parking bay within a designated parking place or other waiver certificate shall apply to all designated parking places covered by this Order, including for the avoidance of doubt those within a zone.

## **PART 9            CONTRAVENTION OF ORDER**

### Contravention

- 9.1     If a vehicle is left in a parking place during the permitted hours or in any road or length of road in contravention of or without complying with the requirements of this Order a contravention shall have occurred and a penalty charge shall be payable and/or the vehicle may be removed from that location.

### Penalty charge notice

- 9.2     In the case of a vehicle in respect of which a penalty charge may have been incurred, it shall be the duty of a civil enforcement officer to issue a penalty charge

notice which shall include the information required by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 ("the 2007 Regulations") and the 2004 Act.

#### Manner of payment of penalty charge

- 9.3 The penalty charge shall be paid in accordance with the contents of the penalty charge notice as defined by the Schedule to the 2007 Regulations.

#### Indications as evidence

- 9.4 The particulars given in the penalty charge notice issued to a vehicle in accordance with Article 9.2 shall be treated as evidence in any proceedings relating to failure to pay such a penalty charge.

#### Removal of a vehicle

- 9.5 Where a civil enforcement officer has removed or caused to be removed a vehicle in accordance with Articles 7.7, 7.8 or 9.1;
- (a) he/she shall provide for the safe custody of the vehicle;
  - (b) the Borough Council shall be entitled to recover from the person responsible such charges in respect of the removal, storage and disposal of the vehicle as it might prescribe from time to time;
  - (c) the provisions of the 1984 Act as amended shall apply to the disposal of such vehicles removed by or on behalf of the Borough Council pursuant to this Article.
- 9.6 Nothing in Articles 7.7 or 9.5 shall apply in respect of a vehicle displaying in a relevant position a valid disabled person's badge.

#### Restriction on removal of notices

- 9.7 Where a penalty charge notice has been attached to a vehicle in accordance with Regulation 9 of the 2007 Regulations, any person other than the owner or person in charge of the vehicle or person duly authorised by the Borough Council who removes



the penalty charge notice shall be guilty of an offence under Regulation 11 of the 2007 Regulations.

### Immobilisation

- 9.8 If a vehicle is left after a penalty charge has been incurred, a civil enforcement officer in uniform or a person acting under his/her direction may attach to the vehicle an immobilisation device and a notice in accordance with the requirements of Section 79 of the 2004 Act and the 2007 Regulations.

## **PART 10 REVOCATIONS AND CITATION**

- 10.1 All the Traffic Regulation Orders or parts of Orders imposing prohibitions and restrictions of stopping, waiting and loading and all on-street parking places orders which relate to roads in the Special Parking Area made prior to this Order are hereby revoked.
- 10.2 This Order may be cited as the Suffolk County Council (Borough of Ipswich) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Consolidation) Order 2019 and shall come into operation on 18 November 2019.

Dated 11 November 2019

THE COMMON SEAL of SUFFOLK )  
COUNTY COUNCIL was hereunto )  
affixed in the presence of:- )



(An authorised Officer of the County Council)

### SCHEDULE 1 - On Street Parking

1.Name of Street	2. Position of Parking	3. Class of Vehicle	4. Days and hours of operation	5. Charging hours	6. Maximum Period	7. Scale of Charges
1. Cromwell Square Pay & Display	64 Marked Spaces including 3 designated disabled bays and 7 motorcycle bays	Up to 3500 kg GVW	7 days  24 hours	0800 to 1800 each day	Maximum stay 3 hours during permitted hours – no return within 1 hour	Up to 1 hour = £1.80 Up to 2 hours = £3.10 Up to 3 hours = £4.50  Free of charge for motorcycles
2. Black Horse Lane Pay & Display	Up to 9 Marked Spaces	Up to 3500 kg GVW	7 days  24 hours	0800 to 1800 each day	Maximum stay 1 hour during permitted hours – no return within 1 hour	Up to 30 minutes = £1.00 Up to 1 hour = £2.00
3. Elm Street Pay & Display	Up to 11 Marked Spaces	Up to 3500 kg GVW	7 days  24 hours	0800 to 1800 each day	Maximum stay 1 hour during permitted hours – no return within 1 hour	Up to 30 minutes = £1.00 Up to 1 hour = £2.00
4. Old Foundry Road Pay & Display	Up to 28 Marked Spaces	Up to 3500 kg GVW	7 days  24 hours	0800 to 1800 each day	Maximum stay 1 hour during permitted hours – no return within 1 hour	Up to 30 minutes = £1.00 Up to 1 hour = £2.00



1. Name of Street	2. Position of Parking	3. Class of Vehicle	4. Days and hours of operation	5. Charging hours	6. Maximum Period	7. Scale of Charges
5. Smart Street / Shire Hall Yard Pay & Display	Up to 11 Marked Spaces	Up to 3500 kg GVW	7 days 24 hours	0800 to 1800 each day	Maximum stay 2 hours during permitted hours – no return within 1 hour	Up to 30 minutes = £0.80 Up to 1 hour = £1.50 Up to 2 hours = £2.80
6. Fonnereau Road Pay & Display	Up to 32 marked spaces	Up to 3500 kg GVW	7 days 24 hours	0900 to 1800 each day	Maximum stay 2 hours during permitted hours – no return within 1 hour	Up to 30 minutes = 0.90p Up to 1 hour = £1.80 Up to 2 hours = £2.90

1. Name of Street	2. Position of Parking	3. Class of Vehicle	4. Days and hours of operation	5. Charging hours	6. Maximum Period	7. Scale of Charges
7. Soane Street Pay & Display	Up to 10 marked spaces	Up to 3500 kg GVW	7 days 24 hours	0900 to 1800 each day	Maximum stay 2 hours during permitted hours – no return within 1 hour	Up to 30 minutes = 0.90p Up to 1 hour = £1.80 Up to 2 hours = £2.90
8. Museum Street Pay & Display	Up to 5 marked spaces	Up to 3500kg GVW	7 days 24 hours	0800 to 1800 each dah	Maximum stay 1 hour during permitted hours – no return within 1 hour	Up to 30 minutes = £1.00 Up to 1 hour = £2.00



## SCHEDULE 2 - Fees

The following tables list the various types of fees that may be charged, their cost, duration, method of issue and any exemptions. Where there is a choice on the method of issue this shall be determined by the Borough Council. The fees listed are without prejudice to the right of a duly authorised officer of the Borough Council to waive some or all of any such fee as they see fit.

Type of permit	Cost	Duration	Method of issue
First Residents permit	£40.00	12 months	permit or electronic permit
Second Residents permit (not in Zone 2)	£70.00 if issued on or before 31 <sup>st</sup> December 2019. £80.00 if issued on or after 1 <sup>st</sup> January 2020.	12 months	
First Residents Motorcycle permit	£40.00	12 months	
Second Residents Motorcycle permit (not in Zone 2)	£70.00 if issued on or before 31 <sup>st</sup> December 2019. £80.00 if issued on or after 1 <sup>st</sup> January 2020.	12 months	
Time Clock	Free with Residents permits or Residents Motorcycle permits	12 Months	
Trade permit	£12.50	7 days	
Trade permit (book of 5 daily permits)	£25.00	N/A	
Visitor permit (book of 5 daily permits)	£5.00	N/A	
Business permit	£200.00	12 months	permit
Carers permit	£12.00	12 months	
Place of worship permit	Free	12 months	
School permit	£10.00	12 months	
Duplicate permits (where original lost, stolen or damaged)	£12.50	To the expiry date of the permit which the duplicate replaces	The same as applies to the permit which the duplicate replaces

Type of fee	Cost	Duration
Refund administration fee	£10.00	N/A
Parking bay suspension fee (first day, per bay)	£55.00	1 day
Parking bay suspension fee (subsequent days, per bay)	£25.00	As specified
Dispensation to park in a suspended bay or other waiver certificate	£10.00	As specified but no longer than 7 days.

### **SCHEDULE 3 - Permit parking Zone 1**

Roads or parts of roads listed below where qualifying premises/organisations are eligible for permits within the zone boundary of permit parking zone 1 as specified on the Map Schedule.

Back Hamlet  
Fore Hamlet  
Grimwade Street  
Grove Lane  
Hill House Road  
Kings Avenue  
Milner Street  
Oxford Road  
St Helen's Street  
Spring Road



## **SCHEDULE 4 – Permit parking Zone 2**

Roads or parts of roads listed below where qualifying premises/organisations are eligible for permits within the zone boundary of permit parking zone 2 as specified on the Map Schedule.

Alpe Street  
Anglesea Road  
Ann Street  
Bedford Street  
Berners Street  
Broughton Road  
Cardigan Street  
Cecil Road  
Cumberland Street  
Dykes Street  
Fonnereau Road  
Geneva Road  
Gymnasium Street  
Henley Road  
High Street  
Holly Road  
Ivry Street  
Neale Street  
Newson Street  
Norwich Road  
Oban Street  
Orford Street  
Paget Road  
Redan Street  
South Street  
St George's Street  
St Margaret's Plain  
Upper High Street  
Warrington Road

## **SCHEDULE 5 - Permit parking Zone 3**

Roads or parts of roads listed below where qualifying premises/organisations are eligible for permits within the zone boundary of permit parking zone 3 as specified on the Map Schedule.

Argyle Street  
Blanche Street  
Bolton Lane  
Cemetery Road  
Christchurch Street  
Clench Close  
Cobbold Street  
Constable Road  
Finchley Road  
Hayhill Road  
Hervey Street  
Jefferies Road  
Lacey Street  
Lancaster Road  
Newton Street  
Norfolk Road  
Orchard Street  
Palmerston Road  
Samuel Court  
St Helen's Street  
St Margaret's Green  
Suffolk Road  
Tuddenham Avenue  
Tuddenham Road  
Upton Close  
Warwick Road  
Wells Close  
Westerfield Road  
Withipoll Street  
Woodbridge Road



## **SCHEDULE 6 - Permit parking Zone 4**

Roads or parts of roads listed below where qualifying premises/organisations are eligible for permits within the zone boundary of permit parking zone 4 as specified on the Map Schedule.

Alderman Road  
Benezet Street  
Bramford Road  
Bulwer Road  
Burlington Road  
Clarkson Street  
Crescent Road  
Dalton Road  
Dillwyn Street  
Dillwyn Street West  
Emlen Street  
Gaye Street  
Granville Street  
Handford Road  
London Road  
Norwich Road  
Portman Road  
Rendlesham Road  
Sir Alf Ramsey Way  
Stevenson Road  
Wilberforce Street

### Schedule 7 List of Map Tiles

Map Tile Ref	Revision
GA117	0
GA118	0
GA119	0
GA120	0
GA121	0
GB117	0
GB118	0
GB119	0
GB120	0
GB121	0
GC117	0
GC118	0
GC119	0
GC120	0
GD117	0
GD118	0
GD119	0
GD120	0
GD121	0
GE118	0
GE119	0
GE120	0
GE121	0
GE122	0
GE128	0
GF117	0
GF118	0
GF119	0
GF120	0
GF122	0
GF123	0
GF125	0
GF126	0
GF127	0
GG117	0
GG118	0
GG119	0
GG120	0
GG121	0
GG122	0
GG123	0
GG124	0
GG125	0
GG126	0
GG129	0
GH117	0
GH118	0
GH119	0
GH120	0
GH121	0
GH122	0
GH123	0



GH124	0
GH125	0
GH126	0
GH127	0
GH128	0
GH129	0
GJ120	0
GJ121	0
GJ122	0
GJ123	0
GJ124	0
GJ125	0
GJ126	0
GJ127	0
GJ128	0
GJ129	0
GK118	0
GK119	0
GK120	0
GK121	0
GK122	0
GK123	0
GK124	0
GK125	0
GK126	0
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