

ROAD TRAFFIC REGULATION ACT 1984

OXFORDSHIRE COUNTY COUNCIL (WOODSTOCK - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) ORDER 2023

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**OXFORDSHIRE COUNTY COUNCIL
(WOODSTOCK - VARIOUS ROADS) (MAP BASED) (PROHIBITION AND
RESTRICTION OF WAITING AND PERMITTED PARKING) ORDER 2023**

The Oxfordshire County Council in exercise of its powers under Sections 1(1), 2(1), 2(2), 4(2), 32(1), 35(1), 37, 45, 46, 49(4) and 53 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ("the RTRA 1984") and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the RTRA 1984, and The Traffic Management Act 2004, Part 6 as amended make the following Order relating to various roads in the town of Woodstock in the district of West Oxfordshire.

**PART 1
GENERAL**

Citation and Commencement

1. This Order may be cited as the Oxfordshire County Council (Woodstock - Various Roads) (Map Based) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2023 and shall come into force on the second day of June 2023.

Definitions

2. In this Order, except where the context otherwise requires, the following expressions have the following meanings:

"the TMA 2004" means the Traffic Management Act 2004;

"the Regulations" means the Traffic Signs Regulations and General Directions 2016;

"the Council" means Oxfordshire County Council as Traffic Authority and where appropriate West Oxfordshire District Council acting on behalf of the Traffic Authority as agent;

"Ambulance" has the same meaning as in Schedule 2 of the Vehicle Excise and Registration Act (VERA) 1994 - Ambulances and Health Service Vehicles;

"Authorised Taxi Rank" or "Taxi Stand" means any area of carriageway which is comprised within and indicated by a road marking complying with an authorised taxi rank or taxi stand as specified in the Regulations;

"Bus" has the same meaning as in Schedule 1 of the Regulations (and subsequent legislation), and "buses" shall be construed accordingly; and type approved by the 'Vehicle Certification Agency' as M2 or M3;

"Bus Stand" means a length of highway prescribed by and installed in accordance with the Regulations (and subsequent amendments) to be used by Public Service Vehicles to wait to adhere to the published bus timetable;

"Bus Stop Clearway" means an area of carriageway intended for stopping by buses which is comprised within and installed in accordance with the Regulations (and subsequent amendments);

"Business" means any trade or profession conducted from premises whose address is listed in Schedule 5 and which are wholly or principally used or adapted for use for those purposes, such premises being listed in either a local or central non-domestic rating list;

"Business Operation" means the operation of a business for business purposes and for the avoidance of doubt does not include commuting;

"Business Permit" means a permit issued by the Council to a Business under the provisions of Part VII of this Order .

"Business Permit Holder" means a Business to which a Business Permit has been issued under the provisions of Part VII of this Order;

"Carers Permit Order" means The Oxfordshire County Council (Carers' Permit) Order 2010 as amended from time to time;

"Chargeable Hours" means the times of regulation relating to a payment parking place as specified by the period between the hours and on the days specified in the Map Schedule Legend and/or the Map Tile Label related to that parking place;

"Civil Enforcement Officer" means a person authorised under Section 76 of the Traffic Management Act 2004 to undertake enforcement of parking contraventions (as defined in that Act);

"Goods Vehicle" has the same meaning as "Motor Vehicle" or "Heavy Motor Vehicle" in Section 136 of the RTRA 1984 and relating provisions which is constructed itself to carry a load; and type approved by the 'Vehicle Certification Agency' as N1, N2 or N3;

"Controlled Length" means a length of road where waiting is not permitted (as indicated by a Traffic Sign where requisite) further to any act, order, regulation, bylaw or notice (other than a traffic regulation order) at such times and for so long only as the length of road is subject to such waiting prohibition or restriction;

"Designated Parking Place" means a parking place designated by an Order made under Section 32 of the RTRA 1984;

"Disabled Person's Badge" has the meaning given to it in the Local Authorities' Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;

"Disabled Persons' Parking Place" means any length of highway specified as such in the Map Schedule to this Order to be used for the waiting of a Disabled Persons Vehicle, subject to the provisions of Part XI of this Order; and is installed in accordance with the Regulations;

"Disabled Person's Vehicle" means a Vehicle lawfully displaying
(a) in the Relevant Position a Disabled Person's Badge or
(b) a Recognised Badge; and

is a Vehicle which, immediately before or after any period of waiting allowed by virtue of a provision of a kind required by the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 to be included in an Order under the RTRA 1984, has been or is to be driven by a disabled person or, as the case may be, has been or is to be used for carrying disabled persons as passengers;

"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;

"Eligible Property" means any postal address within a street or part of a street listed in Schedule 5 in relation to a Permit Parking Place or Area listed in Schedule 3, which indicates that the resident of that address may apply for permits to which they are entitled under the provisions of this Order for use within the parking places or area in relation to which that address is listed;

"Goods" including cash or other valuable securities and 'delivering' and 'collecting' in relation to any Goods includes checking the Goods for the purpose of their delivery or collection and taking orders and collecting payment for any Goods (in association with their delivery or collection);

"Hotel Visitor's Permit" means a permit issued by the Council to a hotel or guesthouse under the provisions of Part VII of this Order to park a Permitted Vehicle, subject to the provisions of this Order, in the Parking Places specified in Schedules 5 & 6;

"Hotel Visitor's Permit Holder" means a hotel or guesthouse to which a Hotel Visitor's Permit has been issued under Part VII of this Order;

"Including" means including without limitation or prejudice to the generality of any preceding description, defining term, phrase or word(s) and "include" will be construed accordingly;

"Lay-by" in relation to a main carriageway of a road means any area intended for use for the waiting of Vehicles, lying to the side of the road and not forming any part of the main carriageway;

"Licensed Taxi" has the same meaning as in section 13 of the Transport Act 1985 and shall be:

- a) licensed by the Council, and
- b) attended by the driver and available for hire.

"Limited Waiting Parking Place" means any length of road identified as such in the Map Schedule to this Order which is authorised to be used as a parking place subject to time limits but without payment of any Parking Charge or requirement to display a Parking Permit;

"Main Carriageway" in relation to a road means any carriageway of that road used primarily by through traffic and excludes any Lay-bys;

"Map Schedule" means the Map Tiles attached to this Order and listed in Schedule 2, which depict the stopping, waiting and loading prohibitions and restrictions and parking places, loading places and parking areas designated by this Order, and in conjunction with the Map Schedule Legend and/or Map Tile label, identifies the type of each particular type of prohibition, restriction, parking place, loading place or parking area and certain of its governing provisions:

provided that the Council does not accept responsibility for inaccuracies contained in the Ordnance Survey data relied upon to create the Map Schedule and where a prohibition, restriction, parking place, loading place or parking area is depicted on the

Map Schedule, that provision continues 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 to this Order which, when used in conjunction with a Map Tile as listed in Schedule 2, identifies the specific types of prohibitions and restrictions of stopping, waiting and loading and the parking places, loading places or parking areas designated by this Order and, where appropriate, certain of their governing provisions;

"Map Tile" means an individual map with a specific tile reference, being part of the Map Schedule as listed in Schedule 2 to this Order;

"Map Tile label" where shown on a Map Tile forming part of the Map Schedule in relation to a prohibition or restriction of stopping, waiting or loading, or a Designated Parking Place, loading place or parking area, means a label which indicates the type of provision and, if appropriate, certain of its governing conditions;

"Motorcycle" means a mechanically propelled Vehicle with fewer than four wheels of which the weight unladen does not exceed 410 kilograms;

"Penalty Charge" means a penalty charge imposed further to Part 6 of the Traffic Management Act 2004 and set by Oxfordshire County Council further to paragraph 3 of Schedule 9 to that Act;

"Penalty Charge Notice" means a notice issued by a Civil Enforcement Officer pursuant to regulations made further to Part 6 of the Traffic Management Act 2004;

"Parking Area" means any area on a highway designated as a Parking Area by this Order, which includes Restricted Zone Parking Areas and Permit Parking Areas, and which are identified as to the type of Parking Area on the Map Tile relating to that Parking Area, by reference to the Map Schedule Legend and/or the Map Tile label;

"Parking Charge" for a Vehicle left in a Payment Parking Place shall be determined by reference to Column 1, 2 and 3 of Schedule 7;

"Parking Disc" has the meaning given to it in the Local Authorities' Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;

"Parking Period" (for a Vehicle left in a Payment Parking Place) shall be determined by reference to Column 1 and 3 of Schedule 7;

"Parking Permit" means any permit issued under the provisions of this Order;

"Parking Place" means an area on a highway designated or authorised by this Order to be used as a Parking Place, including any Parking Area, and identified as such in the Map Schedule to this Order;

"Parking Space" or "Parking Bay" means a space or bay in a Parking Place which is provided for leaving of a Vehicle subject to the provisions of this Order;

"Parking Ticket" means a ticket issued by a ticket machine or Civil Enforcement Officer pursuant to the provisions of this Order and indicating the payment of a

Parking Charge, the Parking Period in respect of which such Parking Charge has been paid and the time of the beginning or end of that Parking Period;

"Payment Parking" means any length of road specified as such in the Map Schedule to this Order which is authorised to be used as a Parking Place subject to the payment of a Parking Charge;

"Period of Stay" in relation to a Vehicle left in a Parking Place means the period beginning at the time of arrival of the Vehicle in that Parking Place and extending until the time of its departure therefrom;

"Permit Parking Place" means any length of road specified as such in the Map Schedule to this Order which is authorised to be used as a parking place, subject to the provisions of this Order, by a Vehicle which:

- (a) displays in the Relevant position a Valid Permit, or
- (b) to which a Resident has been issued a Virtual Parking Permit";

"Postal Packet" means a letter, parcel, packet or other article transmissible by post;

"Prescribed Hours" in this Order means those hours and days of the week when parking / waiting is permitted in any Parking Place or Loading Place designated by this Order;

"Public Service Vehicle" means, subject to the provisions in Section 1 of the Public Passenger Vehicle Act 1981, a Vehicle (other than a tramcar) which:

- (a) being a Vehicle adapted to carry more than 8 passengers, is used for carrying passengers for hire or reward; or
- (b) being a Vehicle not so adapted is used for carrying passengers for hire or reward at separate fares in the course of a business of carrying passengers;

"Recognised Badge" has the meaning given in Section 21A of the Chronically Sick and Disabled Persons Act 1970;

"Registered Owner/Keeper" means:

- (a) the person whose name appears in the Vehicle registration document of the Vehicle and in whose name the Vehicle is registered at the Driver and Vehicle Licensing Agency; or
- (b) a person who has established to the satisfaction of the Council that he has the permanent use of a Vehicle and that the person whose name appears in the Vehicle registration document of that Vehicle and in whose name that Vehicle is registered at the Driver and Vehicle Licensing Agency is his employer; or
- (c) a person who has established to the satisfaction of the Council that he has an arrangement with a Vehicle leasing business for the lease for a minimum period of 12 months of a Vehicle and that the person whose name appears in the Vehicle Registration Document of that Vehicle and in whose name that Vehicle is registered at the Driver and Vehicle Licensing Agency is that Vehicle leasing business; or
- (d) a person who has established to the satisfaction of the Council that he has the permanent use of a Vehicle, that his employer for whom he works full-time has an arrangement with a Vehicle leasing business for the lease of that Vehicle and that the person whose name appears in the Vehicle

Registration Document of the Vehicle and in whose name the Vehicle is registered at the Driver and Vehicle Licensing Agency is that Vehicle leasing business, provided always that where such circumstances apply if the person works part-time only then at the absolute discretion of the Council such person may be treated as a Registered Owner/Keeper for the purposes of this Order;

"Relevant Position" means:

- (a) in respect of a Disabled Person's Badge, displayed in the manner prescribed by Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000;
- (b) in respect of a Parking Disc displayed in the manner prescribed in Regulation 4 (2) of the Local Authorities' Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;
- (c) in respect of any Parking Permit or Parking Ticket, displayed on a Vehicle so that it is readily visible and legible from the front or nearside of the Vehicle;

"Renewal Date" means for each Resident of the age of 17 years or more the date on which that Resident is first issued with an allocation (25 days' worth) of Visitors' Permits free of charge and each anniversary of that date so that for the avoidance of doubt each Resident of the age of 17 years or more will thereby have a Personal Renewal Date;

"Resident" in this Order means a person who has as his usual place of abode an Eligible Property and who has established this to the satisfaction of the Council;

"Residents' Permit" means a permit issued by the Council to a Resident under the provisions of Part IX of this Order to park, subject to the provisions of this Order, the Vehicle in respect of which the permit has been issued, in Permit Parking Places without time limit, and in any Payment Parking Places without requirement to obtain a Virtual Parking Ticket or display a Parking Ticket, in such places as are specified as such in the Map Schedule to this Order;

"Residents' Permit Charge" means a charge specified in Schedule 4;

"Residents Permit Holder" means a Resident to whom a Residents' Permit has been issued under the provisions of this Order;

"Restricted Hours" means the hours and days of the week when parking is prohibited (subject to exemptions) in any Restricted Road as identified in the Map Schedule to this Order.

"Restricted Road" means the roads, lengths of roads or sides of road (including any footway or verge and the perimeter of any central reservation, roundabout or traffic island) identified as being subject to any prohibition or restriction of waiting or waiting and loading in the Map Schedule to this Order;

Provided that the expression "Restricted Road" shall not for the purposes of this Order include any Designated Parking Place or Loading Place;

"Road" means the whole or a part of a road including a length of road;

"Ticket Machine" means apparatus of a type and design approved as mentioned in Section 46(2)(a) of the RTRA 1984 being apparatus designed to issue Parking Tickets;

"Traffic Sign" means any object, device, line or marking for conveying to traffic on roads or any specified class of traffic warnings, information, requirements, restrictions or prohibitions as specified in Section 64 of the Act;

"Trailer" means a Vehicle drawn by a mechanically propelled Vehicle intended or adapted for use on roads;

"Universal Service Provider" has the meaning given in Sections 4(3) and (4) of the Postal Services Act 2000;

"Valid Permit" means any Parking Permit issued under the provisions of this Order and identified as such under column 2 of Schedule 6 to this Order that, unless a Virtual Parking Permit has been issued, is required to be displayed in a Vehicle left in any Parking Place or restriction identified under column 1 of that Schedule where that Parking Permit complies with the provisions of this Order, the conditions stated in column 3 of that Schedule and the Council's terms and conditions for the issue and operation of Parking Permits;

"Vehicle" means a motor Vehicle being a mechanically propelled Vehicle intended or adapted for use on roads;

"Virtual Parking Permit" means a Resident's permit issued by the County Council in electronic format only, not requiring same to be displayed on a Resident Permit Holders Vehicle"

"Virtual Parking Ticket" (Pay and Display) means a permission to park obtained by means of connectivity to the internet or an appropriate application ('App') via a mobile telephone, or similar method (without the need to display a ticket) which gives the same rights and responsibilities as the issue of a ticket for display;"

"Visitor Charge" means the charge applicable for a Vehicle waiting in a Payment Parking place during the Chargeable Hours that displays in the Relevant Position a Valid Permit;

"Visitor Period" means the maximum period that a Vehicle may wait in a Payment Parking Place that displays in the Relevant Position a Valid Permit;

"Visitors' Permit" means a permit issued by the Council to a Resident under the provisions of Part IX of this Order to enable:

- (a) the Resident;
- (b) a person residing at the same Eligible Property as the Resident; or
- (c) a person visiting the Resident or a person visiting another person residing at the same Eligible Property as the Resident;

to park a Vehicle, subject to the provisions of this Order, in the Permit Parking Places, or in the Payment Parking Places without payment of the Parking Charge, as identified as such in the Map Schedule to this Order;

"Visitors' Permit Charge" means the charge specified in Schedule 4;

"Visitors' Permit Holder" means a Resident to whom a Visitors' Permit has been issued under the provisions of this Order;

"Year" means for each Resident of the age of 17 years or more the year commencing on the Renewal Date for that Resident.

Interpretation

3. (1) Any reference in this Order to the Council includes any person (including any body corporate) authorised to act on behalf of the Council.
- (2) Any reference in this Order to any enactment (meaning any act and any subordinate legislation as defined in the Interpretation Act 1978) shall be construed as a reference to that enactment as amended or replaced by any subsequent enactment.
- (3) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa.
- (4) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.
- (5) Any reference in this Order to a numbered Article or Schedule shall, unless the context otherwise requires, be construed as a reference to a numbered Article or Schedule bearing that number in this Order.
- (6) Headings are inserted for convenience and shall not affect the construction or interpretation of this Order.

PART II **PROHIBITIONS AND RESTRICTIONS ON WAITING**

No Waiting

4. Save as provided in Articles 5 and 6 of this Order, no person is to cause or permit any Vehicle to wait in any Restricted Road during the Restricted Hours except upon the direction or with the permission of the Council, a Civil Enforcement Officer or a police constable in uniform.

Exemptions from Waiting Restrictions

5. Nothing in Article 4 of this Order will apply to any Vehicle waiting in any Restricted Road, during the Restricted Hours for so long only as may be necessary in any of the following circumstances;
 - (1) the vehicle is a police Vehicle and being used for police purposes;
 - (2) the vehicle is an Ambulance being used for Ambulance purposes in an emergency;
 - (3) the vehicle is in the service of the fire brigade being used for fire brigade purposes in an emergency;
 - (4) the vehicle is setting down or picking up a passenger and for the avoidance of doubt this includes a Public Service Vehicle setting down or picking up any passenger;
 - (5) the vehicle is waiting for the purpose of loading or unloading Goods at premises situated at or adjoining that road;
 - (6) the vehicle is waiting for the collection of waste from premises situated at or adjoining that road;

- (7) the vehicle is in the service of or employed by a Universal Service Provider while being used for the purpose of loading, unloading, delivering or collecting Postal Packets at premises or post boxes at or adjoining that road;
- (8) the vehicle is waiting while any gate or other barrier at the entrance to premises to which the Vehicle requires access or from which it has emerged is being opened or closed, if it is not reasonably practicable for the vehicle to wait otherwise than in that road while such gate or other barrier is being opened or closed;
- (9) the vehicle is waiting because the person in control of the Vehicle is required by law to stop, or is obliged to do so in order to avoid an accident or is prevented from proceeding by circumstances outside his control;
- (10) the vehicle is being used in connection with any of the following and cannot conveniently be so used without waiting in that road:
 - removing any obstruction to traffic at or adjoining that road;
 - (a) undertaking works (including inspection) in relation to that road or to a traffic sign, road lighting or street furniture at or adjoining that road;
 - (b) undertaking works (including inspection) in relation to a sewer or water main, or in relation to the supply of gas, electricity, water or communication services in or adjoining that road;
 - (c) a funeral associated with premises at or adjoining that road and is a hearse or other official Vehicle of an undertaker;

provided that the person in control of the Vehicle must move it on the instruction of a police constable in uniform, wherever that police constable considers this necessary for the purpose of preventing obstruction.

Exemptions from Waiting Restrictions – Disabled Persons Vehicles

- 6. (1) Where the period of prohibition of waiting according to the Restricted Hours does not exceed 3 hours, nothing in Article 8 of this Order shall apply to any Vehicle waiting in any relevant Restricted Road during the Restricted Hours if the Vehicle is a Disabled Person's Vehicle which displays lawfully in the Relevant Position a Disabled Person's Badge
- (2) Where the period of prohibition of waiting according to the Restricted Hours exceeds 3 hours, nothing in Article 8 of this Order shall apply to any Vehicle waiting in any relevant Restricted Road during the Restricted Hours if the Vehicle is a Disabled Person's Vehicle which displays lawfully in the Relevant Position a Disabled Person's Badge and it is waiting for a period not exceeding 3 hours subject to the conditions that:
 - (a) the period of exempted waiting does not begin less than 1 hour after a previous period of exempted waiting by the same Vehicle in the same road on the same day; and
 - (b) a Parking Disc is displayed in the Relevant Position on the Vehicle marked to show the quarter hour period during which the period of exempted waiting began;

provided that the person in control of the Vehicle must move it on the instruction of a police constable in uniform, whenever that police constable considers this necessary for the purposes of preventing obstruction.

PART III
GENERAL PROVISIONS AS TO USE AND MANAGEMENT
OF PARKING PLACES

Restrictions on Use - Stop Engine

7. The Driver of a Vehicle using a Parking Place must stop the engine as soon as the Vehicle is in position in the Parking Place, and must not start the engine except when about to change the position of the Vehicle in or to depart from the Parking Place.

Restrictions on Use – Sale of Goods

8. No person is to use any Vehicle while it is in a Parking Place
- (1) in connection with the sale of any article to any person in or near it or in connection with the selling or offering for hire of his skills or services save that for the avoidance of doubt this prohibition does not apply to any Vehicle while it is in a Parking Place and being used for collecting or delivering Goods.
 - (2) for eating, cooking, sleeping or camping purposes.

Marking of Parking Places etc.

9.
 - (1) The limits of each Parking Place will be indicated by the Council marking/placing on the carriageway and in the vicinity the appropriate Traffic Signs.
 - (2) The Council may on or in the vicinity of each Parking Place carry out such other work as is reasonably required for the purpose of its satisfactory operation.

Timing

10. Where a Vehicle, having been left in a Parking Place remains there at the beginning of the Prescribed Hours, then the Vehicle's Period of Stay in the Parking Place shall, for the purposes of this Order, be deemed to be the beginning of the Prescribed Hours.

Exemptions - General Permitted Use

11. Nothing in Articles 16, 17, 21, 22, 23, 24, 30, 31 will apply to a Vehicle waiting in a Parking Place for so long only as may be necessary if:
- (1) the Vehicle is a police Vehicle and being used for police purposes;
 - (2) the Vehicle is an Ambulance being used for Ambulance purposes;
 - (3) the Vehicle is in the service of the fire brigade and being used for fire brigade purposes;
 - (4) the Vehicle is setting down or picking up a passenger and for the avoidance of doubt this includes a Public Service Vehicle setting down or picking up any passenger save that this exemption does not apply in relation to Part VIII (Disabled Persons Parking Places);
 - (5) the Vehicle is waiting for the purpose of loading or unloading Goods at premises situated at or adjoining the road in which the Parking Place is located save that this exemption does not apply in relation to Part VIII (Disabled Persons Parking Places)
 - (6) the Vehicle is waiting for the collection of waste from premises situated at or adjoining that road save that this exemption does not apply in relation to Part VIII (Disabled Persons Parking Places);

- (7) the Vehicle is being used for the removal of furniture or effects to or from any shop, office or other premises adjoining the Parking Place and the furniture and effects cannot reasonably be removed outside the Permitted Hours (provided permission of the Council, a Civil Enforcement Officer or police officer in uniform has been obtained)
- (8) the Vehicle is in the service of or employed by a Universal Service Provider while being used for the purpose of loading, unloading, delivering or collecting Postal Packets at premises or post boxes at or adjoining the road in which the Parking Place is located;
- (9) the Vehicle is waiting while any gate or other barrier at the entrance to premises to which the Vehicle requires access or from which it has emerged is being opened or closed, if it is not reasonably practicable for the Vehicle to wait otherwise than in that road while such gate or other barrier is being opened or closed;
- (10) the Vehicle is waiting because the person in control of the Vehicle is required by law to stop, or is obliged to do so in order to avoid an accident or is prevented from proceeding by circumstances outside his control;
- (11) the Vehicle is being used for any of the following purposes, but for so long only as is required to enable the Vehicle to be so used:
 - (a) in connection with any funeral associated with premises at that Parking Place or adjoining section of road and is a hearse or other official Vehicle of an undertaker;
 - (b) in connection with any building operation, demolition or excavation in or adjacent to the parking place where it is not reasonably practicable for the Vehicle to wait elsewhere;
 - (c) in connection with any emergency maintenance operation in premises adjacent to the parking place;
 - (d) the removal of any obstruction to traffic in or adjacent to the vehicular parking place;
 - (e) the maintenance, improvement or reconstruction of the road (including cleansing of gullies) in or adjacent to the parking place;
 - (f) the installation or carrying out of works to a traffic sign, road lighting or street furniture in or adjacent to the parking place;
 the laying, erection, alteration, removal, repair or servicing in or adjacent to the parking place of any sewer or of any main, pipe or other apparatus (which includes a telephone kiosk) for the supply of gas, water, electricity or communication services,

provided that the person in control of the Vehicle must move it on the instruction of a police constable in uniform, whenever that police constable considers this necessary for the purpose of preventing obstruction.

Exemptions - Disabled Person's Vehicles

- 12. Nothing in Articles 17, 22, 23, 24, 31 will apply to a Vehicle if it is a Disabled Person's Vehicle which lawfully displays in the Relevant Position a Disabled Person's Badge.

Removal and Moving of Vehicles

- 13. (1) Where the Council, a Civil Enforcement Officer or a police constable in uniform is of the opinion that any of the provisions contained in this Order

relating to a Parking Place, have been contravened or not complied with in respect of a Vehicle left in a Parking Place, they may:

- (a) alter or cause to be altered the position of the Vehicle to comply with such provisions; or
 - (b) remove or cause to be removed the Vehicle from the Parking Place and, where it is so removed, they will make such arrangements as may be reasonably necessary for the safe custody of the Vehicle.
- (2) The Council, a police constable in uniform or a Civil Enforcement Officer may, in case of emergency, move or cause to be moved to any place they think fit, any Vehicle left in a Parking Place.
- (3) Any person authorised to remove a Vehicle or alter its position by virtue of Article 13 (1) or 13 (2) may do so by towing or driving the Vehicle or in such other manner as they may think necessary and may take such measures in relation to the Vehicle as they may think necessary to enable them to remove it or alter its position as the case may be.

Suspension of Use of a Parking Place

14. (1) The Council, a Civil Enforcement Officer or a police constable in uniform may suspend the use of a Parking Place or any part of it whenever they consider 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 adjoining the Parking Place;
 - (c) for works to the road or a traffic sign in or adjoining the Parking Place;
 - (d) for works in relation to any sewer or water main, or in relation to the supply of gas, water, or electricity or any communications services in or adjoining the Parking Place;
 - (e) for the convenience of occupiers of premises adjoining the Parking Place for the removal of furniture or household effects to or from a shop, office or other premises;
 - (f) on any occasion when it is likely by reason of some special attraction or occasion that any road will be thronged or obstructed; or
 - (g) for the convenience of occupiers of premises adjoining the Parking Place at times of weddings or funerals, or on other special occasions.
- (2) Any person suspending the use of a Parking Place or any part of it in accordance with the provisions of Article 14 (1) is thereupon to place or cause to be placed in or adjacent to that Parking Place or the part of it the use of which is suspended, a Traffic Sign indicating that waiting by Vehicles is prohibited.
- (3) Save as provided in Article 14 (4), no person is to cause or permit a Vehicle to wait in any Parking Place or part of a Parking Place during any period when there is in or adjacent to that Parking Place or part of it a Traffic Sign placed pursuant to Article 14 (2).
- (4) Nothing in Article 14 (3) will apply to any Vehicle waiting for so long only as may be necessary:
- (a) if the Vehicle is being used for the relevant purpose or eventuality specified in Article 14 (1) (b) (building works), 14 (1) (c) (road works), 14 (1) (d) (works to services), 14 (1) (e)

- (furniture removal) or 14 (1) (g) (wedding or funeral) for which use of the Parking Place (or part of it) was suspended;
- (b) to enable a person to board or alight from a Vehicle;
- (c) if a Vehicle is being used for police fire or Ambulance purposes;
- (d) if the Vehicle is waiting while any gate or other barrier at the entrance to premises to which the Vehicle requires access or from which it has emerged is being opened or closed, if it is not reasonably practicable for the Vehicle to wait otherwise than in that Parking Place or part of it while such gate or other barrier is being opened or closed;
- (e) the Vehicle is waiting because the person in control of it is required by law to stop or is obliged to do so to avoid an accident or is prevented from proceeding by circumstances outside his control; or
- (f) the Vehicle is being used for any other purpose and the prior permission of the Council, a police constable in uniform or a Civil Enforcement Officer has been obtained;

provided that the person in control of the Vehicle must move it on the instruction of a police constable in uniform whenever that police constable considers this necessary for the purpose of preventing obstruction.

PART IV **PARKING PLACES**

Designation of Parking Places

15. (1) Each area on a highway identified:
 - (a) on the Map Schedule by way of a Map Tile Label and/or the Map Schedule Legend as being a Parking Place is designated to be used, subject to the provisions of Part III and Part IV of this Order, as a Parking Place for Vehicles; and
 - (b) as an area marked out and signed for the use therein of specified classes of Vehicles following the conditions specified in this Order in relation to that Parking Place.
- (2) Unless otherwise so identified, a designated Parking Place shall be bounded on one side of its length by the edge of the carriageway and be an area identified and marked by a Traffic Sign, either in accordance with the Regulations or, if applicable, by virtue of any special authorisation given by the Secretary of State.
- (3) Subject to the provisions of this Order, the following Parking Places identified in Article 15 (1) may only be used by the class of Vehicle specified as follows:
 - a Taxi Only Bay may be used for the waiting during Prescribed Hours of Licenced Taxis.

Restrictions on Waiting – Position of Vehicle

16. No person is to cause or permit a Vehicle to wait in a Parking Place during the Prescribed Hours except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform unless:

- (1) it is parked with every part of the Vehicle on the carriageway so that it is entirely within the limits of the Parking Place as marked, save where an exemption as specified in Article 11 applies; and
- (2) for a Motorcycle it is parked so that it is perpendicular to the kerb,

Time Restrictions on Waiting

17. Save as provided in Articles 11 and 12 (Exemptions), no person, except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform, is to cause or permit any Vehicle to wait during the Prescribed Hours in any designated Parking Place:
 - (1) for a period longer than the maximum period of waiting specified in the Map Tile related to that Parking Place as specified in the Map Schedule Legend and/or Map Tile label in the Map Schedule to this Order; and
 - (2) if a period of less than that specified in the Map Tile related to that Parking Place as specified in the Map Schedule Legend and/or Map Tile label in the Map Schedule to this Order as being a period during which the Vehicle must not be left again in that Parking Place, a period of no return, has elapsed since the termination during the Prescribed Hours of the last period of waiting (if any) of that Vehicle.

Vehicles for which other Parking Places are Designated

18. Other Vehicles for which Parking Places are designated and the provisions related thereto are set out in this Order as follows:
 - (1) Payment Parking Places – Part V of this Order;
 - (2) Permit Parking Places – Part VI of this Order;
 - (3) Disabled Person Parking Places – Part VIII.

General

19. The provisions of Part III of this Order apply to Parking Places.

PART V **PAYMENT PARKING PLACES**

Designation of Payment Parking Places

20. Each of the lengths of road identified in the Map Schedule to this Order as a Payment Parking Place is authorised to be used subject to the provisions of Part III and Part V of this Order, as a Payment Parking Place for Vehicles.

Restrictions on Parking – Position of Vehicle

21. No person is to cause or permit a Vehicle to wait in a Payment Parking Place during the Chargeable Hours except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform unless:
 - (1) it is parked with every part of the Vehicle on the carriageway so that it is entirely within the limits of the Payment Parking Place as marked unless an exemption as specified in Article 11 applies; and
 - (2) for a Motorcycle it is parked so that it is perpendicular to the kerb.

Restrictions on Parking – Restriction on Return

22. Save as provided in Articles 11, 12 and 24 (Exemptions) no person is to cause or permit any Vehicle to wait in any Payment Parking Place during the Chargeable Hours, except upon the direction or with the permission of a Civil

Enforcement Officer, the Council or a police constable in uniform, if a period of less than 1 hour has elapsed since the termination during the Chargeable Hours of the last period of stay (if any) of the Vehicle in the same Parking Place.

Restrictions on Parking – Parking Ticket

23. Save as provided in Articles 11, 12 and 24 (Exemptions), no person is to cause or permit any Vehicle to wait in a Payment Parking Place specified in Schedule 7 during the Chargeable Hours except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform unless a Virtual Parking Ticket has been issued, or unless there has been paid in accordance with Article 25 the Parking Charge selected according to the expected duration of the period of stay and the Parking Ticket so obtained for the Vehicle is displayed in the Relevant Position on the Vehicle;

Exemptions – Residents' Permit, Visitor's Permit and Motorcycles

24. Nothing in Article 27, 28 or 29 will apply to a Motorcycle or to any other Vehicle waiting in a Payment Parking Place during the Chargeable Hours, within any Permit Parking Area specified in Schedule 3, if the Vehicle displays in the Relevant Position a Valid Permit as identified in column 2 of Schedule 6 where a Payment Parking Place is identified in column 1 of that Schedule, or a Virtual Parking Permit has been issued.

Parking Ticket – Method of Payment

25. Other than where the Payment Parking Place has a Parking Charge specified in column 2 of Schedule 7 of Nil, either:

- (1) a Virtual Parking Ticket shall be obtained, or
- (2) the Parking Charge for a Parking Ticket shall be paid by the insertion into a Ticket Machine at or near the Payment Parking Place (or, if such machine is for the time being defective, at another machine at or near the Payment Parking Place) of the appropriate denomination to the amount of the Parking Charge, or by such other payment method as specified on a Ticket Machine;

provided that if for the time being a notice is displayed at the Parking Place so requiring, the Parking Charge shall be paid to, and a Parking Ticket obtained from, a Civil Enforcement Officer.

One Parking Ticket Only

26. At no time during the period of stay of a Vehicle in a Payment Parking Place shall there be displayed on the Vehicle any Parking Ticket other than the Parking Ticket obtained for that Vehicle at the beginning of the period of stay.

Installations

27. The Council may install such Ticket Machines as they consider requisite on or in the vicinity of a Payment Parking Place.

General

28. The provisions of Part V of this Order apply to Payment Parking Places.

PART VI
PERMIT PARKING PLACES

Permit Parking Places

29. Each of the lengths of road specified in the Map Schedule as a Permit Parking Place is designated by this Order to be used, subject to the provisions of Parts III, V, VI and VII of this Order, as a Parking Place for any Vehicle which, unless a Virtual Parking Permit has been issued, displays in the Relevant Position on the Vehicle a Valid Permit, as identified in Schedule 3 for each Parking Place identified in that Schedule.

Restrictions on Parking – Position of Vehicle

30. No person is to, cause or permit any Vehicle to wait in any Permit Parking Place at any time, except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform unless:
- (1) it is a Vehicle, save where an exemption as specified in Article 11 applies; and
 - (2) it is parked with every part of the Vehicle on the carriageway, or as applicable where so indicated by a Traffic Sign with every part of the vehicle partly on the carriageway and partly on the footway, and so that it is entirely within the limits of the Parking Place as marked unless an exemption as specified in Article 11 applies; and
 - (3) for a Motorcycle, if a Vehicle, it is parked so that it is perpendicular to the kerb.

Restrictions on Parking – Permit Requirement

31. Save as provided in Articles 11 and 12 (Exemptions), no person is to cause or permit any Vehicle to wait in any Permit Parking Place during the Prescribed Hours, except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform, unless:
- (1) there is displayed in the Relevant Position on the Vehicle at all times during which the Vehicle is left in the Permit Parking Place during the Prescribed Hours a Valid Permit, or
 - (2) a Virtual Parking Permit has been issued,

provided that this requirement to display a permit or ticket does not apply to a Motorcycle.

PART VII
PERMIT SCHEMES

Residents' Permit Scheme

Application

32. Any Resident who is the Registered Owner/Keeper of a Vehicle may apply to the Council for the issue of a Residents Permit for the leaving of that Vehicle subject to the provisions of this Order, during the Prescribed Hours in a Permit Parking Place (within zonal designation 'WS').

Permit Terms

33. (1) No Resident's Permit will be valid for a period in excess of 12 months.
- (2) The Council will fix the day when a Residents' Permit issued to a Resident will cease to be valid.
- (3) No more than one Residents' Permit which is valid at the same time will be issued to any Resident, and no more than 2 per property.
- (4) Where a Residents' Permit is issued for a period of 11 months or less the charge will be 1/12th of the relevant annual charge multiplied by the number of months (rounded up to the nearest full number) for which the permit is valid.

Application Process

34. (1) An application for a Residents' Permit must be made via the online portal, or on a form issued by and obtainable from the Council and include the particulars and information required by such form and must be accompanied by a remittance for the Residents' Permit Charge;
- (2) The Council may require an applicant for a Residents' Permit to produce such evidence in respect of his application as it may reasonably require to verify any particulars or information given to it;
- (3) subject as provided in Article 34 (4) if the Council is satisfied:
- (a) that the applicant is a Resident; and
 - (b) that the Resident is the Registered Owner/Keeper of a Vehicle; and
 - (c) that the Residents' Permit Charge has been paid
- and the information and particulars required to be supplied by the application form have been supplied to the satisfaction of the Council, and the Council is satisfied generally as to the completed application form, then the Council will issue to the applicant a Residents' Permit for the leaving, subject to the provisions of this Order, of the Vehicle to which such Residents' Permit relates in a Permit Parking Place;
- (4) the Council will not issue a Residents' Permit if:
- (a) the Resident is not eligible for a Permit further to the provisions of Article 33 (2); or
 - (b) during the period of three months prior to the application a Residents' Permit issued to the applicant was withdrawn by the Council further to Article 36 (5);
- (5) The Council may at any time require a Residents' Permit Holder to produce such evidence in respect of any Residents' Permit as it may reasonably require to verify that the permit is valid and/or that the Residents' Permit Holder remains eligible for such permit.

Permit Formalities

35. A Residents' Permit will include the following particulars:
- (1) the registration mark of the Vehicle for which the Residents' Permit has been issued;
 - (2) the period during which, subject to the provisions of Article 36 of this Order, the Residents' Permit will remain valid; and
 - (3) an indication that the Residents' Permit has been issued by the Council.

Surrender and Withdrawal of Residents' Permit - Validity of Residents' Permit

36. (1) A Residents' Permit Holder may surrender a Residents' Permit to the Council at any time.
- (2) A Residents' Permit will cease to be valid on the earliest of the following:
- (a) the expiration of the period specified on the permit;
 - (b) the occurrence of any of the events specified in Article 36
 - (c) as provided in Article 36 (6).
- (3) A Residents' Permit holder must surrender a Residents' Permit to the Council on the occurrence of any of the following events:
- (a) the Residents' Permit Holder ceasing to be a Resident;
 - (b) the Residents' Permit Holder ceasing to be the Registered Owner/Keeper of the Vehicle in respect of which the Residents' Permit was issued;
 - (c) the issue of a replacement Residents' Permit.
- (4) If it appears to the Council that any one of the events specified in Article 36 (3) has occurred, the Council may by written notice, addressed to the Residents' Permit Holder and sent by first class post to or delivered to the address shown by him on his application for the Residents' Permit or to any other address believed to be that person's place of abode, withdraw a Residents' Permit and the Residents' Permit Holder must surrender the Residents' Permit to the Council within three days of the date of posting or as applicable delivery of such notice.
- (5) If it appears to the Council that any of the provisions contained in this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Residents' Permit the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Residents' Permit, or application for it, the Council may by giving notice as provided in Article 36 (4) withdraw a Residents' Permit and the Residents' Permit Holder must surrender the Residents' Permit to the Council within three days of the date of posting or as applicable delivery of such notice.

- (6) Where a notice is given further to Article 36 (5) the Residents' Permit issued to the Residents' Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (7) Where a Residents' Permit is surrendered to the Council for any of the reasons specified in Article 36 (3) other than Article 36 (3) (d) (issue of replacement) and this takes place more than one month before its expiration date, the Council will make a refund to the Residents' Permit Holder but there will be no refund of the charge for a permit withdrawn or surrendered further to Article 36 (5).

Replacement Permits

- 37. (1) A Residents' Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the Residents' Permit has become altered by fading or otherwise, and the Residents' Permit Holder will surrender it to the Council and may apply to the Council for the issue of a replacement Residents' Permit by completing the application form obtainable from the Council.
- (2) A Residents' Permit will become invalid if it is lost or destroyed and the Residents' Permit Holder may apply to the Council for the issue of a replacement Residents' Permit and the Council, upon being satisfied as to such loss or destruction, will issue a replacement Residents' Permit so marked.
- (3) The provisions of this Part of this Order will apply to a replacement Residents' Permit or an application for it as if it were an original Residents' Permit or as the case may be an application for it save that no charge will be payable for a replacement permit.

VISITORS' PERMIT SCHEME

Application

- 38. Any Resident of the age of 17 years or more may apply to the Council for the issue of Visitors' Permits for the leaving, subject to the provisions of this Order, at any time in a Permit Parking Place or during the Prescribed Hours in a Payment Parking Place of a Vehicle belonging to or on hire or lease to the Resident or any other person residing at the same Property as that Resident or a person visiting that Resident or a person visiting another person residing at the same Property as that Resident.

Permit Terms

- 39. (1) No person is to cause or permit a Visitors' Permit to be displayed in a Vehicle, when the Vehicle is parked in a Permit Parking Place or during

the Prescribed Hours in a Payment Parking Place unless that Vehicle belongs to or is on hire or lease to a person visiting the Visitors' Permit Holder or other person residing at the same Property as the Visitors' Permit Holder and that visit is the primary purpose for so parking the Vehicle [or the Vehicle belongs to or is on hire or lease to the Visitors' Permit Holder or a person residing at the same Property as that Visitors' Permit Holder].

- (2) Any Resident of the age of 17 years or more is entitled to up to 2 allocations of Visitors' Permits (with each allocation containing 25 days' worth of Visitors' Permits) during each Year commencing on the Renewal Date for that Resident.
- (3) (a) The first allocation of 25 Visitors' Permit issued to a Resident during each Year will be free of charge
- (b) The charge for the second allocation of 25 Visitors' Permits issued to a Resident during each Year is the Visitors' Permit Charge but this shall be reduced to nil where the Council is satisfied that the Resident is aged 70 years or older.
- (c) The charge for any additional discretionary Visitors' Permit is as stated in column 3 of Schedule 4, but the Council may waive the charge and shall waive the charge where the Resident is aged 70 years or more.

Application Process

40. (1) An application for an allocation (25) of Visitors' Permits must be made via the online portal, or on a form issued by and obtainable from the Council and include the particulars and information required by such form.
- (2) The Council may require an applicant for an allocation (25) of Visitors' Permits to produce such evidence in respect of an application as it may reasonably require to verify any particulars or information given to it.
- (3) Subject as provided in Article 40 (4), if the Council is satisfied that the applicant is a Resident of the age of 17 years or more, the information and particulars required to be supplied by the application form have been supplied to the satisfaction of the Council, and the Council is satisfied generally as to the completed application form, the Council will issue to the applicant an allocation of 25 days' worth of Visitors' Permits.
- (4) The Council will not issue an allocation of Visitors' Permit if, during the period of six months prior to the application or such lesser period as the Council in its discretion may decide, a Visitors' Permit issued to the applicant was withdrawn by the Council further to Article 42 (5).

- (5) No Resident will be entitled to more than an initial allocation of 25 days' worth of Visitors' Permits during the first half of each year followed by a second allocation of a further 25 days' worth of Visitors' Permits which shall not be issued until the second half of that Year.
- (6) When one allocation of 25 days' worth of Visitors' Permits has been used up no further Visitors' Permits will be issued until a further application form has been completed and submitted to the Council with a remittance for the Visitors' Permit Charge and the Council is satisfied with the application as provided in Article 40 (3).
- (7) The Council may in its absolute discretion issue to a Resident more than the equivalent of 50 days' worth of Visitors' Permits in any Year if it is satisfied, upon consideration of such supporting evidence as the Council may require, that to do so would be appropriate in the circumstances and the Council may waive the charge for any such additional discretionary Visitors' Permits.
- (8) The Council may at any time require a Visitors' Permit Holder to produce such evidence in respect of any Visitors' Permits issued by the Council as may reasonably be required to verify their validity and/or that he remains eligible for the permits.

Permit Formalities

- 41. (1) Visitors' Permits will include the following particulars an indication that the Visitors' Permits have been issued by the Council and may specify the period during which, subject to the provisions of Article 42, the Visitors' Permits may be used.
- (2) A Visitors' Permit must be displayed in the Relevant Position and must not be cut or defaced in any way (excepting "scratch markings" where applicable).
- (3) A Visitors' Permit will be valid for a period of up to twenty four hours from the validation time provided that it is validated by the Visitors' Permit Holder, or by a person authorised by him, by writing in ink on the face of the Visitors' Permit (or by such other means as the Council may direct) the time of the day the Vehicle is left in the Parking Space using the twenty four hour clock (being the validation time) and the date on which it is left (being the validation date) and that no other writing or mark appears on it (excepting "scratch marks" where applicable.)

Surrender and Withdrawal of Visitors' Permits – Validity of Visitors' Permits

- 42. (1) A Resident may surrender a Visitors' Permit to the Council at any time

- (2) A blank Visitors' Permit will cease to be valid on the earlier of the following:
 - (a) the occurrence of any of the events specified in Article 42 (3);
 - (b) as provided in Article 42 (6).
- (3) A Visitors' Permit Holder must surrender to the Council all blank Visitors' Permits previously issued to him on the occurrence of the following:
 - (a) the expiration of the period (if any) as specified on the Visitors' Permits;
 - (b) the Visitors' Permit Holder ceasing to be a Resident;
 - (c) the issue of replacement Visitors' Permits.
- (4) If it appears to the Council that any of the events specified in Article 42 (3) has occurred, the Council may, by written notice addressed to the Visitors' Permit Holder and sent by first class post to or delivered to the address shown by the Visitors' Permit Holder on his application for the Visitors' Permits or to any other address believed to be that person's place of abode, withdraw his Visitors' Permits and the Visitors' Permit Holder must surrender his Visitors' Permits to the Council within 3 days after the date of posting or as applicable delivery of such notice.
- (5) If it appears to the Council that any of the provisions contained in the Permit provisions in this Order is being or has been abused (including the provision of inaccurate information in connection with an application for Visitors' Permits, the sale or attempted sale of a permit or the alteration or attempted alteration of a permit) or is not being complied with in respect of the use of a Visitors' Permit or application for it, the Council may by giving notice as provided in Article 42 (4) withdraw the Visitors' Permits from a Visitors' Permit Holder and the Visitors' Permit Holder must surrender his Visitors' Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (6) Where notice is given further to Article 42 (5) the Visitors' Permits issued to the Visitors' Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (7) On the surrender of any blank Visitors' Permit for which payment has been made the Council will issue a refund as set out in column 5 of Schedule 4 per blank Visitors' Permit save that there will be no refund of the charge paid for a permit withdrawn or surrendered further to Article 42 (5).

Replacement Permits

43. (1) A Visitors' Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible, and the

Visitors' Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Visitors' Permit by completing the application form obtainable from the Council.

- (2) The provisions of Article 42 and Article 43 (1) will apply to a replacement Visitors' Permit or an application for it as if it were an original Visitors' Permit or as the case may be an application for it save that no charge will be payable for a replacement permit.

BUSINESS PERMITS

Application

44. Any Business may apply to the Council for the issue of a Business Permit for the leaving, subject to the provisions of this Order, in any Parking Place of a Vehicle belonging to or on hire or lease to or otherwise associated with that Business (and whose registration number will be identified on the Business Permit) when it is essential for the Business Operations of that Business to park there.

Permit Terms

45. (1) No person is to cause or permit a Business Permit to be displayed in a vehicle, when the vehicle is parked in a Parking Place unless it is essential for the vehicle to be parked there for the Business Operations of the Business Permit Holder.
- (2) A Business Permit may be valid for 3 months, 6 months or 12 months but no Business Permit will be valid for more than 12 months.
- (3) The Council will fix a day when each Business Permit will cease to be valid.
- (4) The charge for each Business Permit will be:
 - (a) £40.00 for 3 months
 - (b) £75.00 for 6 months
 - (c) £115.00 for 9 months
 - (c) £150.00 for 12 monthsand the charge is payable on or before the issue of the permit.
- (5) (a) No Business will be eligible for a Business Permit unless the Council is satisfied that it is essential for the Business Operation of the Business to park a vehicle in areas identified in schedule 2 of this order where only permit holder parking is permitted or an exemption for permit holders applies.
- (b) No Business will be eligible for more than one Business Permit unless the Council is satisfied that it is essential for the Business Operation of

the Business to park more than one vehicle in areas identified in schedule 2 of this order where only permit holder parking is permitted or an exemption for permit holders applies.

- (c) No Business will be eligible for more than two Business Permits which are valid at the same time

Application Process

- 46. (1) An application for a Business Permit must be made via the online portal, or on a form issued and obtainable from the Council and must include the particulars and information required by the form and be accompanied by payment of the appropriate charge further to article 45 (4).
- (2) The Council may at any time require an applicant for a Business Permit to produce such evidence in respect of the application as may reasonably be required to verify any particulars or information given to the Council.
- (3) If the Council is satisfied that:
 - (a) the applicant is a Business; and
 - (b) it is essential for the Business Operation of the applicant for a vehicle or vehicles belonging to or on hire or lease to or otherwise associated with it to park in the areas identified in Schedule 2 of this order for permitted permit holder parking or where an exemption for permit holders is stated.
 - (c) either the applicant is eligible for two Business Permits and has no more than one Business Permit which is valid, or the applicant is eligible for one Business Permit and it has no Business Permit which is valid; and
 - (d) the appropriate charge specified in Article 45 (4) has been paid,

and the information and particulars required by the application form have been supplied to the satisfaction of the Council, and the Council is satisfied generally with the completed application form, then, save as provided in article 48, the Council will issue a Business Permit to the applicant.

- (4) The Council will not issue a Business Permit to an applicant if, during the period of three months prior to the application, any Business Permit issued to the applicant has been withdrawn by the Council further to article 48;
- (5) The Council will not issue more than two Business Permits which are valid at the same time to any Business, and in the case of a Business which is

only eligible for one Business Permit, it will not issue more than one Business Permit which is valid at any time.

(6) The Council may at any time require a Business Permit Holder to whom a Business Permit has been issued to produce such evidence in respect of any Business Permit as may reasonably be required to verify that the Business Permit Holder remains eligible for such permit and/or that the Business Permit is valid.

Permit Formalities

47. A Business Permit will include the following particulars:

- (1) the registration number of the vehicle for which the Business Permit has been issued;
- (2) the period during which the Business Permit remains valid;
- (3) an indication that the Business Permit has been issued by the Council;
- (4) the zonal designation 'WS'

Surrender and Withdrawal of a Business Permit – Validity of Permit

48. (1) A Business Permit Holder may surrender a Business Permit to the Council at any time.

(2) A Business Permit will cease to be valid on the earliest of the following:

- (a) the expiration of the period shown on it;
- (b) the occurrence of any of the events specified in Article 48 (b) & 49 and as provided therein;

(3) (a) a Business Permit Holder must surrender all Business Permits issued to it on the happening of any of the following events:

- (i) the Business ceasing to operate from an address specified in Schedule 5;
- (ii) the Business ceasing to be eligible for any Business Permit by virtue of this article.

(b) A Business Permit Holder must surrender a Business Permit issued to it on the happening of any of the following events:

- (i) the issue of a replacement Business Permit;
- (ii) the Business ceasing to use the vehicle in respect of which the Business Permit was issued;

(c) A Business Permit Holder must surrender a Business Permit issued to it if the Business has two Business Permits which are valid and it becomes eligible for one Business Permit only.

(4) If it appears to the Council that any of the events specified in Article 48 has occurred, the Council may, by written notice addressed to the Business Permit Holder and sent by first class post to or delivered to the address shown by the Business Permit Holder on his application for the Business Permit or to the registered or principal office of the Business Permit Holder, withdraw a Business Permit or as applicable all his Business Permits and the Business Permit Holder must surrender the Business Permit or as applicable all his Business Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.

(5) If it appears to the Council that any of the provisions contained in Parts III, IV or VI of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Business Permit, the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Business Permit or application for it, the Council may by giving notice as provided in Article 48 (4) withdraw a Business Permit(s) and the Business Permit Holder must surrender the Business Permit(s) to the Council within 3 days of the date of posting or as applicable delivery of such notice.

(6) Where a notice is given further to Article 48 (4) the Business Permit(s) issued to the Business Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.

(7) When a Business Permit is surrendered or withdrawn the Business Permit Holder is not entitled to any refund of the charge paid for the permit.

Replacement Permit

49. (1) A Business Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the Business Permit has become altered by fading or otherwise, and the Business Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Business Permit by completing the application form obtainable from the Council.
- (2) The Business Permit will become invalid if it is lost or destroyed and the Business Permit Holder may apply to the Council for the issue of a replacement Business Permit and the Council, upon being satisfied as to such loss or destruction, will issue a replacement Business Permit so marked.
- (3) The provisions of this Part of this Order will apply to a replacement Business Permit or an application for it as if it were an original Business Permit or as the case may be an application for it.

- (4) The fee for a change of vehicle for business permits is £15.

HOTEL VISITORS PERMIT SCHEME

Application

50. Any hotel or guest house located at premises whose address is listed in Schedule 5 to this Order may apply to the Council for the issue of Hotel Visitor's Permits for the leaving, subject to the provisions of this Order, in any Parking Place, of a Permitted Vehicle belonging to or on hire or lease to a paying guest at the hotel or guest house.

Permit Terms

51. 1) No person is to cause or permit any Hotel Visitors Permit to be displayed on a vehicle when it is parked in a Parking Place unless it belongs to or is on hire or lease to a paying guest at the hotel or guest house to whom the permit was issued
(2) The charge for each Hotel Visitors Permit will be £10 and the charge is payable on or before the issue of the permit.

(3) Limited Allocation of Permits

<i>Rooms (less the number of off-street parking spaces)</i>	<i>Maximum annual allocation</i>
1-4	500
5-9	10
10-14	1500
15-19	2000
20-24	2500
25+	3000

Application Process

- 52.
- (1) An application for Hotel Visitors Permits must be made either via the on-line portal, or on a form issued by and obtainable from the Council and must include the particulars and information required by the form and be accompanied by the appropriate charge further to Article 51 (2).
- (2) The Council may at any time require an applicant for Hotel Visitors Permits to produce such evidence in respect of the application as may reasonably be required to verify any particulars or information given to the Council.
- (1) Save as provided in Article 52 (4), if the Council is satisfied that the applicant is an authorised representative of a hotel or guest house located at premises whose address is listed in Schedule 3 and the information and particulars required by the form have been supplied to the satisfaction of the Council and the Council is generally satisfied with the completed application form the Council will issue to the applicant the number of Hotel

Visitor's Permits applied for provided always that the issue of such permits may be subject to 28 days prior notice.

- (2) The Council will not issue a Hotel Visitor's Permit if, during the period of six months prior to the application or such lesser time period as the Council may in its discretion decide, a Hotel Visitor's Permit issued to the applicant was withdrawn by the Council further to Article 55 (4).
- (3) The Council may at any time require a Hotel Visitor's Permit Holder to produce such evidence in respect of any Hotel Visitor's Permit as it may reasonably require to verify that the permit is valid and/or that the Hotel Visitor's Permit Holder remains eligible for the permit.

Permit Formalities

53.

- (1) Each Hotel Visitors Permit will include the following particulars:
 - (i) An indication that the Hotel Visitors Permit has been issued by the Council;
 - (ii) The zonal designation WS.
- (2) Each Hotel Visitors Permit will be valid for a period of up to 24 hours from when it is validated provided that it is validated by the Hotel Visitors Permit Holder or by a person authorised by it by writing in ink on the permit the name of the hotel or guest house, the name of the road in which the permit is being used, the time of day the vehicle was parked there (being the validation time), the day of the week and date on which the permit is being used (being the validation date) and the registration number of the vehicle on which the permit is displayed.

Records

54. A hotel or guest house to which Hotel Visitors Permits are issued must keep records of the allocation of permits by them by date of use, room number occupied by the paying guest and vehicle registration number of the vehicle in respect of which the permit is allocated and those records must be available for inspection by the Council at all reasonable times.

Surrender and Withdrawal of Hotel Visitor's Permits – Validity of Permits

55.

- (1) A Hotel Visitors Permit Holder may surrender its Hotel Visitors Permits to the Council at any time.
- (2) A Hotel Visitors Permit will cease to be valid on the earlier of the following:
 - (a) The Hotel Visitors Permit Holder ceasing to operate a hotel or guest house at premises whose address is listed in Schedule 3;
 - (b) As provided in Article 55 (5).

- (3) If it appears to the Council that a Hotel Visitor's Permit Holder has ceased to operate a hotel or guest house at premises whose address is listed in Schedule 3 the Council may, by written notice, addressed to the Hotel Visitor's Permit Holder and sent by first class post or delivery to the address shown on the application for the Hotel Visitor's Permit or any forwarding address, withdraw the Hotel Visitor's Permits of the Hotel Visitor's Permit Holder and the Hotel Visitor's Permits Holder must surrender its Hotel Visitor's Permits to the Council within 3 days of the date of posting or as applicable delivery of the notice.
- (4) If it appears to the Council that any of the provisions contained in Parts III, IV or VIII of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Hotel Visitor's Permit, the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Hotel Visitor's Permit or application for it, the Council may, by giving notice as provided in Article 55 (3), withdraw the Hotel Visitor's Permits of a Hotel Visitor's Permit Holder and the Hotel Visitor's Permit Holder must surrender its Hotel Visitor's Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (5) Where notice is given further to Article 55(4) the Hotel Visitor's Permits issued to the Hotel Visitor's Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (4) When a Hotel Visitors Permit is surrendered or withdrawn the hotel or guest house is not entitled to any refund of the charge paid for the permit.

PART VIII

DISABLED PERSONS PARKING PLACES

Designation of Disabled Persons Parking Places

56. (1) Each of the lengths of road specified in the Map Schedule as a Disabled Persons Parking Place is designated by this Order to be used, subject to the provisions of this Part of this Order, as a parking place for the classes of Vehicles specified in Article 57 only.
- (2) No Vehicle other than of a class specified in Article 57 shall park at any time in the lengths of road specified in Article 56 (1).

Designation of Disabled Persons Parking Places – Class of Vehicle

57. Each parking place specified in Article 56 (1) may be used for the leaving of the following classes of Vehicle:
 - (1) a Disabled Person's Vehicle that displays in the Relevant Position a Disabled Person's Badge

- (2) a Vehicle being used for any purpose specified in Article 11.

Position In Which A Vehicle May Stand

58. No person shall, except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform, cause or permit a Vehicle to wait in any Disabled Persons' Parking Place unless it is parked with every part of the Vehicle on the carriageway and entirely within the limits of the Disabled Persons' Parking Place as marked unless an exemption as specified in Article 11 applies.

Restrictions on Use – Stop Engine

59. The driver of a Vehicle using a Disabled Persons' Parking Place shall stop the engine as soon as the Vehicle is in position in the Disabled Persons' Parking Place, and shall not start the engine except when about to change the position of the Vehicle in or to depart from the Disabled Persons' Parking Place.

Restrictions on Use – Sale of Goods

54. 60. No person shall use any Vehicle while it is in a Disabled Persons' Parking Place in connection with the sale of any article to any person in or near it or in connection with the selling or offering for hire of his skill or services.

Removal and Moving of Vehicles

61. (1) Where a Civil Enforcement Officer or a police officer in uniform is of the opinion that any of the provisions contained in this Part of this Order have been contravened or not complied with in respect of a Vehicle left in a Disabled Persons' Parking Place he may remove the Vehicle or arrange for it to be removed from the Disabled Persons' Parking Place and, where it is so removed, he shall make such arrangements as may be reasonably necessary for the safe custody of the Vehicle, provided that when a Vehicle is parked in a Disabled Persons' Parking Place in a position contravening the provisions of this Part of this Order a Civil Enforcement Officer or a police officer in uniform may alter or cause to be altered the position of the Vehicle in order that its position shall comply with the provisions.
- (2) A police officer in uniform may, in case of emergency, move, or cause to be moved to any place he thinks fit, any Vehicle left in a Disabled Persons' Parking Place.
- (3) Any person authorised to remove a Vehicle or alter its position by virtue Article 55 (1) may do so by towing or driving the Vehicle or in such other manner as he may think necessary and may take such measures in relation to the Vehicle as he may think necessary to enable him to remove it or alter its position as the case may be.

Suspension of Use of Disabled Persons' Parking Place

62. (1) A Civil Enforcement Officer, police officer in uniform or person authorised by the Council may suspend the use of a Disabled Persons' Parking Place or any part of it 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 :
 - (i) any building operation, demolition or excavation in or adjacent to such a parking place;
 - (ii) works to the road (including but not by way of limitation cleansing of gullies and installation of traffic signs) in or adjacent to such a parking place;
 - (iii) the laying, erection, alteration, removal, repair or servicing in or adjacent to such a parking place of any sewer or any main, pipe or apparatus for the supply of gas, water electricity or communications services;
 - (c) for the convenience of occupiers of premises adjacent to the Disabled Persons' Parking Place for of the removal of furniture or household effects to or from a shop, office, or dwelling house, or depository;
 - (d) on any occasion on which it is likely by reason of some special attraction that any road will be thronged or obstructed, or
 - (e) for the convenience of occupiers of premises adjacent to the Disabled Persons' Parking Place at times of weddings or funerals, or on other special occasions.
- (2) Any person suspending the use of a Disabled Persons' Parking Place or any part of it in accordance with the provisions of Article 62 (1) shall place or cause to be placed in or adjacent to that Disabled Persons' Parking Place or the part of it whose use is suspended a traffic sign indicating that waiting by Vehicles is prohibited.
- (3) No person shall cause or permit a Vehicle to be left in a Disabled Persons' Parking Place or part of a Disabled Persons' Parking Place during any period when there is in or adjacent to that Disabled Persons' Parking Place or part of it a traffic sign placed pursuant to Article 62 (2).

Exemptions

63. All references in Part XI of this Order to Article 11 (Exemptions) shall take effect as references to Article 11 excluding Article 11 (4) (exemption for setting

down and picking up passengers), Article 11 (5) (exemption for loading or unloading Goods), and Article 11 (6) (exemption for collection of waste).

General

64. Subject to Article 63, the provisions of Part III of this Order apply to Disabled Persons Parking Places.

PART IX
REVOCATIONS AND AMENDMENTS

Partial Revocations

65. As specified in Schedule 1 to this Order.

PART X
CONTRAVENTIONS OF THE ORDER

66. (1) If a parking contravention (as defined in the Traffic Management Act 2004) is committed in contravention of any of the provisions of this order, a Penalty Charge will be payable.
- (2) In the case of a vehicle in respect of which a Penalty Charge is payable, a Penalty Charge Notice may be issued by a Civil Enforcement Officer.

PART XI
THE OXFORDSHIRE COUNTY COUNCIL
(CARERS' PERMIT) ORDER 2023

67. The Carers Permit Order is applied to this order so that nothing in this order will prohibit or restrict a vehicle from waiting in accordance with the provisions of that order.

INDEX OF SCHEDULES

1. Revocations
2. Index of Map Tiles
3. Permit Parking Places
4. Permit Charges
5. Permit Eligible Property Addresses
6. Valid Permits and Conditions of Use
7. On-Street Payment Parking Tariffs

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this 29th day of May 2023.

SCHEDULE 1

REVOCATIONS

Those parts of The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012, as amended by the Schedule to The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.26) Order 2023.

(The effect of the revocation is to remove those parts of the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012 (as amended) covering Woodstock town and transferring them into this new stand-alone Woodstock order.)

SCHEDULE 2

MAP SCHEDULE

Map Tile Ref	Revision
DM51	0
DN51	0
DN52	0
DN53	0
DN52	0
DO53	0
DP53	0

SCHEDULE 3

PERMIT PARKING PLACES

Table 1: Permit Parking Places Permit Identifiers, Types of Parking Control, Name and Days and Hours of Operation:

Column 1	Column 2	Column 3	Column 4	Column 5
Resident Zone	Type of Parking Control	Name / Permit Identifier	Days of Operation	Prescribed Hours of Operation
Woodstock	Resident's Permit Holder Parking Places	Woodstock / WS	As stated in the Map Tile Label and or Map Schedule Legend related to each Resident's Permit Holder Parking Place, or shared use Parking Place, where Permit Parking is permitted.	As stated in the Map Tile Label and or Map Schedule Legend related to each Resident's Permit Holder Parking Place, or shared use Parking Place, where Permit Parking is permitted.

SCHEDULE 4

PERMIT CHARGES

Permit charges:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Permit category	Permit type	Permit charges	Period of validity (1)	Refund on Surrender (1)	Maximum number of permits and conditions of use
Resident	Resident Permit (Woodstock)	£65 per permit	12 months, from the date first valid when issued.	1/12th of the Residents' Permit Charge multiplied by the number of months (rounded down to the nearest whole number) until its expiration less an administrative charge of 1/20th of the Residents' Permit Charge	<p>1. No more than one valid residential parking permit will be issued to an individual applicant at one time.</p> <p>2. No more than two residential parking permits will be issued to a residential property valid at one time.</p> <p>Resident permits may be used within Resident Permit Holder Parking Places and within Payment Parking Places without payment of the Parking Charge within On-Street parking bays located in Woodstock.</p>
Resident	Visitor Permit (Woodstock)	First 25 per annum Free of Charge; Second 25 per annum £25; Residents aged over 70 Free of Charge	Each Visitor Permit lasts indefinitely, but expires after 24 hours, starting from the date and time indicated on the Visitor Permit as prescribed by this Order at the commencement of parking	50p per blank Visitors' Permit	<p>A maximum of twenty five Visitor Permits may be applied for at one time and are limited to a maximum of 50 per annum, subject to any higher number being issued at the discretion of the Council.</p> <p>A valid Visitor Permit indicating as prescribed by this Order the applicable date and time of use must be displayed on a visitor's vehicle during the Prescribed Hours.</p>
Business	Business Permit (Woodstock)	£40 per permit £75 per permit £115 per permit £150 per permit	3 months 6 months 9 months 12 months	Nil	The Council will not issue more than two Business Permits which are valid at the same time to any Business

(1) Subject to the provisions of this Order.

SCHEDULE 5

PERMIT ELIGIBLE PROPERTY ADDRESSES

Areas of Eligibility to apply for Residents, Business and Visitors Permits:

Woodstock

<i>Road</i>	<i>Properties</i>
Bear Close	Nos. 1-36
Brook Hill	Nos. 1-16 & 34-54
Browns Lane	Nos. 1,2,4,6,8,12
Chaucers Lane	Nos. 1,2,3,5
Cockpit Close	Nos. 1-36
Harrisons Lane	Nos. 2,4,6,9,10,11, 'Cobblers', 'Mulberry Hall' & 'White House'
Hensington Road	Odd Nos. 1-11 & 19-25
High Street	Nos. 1-34 & Even Nos. 36-50
Market Place	Nos. 1-12 & Even Nos. 14-24
Market Street	Nos. 1-24 & Flats 1-3 Blandford Court
New Road	Nos. 1-122
Oxford Street	Nos. 1-93, Even Nos. 94-126, 1-12 Brookside Court & 1-4 Glover Mews
Park Lane	Nos. 1-19
Park Street	Nos. 1-20 & Even Nos. 22-28
Rectory Lane	Even Nos. 2-26, 36-50, Odd Nos. 23 & 51 & 'The Rectory'
Union Street	Nos. 1-11, 16 & Odd Nos. 13-29
Upper Brook Hill	Nos. 1-6 & Even Nos. 8-56

SCHEDULE 6

VALID PERMITS AND CONDITIONS OF USE

Column 1	Column 2	Column 3
Parking places or areas / restriction	Valid permits (1)	Conditions for use in parking places or on restricted streets (1)
Resident permit parking places only, shared use parking places with permit holder parking	Resident Permits, Business Permits, Hotel Visitors Permits and Visitors Permits	Where the Zone identifier on the permit corresponds to the Zone identifier on the signs in the vicinity of the parking place and as shown for that parking place in the Map Tile label and/or Map Schedule Legend in the Map Schedule.
Payment Parking Places	Resident Permits, Business Permits and Visitors Permits	Where the Zone identifier on the permit corresponds to the Zone identifier on the signs at the entrance to the PPA and in the vicinity of the PPA and as shown for that in the Map Tile label and/or Map Schedule Legend in the Map Schedule.

(1) Subject to the provisions of this Order.

**SCHEDULE 7
PAY AND DISPLAY PARKING**

Column 1	Column 2	Column 3	Column 4
Payment Parking Places (1)	Parking Charge	Parking Period (2)	Period of no return
Woodstock			
High Street	Free (3)	1 hour	
Market Street	£1.00	2 hours	
Market Place			1 hour
Park Street	£2.00	3 hours	
Park Lane	£5.00	4 hours	

(1) As identified in the Map Schedule to this Order in the locations listed and subject to the maximum period of waiting and any period of no return as specified in the Map Schedule Legend and/or Map Tile Label in relation to each Parking Place so identified.

(2) Subject to the provisions of this Order.

(3) The free period is limited to 1 session within any 24 hour period.

**THE COMMON SEAL of the
OXFORDSHIRE COUNTY COUNCIL**

was hereunto affixed in the presence of:



Solicitor / Designated Officer



17/6/23

