

**OXFORDSHIRE COUNTY COUNCIL**  
**(OXFORD, FLORENCE PARK AREA)**  
**(CONTROLLED PARKING ZONE AND WAITING RESTRICTIONS) ORDER 2022**

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**OXFORDSHIRE COUNTY COUNCIL  
(OXFORD, FLORENCE PARK AREA)  
(CONTROLLED PARKING ZONE AND WAITING RESTRICTIONS) ORDER 2022**

The Oxfordshire County Council ("the Council") in exercise of its powers under Sections 1(1), 2(1), 2(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 Act") and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

**PART 1  
GENERAL**

**Citation and Commencement**

1. This Order may be cited as the Oxfordshire County Council (Oxford, Florence Park Area) (Controlled Parking Zone and Waiting Restrictions) Order 2022 and shall come into force on the 28<sup>th</sup> day of March 2022.

**General Scheme of Traffic Management**

2. This Order is made by virtue of Section 37 of the Act for a general scheme of traffic control in respect of the area stated in Schedule 1 to this Order.

**Definitions**

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

"Access Way" means a length of footway, cycle track or verge which has been lowered to meet the level of the carriageway for the purpose of assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge;

"Business" means any trade or profession conducted from premises whose address is listed in Schedule 3 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 to park, subject to the provisions of this Order, a Permitted Vehicle in respect of which the permit has been issued in the Parking Places specified in Schedules 5 and 6;

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

"Car club Parking Places" means the parking places designated by the Car club Parking Places Order and reserved for the use of members of a car club using car club vehicles which display appropriate permits;

"Car club Parking Places Order" means the Oxfordshire County Council (Car club Parking Places Order – Oxford) Order 2010 as amended from time to time;

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

"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);

"Controlled Length" means a length of road where waiting is not permitted (as indicated by a Traffic Sign/Marking 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;

"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 Places" means the disabled persons' parking places (as defined in the Disabled Persons' Parking Places Order) which are set out from time to time in the Schedules to the Disabled Persons' Parking Places Order;

"Disabled Persons' Parking Places Order" means the Oxfordshire County Council (Disabled Persons' Parking Places – Oxford) Order 2010 as amended (or replaced) from time to time;

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

"Electric Vehicle Parking Places (CPZ)" means the parking place(s) for 'Electric Vehicles' (as defined in the Electric Vehicle Parking Places Order) as set out in Schedule 2 to the Electric Vehicle Parking Places Order

"Electric Vehicle Parking Places Order" means the Oxfordshire County Council (Oxford – Electric Vehicle Parking Places) Order 2018 as amended from time to time;

"Goods" includes 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);

"Home" means a Property which is either a home for older people (including a nursing home for older people) or a communal hostel or home for nurses;



"Hotel Visitor's Permit" means a permit issued by the Council to a hotel or guesthouse under the provisions of Part VIII 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 VIII 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;

"Motor Cycle" means a mechanically propelled vehicle with fewer than four wheels of which the weight unladen does not exceed 410 kilogrammes;

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

"Parking Place" means a length of road authorised to be used as a parking place by Part IV of this Order.

"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;

"Permitted Vehicle" means

(a) any vehicle whose maximum gross weight (as defined in Schedule 1 to the Traffic Sign Regulations and General Directions 2016) does not exceed 2.25 tonnes, whose height (excluding any attachments) according to the manufacturer's specification does not exceed 2 metres, whose length according to the manufacturer's specification does not exceed 5 metres and whose width according to the manufacturer's specification does not exceed 2 metres and which is:

- (i) a passenger vehicle, being a vehicle constructed or adapted for the carriage of not more than twelve passengers exclusive of the driver and their effects and not drawing a Trailer; or
- (ii) a dual purpose vehicle, as defined in Regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986; or
- (iii) a light goods vehicle, being any motor vehicle or Trailer which is constructed or adapted for the carriage of goods of any description

(b) a Motor Cycle

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

"Prescribed Hours" means: in respect of parking places specified in Schedule 4, from 9:00am to 5:00pm Monday to Friday;

"Property" means a property the postal address of which is within the list of authorised addresses in Schedule 3 to this Order and for the avoidance of doubt:

- (a) each flat comprised in a block of flats constitutes a single Property;
- (b) any house or flat divided into or let out as bed sitting rooms constitutes a single Property; and
- (c) each school, college, hotel, hostel or guest house constitutes a single Property only

"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 carrying 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 specified 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 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 specified 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; or
- (d) a person who has established to the satisfaction of the Council that he has the permanent use of a specified 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 described in Regulation 4 (2) of the Local Authorities' Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;



- (c) in respect of a Residents' Permit, Temporary Permit, Business Permit, Visitor's Permit or Hotel Visitor's Permit displayed on a vehicle so that the permit 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 of 25 days' worth of Visitor's 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" means a person who has as his usual place of abode a Property and who has established this to the satisfaction of the Council;

"Resident (Short-term)" means a person who is temporarily resident for work purposes for a minimum of a month at a Property, and who has established this to the satisfaction of the Council and for the avoidance of doubt a Resident (Short-term) does not include a person who is resident for study purposes. A Resident (Short-term) is a Resident for the purposes of Parts V and VI of this Order;

"Residents' Permit" means a permit issued by the Council to a Resident under the provisions of Part V of this Order to park, subject to the provisions of this Order, the Permitted Vehicle in respect of which the permit has been issued, in the Parking Places ;

"Residents' Permit Holder" means a Resident to whom a Residents' Permit or as applicable a Temporary Permit has been issued under the provisions of Part V of this Order;

"Restricted Hours" means,

- (a) in relation to any length of road specified in Schedule 2, 24 hours of every day,
- (b) in relation to any length of road specified in Schedule 5, between the hours of 8.00am and 6.30pm Monday to Friday;

"Restricted Road" means any road or length of road specified in Schedule 2 to this Order but excluding any:

- (a) Controlled Length;
- (b) Disabled Persons' Parking Place
- (c) Car club Parking Place

"road" means a road or any part of a road;

"Street Trading Consent" means a street trading licence issued pursuant to Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982;

"Temporary Permit" means a permit issued by the Council to a Resident under the provisions of Article 25 of this Order to park, subject to the provisions of this Order, the Permitted Vehicle in respect of which the permit has been issued, in the Parking Places ;

"Traffic Sign/Marking" means any object, device, line or mark 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;

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

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

"Visitor's Permit" means a permit issued by the Council to a Resident under the provisions of Part VI of this Order to enable the Resident, a person residing at the same Property as the Resident, a person visiting the Resident or a person visiting another person residing at the same Property as the Resident to park a Permitted Vehicle, subject to the provisions of this Order, in the Parking Places;

"Visitor's Permit Holder" means a Resident to whom a Visitor's Permit has been issued under the provisions of this Order.

#### **Interpretation**

4.

- (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  
NO WAITING**

**Restrictions on Waiting**

5. Save as provided in Articles 6 and 7 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**

6. Nothing in Article 5 of this Order will apply to any vehicle waiting in any Restricted Road, for so long only as may be necessary in any of the following circumstances:

- (1) the vehicle is waiting for the purpose of loading or unloading Goods at or for the collection of waste from premises situated at or adjoining that road;
- (2) the vehicle is waiting to enable a person to board or alight from the vehicle;
- (3) the vehicle is a police vehicle and being used for police purposes;
- (4) the vehicle is an ambulance being used for ambulance purposes;
- (5) the vehicle is in the service of the fire brigade and being used for fire brigade purposes;
- (6) 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 in or adjoining that road;
- (7) 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 a Restricted Road while such gate or other barrier is being opened or Closed;
- (8) 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;
- (9) the vehicle is being used in connection with any of the following and cannot conveniently be so used without waiting in a Restricted Road:
  - (a) removing any obstruction to traffic in or adjoining that road;
  - (b) undertaking works (including inspection) in relation to that road or to a traffic sign, street lighting or street furniture in or adjoining that road;
  - (c) 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;
  - (d) a funeral associated with premises in 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 preventing obstruction.

7. Nothing in Article 5 of this Order will apply to any vehicle waiting in any Restricted Road if the vehicle is a Disabled Person's Vehicle which displays lawfully in the Relevant Position a Disabled Person's Badge and is waiting for a period not exceeding 3 hours subject to the conditions that:

- (1) 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
- (2) 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**

8. 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.
9. 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 for the avoidance of doubt this prohibition does not apply to any vehicle waiting in a Parking Place where it is being used for collecting or delivering Goods or where the vehicle is being used for street trading further to and in accordance with a Street Trading Consent);
  - (2) for eating, cooking, sleeping or camping purposes.

#### **Exemptions – General Permitted Use**

10. Nothing in Article 16 (time restriction on waiting in a Parking Places) will apply to a vehicle waiting in a Parking Place for so long only as may be necessary if:
  - (1) the vehicle is waiting for the purpose of loading or unloading Goods or for the collection of waste from premises situated at or adjoining the road in which the Parking Place is located;
  - (2) the vehicle is waiting to enable a person to board or alight from the vehicle and for the avoidance of doubt this includes a Public Service Vehicle setting down or picking up a passenger;
  - (3) the vehicle is a police vehicle being used for police purposes;
  - (4) the vehicle is an ambulance being used for ambulance purposes;
  - (5) the vehicle is in the service of the fire brigade and being used for fire brigade purposes;
  - (6) the vehicle is in the service of or employed by a Universal Service Provider while being used for loading, unloading, delivering or collecting Postal Packets at premises or post boxes at or adjoining the road in which the Parking Place is located;
  - (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 Prescribed Hours



- (provided permission of the Council, a Civil Enforcement Officer or police officer in uniform has been obtained);
- (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 a Parking Place 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 purposes and cannot conveniently be so used without waiting in a Parking Place:
    - (a) removing any obstruction to traffic in or adjoining the road in which the Parking Place is located;
    - (b) undertaking works (including inspection) in relation to that road or to a traffic sign, street lighting or street furniture at or adjoining that road;
    - (c) 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;
    - (d) a funeral associated with premises at or adjoining that Parking Place 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, whenever that police constable considers this necessary for the purpose of preventing obstruction.

### **Disabled Persons Vehicles – Permitted Use**

11. Nothing in Article 16 (time restriction on waiting in a Parking Place), 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**

- 12.
- (1) Where the Council, a Civil Enforcement Officer or a police constable in uniform is of the opinion that any of the provisions of this Order have been contravened or not complied with in respect of a vehicle left in a Parking Place he may:
    - (a) alter or cause to be altered the position of the vehicle to comply with the provisions; or
    - (b) remove or cause to be removed the vehicle from the Parking Place and, where it is so removed, he 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 he thinks fit, any vehicle left in a Parking Place.
  - (3) Any person authorised to remove a vehicle or alter its position by virtue of Article 12 (1) or 12 (2) 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 a Parking Place**

13.

- (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 he considers such suspension reasonably necessary:
  - (a) for facilitating the movement of traffic or promoting its safety;
  - (b) for 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 on any occasion or the removal of furniture or household effects to or from a shop, office or other premises;
  - (f) on any occasion on which it is likely by reason of some special attraction, activity 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 13 (1) is to thereupon 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/Marking indicating that waiting by vehicles is prohibited.
- (3) Save as provided in Article 13 (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/Marking placed pursuant to Article 13 (2).
- (4) Nothing in Article 13 (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 13(1) (b) (building works), 13 (1) (c) (road works), 13 (1) (d) (works to services), 13 (1) (e) (furniture removal) or 13 (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**

14. Each of the lengths of road specified in Schedule 4 to this Order, excluding;
- (1) any Restricted Road
  - (2) any parts which may reasonably be used by a vehicle to get to or from any road;
  - (3) any Access Way; and
  - (4) any Controlled Length
- is authorised to be used, subject to the provisions of Part III and IV of this Order, as a parking place for vehicles.

### **Restrictions on Waiting - Position**

15. No person is to cause or permit a vehicle to wait in a Parking Place 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 Permitted Vehicle or an exemption in Article 10 apply
  - (2) for any vehicle other than a Motor Cycle it is parked in a position in a single line with the whole nearside or offside of the vehicle parallel to the kerb and for a Motor Cycle it is parked so that it is perpendicular to the kerb; and
  - (3) every part of the vehicle is on the carriageway; and
  - (4) the distance between the edge of the carriageway/kerb and the nearest wheel of the vehicle is not more than 30 centimetres; and
  - (5) no part of the vehicle remains at rest on a road in such a position or in such condition or in such circumstances as to be likely to obstruct free passage along a road or cause danger to other persons using the road.

### **Time Restriction on Waiting during Prescribed Hours**

16. Save as provided in Articles 10 and 11 (Exemptions) or unless there is compliance with Article 18 (Permit Parking) no person is to cause or permit any vehicle other than a Motor Cycle to wait in any 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:
- (1) in the roads specified in Schedule 4 (during the relevant period of Prescribed Hours) for a period longer than 2 hours; or
  - (2) if a period of less than 2 hours has elapsed since the termination during the Prescribed Hours of the last period of parking of the vehicle in the same Parking Place.
17. Where a vehicle, having been left in a Parking Place, remains there at the beginning of the Prescribed Hours, then the vehicle will be treated for the purposes

of Article16 as if it had arrived in the Parking Place at the beginning of the Prescribed Hours.

### **Exemption during Prescribed Hours – Permits**

18. Nothing in Article16 (Time Restriction on Waiting during Prescribed Hours) will apply to any vehicle waiting in any Parking Place during the Prescribed Hours if there is displayed in the Relevant Position on the vehicle at all times during which the vehicle is left in the Parking Place during the Prescribed Hours a valid Residents' Permit in respect of that vehicle, a valid Temporary Permit in respect of that vehicle, a valid Business Permit in respect of that vehicle, a valid Visitor's Permit or a valid Hotel Visitor's Permit, unless a Virtual Parking Permit has been issued.

### **Contractors Permit**

19 Where the Council, in the exercise of its discretion further to Article 16 agrees to authorise the use of any Parking Place by a contractor undertaking any demolition, excavation or building or maintenance operations or repair works at premises in the area stated in Schedule 1 to this Order the charge for such authorisation will be £25 for any period not exceeding a week.

20 Not used

## **PART V** **RESIDENT'S PERMIT SCHEME**

### **Application**

21 Any Resident who is the Registered Owner/Keeper of a Permitted Vehicle may apply to the Council for the issue of a Resident's Permit for the leaving of that vehicle, subject to the provisions of this Order in any Parking Place.

### **Permit Terms**

22.

- (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) Subject as provided in Articles 22 (5) and 22 (6), the charge for each Resident's Permit shall be:  
£65 per annum for a permit to be issued to a Resident where no more than one other Residents' Permit, which is valid at the same time, has been issued to a Resident who resides at the same Property as the applicant;
- (5) Subject as provided in Article2 (6) the charge for each Resident's Permit shall be £65.00 per annum where the Resident's usual place of abode is a Home.
- (6) 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**

23.

- (1) An application for a Residents' Permit must be made either via the on-line 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 appropriate charge specified in Article22;
- (2) The Council may require an applicant for a Resident's Permit to produce such evidence in respect of their application as it may reasonably require to verify any particulars or information given to it;
- (3) Subject as provided in Article23 (4), if the Council is satisfied:
  - (a) that the applicant is a Resident provided always that where a vehicle is registered in the name of the applicant as provided in paragraph (a) of the definition of Registered Owner/Keeper the Council may conclude that the applicant is not a Resident if his address as recorded on the vehicle registration document is not the same address as the address of the applicant as specified in the application (being the address of a Property); and
  - (b) that the Resident is the Registered Owner/Keeper of a Permitted Vehicle; and
  - (c) that the appropriate charge specified in Article22 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 one Residents' Permit for the leaving, subject to the provisions of this Order, of the Permitted Vehicle to which such Residents' Permit relates in any Parking Place.

- (4) The Council will not issue a Residents' Permit if:
  - (a) a Residents' Permit which remains valid has been issued to the applicant; 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 Article26 (5).
- (5) The Council may at any time require a Residents' Permit Holder to produce such evidence in respect of any Resident's Permit or as applicable any Temporary Permit as it may reasonably require to verify that the permit is valid and/or that the Resident's Permit Holder remains eligible for such permit.

## **Permit Formalities**

24. A Residents' Permit or as applicable Temporary Permit will include the following particulars:

- (1) the registration number of the vehicle for which the Residents' Permit or as applicable Temporary Permit has been issued;
- (2) the period during which, subject to the provisions of Article26 of this Order, the Residents' Permit or as applicable Temporary Permit will remain valid;

- (3) (an indication that the Residents' Permit or as applicable Temporary Permit has been issued by the Council; and
- (4) the zonal designation FP

### **Temporary Permits**

25.

- (1) A Resident may surrender his Resident's Permit temporarily and receive in return a Temporary Permit for the period during which his Residents' Permit is temporarily surrendered.
- (2) There will be no charge for such a Temporary Permit.
- (3) This facility will be available where the Council is satisfied that the vehicle for which the Residents' Permit has been issued is 'off road' temporarily and that the Resident to whom the Residents' Permit was issued has the use of another Permitted Vehicle during this period.
- (4) A Temporary Permit will cease to be valid on the same day as the Residents' Permit ceases to be valid (unless previously surrendered).

### **Surrender and Withdrawal of Resident's Permit, Validity of Permit.**

26

- (1) A Residents' Permit Holder may surrender a Residents' Permit or as applicable Temporary Permit to the Council at any time.
- (2) A Residents' Permit or as applicable Temporary 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 Article26 (3); as provided in Article26 (6).
- (3) A Residents' Permit Holder must surrender a Residents' Permit or as applicable Temporary 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 vehicle in respect of which the Residents' Permit or as applicable Temporary Permit was issued being adapted or used in such a manner that it ceases to be a Permitted Vehicle;
  - (d) the issue of a replacement Residents' Permit or as applicable Temporary Permit.
- (4) If it appears to the Council that any one of the events specified in Article26 (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 as applicable Temporary Permit or to any other address believed to be that person's place of abode, withdraw a Residents' Permit and/or as applicable Temporary Permit and the Residents' Permit Holder must surrender the Residents' Permit and/or as applicable Temporary Permit 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 - V of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Residents Permit or as applicable Temporary 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 as applicable Temporary Permit or application for it, the Council may by giving notice as provided in Article26 (4) withdraw a Residents Permit and/or as applicable Temporary Permit and the Residents Permit Holder must surrender the Residents Permit and/or as applicable Temporary Permit 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 Article26 (5) the Residents Permit and/or as applicable Temporary 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 or as applicable Temporary Permit is surrendered to the Council for any of the reasons specified in Article26 (3) other than Article26 (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 equal to 1/12th of the annual charge paid multiplied by the number of months (rounded down to the nearest whole number) until its expiration but there will be no refund of the charge for a permit withdrawn or surrendered further to Article26(5).

## **Replacement Permits**

27

- (1) A Residents' Permit or as applicable Temporary 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 or as applicable Temporary Permit has become altered by fading or otherwise, and the Residents' Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Residents' Permit or as applicable Temporary Permit by completing the application form obtainable from the Council.
- (2) A Residents' Permit or as applicable Temporary 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 or as applicable Temporary Permit and the Council, upon being satisfied as to such loss or destruction, will issue a replacement Residents Permit or as applicable Temporary Permit so marked.
- (3) The provisions of this Part of this Order will apply to a replacement Residents Permit or as applicable Temporary Permit or an application for it as if it were an original Residents Permit or as applicable Temporary Permit or as the case may be an application for it save that no charges will be payable for a replacement permit.

**PART VI**  
**VISITORS PERMIT SCHEME**

**Application**

28. Any Resident of the age of 17 years or more may apply to the Council for the issue of a Visitors Permit 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 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**

29. (1) No person is to cause or permit a Visitor's Permit to be displayed in a vehicle, when the vehicle is parked in a Parking Place, unless that vehicle belongs to or is on hire or lease to a person visiting the Visitor's Permit Holder or other person residing at same Property as the Visitor's 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 Visitor's Permit Holder or a person residing at the same Property as that Visitor's Permit Holder.
- (2) Subject as provided in Article 29 (4) any Resident of the age of 17 years or more is entitled to up to 2 allocations of Visitor's Permits (with each allocation containing 25 days' worth of Visitor's Permits) during each year (commencing on the Renewal Date for that Resident).
- (3) (a) The first allocation of Visitor's Permits issued to a Resident during each year commencing on the Renewal Date for that Resident will be free of charge.
- (b) The charge for the second allocation of Visitor's Permits issued to a Resident during each such year is £25 but this shall be reduced to nil where the Council is satisfied that the Resident is aged 70 years or older.
- (a) The charge for any additional discretionary Visitor's Permits is 60 pence per permit but the Council may waive the charge and shall waive the charge where the Resident is aged 70 years or more.
- (4) A Resident (Short-term) of the age of 17 years or more is entitled to up to 25 days' worth of Visitor's Permits which will be free of charge.

**Application Process**

30. (1) An application for Visitor's Permits must be made either via the on-line 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 Visitor's 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 29 (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 Visitor's Permits.

- (4) The Council will not issue Visitor's Permits if, during the period of six months prior to the application or such lesser period as the Council in its discretion may decide, a Visitor's Permit issued to the applicant was withdrawn by the Council further to Article32 (5).
- (5)
  - (a) No Resident (Short-term) will be entitled to more than 25 days' worth of Visitor's Permits,
  - (b) Subject as provided in Article30 (7), no Resident will be entitled to more than an initial allocation of 25 days' worth of Visitor's Permits during the first half of the year (calculated from the Renewal Date for that Resident) followed by a second allocation of a further 25 days' worth of Visitor's Permits which shall not be issued until the second half of that year.
- (6) When one allocation of 25 days' worth of Visitor's Permits has been used up no further Visitor's Permits will be issued until a further application form has been completed and submitted to the Council with a remittance for the appropriate charge specified in Article29 (3) and the Council is satisfied with the application as provided in Article30(3).
- (7) The Council may in its absolute discretion issue to a Resident more than 50 days' worth of Visitor's 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 Visitor's Permits.
- (8) The Council may at any time require a Visitor's Permit Holder to produce such evidence in respect of any Visitor's 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**

31. (1) Visitor's Permits will include the following particulars:
  - (a) an indication that the Visitor's Permits have been issued by the Council; and
  - (b) the zonal designation FPand may specify the period during which, subject to the provisions of Article32, the Visitor's Permits may be used.
- (2) A Visitor's Permit must be displayed in the Relevant Position and must not be cut or defaced in any way.
- (3) A Visitor's Permit will be valid for a period of twenty four hours from the validation time provided that it is validated by the Visitor's Permit Holder, or by a person authorised by him, by writing in ink on the face of the Visitor's 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.

### **Surrender and Withdrawal of Visitors Permits – Validity of Permits**

32. (1) A Resident may surrender a Visitor's Permit to the Council at any time
- (2) A blank Visitor's Permit will cease to be valid on the earlier of the following:
- (a) the occurrence of any of the events specified in Article32 (3);
  - (b) as provided in Article32 (6).
- (3) A Visitor's 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 Article32 (3) has occurred, the Council may, by written notice addressed to the Visitor's Permit Holder and sent by first class post to or delivered to the address shown by the Visitor's Permit Holder on his application for the Visitor's Permits or to any other address believed to be that person's place of abode, withdraw his Visitor's Permits and the Visitor's Permit Holder must surrender his Visitor's 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 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 Visitor's 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 Visitor's Permits or application for them, the Council may by giving notice as provided in Article32 (4) withdraw from a Visitor's Permit Holder his Visitor's Permits and the Visitor's Permit Holder must surrender his Visitor's 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 Article32 (5) the Visitor's Permits issued to the 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.
- (7) On the surrender of any blank Visitor's Permits for which payment has been made the Council will issue a refund at the rate of 60p per blank Visitor's Permit save that there will be no refund of the charge paid for a permit withdrawn or surrendered further to Article32 (5).



## **Replacement Permits**

33. (1) A Visitor's Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible, and the Visitor's Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Visitor's Permit by completing the application form obtainable from the Council.
- (2) The provisions of this Part of this Order will apply to a replacement Visitor's Permit or an application for it as if it were an original Visitor's Permit or as the case may be an application for it save that no charge will be payable for a replacement permit.

## **PART VII** **BUSINESS PERMITS SCHEME**

### **Application**

34. 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 Permitted 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**

35. (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 months

and 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 the area stated in Schedule 1 to this Order.
- (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 the area stated in Schedule 1 to this Order.
- (c) No Business will be eligible for more than two Business Permits which are valid at the same time

### **Application Process**

36. (1) An application for a Business Permit must be made either via the on-line 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 Article35 (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 area stated in Schedule 1 to this Order; and
  - (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 Article36 (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 Article36 (4), 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 Article38 (5);
- (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 further to Article35 (5) 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**

37. 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, subject always to the provisions of Article38, the Business Permit remains valid;
- (3) an indication that the Business Permit has been issued by the Council;
- (4) the zonal designation FP

### **Surrender and Withdrawal of a Business Permit – Validity of Permit**

38. (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 Article38 (3) and as provided therein;
- (c) as provided by Article38 (6);

(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 3 ;
- (ii) the Business ceasing to be eligible for any Business Permit by virtue of Article 35 (5)(a).

(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;
- (iii) the vehicle in respect of which the Business Permit was issued being adapted or used in such a manner that it ceases to be a Permitted Vehicle.

(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 by virtue of Article35(5)(b)

(4) If it appears to the Council that any of the events specified in Article38 (3) 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 VII 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 Article38(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 Article38(5) 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**

39. (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.



**PART VIII**  
**HOTEL VISITORS PERMIT SCHEME**

**Application**

40. Any hotel or guest house located at premises whose address is listed in Schedule 3 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**

- 41.
- (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 £1 and the charge is payable on or before the issue of the permit.

**Application Process**

- 42.
- (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 41 (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.
  - (3) Save as provided in Article 42 (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.
  - (4) 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 45 (4).
  - (5) 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**

43.

- (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 FP.
- (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**

44. 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**

45.

- (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 45 (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 Article45 (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 Article45(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.
- (6) 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 IX**

#### **THE OXFORDSHIRE COUNTY COUNCIL (CARERS PERMIT) ORDER 2010**

- 48. 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.

#### **PART X**

#### **THE OXFORDSHIRE COUNTY COUNCIL (OXFORD ELECTRIC VEHICLE PARKING PLACES) ORDER 2018**

- 49. The provisions of the Electric Vehicle Parking Places Order apply to any Electric Vehicle Parking Place (CPZ) that is a Parking Place designated by this Order in addition to the provisions of this Order so that:
  - (a) Nothing in this Order shall excuse non-compliance with the provisions of the Electric Vehicle Parking Places Order in so far as they apply to such Electric Vehicle Parking Place (CPZ); and
  - (b) Nothing in the Electric Vehicle Parking Places Order shall excuse non-compliance with the provisions of this Order, save that during the 'Prescribed Hours' (as defined in the Electric Vehicle Parking Places Order) the provisions of the Article16 shall be suspended, but not further or otherwise.

#### **PART XI**

#### **THE OXFORDSHIRE COUNTY COUNCIL (OXFORD - CAR CLUB PARKING PLACES) ORDER 2010**

- 50. The provisions of the Car Club Parking Places Order apply to any Car Club Parking Place that is a Parking Place designated by that Order in addition to the provisions of this Order so that:
  - (c) Nothing in this Order shall excuse non-compliance with the provisions of the Car Club Parking Places Order in so far as they apply to such Car Club Parking Place; and

- (d) Nothing in the Car Club Parking Places Order shall excuse non-compliance with the provisions of this Order, save that during the 'Prescribed Hours' (as defined in the Car Club Parking Places Order) the provisions of the Article 16 shall be suspended, but not further or otherwise.

## **PART XII**

### **CONTRAVENTIONS OF THE ORDER**

51. (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.

**GIVEN UNDER** the Common Seal of the Oxfordshire County Council

dated this 21st day of March 2022.

## **SCHEDULE 1**

### **THE STATED AREA**

From the south-eastern corner of the property boundary of No. 145 Oxford Road north-eastwards along its eastern property boundary to its northern/rear property boundary thence north-westwards along the northern/rear property boundaries of Nos. 145 to 129 Oxford Road to the eastern property boundary of No. 111 Oxford Road then north-eastwards along its eastern property boundary to its rear property boundary thence north-westwards along the northern/rear property boundaries of Nos. 111 to 93-99 Oxford Road to the western property boundary of Nos. 93-99 Oxford Road thence south-westwards along the western property boundary of Nos. 93-99 Oxford Road to the northern/rear property boundary of No. 91 Oxford Road thence north-westwards along the northern/rear property boundaries of Nos. 91 to 55 Oxford Road then north-eastwards along the property boundaries to the southern/rear property boundary of No. 73 Owens Way then north-westwards to the northern property boundary of No. 39a Oxford Road then south-westwards along the western property boundaries of Nos. 39a & 39 Oxford Road to the northern kerb line of Oxford Road thence north-westwards across the carriageway of Agnes Court to the eastern property boundary of No. 37 Oxford Road then north-eastwards along the eastern property boundary of No. 37 Oxford Road to its northern/rear property boundary then north-westwards along the rear northern/rear property boundaries of Nos. 37 to 3 Oxford Road to the western property boundary of No. 4 Marsh Road thence south-westwards along this property boundary and the western property boundary of No. 3 Oxford Road to the northern kerb line of Oxford Road thence north-westwards along the northern kerb line of Oxford Road to a point opposite the western property boundary of No. 2a Oxford Road thence south-westwards across



the carriageway of Oxford Road and continuing south-westwards along the western property boundary of No. 2a Oxford Road & Nos. 4 to 52 Hendred Street to the southern property boundary of Hendred House thence south-eastwards along the southern property boundary of Hendred House, the end of Hendred Street & No. 45 Hendred Street to the northern/rear property boundary of No. 46 Littlehay Road thence south-westwards along the northern/rear property boundaries of Nos. 46 to 66 Littlehay Road & the northern property boundary of No. 70 Rymers Lane to the eastern kerb line of Rymers Lane thence south-westwards across the carriageway of Rymers Lane to its western kerb line then south-eastwards along the western kerb line to the northern/rear property boundary of No. 4 Cornwallis Road thence westwards along the northern/rear property boundaries of Nos. 4 to 48 Cornwallis Road then northwards along the eastern property boundary of No. 50 Cornwallis Road to its rear property boundary then westwards along the northern/rear property boundaries of Nos. 50 to 56 Cornwallis Road & No. 42 Florence Park Road to the eastern kerb line of Florence Park Road thence continuing across the carriageway of Florence Park Road to the northern/rear property boundary of No. 39 Florence Park Road then westwards along the northern/rear property boundaries of Nos. 60 to 108 Cornwallis Road to the north-eastern property boundary of No. 108 Cornwallis Road thence northwards along the eastern/rear property boundaries of Nos. 150 to 192 Campbell Road to the northern property boundary of No. 192 Campbell Road thence westwards along the northern property boundary of No. 192 Campbell Road across the end of the carriageway of Campbell Road to the northern property boundary of No. 243 Campbell Road continuing along the northern property boundary to its rear boundary thence southwards along the western/rear property boundaries of Nos. 243 to 227 Campbell Road thence in a general south-westerly direction to the rear of the Donnington Health Centre property boundary then along the northern & western property boundaries of the Donnington Health Centre to the rear property boundary of No. 3 Henley Avenue then southwards along the eastern/rear property boundaries of Nos. 3 to 7 Henley Avenue to the northern/rear property boundary of No. 130 Cornwallis Road thence south-westwards & south-eastwards along its northern/rear & western property boundaries to the northern kerb line of Cornwallis Road then westwards along the northern kerb line of Cornwallis Road to the eastern kerb line of Henley Avenue continuing across the carriageway to the western kerb line of Henley Avenue thence following the western kerb line south-eastwards to a point in line with the southern kerb line of Church Cowley Road at the junction with Rose Hill then north-eastwards across the carriageway of Henley Avenue/Rose Hill to the southern kerb line of Church Cowley Road then eastwards along the southern kerb line of Church Cowley Road & across the carriageway of the access road to the rear of Nos. 2a to 20 Church Cowley Road to the western property boundary of No. 2a Church Cowley Road thence south-eastwards & eastwards along the southern/rear property boundaries of Nos. 2a to 20 Church Cowley Road to western property boundary of No. 7 Eleanor Close thence southwards along the western property boundary of No. 7 Eleanor Close, the western end of Eleanor Close & the western property boundary of No. 6 Eleanor Close to the rear property boundary of No. 6 Eleanor Close then eastwards along the southern/rear property boundaries of Nos. 6 to 1 Eleanor Close to the eastern property boundary of No. 1 Eleanor Close thence northwards along the eastern property boundary of No. 1 Eleanor Close continuing northwards across the access road to the Rose Hill Cemetery Chapel to the southern kerb line of Church Cowley Road thence eastwards along the southern kerb line of Church Cowley Road crossing the carriageway of Church Hill Road to the western property boundary of No. 30 Church Cowley Road then southwards along the western property boundary to its southern/rear property boundary then westwards following its southern/rear property boundary to its common property boundary with



No. 32 Church Cowley Road thence directly westwards through the gardens of Nos. 32 to 56 Church Cowley Road to the western property boundary of No. 1 Beauchamp Lane thence northwards along its western property boundary to the southern kerb line of Church Cowley Road then north-eastwards to the northern/eastern kerb line junction of Church Cowley Road & Rymers Lane then northwards along the eastern kerb line of Rymers Lane to the southern property boundary of Matilda House thence eastwards along the southern property boundary to its eastern/rear property boundary then northwards along the eastern/rear property boundaries of Matilda House & Nos. 2 to 16 Rymers Lane and across the carriageway of the access road to Templars Shopping Park to the southern/rear property boundary of No. 43 Clive Road thence north-eastwards along the southern/rear property boundaries of Nos. 43 to 21 Clive Road & the southern property boundaries of Nos. 60 & 59 Maidcroft Road to the eastern property boundary of No. 59 Maidcroft Road then south-eastwards across the end of Havelock Road & along the southern property boundary of No. 23 Havelock Road to the rear property boundary of No. 23 Havelock Road thence north-eastwards along the northern/rear property boundaries of Nos. 29 to 1 Cleveland Drive to the rear property boundary of No. 148 Oxford Road then south-eastwards along the southern/rear property boundaries of Nos. 148 to 154 Oxford Road to the eastern kerb line of Cleveland Drive then northwards along the kerb line to the southern kerb line of Oxford Road thence north-westwards along the southern kerb line of Oxford Road to a point opposite the south-eastern corner of the property boundary of No. 145 Oxford Road thence north-eastwards across the carriageway of Oxford Road to the point of commencement.

## **SCHEDULE 2**

### **NO WAITING AT ANY TIME**

Campbell Road	Both sides	a) from a point 10 metres north of the northern kerb line of Cornwallis Road, southwards	to a point 10 metres south of the southern kerb line of Cornwallis Road.
		b) from a point 14 metres west of the western kerb line of Florence Park Road, eastwards	to a point 8 metres east of the eastern kerb line of Florence Park Road service road.
		c) from the south-western kerb line of Rymers Lane, south-westwards	for a distance of 12 metres.
	East side	from a point 10 metres north of the northern kerb line of Lytton Road, southwards	to a point 10 metres south of the southern kerb line of Lytton Road.
	North side	from a point 10 metres west of the western kerb line of Outram Road, eastwards	to a point 10 metres east of the eastern kerb line of Outram Road.
Church Cowley Road	South side	a) from the boundary between Nos. 56 Church Cowley Road and No. 1 Beauchamp Lane, eastwards	to its junction with Between Towns Road.



Clive Road	North side	b) from a point 35 metres west of the western kerb line of Church Hill Road, eastwards	to a point 20 metres east of the eastern kerb line of Church Hill Road
		c) from a point 16 metres west of the western kerb line of Eleanor Close, eastwards	to a point 14 metres east of the eastern kerb line of Eleanor Close
		d) from the western kerb line of the access road to the rear of Nos. 2-20 Church Cowley Road, eastwards	for a distance of 30 metres.
		e) from the northern kerb line of Rose Hill, westwards	for a distance of 20 metres.
		a) from a point 6 metres east of the boundary between Nos. 153 & 155 Church Cowley Road, eastwards	to its junction with Between Towns Road.
	Southeast side	b) from a point 24 metres west of the western kerb line of Florence Park Road, eastwards	to a point 14 metres east of the eastern kerb line of Florence Park Road
		c) from the northern kerb line of Rose Hill, westwards	for a distance of 34 metres.
		a) from a point 16 metres southwest of the south-western kerb line of Oxford Road, north-eastwards	to its north-eastern extremity.
		b) from a point 14 metres southwest of the south-western kerb line of Lawrence Road, north-eastwards	for a distance of 31 metres.
		from a point 20 metres southwest of the south-western kerb line of Oxford Road, north-eastwards	to its north-eastern extremity.
Cornwallis Road	Northwest side	a) from a point 14 metres northeast of the north-eastern kerb line of Maidcroft Road, south-westwards	to a point 14 metres southwest of the south-western kerb line of Maidcroft Road.
	Both sides	b) from the north-eastern kerb line of Rymers Lane, north-eastwards	for a distance of 10 metres.
	Both sides	a) from the south-western kerb line of Rymers Lane, south-westwards	for a distance of 10 metres.
		b) from the eastern kerb line of Henley Avenue, eastwards	for a distance of 15 metres.
		c) from a point 10 metres west of the western kerb line of Florence Park Road, eastwards	to a point 14 metres east of the eastern kerb line of Florence Park Road.
	North side	from a point 10 metres west of the western kerb line of Campbell Road, eastwards	to a point 14 metres east of the eastern kerb line of Campbell Road.

	South side	a) from a point 12 metres west of the western kerb line of Cornwallis Close, eastwards	to a point 12 metres east of the eastern kerb line of Cornwallis Close
		b) from a point 10 metres west of the western kerb line of Campbell Road, eastwards	to a point 19 metres east of the eastern kerb line of Campbell Road.
		c) from a point 9 metres west of the western kerb line of Outram Road, eastwards	to a point 15 metres east of the eastern kerb line of Outram Road.
Cornwallis Close	Both sides	from the southern kerb line of Cornwallis Road, southwards	for a distance of 10 metres.
Edmund Road	Southeast side	a) from the south-western kerb line of Oxford Road, south-westwards	for a distance of 12 metres.
		b) from a point 29 metres southwest of the south-western kerb line of Oxford Road, south-westwards	for a distance of 7 metres.
	Northwest side	from the south-western kerb line of Oxford Road, south-westwards	for a distance of 52 metres.
Eleanor Close	Both sides	from the southern kerb line of Church Cowley Road, southwards	for a distance of 8 metres.
Florence Park Road	Both sides	a) from a point 32 metres north of the northern kerb line of Cornwallis Road, southwards	to a point 15 metres south of the southern kerb line of Cornwallis Road.
		b) from the northern kerb line of Church Cowley Road, northwards	for a distance of 10 metres.
	East side	a) from a point 15 metres north of the northern kerb line of Lytton Road, southwards	to a point 17 metres south of the southern kerb line of Campbell Road
	West side	a) from a point 15 metres north of the northern kerb line of Lytton Road, southwards	to a point 16 metres south of the southern kerb line of Lytton Road.
		b) from a point 16 metres north of the northern kerb line of Campbell Road, southwards	to a point 17 metres south of the southern kerb line of Campbell Road.
Florence Park Road Service Road	Both sides	from its junction with Lytton Road, southwards	to its junction with Campbell Road
Havelock Road	Both sides	from the south-western kerb line of Oxford Road, south-westwards	for a distance of 14 metres.
	Northwest side	from a point 10 metres northeast of the north-eastern kerb line of Lawrence Road south-westwards,	to a point 10 metres southwest of the south-western kerb line of Lawrence Road.



Hendred Street	Northwest side	a) from the south-western kerb line of Oxford Road, south-westwards	for a distance of 15 metres.
		b) from a point 30 metres southwest of the south-western kerb line of Oxford Road, south-westwards	for a distance of 12 metres.
	Southeast side	from the south-western kerb line of Oxford Road, south-westwards	for a distance of 44 metres.
	Both sides	from a point 8 metres northeast of the southern end, southwest, southeast & north-eastwards	for a distance of 24 metres.
(A4158) Henley Avenue <i>[from Various Streets Oxford order]</i>	Both sides	from its junction with Rose Hill, north-westwards	to its junction with Iffley Road.
Lawrence Road	Both sides	a) from the south-eastern kerb line of Clive Road, south-westwards	for a distance of 12 metres.
		b) from the north-western kerb line of Havelock Road, north-westwards	for a distance of 11 metres
Littlehay Road	Southeast side	from a point 10 metres southwest of the southern kerb line of Maidcroft Road, north-eastwards	to a point 10 metres northwest of the northern kerb line of Maidcroft Road.
	Both sides	a) from the north-eastern kerb line of Rymers Lane, north-eastwards	for a distance of 10 metres.
		b) from the south-western kerb line of Oxford Road, south-westwards	for a distance of 38 metres.
Lytton Road	Both sides	a) from the western kerb line of Rymers Lane, south-westwards	for a distance of 9 metres.
		b) from the eastern kerb line of Campbell Road, eastwards	for a distance of 15 metres.
		c) from a point 10 metres west of the western kerb line of Outram Road, eastwards	to a point 10 metres east of the eastern kerb line of Outram Road
	North side	from a point 12 metres west of the western kerb line of Florence Park Road, eastwards	to a point 12 metres east of the eastern kerb line of Florence Park Road
	South side	from a point 12 metres west of the western kerb line of Florence Park Road, eastwards	to a point 17 metres east of the eastern kerb line of Florence Park Road service road
Kames Close	Both sides	from the eastern kerb line of Rymers Lane, north-eastwards	for a distance of 8 metres.
Maidcroft Road	Both sides	a) from a point 13 metres northwest of the north-western kerb line of Clive Road, south-eastwards	to a point 10 metres southeast of the south-eastern kerb line of Clive Road.

Outram Road	Both sides	b) from the south-eastern kerb line of Littlehay Road, south-eastwards	for a distance of 10 metres.
		a) from the southern kerb line of Cornwallis Road, southwards	for a distance of 10 metres.
		b) from a point 10 metres north of the northern kerb line of Lytton Road, southwards	to a point 10 metres south of the southern kerb line of Lytton Road.
Oxford Road (Cowley)	Both sides	c) from the northern kerb line of Campbell Road, northwards	for a distance of 10 metres.
		From its junction with Garsington Road, north-westwards	to a point 32 metres northwest of the north-western kerb line of Hendred Street
Rymers Lane	West side	a) from a point 32 metres northwest of the northern kerb line of Cornwallis Road, south-eastwards	to a point 19 metres southeast of the southern kerb line of Lytton Road.
		b) from a point 10 metres northwest of the northern kerb line of Campbell Road, south-eastwards	to a point 10 metres southeast of the southern kerb line of Campbell Road
		c) from its junction with Church Cowley Road, northwards	to a point 34 metres southeast of the southern kerb line of Campbell Road.
	East side	a) from a point 32 metres northwest of the northern kerb line of Littlehay Road, south-eastwards	to a point 40 metres southeast of the southern kerb line of Littlehay Road
		b) from a point 10 metres northwest of the northern kerb line of Kames Close, south-eastwards	to a point 10 metres southeast of the southern kerb line of Kames Close.
		c) from a point 16 metres northwest of the northern kerb line of Trevor Place, south-eastwards	to a point 6 metres southeast of the southern kerb line of the Templars Shopping Park access road.
Trevor Place	Both sides	d) from the northern kerb line of Between Towns Road, northwards	for a distance of 30 metres.
		from the eastern kerb line of Rymers Lane, north-eastwards	for a distance of 7 metres.



### **SCHEDULE 3**

#### **ELIGIBLE PROPERTIES**

<b>Road</b>	<b>Eligible</b>	<b>Exclusions</b>
Campbell Road	All properties	
Church Cowley Road	All properties	
Clive Road	All properties	
Cornwallis Close	All properties	
Cornwallis Road	All properties	
Edmund Road	All properties	
Eleanor Close	All properties	
Florence Park Road	All properties	
Havelock Road	All properties	
Hendred Street	All properties	
(A4158) Henley Avenue	Odd Nos. 15-63	
Kames Close	All properties	
Lawrence Road	All properties	
Littlehay Road	All properties	
Lytton Road	All properties	
Maidcroft Road	All properties	
Outram Road	All properties	
Oxford Road (Cowley)	Odd Nos. 3-145, Even Nos. 2a-154	
Rymers Lane	All properties	
Trevor Place	All properties	

### **SCHEDULE 4 (Shared-use)**

**A. PERMIT PARKING PLACES 9.00am to 5.00pm MONDAY TO FRIDAY**

**B. TWO HOUR PARKING PLACES 9.00am to 5.00pm MONDAY to FRIDAY - No  
Return Within 2 Hours (PERMIT HOLDERS ARE EXEMPT FROM TIME LIMIT)**

Campbell Road	Both sides	Whole road
Church Cowley Road	Both sides	from its junction with Henley Avenue, eastwards to its junction with Rymers Lane
Clive Road	Both sides	Whole road
Cornwallis Close	Both sides	Whole road
Cornwallis Road	Both sides	Whole road
Edmund Road	Both sides	Whole road
Eleanor Close	Both sides	Whole road
Florence Park Road	Both sides	Whole road
Havelock Road	Both sides	Whole road

Hendred Street	Both sides	Whole road
Kames Close	Both sides	Whole road
Lawrence Road	Both sides	Whole road
Littlehay Road	Both sides	Whole road
Lytton Road	Both sides	Whole road
Maidcroft Road	Both sides	Whole road
Outram Road	Both sides	Whole road
Rymers Lane	Both sides	from its junction with Church Cowley Road, northwards to a point 36 metres north of its junction with Littlehay Road.
Trevor Place	Both sides	Whole road

### **SCHEDULE 5**

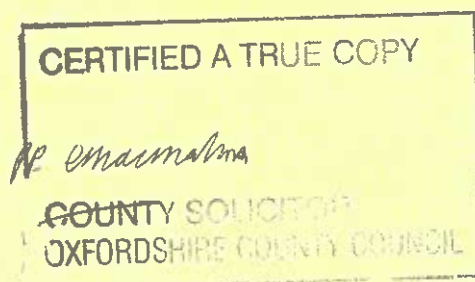
#### **NO WAITING 8.00am to 6.30PM MONDAY to SATURDAY**

Church Cowley Road	South side	from a point 21 metres east of the eastern kerb line of Church Hill Road, eastwards	to the boundary between Nos. 48 & 50 Church Cowley Road.
	North side	from a point 2 metres west of the boundary between Nos. 129 & 131 Church Cowley Road, eastwards	to a point 6 metres east of the boundary between No. 153 Church Cowley Road & No. 1 Rymers Lane.

**THE COMMON SEAL of THE  
OXFORDSHIRE COUNTY COUNCIL**  
was hereunto affixed in the presence of:

*Paul Schumacher*

Solicitor / Designated Officer.



*22/06/21*