

STEVENAGE BOROUGH COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

THE BOROUGH OF STEVENAGE (PERMIT PARKING) ORDER 2018

The STEVENAGE BOROUGH COUNCIL (hereinafter referred to as "the Council") pursuant to arrangements made with the County Council of Hertfordshire under The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, Section 19 of the Local Government Act 2000 and Section 101 of The Local Government Act 1972, in exercise of the powers of the said County Council under Sections 32, 35, 45, 46 and 46A and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984") and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with part III of Schedule 9 of the Act of 1984, hereby makes the following Order:-

1. This Order may be cited as "The Borough of Stevenage (Permit Parking) Order 2018" and shall come into operation on 13 August 2018.
2. In this order:

"*bone fide* care provider" means any agency, professional practice or other organisation which manages local doctors, midwives, district nurses, health visitors or other essential domiciliary medical or caring personnel who professionally visit households in the roads specified in Schedule One of this Order, acting in good faith to enable the delivery of medical or social care to residents;

"Business Parking Permit" means a permit issued in accordance with Articles 12, 15-18, 20(1) and 24 of this Order;

"Caring Visitors Parking Permit" means a permit issued in accordance with Articles 11(2)-13, 15-18, 20(1) and 24 of this Order;

"Civil Enforcement Officer" has the same meaning as defined in the Traffic Management Act 2004, as appointed by or on behalf of Stevenage Borough Council;

"Council Parking Permit" means a means a permit issued in accordance with Articles 19, 20(1) and 24 of this Order;

"disabled person's badge" has the same meaning as given in Regulation 3(1) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"disabled person's vehicle" has the same meaning as in Section 142(1) of the Act of 1984;

“driver” means the person driving or having control or charge of the Vehicle at any given time;

“Eligible vehicle” means a vehicle with a maximum authorised mass (revenue weight) of less than 3,500KG and which is not constructed or adapted to carry 12 persons or more in addition to the driver;

“Enactment” means any enactment, whether public general or Local and includes any Order, Byelaw, Rule, Regulation, Scheme or other instrument having effect by virtue of an enactment;

“Entitled Business” means a business which occupies premises the postal address of which is a eligible address detailed in Schedule Two of this Order, and which has no off-street parking space provided or authorised by any planning consent related to the premises and which is liable for payment of business rates on the premises;

“footway” means any paved or hardened area separated from the highway carriageway for use by pedestrians;

“goods” means goods of any kind whether animate or inanimate and includes postal packets of any description; “delivering” and “collecting” in relation to goods includes checking the goods for the purpose of their delivery or collection;

“household” means a dwelling with a separate entry on the Council’s Council Tax Register;

“motor cycle” has the same meaning as in section 136 of the Act of 1984;

“Parking Bay” means an area contained within a Parking Place in which a vehicle of any class, not larger than 2.3 metres in height and 5.25 metres in length may be parked, marked in accordance with Item 6 of Part 4 of Schedule 7 of The Traffic Signs Regulations & General Directions 2016 (and varied accordingly), as designated in Article 3 of this Order and listed in Schedule One of this order;

“parking disc” has the same meaning as given in Regulation 8(5) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

“parking permit” means a Business Parking Permit, Caring Visitors Parking Permit, Council Parking Permit, Resident Parking Permit or Special Parking Permit;

“Parking Place” has the same meaning as in the Act of 1984;

“Passenger Vehicle” means a motor vehicle 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 charge set by the Council in accordance with The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 and the provisions of Part 6 and schedule 9 of The Traffic Management Act 2004 and Part 2 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“Penalty Charge Notice” has the same meaning as in The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“Permit Holder” means a person or business to whom a parking permit or visitor voucher has been issued;

“relevant position” means affixed within the windscreen or on the dashboard or fascia of the vehicle or where the vehicle is not fitted with a dashboard or fascia in a conspicuous position on the nearside of the vehicle and in all cases displayed in such a position as to be clearly visible from outside the vehicles front or nearside;

“Resident” means a person whose usual place of abode is an eligible address listed in Schedule Two of this Order;

“Resident Parking Permit” means a means a permit issued in accordance with Articles 11(1), 15-18, 20(1) and 24 of this Order;

“Resident’s Visitor Parking Voucher” or “visitor voucher” means a means a voucher issued in accordance with Articles 11(1), 15-18, 20(2) and 25 of this Order;

“The Council” means Stevenage Borough Council;

“Vehicle” means motor vehicle and “motor vehicle” has the same meaning as in section 136 of the Act of 1984; and

“verge” means any part of a road not being a carriageway or footway and includes road margins central reservations and those areas laid for ornamental purposes maintained by Stevenage Borough Council but does not include lay-bys.

Designation and use of Parking Places

3. Each area on a Highway comprising the length of a carriageway of a street described in Schedule One of this Order bounded on one side of that length by the edge of the carriageway and having a width throughout of not less than 1.8 metres is hereby designated as a Parking Place for vehicles that, on the days

and at the times of operation specified in that Schedule, display a valid parking permit or visitor voucher in the relevant position, referred to hereinafter as a Permit Parking Place.

4. Save as provided in Article 9 of this Order, where in Article 3 of this Order a parking place is designated for vehicles which display in the relevant position a parking permit or visitor voucher, no person shall cause or permit any vehicle to stop or wait in that parking place on the days and at the times of operation specified for that parking place in Schedule One of this Order unless it is a vehicle on which is displayed in the relevant position a valid parking permit or visitor voucher which indicates the Permit Area Identifier that Schedule One of this order specifies for that Permit Parking Place, or the Council's records show that the vehicle holds a valid parking permit or visitor voucher with the Permit Area Identifier that Schedule One of this order specifies for that Permit Parking Place.
5. Every vehicle left in a Permit Parking Place described in Schedule One of this Order at any time, in accordance with the provisions of this Order, shall so stand that:
 - (1) the distance between the edge of the carriageway and the nearest wheel of the vehicle is not more than 50 centimetres;
 - (2) none of the vehicle's wheels are on any part of the verge or footway; and
 - (3) if parking bays are marked out, the whole of the vehicle is within a marked parking bay.
6. Where any vehicle is standing in a Permit Parking Place in contravention of the provisions of Article 5, a Police Constable in uniform or a Civil Enforcement Officer may cause to be altered the position of the vehicle in order that its position shall comply with those provisions.
7. Where a Civil Enforcement Officer is of the opinion that any of the provisions contained in this Order have been contravened or not complied with in respect of a vehicle left in any part of a Permit Parking Place; they may remove or cause to be removed the vehicle from the Permit Parking Place and, where it is so removed, shall provide for the safe custody of the vehicle and its contents.
8. A Police Constable in uniform or a Civil Enforcement Officer may cause to be moved, in case of emergency, to any place he thinks fit any vehicle left in a Permit Parking Place.
9.
 - (1) Notwithstanding the foregoing provisions of this Order any vehicle may wait during the permitted hours in any part of a Permit Parking Place if the use of that part of the Permit Parking Place has not been suspended and if:
 - (a) the vehicle is waiting for so long as may be reasonably necessary for the purpose of enabling any person to board or alight from the vehicle or load thereon or unload therefrom their personal luggage; or
 - (b) the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond their control or to such waiting being necessary in order to avoid an accident; or

- (c) the vehicle is being used for fire brigade, ambulance or police purposes or, not being a passenger vehicle, is being used in the service of a local authority in pursuance of statutory powers or duties provided that in all the circumstances it is reasonably necessary in the exercise of such powers or in the performance of such duties for the vehicle to wait in the place in which it is waiting; or
 - (d) the vehicle is waiting for so long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic; or
 - (e) the vehicle is waiting:
 - (i) while postal packets addressed to premises adjacent to the parking place in which the vehicle is waiting are being unloaded from the vehicle or, having been unloaded there from, are being delivered; or
 - (ii) while postal packets are being collected for the loading on the vehicle from premises or posting boxes adjacent to the parking place in which the vehicle is waiting or, having been so collected, are being loaded thereon; or
 - (f) the vehicle, not being a passenger vehicle, is waiting only for as long as may be reasonably necessary to enable it to be used for the purposes specified in Article 9(2); or
 - (g) the vehicle is in actual use in connection with the removal of furniture to or from an office or a dwelling-house adjacent to the parking place from or to a depository, another office or dwelling-house; or
 - (h) in any other case the vehicle is waiting for the purpose of delivering or collecting goods or loading or unloading the vehicle at premises adjacent to the parking place in which the vehicle is waiting and the vehicle does not wait for a period exceeding twenty minutes or for such longer period as a Police Constable in uniform, a designated officer or Civil Enforcement Officer may approve; or
 - (i) the vehicle, whilst used by a Civil Enforcement Officer in the course of the enforcement of parking restrictions, is stationary only for so long as may be reasonably necessary for them to issue (or attempt to issue) a Penalty Charge Notice to a vehicle they believe to be parked in contravention of those restrictions or adjacent restrictions; or
 - (j) the vehicle has been removed into that Permit Parking Place in accordance with Article 8 of this Order, or a similar provision of another Order; or
 - (k) the vehicle is a motorcycle or invalid carriage.
- (2) The "purposes" referred to in sub-Article (1)(f) of this Article are:
- (a) any operation involving building, demolition or excavation;
 - (b) the removal of any obstruction to traffic;
 - (c) the maintenance, improvement or reconstruction of a road;
 - (d) constructing, improving, maintaining, or cleaning of any street furniture; or
 - (e) the laying, erection, alteration, repair or cleaning of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept or installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

- (3) Nothing in this Order shall render it unlawful to cause or permit a disabled person's vehicle which displays in the relevant position a disabled person's badge and a parking disc, to wait at any time in the lengths of road specified in Schedule One of this Order for a period not exceeding 3 hours (not being a period separated by an interval of less than 1 hour from a previous period of waiting by the same vehicle in the same length of road).

In this article "relevant position" has the same meaning as given in Regulation 4 of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000

10.

- (1) Any person authorised by the Council or a Police Constable in uniform may suspend the use of a Parking Place or any part thereof whenever they consider such a suspension reasonably necessary:
- (a) for the purposes of facilitating the movement of traffic or promoting its safety; or
 - (b) for the purposes of any building operation, demolition or excavation in or adjacent to the Parking Place or the maintenance, improvement or of the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus or traffic sign; or
 - (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion for the removal of furniture from one office or dwelling house to another place; or
 - (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
 - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions; or
 - (f) for the purposes of facilitating the cleansing of the parking place.
- (2) Any person suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1) of this Article shall thereupon place or cause to be placed in or adjacent to that parking place or part thereof a traffic sign indicating that waiting by vehicles is prohibited.
- (3) No person shall cause or permit a vehicle to wait in a parking place or any part thereof during the period indicated by a traffic sign placed in pursuance of paragraph (2) above provided that nothing in this paragraph shall apply:
- (a) to any vehicle being used for fire brigade, ambulance or police purposes; or
 - (b) any vehicle which is waiting for the reason the bay was suspended; or

- (c) to anything done with permission of the person suspending the use of the parking place or part thereof in pursuance of paragraph (1) of this Article; or
- (d) if the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond their control or to such waiting being necessary in order to avoid an accident.

Eligibility and applications for parking permits and visitor vouchers

11.

- (1) Residents of households listed as eligible addresses in Schedule Two of this Order shall be eligible to apply for Resident Parking Permits and Resident's Visitor Parking Vouchers in the numbers set out in that schedule.
- (2) Residents of households listed as eligible addresses in Schedule Two of this Order shall be eligible to apply for Caring Visitor Parking Permits, provided that they legitimately require frequent visits from one or more *bone fide* care providers' personnel and/or one or more private individuals acting as though a *bone fide* care provider, in the number set out in that schedule.
- (3) No address where a Resident Parking Permit, Caring Visitor Parking Permit or Resident's Visitor Parking Voucher has been issued and remains valid shall be eligible to apply for Business parking permits.

12.

- (1) Entitled Businesses shall be eligible to apply for Business Parking Permits in the numbers set out in Schedule Two of this Order.
- (2) No address where a Business Parking Permit has been issued and remains valid shall be eligible to apply for Resident Parking Permits, Caring Visitor Parking Permits or Resident's Visitor Parking Vouchers, except that if the business is a *bone fide* care provider it may apply for Caring Visitor Parking Permits in accordance with Article 13 of this Order.

13. Any *bone fide* care provider may apply for the issue of Caring Visitors Parking Permits for the use of their personnel when visiting households in the roads specified in Schedule One of this Order. Where possible, such permits will be issued to a particular vehicle. The decision to issue such Caring Visitors Parking Permits, how many may be issued to a given *bone fide* care provider, and whether such permits are vehicle specific or may be transferred between vehicles, will be at the discretion of the Council.

14. Any person may at any time apply to the Council for the issue of a Special Parking Permit in respect of a vehicle. The decision to issue a Special Parking Permit; the duration of that permit; whether that permit is specific to an individual vehicle; and other particulars relating to that permit, shall be at the Council's absolute discretion. Without prejudice to the generality of that discretion the following circumstances may be relevant to an application:

- (1) the need to carry out long-term building works;
- (2) a resident's temporarily keeping a vehicle that is registered overseas;
- (3) other circumstances necessitating the parking of a vehicle that is not registered to an address in the street daily for a period of more than twenty eight consecutive days.

A Special Parking Permit shall only be issued for a specific, stated purpose and shall only be used for that purpose.

15. Applications for parking permits or visitor vouchers must be made on a form issued by and obtainable from the Council for that purpose, which must be completed in full and accompanied by such documentary evidence of entitlement as the Council may reasonably request and is detailed on that form.
16. Payment of the charge specified in Schedule Three of this Order must accompany the application, or be made following the application's assessment, before any parking permit(s) or visitor vouchers can be issued.
17. On receipt of a completed application form, supporting documentary evidence and payment of any relevant fee the Council shall not unreasonably refuse an application for a parking permit or visitor vouchers, provided that it is made in respect of an eligible vehicle.
18. The Council may refuse an application for a parking permit or visitor vouchers that is made in circumstances where, had the parking permit or visitor vouchers already been issued they would be required to be returned in accordance with Article 23 of this Order, or if it is otherwise reasonable to do so.
19. The Council may upon request issue a Council Parking Permit to any employee or department within the Council where it is found that it is necessary for that employee or vehicles used by that department to park within a Permit Parking Place to carry out their duties in the service of the Council. A Council Parking Permit shall be issued for a specific, stated purpose and shall only be used for that purpose.

Provision, validity, return and withdrawal of parking permits

20.

- (1) Parking permits shall be issued by the Council upon successful application and payment of the relevant fee detailed in Schedule Three of this Order in accordance with Articles 11 to 19 of this Order and shall include the following particulars:
 - (a) a Permit Area Identifier indicating the Permit Parking Places in which the vehicle may be left;
 - (b) the registration mark of the vehicle or vehicles in respect of which the Parking Permit was issued, or in the case of Business Parking Permits, Caring Visitors Parking Permits, Council Parking Permits and Special Parking Permits if they are not issued for use on a specific vehicle or vehicles the text "ANY";
 - (c) the month and year up to which the parking permit shall remain valid, and at the end of which it shall cease to be valid;
 - (d) an indication that the parking permit was issued by the Council; and
 - (e) a serial number by which the Permit Holder may be identified.
- (2) Visitor vouchers shall be issued by the Council upon successful application and payment of the relevant fee detailed in Schedule Three of this Order in accordance with Articles 11 to 18 of this Order and shall include the following particulars:
 - (a) a Permit Area Identifier indicating the Permit Parking Places in which the vehicle may be left;

- (b) a space in which the registration mark of the vehicle in respect of which the visitor voucher is being used must be entered in indelible ink before it is used;
- (c) a means of indicating the day, date, month and year on which the visitor voucher is to be used;
- (d) an indication that the parking permit was issued by the Council; and
- (e) a serial number by which the Permit Holder may be identified.

21.

- (1) A parking permit shall be valid from the date on which it is issued until the end of the last day of the month indicated on that parking permit, or upon its return to the Council, or upon its recall by the Council in accordance with Article 23 of this Order, or upon the Council's receipt of an application for a duplicate or replacement permit in accordance with Article 24 of this Order, whichever shall be the sooner.
- (2) A visitor voucher shall be valid on the specific day indicated using the means provided on that visitor voucher.

22.

- (1) A Permit Holder may return their parking permit(s) or visitor vouchers to the Council at any time.
- (2) Upon return to the Council a parking permit or visitor voucher shall cease to be valid.
- (3) If when returned to the Council a parking permit is accompanied by an application for a refund on a form issued by and obtainable from the Council for that purpose, a refund will be payable to the Permit Holder in the amount set out in Schedule Four of this Order.

23.

- (1) The Council may by notice served on the Permit Holder at the address given by that person on the application form or such other address as is believed to be that person's place of abode, withdraw a parking permit or visitor vouchers if it appears to the Council that:
 - (a) the Permit Holder has ceased to be eligible to hold that parking permit or visitor vouchers; or
 - (b) the vehicle in respect of which a parking permit was issued has been adapted or used in such a manner that it is no longer an eligible vehicle; or
 - (c) the vehicle in respect of which a parking permit was issued is not kept at an eligible address; or
 - (d) the particulars displayed on the parking permit or visitor vouchers as detailed in Article 20 of this Order have been altered or modified after they were first completed; or
 - (e) the Permit Holder is believed to be supplying parking permits or visitor vouchers to others for sale or reward, or otherwise using them for purposes other than those for which they are supplied.
- (2) The "purposes" referred to in sub-Article (1)(e) of this Article are:
 - (a) in the case of a Business Parking Permit, to allow an Entitled Business to park an eligible vehicle as needed for the operation of their business;
 - (b) in the case of a Council Parking Permit or Special Parking Permit, the purposes specified by the Council when that Council Parking Permit or Special Parking Permit is issued;

- (c) in the case of a Caring Visitor's Parking Permit, to allow a *bone fide* care provider's personnel using an eligible vehicle to park to provide essential health or social care to a resident, or a private individual acting as though a *bone fide* care provider using an eligible vehicle to park to provide such essential health or social care;
- (d) in the case of a Resident Parking Permit, to allow a resident to park their vehicle, which is permanently kept at their address;
- (e) in the case of a Resident's Visitor Parking Voucher, to allow a resident's guests using an eligible vehicle to park in the street while visiting that resident, or allow a resident to park an eligible vehicle kept temporarily at their address (for example a courtesy car while their own vehicle is being repaired).

Application for and issue of duplicate parking permits

24. The Council will issue a duplicate or replacement parking permit, if:
- (1) a parking permit is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the parking permit faded or altered, and it is returned to the Council together with an application for a replacement using a form issued by and obtainable from the Council for that purpose; or
 - (2) a Permit Holder applies to the Council using a form issued by and obtainable from the Council for that purpose representing that a parking permit has been lost or destroyed, and the Council is satisfied that this is the case; or
 - (3) a Permit Holder acquires a new vehicle, and returns the existing parking permit together with an application to transfer the permit to their new vehicle using a form issued by and obtainable from the Council for that purpose; and in all cases accompanied by such documentary evidence of entitlement as the Council may reasonably request and is detailed on the relevant form and subject to payment of an administration fee as defined in Item 8 of Schedule Three of this Order.
25. The Council will not issue duplicate or replacement visitor vouchers.

Display and removal of parking permits and visitor vouchers and removal of Penalty Charge Notices

26. At all times during which a vehicle (other than a vehicle otherwise exempted by this Order) is left in a Parking Place on the days of operation and during the hours of operation specified for that Parking Place in Schedule One of this Order, the driver thereof, before leaving the vehicle, shall cause to be displayed in the relevant position a parking permit or visitor voucher.
- 27.
- (1) Where a parking permit or visitor voucher has been displayed on a vehicle in accordance with the provisions of Article 26 of this Order, no person, not being the driver of the vehicle, shall remove any parking permit or visitor voucher from the vehicle unless authorised to do so by the driver of the vehicle.
 - (2) Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of Article 29 of this Order, no person, not being the driver of the vehicle, shall remove the notice from the vehicle unless authorised to do so by the driver of the vehicle.

- (3) Provided that nothing herein shall apply to a Civil Enforcement Officer or Police Constable in uniform or a person removing the vehicle in pursuance of an arrangement made by a Police Constable in uniform or under the regulations in pursuance of powers contained in sections 99, 100, 101, and 102 of the Act of 1984.

Contraventions, interpretation and revocations

28. If a vehicle (other than a vehicle otherwise exempted by this Order) is left in contravention of any provision of this Order a penalty charge shall be payable.
29. In the case of a vehicle in respect of which a penalty charge is payable, a penalty charge notice may be issued in accordance with the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
30. The penalty charge shall be paid to Stevenage Borough Council in accordance with the instructions and within the time limits specified on the penalty charge notice.
31. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the Interpretation of an Act of Parliament.
- ~~32. The provisions of the following Orders are hereby revoked only in so far as they are affected by the restrictions imposed by this Order:~~
- ~~The Borough of Stevenage (Control of Parking) (Consolidation) Order 2016.~~
33. The restrictions imposed by this Order shall be in addition to and not in derogation of any restriction or requirement imposed by any other regulations made or having effect as if made under the Act of 1984 or by or under any other enactment.

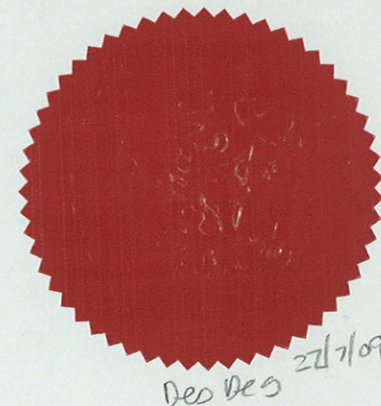
IN WITNESS whereof:

The Common Seal of)
 STEVENAGE BOROUGH)
 COUNCIL was hereunto affixed)
 affixed this 12th day of August 2018)
 in the presence of:-)

Authorised signatory:

B. Redding

Borough Solicitor/Strategic Director/
 Chief Executive



**Schedule One
Permit Parking Places**

Item number	Name of road	Side of road	Description	Permit Area Identifier	Days of operation	Hours of operation
1	Burymead	Both	Throughout its entire length	B	Monday to Friday, excluding Bank Holidays	8.30am to 5.30pm

**Schedule Two
Addresses eligible for Parking Permits**

Item number	Name of road	Properties within road	Maximum number of Resident Parking Permits per property	Maximum number of Caring Visitor Parking Permits per property	Maximum number of Business Parking Permits per property	Maximum number of Resident's Visitor Parking Vouchers per property	Permit Area Identifier
1	Burymead	All properties having postal addresses in that street on 1 April 2018	4 at any given time	2 at any given time	0	12 sets of 20 vouchers in any twelve month period	B

**Schedule Three
Charges for Parking Permits and Visitor Vouchers**

Item number	Fee for	Cost
1	Resident Parking Permit for first vehicle in household	£ 56 per year
2	Resident Parking Permit for second vehicle in household	£ 82 per year
3	Resident Parking Permit for third vehicle in household (where permitted)	£108 per year
4	Resident Parking Permit for fourth vehicle in household (where permitted)	£134 per year
5	Set of 20 Resident's Visitor Parking Vouchers	£20
6	Caring Visitor Parking Permit	£15 per 24 months
7	Special Parking Permit	Charged at the Council's discretion
8	Administration of permit transfers, duplicate permits and refunds	£10

**Schedule Four
Refunds**

Item number	Permit	Refund amount
1	Resident Parking Permits	Pro rata sum for remaining complete months, less an administration fee as defined in Item 8 of Schedule Three of this Order.
2	Set of 20 Resident's Visitor Parking Vouchers	None.
3	Caring Visitor Parking Permit	None.
4	Special Parking Permit	Pro rata sum for remaining complete months, less an administration fee as defined in Item 8 of Schedule Three of this Order.