

OXFORDSHIRE COUNTY COUNCIL

(OXFORD, HEADINGTON – THE LAKES)

(CONTROLLED PARKING ZONE AND WAITING RESTRICTIONS) ORDER 2023

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**OXFORDSHIRE COUNTY COUNCIL
(OXFORD) (HEADINGTON - THE LAKES)
(CONTROLLED PARKING ZONE AND WAITING RESTRICTIONS) ORDER 2023**

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, Commencement & Revocation

1. (1) This Order may be cited as the Oxfordshire County Council (Oxford) (Headington – The lakes) (Controlled Parking Zone and Waiting Restrictions) Order 2023 and shall come into force on the 30th day of January 2023.
- (2) The Oxfordshire County Council (Oxford) (The Lakes, Headington) (Parking Zone and Waiting Restrictions) Order 2007 (as amended) is hereby revoked in its entirety.

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" for the purposes of the provisions of Part VII of this Order means any trade or profession conducted from premises within the area specified in Schedule 1 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 or on behalf of the Council to a Business under the provisions of Part VII of this Order to park a vehicle in the Permit Holders' Parking Places specified in Schedule 5 to this Order, or without the time limit in the general public Parking Places specified in Schedule 3 to 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;

"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;

"CEO - 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;

"Council" means Oxfordshire County Council and where appropriate, Oxford City Council Payments and Parking Shop;

"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 Disc" means a disc issued by a local authority in accordance with the provisions of the Local Authorities' Traffic Orders (Exemptions 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" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and 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;

"Dual Purpose Vehicle" has the same meaning as in Section 3 of the Road Vehicles (Construction and Use) Regulations 1986;

"Dwelling" means:

(a) any house, flat or self-contained accommodation but does not include any school, college, hotel, hostel or guest house and for the avoidance of doubt any house or flat divided into or let out as bed sitting rooms or rooms constitutes a single Dwelling; and additionally

(b) for the purposes of Part VII of this Order any of the premises listed in Schedule 4 insofar as they are used and adapted for use by a Resident and for the avoidance of doubt each of these premises constitutes a single Dwelling.

"Electric Vehicle" means a motor vehicle being mechanically propelled vehicle intended or adapted for use on roads which uses one or more electric motors for propulsion or which uses an internal combustion engine and one or more electric motors for propulsion.

"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);

"Goods Vehicle" means a Motor Vehicle with or without a trailer which is constructed or adapted for use for the carriage of Goods of any description and which exceeds 2.25 tonnes gross laden weight;

"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 Schedule 3 and Schedule 5;

"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;

"Light Goods Vehicle" means a Motor Vehicle with or without a trailer which is constructed or adapted for use for the carriage of Goods of any description and which does not exceed 2.25 tonnes gross laden weight;

"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.

"Parking Space" means a space in a Parking Place which is provided for the leaving of a Permitted Vehicle;

"Passenger vehicle" means a motor vehicle (other than a motor cycle) constructed solely for the carriage of passengers and their effects and adapted to carry not more than twelve passengers exclusive of the driver, and not drawing a trailer;

"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;

"permit holders' parking place" means a length of road authorised to be used by the holders of valid residents' parking permits, visitors' permits or business permits issued under the provisions of Parts V, VI, VII & VIII of this Order;

"Permit Parking Space" means a space in a Permit Holders' Parking Place which is provided for the leaving of a Permitted Vehicle;

"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 which does not exceed 2.25 tonnes gross metric weight
- (b) a Motor Cycle

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

"Prescribed Hours" means the days and times of the days during which parking is permitted as specified in Schedules 3 and Schedule 5 of this order.

"Property" means a property the postal address of which is within the list of authorised addresses in Schedule 4 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 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 will thereby have a personal Renewal Date);

"Resident" means for the purposes of Part V of this order, a person whose usual place of abode is a Dwelling, the postal address of which is within the list of addresses Schedule 4 to this Order:

"Resident (Short-term)" means a person who is temporarily resident for work purposes at a Dwelling, the postal address of which is within the list of addresses in Schedule 4 of this Order 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 Part V and Part VI of this Order;

"Residents' Parking 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' Parking Permit Holder" means a person to whom a Residents' Parking Permit has been issued under the provisions of Part V of this Order;

"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 the days and times of the days during which parking is prohibited or restricted as specified in Schedule 2 of this order.

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

- (a) Controlled Length;
- (b) Disabled Persons' Parking Place
- (c) Car Club Parking Place
- (d) Electric Vehicle Parking Place;

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

"Roundsman" means a person employed by a tradesman to visit customers to take orders and to deliver Goods;

"Statutory undertaker" has the same meaning as in Section 329 Highways Act 1990;

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

"Taxi" has the same meaning as in Regulation 4 of the Traffic Signs Regulations and General Directions 2002;

"Taxi Stand / Rank" has the same meaning as in Regulation 4 of the Traffic Signs Regulations and General Directions 2002;

"Temporary Parking Permit" means a permit issued by the Council to a Resident under the provisions of Article 30 of this Order to park subject to the provisions of this Order, the vehicle in respect of which the permit has been issued, in the parking places specified in Schedule 3 and Schedule 4 of this Order;

"Timed Parking Places" means any length of road specified in Schedule 3 of this Order which is authorised to be used further to Part IV of this Order as a parking place by a vehicle, subject to the provisions of this Order;

"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 Ticket" means a permission to park obtained by means of connectivity to the intranet or an appropriate application ('App') via a mobile phone, 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;

"Virtual Permit" means a Residents Permit obtained via the Council's online portal which is not displayed on a vehicle;

"Visitors' Permit" means a permit or block of permits issued by the Council:

- (a) to a Resident for use by a Resident's visitor in a Permit Holders Parking Place under the provisions of Part VI of this Order;
- (b) to a hotel or guest house under the provisions of Part VIII of this Order;

"Visitors' Permit Holder" means:-

- (a) a person to whom a Visitors' Permit has been issued under the provisions of Part VI of this Order;
- (b) a hotel or guest house to which a Visitors' Permit has been issued under the provisions of Part VIII of this Order;

"Year" for the purpose of the issue of Visitors' Permits means a period of 12 months.

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) 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.
- (4) 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.
- (5) 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, 7 & 8 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 wedding or funeral associated with premises in or adjoining that road and is a hearse or other official vehicle of an undertaker (not a vehicle of guest or mourner),
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.
 - (10) the vehicle is being used for Street Trading further to a Street Trading Licence during the period when such street trading is authorised by the licence.
7. Nothing in article 5 shall render it unlawful to cause or permit any vehicle to wait in any length of any Restricted Road specified in Schedule 2 to this Order during the Prescribed Hours and authorised to be used as a Parking Place or a Permit Holders' Parking Place.

Exemption for Disabled Persons

8. 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

9. The Driver of a Permitted 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.
10. 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

11. Nothing in Article 23 (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 waiting only for so long as is necessary to enable it to be used in connection with the posting or removing of advertising material in the form of posters, or for cleaning windows or chimneys in premises adjacent to the Parking Place on which the vehicle is waiting;
- (11) 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

- 12. Nothing in Article 23 (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

- 13. 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 they 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.
- 14. 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.
- 15. Any person authorised to remove a vehicle or alter its position by virtue of Article 13 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.
- 16. Where a vehicle is removed, the Registered Keeper of the vehicle shall produce such documentary evidence as is necessary for the Council to reasonably

determine that the person purporting to be the owner is authorised to take charge of the vehicle.

17. Before a vehicle is returned to the Registered Keeper, all outstanding penalty charges accrued in connection with the authorised removal of the vehicle must be paid, together with the charges for removal and storage of such vehicle as follows:-

(a) A fixed charge as may be approved by the appropriate Secretary of State; and

(b) A daily charge as may be approved by the appropriate Secretary of State, but excluding the day on which such vehicle was removed from the street and the day on which the vehicle was collected by the Registered Keeper.

18. Where a vehicle has been removed from the street and remains uncollected the Council shall be permitted to sell or dispose of the vehicle, in accordance with Section 101 of the 1984 Act, to recover all costs.

Suspension of Use of a Parking Place

19. (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 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 19 (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 19 (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 19 (2).

(4) Nothing in Article 19 (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 19 (1) (b) (building works), 19 (1) (c) (road works), 19 (1) (d) (works to services), 19 (1) (e) (furniture removal) or 15 (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.

Marking of Parking Places

20. The limits of each Permit Parking Place, identified in Section I of Schedule 5 and the limits of any Access Way in a Permit Parking Place will be indicated by the Council on the carriageway and in the vicinity by appropriate Traffic Signs/Markings.

PART IV

PARKING PLACES

Designation of Parking Places

21. Each of the lengths of road specified in Schedule 3 and Schedule 5 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 IV of this Order, as a parking place for vehicles and/or Permitted Vehicles.

Restrictions on Waiting - Position

22. 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 11 apply
 - (2) for any vehicle other than a Motor Cycle it is parked in a position (except in the case of motor cycles) in a single line with the whole nearside or

- offside of the vehicle parallel to the kerb (and subject during hours of darkness to the provisions of the law on vehicle lighting); 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 Footway or cause danger to other persons using the road or Footway.

Time Restriction on Waiting during Prescribed Hours

23. Save as provided for in Article 24 of this Order, no person shall, except upon the direction or with the permission of a Civil Enforcement Officer, or Police Constable in uniform, cause or permit any vehicle to wait during the Prescribed Hours:
- (1) in any Parking Place specified in Schedule 3 to this Order:
 - (a) for a period longer than two hours, or
 - (b) if a period of less than two hours has elapsed since the termination during the said hours of the last period of parking (if any) of the vehicle in the same Parking Place.
 - (2) 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 Article 23 as if it had arrived in the Parking Place at the beginning of the Prescribed Hours.

Exemption during Prescribed Hours – Permits

24. Nothing in Article 23 (Time Restriction on Waiting during Prescribed Hours) will apply to any vehicle waiting in any Parking Place during the Prescribed Hours if:
- (1) A Virtual Parking Ticket has been issued, or
 - (2) 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.
 - (3) it is a Disabled Persons Vehicle which lawfully displays in the Relevant Position a Disabled Person's Badge.

Contractors Permit

25. Where the Council 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.

PART V

RESIDENT'S PERMIT SCHEME

Application

26. Any Resident of the age of 17 years or over 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

27. (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;
- (4) The charge for each Resident's Permit shall be as follows:
- (a) £65 per annum index linked for a permit to be issued to a resident where no more than one other residents' parking permit which is valid at the same time has been issued to a resident at the same dwelling as the applicant
 - (b) £130 per annum index linked for a permit to be issued to a resident where two other residents' parking permits which are valid at the same time have been issued to residents at the same dwelling as the applicant.
 - (c) £200 per annum index linked for a permit to be issued to a resident where three or more other residents' parking permits which are valid at the same time have been issued to residents at the same dwelling as the applicant.

Application Process

28. (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 appropriate charge specified in Article 27;
- (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) (1) Subject as provided in Article 28 (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
 - (b) that the Resident is the Registered Owner/Keeper of a Permitted Vehicle; and
 - (c) that the appropriate charge specified in Article 27 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
 - (c) 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.

(5) On receipt of an application made under part (1) of this Article and the fee specified in Article 27 (4) of this Order the Council, upon being satisfied that the applicant is a Resident and is the Registered Keeper of a Permitted Vehicle, shall issue to the applicant thereof a Residents Parking Permit for the leaving by the Registered Keeper during the Prescribed Hours of the vehicle to which such Residents' Parking Permit relates in a Permit Holders' Parking Space in any Permit Holders' Parking Place specified in Schedule 5; or without the time limit in any Parking Place specified in Schedule 3,

provided always that:

- (a) for a Resident whose Dwelling is at an address specified in Schedule 5 no Residents' Parking Permit shall be issued if more than one Residents' Parking Permit which remains valid has been issued to other Residents at the same Dwelling as the Applicant,
- (b) and provided further that the Council shall not issue a Residents' Parking Permit to any Resident which would be valid for any period during which any other Residents' Parking Permit issued to that Resident is or would be valid.

Permit Formalities

29. 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 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 LK.

Temporary Permits

30. (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.

31. (1) If it appears to the Council that any one of the events specified in Article 31 (2) 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.

(2) If it appears to the Council that any of the provisions contained in Parts V, VI, VII or VIII 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 Article 31 (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.

(3) Where a notice is given further to Article 31 (1) 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.

(4) Where a Residents Permit or as applicable Temporary Permit is surrendered to the Council other than the 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 Article 31 (2) or (3).

Replacement Permits

32. (1) 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

33. 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

34. (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 34 (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.
(c) 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

35. (1) An application for Visitor's 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 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 35 (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.

(5) (a) No Resident (Short-term) will be entitled to more than 25 days' worth of Visitor's Permits,
(b) Subject as provided in Article 35 (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 and the Council is satisfied with the application.

(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

36. (1) Visitors 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 LK

and may specify the period during which 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

37. (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 Article 35 (4);
 - (b) as provided in Article 37 (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 Article 35 (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 V, VI, VIII or VIII 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 Article 37 (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 Article 37 (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 Article 37 (5).

Replacement Permits

38. (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

39. 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

40. (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 shall be eligible for a business permit in any case where the business has a garage or off-street parking at its premises or suitable alternative arrangements within reasonable distance of its premises for garaging or otherwise accommodating a vehicle or vehicles associated therewith, unless in either case such garaging facilities can only accommodate one vehicle and the business requires more than one vehicle to be used in connection with its essential operation.
- (c) 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.
- (d) No Business will be eligible for more than two Business Permits which are valid at the same time

Application Process

41. (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 40 (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 Article 40 (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 39 (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 Article 43 (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 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

42. 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 LK

Surrender and Withdrawal of a Business Permit – Validity of Permit

43. (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 41 (3) and as provided therein;
 - (c) as provided by Article 43 (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 4;
 - (ii) the Business ceasing to be eligible for any Business Permit by virtue of Article 40 (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 Article 40 (5) (b).
- (4) If it appears to the Council that any of the events specified in Article 43 (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 VI, VII, VIII 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 43 (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 43 (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

- 44. (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 £20.

PART VIII

HOTEL VISITORS PERMIT SCHEME

Application

- 45. Any hotel or guest house located at premises whose address is listed in Schedule 4 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

46. (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

47. (1) An application for Hotel Visitors Permits must be made via the online 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 46 (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 47 (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 4 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.
- (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

48. (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 LK.
- (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.

- (3) A person employed by the hotel or guest house shall not be entitled to a visitor's parking permit issued under this part of this Order.

Records

49. 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

50. (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 4;
- (b) As provided in Article 50 (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 4 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 VI, VII 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 50 (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 50 (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

51. Orders having an effect on this Order:

THE OXFORDSHIRE COUNTY COUNCIL (CARERS PERMIT) ORDER 2010

- (1) 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.

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

- (2) 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:
 - (a) 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
 - (b) 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 Article 17 shall be suspended, but not further or otherwise.

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

- (3) The provisions of the Electric Vehicle Parking Places Order apply to any Electric Vehicle Parking Place 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; 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 its Article 16 shall be suspended, but not further or otherwise.

PART XIII

CONTRAVENTIONS OF THE ORDER

52. (a) 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.

(b) 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 day of January 2023.

SCHEDULE 1

THE STATED AREA

Cherwell Drive to Westland's Drive. From a starting point on the north-eastern kerb line of Cherwell Drive, 26 metres northwest of the extended northwest kerb line of Copse Lane the boundary extends southwest to Copse Lane junction around the northern bell mouth kerb line and then north-eastwards along the Copse Lane kerb line to a point opposite the western boundary of No 45 Copse Lane. It then proceeds northwest along this boundary thence along the rear property boundaries of Nos. 21 to 22 Colterne Close, and northeast along the rear property boundaries of Nos. 22 to 6 Colterne Close where it meets the north-eastern property boundary of No 22 Marsh Lane. It continues northwest along the common property boundary of No 24 Marsh Lane and No 15 Brookfield Crescent, then following the end of Brookfield Crescent turning head until the common property boundary of No 26 Marsh Lane and No 36 Brookfield Crescent is reached. It then proceeds northeast along this boundary to the property boundary of the New Marston Primary School and thence south-eastwards and north-eastwards along the southwestern and south-eastern property boundaries of the New Marston Primary School to the eastern property boundary of 109 Copse Lane. The zone boundary then follows the eastern property boundary of No 109 until it meets the northern highway boundary of Copse Lane, then eastwards until it reaches the northwest highway boundary of Westlands Drive, thence northeast until it reaches a point opposite the common property boundary of Nos. 83 and 85 Westland's Drive and then south-eastwards to the point where the southeast highway boundary of Westlands Drive and the common property boundary of Nos. 83 and 85 Westland's Drive intersect.

Westland's Drive to Headley Way – The boundary continues from the common property boundary of Nos. 83 and 85 Westland's Drive, in a south-westerly direction, along the southeast highway boundary of Westland's Drive to the common property boundary of Nos. 85 and 87 Westland's Drive then eastwards along this boundary to the southwest corner of the Saxon Centre. It then continues in a southerly direction along the rear property boundaries of Nos. 89 to 26 Ambleside Drive, then eastwards and southwards along the southern and western boundaries of the John Radcliffe Hospital until it meets the southeast corner of the property boundary of St Anthony of Padua's Church, continuing westwards along the southern property boundary of St Anthony of Padua's Church until it reaches the eastern highway boundary of Headley Way. Thence it continues, in a generally south-easterly direction, along the eastern highway boundary of Headley Way to Staunton Road.

Headley Way to Cherwell Drive – From this point the boundary proceeds southwest across to its southwest highway boundary. Then along the southwest property boundary Headley Way, in a north-westerly direction, to rear property boundary of number 104 Staunton Road. It then progresses westwards along the rear property boundary of Nos. 104 to 116 Staunton Road and then generally westwards and north-eastwards, along southern and northwest property boundaries of St Joseph's First School and then continues in a north-easterly direction along the northwest boundary of Cholesbury Grange to the southwestern highway boundary of Headley Way. It then continues northwest along the highway boundary to the southeast corner of No 74 Headley Way, then southwest and west along the rear property boundaries of No 72 to 62 Headley Way until it meets the southeast property boundary of Underwood. It proceeds northeast to the rear of No 60 Headley Way then in a northwest direction

along the rear property boundaries of Nos. 60 to 20 Headley Way, then southwest around the southern boundary of No 8 Headley Way, then northwest and northeast around its perimeter boundary. It then continues northwest along the rear of the public conveniences and garages for a distance of 23 metres, then northeast across Cherwell Drive to its starting point.

SCHEDULE 2

RESTRICTED ROADS

(No waiting At Any Time – Part II of the Order)

<u>Road Name</u>	<u>Length of Road</u>
1. Ambleside Drive	(a) Both sides; from the south kerb line of Copse Lane for a distance of 9 metres in a south-easterly direction. (b) Northwest side; from its junction with Eden Drive eastwards to the common property boundary of nos. 1 & 3 Ambleside Drive. (c) South side; from its junction with Eden Drive eastwards to the common property boundary of no. 24 Eden Drive and no. 2 Ambleside Drive.
2. Bowness Avenue	Both sides; from the north-east kerb line Of Headley Way for a distance of 12 metres north.
3. Brookfield Crescent	(a) Both sides; from the north kerb line of Copse Lane for a distance of 9 metres in a north-westerly direction. (b) Both sides; from a point 66 metres northwest of the north-west kerb line of Colterne Close up to and including the turning head at the north-eastern end of Brookfield Crescent.
4. Cholesbury Grange Access Road	Both sides; the adopted carriageway for its entire length.
5. Coniston Avenue	Both sides; from the northeast kerb line Of Headley Way for a distance of 11 metres north.
6. Copse Lane	(a) Northwest side; from its junction with Westlands Drive for a distance of 158 metres in a westerly direction. (b) Northwest side; from the northeast kerb line of Headley Way to a point 200 metres west of its junction with Westlands Drive. (c) Southside; from the west kerb line of Ambleside Drive for a distance of 18 metres in a westerly direction.

<u>Road Name</u>	<u>Length of Road</u>
	<ul style="list-style-type: none"> (d) Southeast side; from a point 125 metres west of the southern kerb line of Ambleside Drive, to a point 39 metres northeast of the north east kerb line of Eden Drive. (e) Southeast side; from a point 16.5 metres northeast of the northeast kerb line of Eden Drive, to a point 28 metres southwest of the southwest kerb line of Eden Drive. (f) Southeast side; from a point 103 metres west of the south kerb line of Ambleside Drive westwards for a distance of 2 metres. (g) Southeast side; from a point 1 metre north-east of the point opposite the southwest kerb line of Brookfield Crescent for a distance of 2 metres to the north-east. (h) Southeast side; from a point 48 metres southwest of the point opposite the southwest kerb line of Brookfield Crescent for a distance of 2 metres to the south-west. (i) Southeast side; from the northeast kerb line of Headley Way for a distance of 50 metres in a north-easterly direction.
7. Derwent Avenue	Both sides, from the northeast kerb line Of Headley Way for a distance of 11 metres north.
8. Eden Drive	<ul style="list-style-type: none"> (a) Both sides, from the southeast kerb line of Copse Lane for a distance of 9 metres in a south-easterly direction. (b) Southwest side; from the northeast kerb line of Headley Way for a distance of 35 metres in a north-easterly direction. (c) Southeast side; from the north-east kerb line of Headley Way for a distance of 20 metres in a north-easterly direction. (d) West side; from the common property boundary of nos. 27 & 29 Eden Drive southwards to the common property boundary of nos. 23 & 25 Eden Drive. (e) East side; from a point opposite the common property boundary of nos. 29 & 31 Eden Drive southwards to the common property boundary of nos. 22 & 24 Eden Drive.
9. Headley Way	<ul style="list-style-type: none"> (a) Northeast side; from the south-east kerb line of Copse Lane to the point opposite the north-west kerb line of Staunton Road West.

<u>Road Name</u>	<u>Length of Road</u>
	<p>(b) Southwest side;</p> <p>(i) from a point 23 metres northwest of the northwest kerb line of the entrance to St Josephs` First School, south-eastwards to the northwest kerb line of Staunton Road West</p> <p>(ii) from a point opposite a point 3 metres southeast of the common boundary between Nos.61/63 Headley Way, north-westwards to a point 6 metres south of the boundary between 60/60a Headley Way</p> <p>(iii) from a point 25 metres northwest of the northwest kerb line of Copse Lane, south-eastwards for a distance of 85 metres.</p>
10. Snowdon Mede	<p>(a) Southeast side, from the north-east kerb-line Of Headley Way for a distance of 8 metres north.</p> <p>(b) Northwest side; from its junction with Headley Way eastwards and then northwards and around the turning area to a point opposite the common property boundary of nos. 5 & 6 Snowdon Mede.</p>
11. Westlands Drive	<p>(a) Northwest side; from a point opposite the common property boundary of nos. 83 and 85 Westlands Drive</p> <p>(b) Southeast side; from the common property boundary of nos. 83 and 85 Westlands Drive to the northeast kerb line of Ambleside Drive."</p>

SCHEDULE 3

(PART III OF THE ORDER)

2 hours waiting - no return within 2 hours

Mondays to Fridays 8.00 am to 6.30 pm

Permit holders without time limit

- | | |
|---------------|---|
| 1. Copse Lane | Northwest side; from a point 158 metres west of its junction with Westlands Drive, westwards for a distance of 42 metres |
| 2. Eden Drive | <p>Southeast side; from a point 20 metres from the northeast kerb line of Headley Way, north-eastwards for a distance of 18 metres</p> <p>Southwest side; from a point opposite a point 3 metres southeast of the common boundary between Nos.61/63 Headley Way, south-eastwards for a distance of 79 metres.</p> |

There are excluded from the above lengths of road any Disabled Persons' Parking Place, Car Club Parking Place, or Electric Vehicle Parking Place

SCHEDULE 4

Addresses which are eligible to apply for residents' permits)

Road	Properties eligible	Except the following:
Ambleside Drive	The entire road	
Bowness Avenue	The entire road	Eden Flats (Nos.1 & 2) 30 Bowness Avenue (for the avoidance of doubt No. 30 itself is eligible)
Brookfield Crescent	The entire road	
Cholesbury Grange	The entire road	
Colterne Close	The entire road	
Coniston Avenue	The entire road	43A & 43B
Copse Lane	The entire road	148 – 150 (flats 1 to 55 Cavalier Court)
Derwent Avenue	The entire road	No. 88
Eden Drive	The entire road	
Headley Way	All properties northwest of its junction with Staunton Road, westwards to its junction with Copse Lane	Nos. 6, 8, 60A, 60B, 59B, & 59C, 65
Highbank Close	None	
Snowdon Mede	The entire road	
Westlands Drive	Number 87.	

SCHEDULE 5

Permit Holders Parking Places 9.00am to 5.00pm Monday to Friday

(excluding Christmas Day, Good Friday and bank holidays)

Section 1 (Marked Bays)

Description of Parking Place

- | | |
|----------------|---|
| 1. Copse Lane | <p>(a) South side; from a point 18 metres west of the west kerb line of Ambleside Drive for a distance of 107 metres to the west</p> <p>(b) Southeast side;</p> <p>(i) from a point 27 metres southwest of the southwest kerb line of Eden Drive to a point 2.5 metres northeast of the southwest kerb line of Brookfield Crescent.</p> <p>(ii) from a point 0.5 metres northeast of the southwest kerb line of Brookfield Crescent to a point 48 metres southwest of the southwest kerb line of Brookfield Crescent.</p> <p>(iii) from a point 48 metres southwest of the southwest kerb line of Brookfield Crescent to a point 50 metres northeast of the northeast kerb line of Headley Way.</p> |
| 2. Headley Way | <p>West side;</p> <p>(i) from a point 1.5 metres north of the boundary between Nos.28/30 Headley Way southwards for a distance of 34 metres</p> <p>(ii) from the boundary between Nos.38/40 Headley Way southwards for a distance of 26 metres</p> <p>(iii) from a point 1 metre south of the boundary between Nos.46/48 Headley Way southwards for a distance of 21 metres</p> <p>(iv) from a point 1 metre north of the boundary between Nos.54/56 Headley Way southwards for a distance of 29 metres.</p> |

Section 2 (Unmarked Bays)

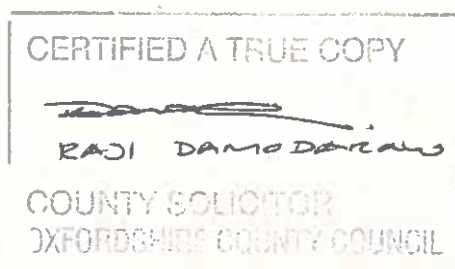
- | | | |
|----|----------------------|--|
| 1. | Ambleside Drive; | Both sides from a point 9 metres south of the south kerb line of Copse Lane to its junction with Eden Road. |
| 2. | Bowness Avenue; | Both sides from a point 9 metres northeast of the northeast kerb line of Headley Way to its junction with Ambleside Drive. |
| 3. | Brookfield Crescent; | Both sides from a point 9 metres north of the north kerb line of Copse Lane to a point 66 metres northwest of the northwest kerb line of Colterne Close. |
| 4. | Colterne Close; | Both sides for its entire length |
| 5. | Coniston Avenue; | Both sides from a point 9 metres northeast of the northeast kerb line of Headley Way to its junction with Ambleside Drive. |
| 6. | Derwent Avenue; | Both sides from a point 9 metres north east of the northeast kerb line of Headley Way to its junction with Ambleside Drive. |
| 7. | Eden Drive | Northwest side; from a point 35 metres northeast of the northeast kerb line of Headley Way to a point 9 metres southeast of the southeast kerb line of Copse Lane. |
| 8. | Eden Drive | Southeast side; from a point 38 metres northeast of the northeast kerb line of Headley Way to a point 9 metres southeast of the southeast kerb line of Copse Lane. |
| 9. | Snowdon Mede; | Both sides from a point 9 metres northeast of the northeast kerb line of Headley Way to the northwesternmost end of Snowden Mede. |

There are excluded from the above lengths of road any Disabled Persons' Parking Place, Car Club Parking Place, or Electric Vehicle Parking Place

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



Solicitor / Designated Officer.



1691/22