

CHICHESTER DISTRICT COUNCIL
(OFF-STREET PARKING PLACES)
(CONSOLIDATION) ORDER 2025

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Chichester District Council (hereinafter called “the Council”) in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended (“the 1984 Act”) and of all other enabling powers, with the consent of the West Sussex County Council in accordance with section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

PART 1
GENERAL

Commencement and Citation

1. This Order shall come into operation on the 1 April 2025 and may be cited as the Chichester District Council (Off-Street Parking Places) (Consolidation) Order 2025.

Interpretation

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

“active”, “activated” or “assigned” in relation to a parking permit, season ticket or electronic payment means the vehicle registration number correctly reflects the vehicle parked in the parking place;

“bus” means a public passenger transport vehicle which carries more than 8 people used to deliver a scheduled local service to the public;

“bus stop” means an authorised stopping space or bay for a bus which is marked as such by a sign authorised by the relevant authority;

“charging days” means the days as specified by notice at each parking place;

“charging hours” means the period as specified by notice at each parking place on all charging days;

“coach” means a chartered or long-distance bus which is constructed or adapted to carry more than 8 seated passengers in addition to the driver which is not operating a scheduled local service;

“coach bay” means a bay designed for the use by coaches;

“community bus” means a vehicle parked whilst being used as vehicle to transport members of an identifiable community for the purposes of a community trip and not for personal use by an individual or family;

“Council” means Chichester District Council, or any such successor body as may take over its role by reason of a national scheme of local government re-organisation;

“daily charge” means the charge imposed by the Council for parking in a parking place on any one day and for a specified period of time as identified in the scale of charges. For the avoidance of doubt, the daily charge includes any free concession offered in the scale of charges specified by notice at each parking place;

"disabled persons' badge" or “blue badge” means a badge issued by any Local Authority in accordance with the provisions of the Local Authorities' Traffic Orders (Badges for Motor Vehicles) (England) Regulations 2000 or a badge having effect under those regulations as if it were a disabled person's badge;

“driver” means the person driving a vehicle at the time it is parked in a parking place;

“drop off point” or “pick up point” means a parking place or parking bay designated by the Council for temporary parking which is signed or marked as such;

“electric vehicle” means a plug-in electric vehicle or a plug-in hybrid vehicle;

“electric vehicle parking bay” means any bays which are already designated or are, at the Council's discretion, hereafter designated for use by electric vehicles in order to recharge them by using the electric plug-in points adjacent to the parking bay. An electric vehicle parking bay shall be defined by lines and / or symbols and signage located within the boundaries of the parking place;

“electronic payment” means any payment which is not made with physical cash but is made electronically via digital channels, including but not limited to via Apps, mobile phones and other electronic devices;

“expiry time” is the time indicated on the parking ticket and is the time by which the vehicle must leave the parking place;

“free vend” in respect of a parking ticket describes a ticket obtained from a ticket machine in respect of any concessionary free period of parking without any payment at the time of issue;

“goods vehicle” means a four wheeled high sided vehicle that is 2.4m high or over, constructed or permanently adapted to transport goods and burdens of any description. For the avoidance of doubt, which is not drawing a trailer;

“large vehicle” means a medium or large vehicle or minibus (whether or not with a trailer attached) within the defined categories of vehicle established by the Department for Transport driving licence classes;

“light goods vehicle” means a vehicle which is constructed or adapted for use for the carriage of goods or burden of any description, provided that the vehicle is less than 5.5 m in length and can be parked wholly within a parking bay;

“lorry” means a goods vehicle greater in size than a light goods vehicle such that it cannot lawfully be parked in a parking place specified for use by passenger vehicles and light goods vehicles;

“lorry bay” means a bay designed for the use by lorries;

“motorcycle” means a two-wheeled motorcycle only and excludes any motorcycle which has a sidecar or trailer and any vehicle which has more than two wheels;

“motorcycle bay” means a bay or area designed for the use by motorcycles;

“no return” or “limited waiting” means no return to a parking place within the specified period as set out in Schedule 7, or on notices or signs within the parking place;

“owner” in relation to a vehicle means the person who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency (DVLA) on the date on which the vehicle was parked in the parking place in question;

“paper ticket” means a physical parking ticket;

“park” and “parked” refer to the stopping of a vehicle and it remaining at rest whether or not the driver is still in the vehicle;

“parking bay” means an area of a parking place, which is provided for the leaving of a vehicle of a class specified and indicated by markings on the surface of the parking place or signed or otherwise indicated by signs in the parking place;

“parking permit” means any permit, including season tickets, however generated and used in accordance with such conditions and of a type and design approved by the Council and either:

(a) issued by the Council,

or

- (b) issued by such third party as the Council shall have authorised in writing to issue permits and subject to such conditions as the Council shall impose from time to time on that third party.

“parking place” means an area of land for the purpose of parking of vehicles and which is not closed or suspended (in part or in whole) by a notice erected thereon by the authority of the Council and either:

- (a) provided by the Council pursuant to Section 32(1) of the 1984 Act,
or
- (b) provided by a third party pursuant to an arrangement with the Council under s.33(4)(b) of the 1984 Act.

“parking ticket” means a ticket, administered by a ticket machine located in the parking place in which the vehicle has been parked or issued by an organisation or person nominated by the Council either on payment of a charge or as a free vend, which, as a minimum, specifies:

- (a) the identity of the issuing ticket machine or person,
- (b) either the amount paid or indication of a free vend,
- (c) the date,
- (d) either the time of issue, or the expiry time of the parking period for which the ticket is valid,
and
- (e) where required, the registration number of the vehicle in respect of which the ticket was obtained and which is valid until the expiry time displayed on the ticket.

For the avoidance of doubt this will include parking purchased by means of electronic payment.

“passenger vehicle” means a motor vehicle (other than a two-wheeled motorcycle) constructed or adapted solely for the carriage of not more than seven passengers (exclusive of the driver) and their effects and not drawing a trailer;

“pay and display parking place” means a parking place listed as such in Schedule 7 to this Order where the owner must obtain a parking ticket or pay by electronic payment at the time the vehicle is parked;

“pay on foot parking place” means a parking place listed as such in Schedule 7 to this Order where:

- (a) a pay on foot parking ticket is issued by a ticket machine located at the entrance to parking place,
- (b) the ticket is retained by the vehicle owner and need not be displayed,
- (c) the relevant charge is paid as required at the parking place before returning to the vehicle and the ticket is presented to a machine upon exiting the parking place.

“pay on foot parking ticket” means a ticket issued by a machine upon entry to a pay on foot parking place;

“penalty charge” means a charge imposed by legislation in respect of parking contraventions that are subject to civil enforcement and has the same meaning as in the Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;

“penalty charge notice” has the same meaning as in the Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;

“permit holder” or “season ticket holder” means a person to whom a parking permit has been issued under the provisions of this Order;

“relevant position” means

- (a) in respect of a vehicle displaying a valid disabled person’s badge:
 - (i) in the case of a vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 (the front of the badge), is legible from outside the vehicle,or

- (ii) in the case of a vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the vehicle so that Part 1 of the badge is legible from outside the vehicle,
- (b) in respect of a vehicle displaying a parking ticket, or parking permit:
 - (i) the parking ticket, or parking permit is exhibited on the inside surface of the windscreen or in a clearly visible position so that it is facing forwards and can be easily seen and read from the front or side of the vehicle,
 - or
 - (ii) in the case of a vehicle that is not fitted with a transparent windscreen, the parking ticket, or parking permit is exhibited on the front of the vehicle facing forwards and clearly visible. For the avoidance of doubt it is not to be displayed anywhere else in or on the vehicle, including but not limited to the rear parcel shelf, seats, or in a footwell.

“scale of current charges” means the charges as set out in Schedule 7 in respect of each parking place or as varied by notice under s.35C(1) of the Road Traffic Regulation Act 1984;

“season ticket” means a type of parking permit issued by or on behalf of the Council for a specified period for the fees set out in Schedule 7, and subject to such other conditions as may be determined by the Council, from time to time;

“service bay” means a parking bay designated by the Council for use by Council works vehicles (including vehicles used by its authorised contractors, agents or staff) when on Council business at or near the relevant parking place and which is signed or marked as such or for “servicing only”;

“ticket machine” means an apparatus of a type and design approved for use in accordance with Section 35(3) of the 1984 Act, being apparatus designed to indicate the time by a clock and to issue parking tickets;

“vehicle” includes any motor car, motorcycle or other mechanically propelled automobile.

3. Except where the context otherwise requires, any reference in this Order to a numbered Article shall be construed as a reference to the Article bearing that number in this Order and any reference to Schedules shall be construed as a reference to a Schedule hereto attached.
4. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
5. Unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting the persons shall include either gender, bodies corporate, unincorporated associations and partnerships.
6. The Interpretation Act 1978 shall apply for the interpretation of this Order.
7. Headings within this Order have been inserted for convenience and shall not affect the construction and interpretation of the Order.

PART 2

DESIGNATION AND USE OF PARKING PLACES

Designation

8. Each area of land or building specified by name in Schedule 7 may be used, subject to the provisions of this Order, as a place to park vehicles of such classes, in such positions, on such days, during such hours, for such period and on payment of such charges as are specified by notice at each parking place respectively.

9. Nothing in this Order shall prevent the Council from giving specific written permission to a person, persons, or organisation to park vehicles in a parking place (or part thereof). Such permission may be limited in time and duration or be subject to such conditions as the Council may from time to time specify. Any person or organisation entitled to specific written permission shall produce to the Council on demand a copy of such permission.

Class and position of vehicle

10. Whereby notice at a parking place, the parking place, or any parking bay within the parking place, is specified as available for vehicles of a specified class or vehicles to be parked in a specified location, no person shall cause or authorise a vehicle to be parked in that parking place or in any parking bay within the parking place:
- (a) unless it is of the specified class,
 - (b) that is parked beyond the parking bay markings,
 - (c) in a position other than that specified,
- or
- (d) for a purpose other than provided for in this Order.

Classes of vehicle

11. No person shall cause or authorise a vehicle to be parked in a parking bay unless it is a passenger vehicle, light goods vehicle, a vehicle displaying a disabled person's badge, motorcycle or a class specifically prescribed in the Schedules and specified by notice at the parking place.

Position of vehicle

12. If parking bays are marked out in a parking place the driver of a vehicle shall ensure that it is positioned wholly within a parking bay and shall not authorise it to wait in that parking place unless it is so positioned.
13. If parking bays are not marked out in a parking place the driver of a vehicle shall ensure that it is positioned so that it does not obstruct other users of the parking place, the free flow of traffic circulating within the parking place and the entrances to and exits from the parking place.

Disabled person's parking bays

14. No person shall cause or authorise a vehicle to be parked in a parking bay marked for disabled persons unless the vehicle displays a valid disabled person's badge in the relevant position and immediately before or immediately after the act of parking the vehicle has been or is about to be used by the person(s) in respect of whom the disabled person's badge has been issued.

Reserved season ticket parking bays

15. No person shall cause or authorise a vehicle to park in a parking place or parking bay during the period that it is signed or marked for season ticket holders unless the vehicle is either displaying the physical season ticket issued or has paid electronically for a season ticket for that time and that parking place or parking bay. For the avoidance of doubt, vehicles displaying a disabled person's badge are not permitted in a reserved season ticket car park unless there is also on display a physical season ticket or electronic payment has been made for a season ticket for that time and that parking place.

Electric vehicle parking bay

16. No person shall cause or permit a vehicle to park in a parking place or bay during the period that is signed or marked for electric vehicles unless that vehicle is connected and charging via a recharging lead installed in or adjacent to the electric vehicle parking bay.

Motorcycle parking bays

17. No person shall cause or authorise a vehicle to park in a parking bay marked for motorcycles unless the vehicle is a motorcycle.

Vehicles with trailers or caravan

18. For the purposes of this Order, the towing vehicle and trailer or caravan will be deemed to be separate vehicles and the owner and driver shall be deemed to be the owner and driver of each of the said vehicles.

19. No person, without the express written permission of the Council, shall cause or authorise a vehicle drawing a trailer or caravan, having a combined length not exceeding 11m, to park in a parking place unless:
- (a) the registration number of the towing vehicle is clearly displayed on the trailer or caravan,
 - (b) they are parked wholly within two parking bays,
and
 - (c) a parking ticket or parking permit valid for the period of time for each parking bay has been purchased and where parking tickets have been purchased, displayed for both vehicles.
20. No person, without the express written permission of the Council, shall cause or authorise a trailer or caravan, having a length not exceeding 5.5m, to be parked in a parking place unless the registration number of the towing vehicle is clearly displayed on the trailer and a parking ticket or parking permit valid for the period of time in that parking bay has been purchased and, where a parking ticket has been issued, for this to be clearly displayed in the vehicle.

Coach and lorry parking and large vehicle parking

21. No person shall cause or authorise a vehicle to park in a parking place or parking bay during such times as they are signed and marked for coaches, lorries, or large vehicles respectively unless the vehicle is of the designated class.

Community bus parking bay

22. No person shall cause or authorise a vehicle to park in a parking place or parking bay during such times as they are signed and marked for community busses unless the vehicle is of the designated class.

Drop off point and pick up point vehicle parking

23. No person shall cause or authorise a vehicle to park in a drop off point or pick up point for longer than the allowed time specified on the relevant notice.

Hours of operation and maximum period of stay

24. Where by notice in the parking place, or in any parking bay within the parking place is described as being in operation on specified days, during specified hours or for a maximum period of stay, no person shall cause or authorise a vehicle to be parked in that parking place or in any parking bay within the parking place on any day, during such hours or for any period other or longer than those specified.

Limited waiting/No return period

25. Parking places for limited waiting may be used during the permitted hours by permitted class of vehicles for a period not exceeding the specified time limit as detailed on notices at parking place. No person shall cause or authorise a vehicle to leave and return to the same parking place within the specified no return time.

Power to close or suspend parking places

26. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed or erected in a parking place:
- (a) from closing or suspending a parking place or any part thereof for any period,
and/or
 - (b) from setting aside a parking place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular vehicles or organisations.
27. Nothing in this Order shall prevent the Council from giving specific written permission to a person, persons or organisation to park vehicles in a parking place (or part thereof) which are not of the class, or classes otherwise permitted to park therein. Such permission may be limited in time and duration or be subject to such conditions as the Council may from time to time specify. Such permission may be given in addition to, or in the alternative to, a notice, sign or barrier under Article 26 above. Any person or organisation entitled to specific written permission shall produce to the Council on demand a copy of such permission.

28. Any person closing or suspending the use of a parking place, or any part thereof shall thereupon place or cause to be placed in or adjacent to that parking place or that part thereof a notice or traffic sign indicating the parking place or that part thereof is closed, or the use is suspended and that parking by vehicles is prohibited.

Contravention in closed or suspended parking place

29. No person shall cause or authorise a vehicle to be parked in a parking place or any part thereof during such periods that the parking place or part thereof is closed, or the use is suspended or during such period as there is in or adjacent thereto a notice or traffic sign indicating the closure or suspension placed by or on behalf of the Council.

Sale of goods or services

30. No person shall in a parking place without the express written permission of the Council, use a vehicle, in connection with trade or business, any form of advertisement, the sale of any article, including the vehicle itself, to any person in or near the parking place or in connection with the selling or offering for hire of skill or services in any other capacity.

Parked with engine running

31. No person shall in a parking place continue to run the engine when the vehicle is in the parking bay and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.

Domestic purposes

32. No person shall in a parking place use any vehicle:
- (a) for sleeping or camping or cooking without the express written permission of the Council, which may be limited in time or duration and subject to such conditions as the Council may from time to time specify, or
 - (b) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place.

PART 3
CHARGES FOR PARKING

Payment

33. No person shall cause or authorise any vehicle to be parked during the charging hours in a parking place without arranging for the appropriate daily charge (if any) to be paid in accordance with the scale of current charges.

Charges for set periods

34. Where a charge is specified for a period, the whole of that charge shall be due and payable for the use of the parking place for all or any part of that period. The person in charge of the vehicle is liable for the specified period selected prior to payment and refunds will not be issued for a period inadvertently selected in excess of the desired duration.

Concessionary free period

35. Where specified by notice in a parking place that a concessionary free parking period is permitted, a free vend parking ticket, indicating the registration number of the vehicle and the time by which the vehicle must be removed from the parking place, must be obtained and displayed where the physical display of a ticket is required in the relevant position on the vehicle or an electronic payment is made, indicating the registration and correct location and the time by which the vehicle must be removed from the parking place.
36. Only one free parking concession may be obtained in respect of any single vehicle in any single parking place per calendar day.

Means of payment

37. The charges referred to in the scale of current charges shall be payable in the manner as specified by notice at each parking place respectively.

Pay and display parking places

Articles 38 to 48 shall apply only to a pay and display parking place listed in Schedule 7.

38. The person in charge of a vehicle, upon parking the vehicle during the charging hours in a parking bay, shall immediately ensure that a parking ticket is purchased or (where appropriate) obtained on a free vend from a ticket machine situated at that parking place at the level of charge and for the period required in accordance with the scale of daily charges as specified by notice at that parking place. For the avoidance of doubt, the concessionary free period (if applicable) is incorporated into the scale of daily charges.
39. If the ticket machine so requires, the driver of the vehicle shall, in addition to Article 38, enter the exact registration number of the vehicle into the ticket machine. The parking ticket issued thereafter shall be valid only for the registration number entered and if the registration number shall have been entered incorrectly, the parking ticket shall be invalid.
40. If, at the time when a vehicle is parked during the charging hours in a parking place the nearest ticket machine in that parking place is out of order, then a parking ticket shall be obtained from another ticket machine within the same parking place (where provided) or as directed in the parking place. If for any reason there is no ability to make an electronic payment then a paper ticket must be purchased from a ticket machine.

Display of parking ticket

41. As soon as a vehicle has been parked during the charging hours within a pay and display parking place the person in charge of the vehicle shall ensure that:
 - (a) a valid parking ticket has been obtained to cover the entire period that the vehicle is parked in the parking place,
and
 - (b) where a paper parking ticket has been purchased the valid parking ticket must be displayed in the relevant position on the vehicle in respect of which it was issued at all times the vehicle is parked in the parking place.

Validity of parking tickets

42. A parking ticket is not transferable from one vehicle to another and on transfer the parking ticket ceases to be valid.
43. A parking ticket is valid only in the parking place in which it was issued. Validity is defined by the reference code of the parking place and the ticket machine located in that parking place printed on the parking ticket or where electronic payment has been made, the location code for the parking place.
44. A parking ticket is valid only until the expiry time and on the date shown on the parking ticket indicating the expiry of the period for which a charge has been paid or for which concessionary free parking is permitted.
45. Where required, a parking ticket is valid only if the vehicle registration number on the parking ticket matches that of the vehicle for which the parking ticket has been purchased and displayed where required.

Expiry of parking period

46. The expiry of the period for which the appropriate charge has been paid or the concessionary free parking is permitted, shall be when the time shown on the clock of the issuing ticket machine is later than the expiry time shown on the parking ticket displayed.
47. No person shall cause or authorise any vehicle to be parked during the charging hours in a pay and display parking place after the expiry of a displayed parking ticket.

No parking ticket displayed

48. If at any time while a vehicle is parked in a parking place and the display of a physical ticket is required but no parking ticket is displayed on that vehicle in the relevant position and in accordance with the provisions of this Order, it shall be deemed that the daily charge has not been paid or that the concessionary free period has not been brought into use. For the avoidance of doubt, indication of use of the concessionary free period of parking can only be authenticated by the display of a free vend parking ticket.

49. The following Articles 50 to 53 (inclusive) shall apply only to a pay on foot parking place as listed in Schedule 7:
50. The driver of a vehicle using a pay on foot parking place shall, unless the vehicle has the benefit of an exemption specified in Article 58 of this Order:
- (a) upon arriving at the pay on foot parking place, take a pay on foot parking ticket from the machine to establish the date and time of entry,
 - (b) on returning to the vehicle prior to exiting the parking place,
 - (i) pay in accordance with the scale of current charges (for the time during which the vehicle was parked) at the relevant pay station which will validate the pay on foot parking ticket authorising it to be used to exit the parking place,
 - (ii) within a period of grace of 15 (fifteen) minutes, proceed with the vehicle to the exit point for the parking place,
 - (iii) insert the pay on foot parking ticket into the machine at the exit barrier to enable egress from the parking place,
 - (c) or pay the attendant on duty, or a person nominated by the Council at the exit point, a parking fee in accordance with the scale of current charges.
51. In the event that a driver of a vehicle is unable to produce a pay on foot parking ticket obtained from the machine as aforesaid the person in charge of vehicle will be liable for the all-day charge applicable in the parking place as specified in the scale of current charges to enable the vehicle to exit the parking place.
52. Any pay on foot parking ticket is not transferable between one vehicle and another, or between one parking place and another.
53. In respect of those vehicles to which the exemption under paragraph 58(b) applies, the driver of a vehicle shall:
- (a) upon arriving at the pay on foot parking place, take a pay on foot parking ticket from the machine to establish the date and time of entry,
 - (b) on returning to the vehicle prior to exiting the parking place:

- (i) the driver shall not be required to pay at the relevant pay station but shall instead proceed directly with the vehicle to the exit point for the parking place.
- (ii) A vehicle number plate recognition system shall read the number plate of the vehicle and, provided the exact number plate of the vehicle is registered as being authorised to use a parking permit, the exit barrier shall allow the vehicle to egress the parking place.

For the avoidance of doubt, if the vehicle registration number is not registered with the Council or the registration number is incorrectly registered, the driver of the vehicle shall be required to follow the procedure and pay the charges set out in Article 38 above.

For the further avoidance of doubt:

- (c) pay on foot parking places shall not contain motorcycle bays and drivers of a motorcycle shall be required to pay in the same manner as any other vehicle.
- (d) a blue badge in a pay on foot parking places shall not be an exemption from the daily charge.

Season tickets

54. The holder of a season ticket shall abide at all times with the terms stipulated by the Council for its use.

Active season ticket/Display of season ticket

55. If a physical season ticket has been issued it shall be displayed in the relevant position on the vehicle in respect of which it was issued at all times during which the vehicle is parked in the parking place.
56. If a season ticket has been issued electronically it shall be activated for the registration number of the vehicle parked upon arrival in the parking place, and at all times during which the vehicle is parked in the parking place.

Restriction on removal

57. When a parking ticket or parking permit has been exhibited on a vehicle in the relevant position no person shall remove the parking ticket or parking permit from the vehicle until the vehicle is removed from the parking place.

PART 4 EXEMPTIONS

Exemption from daily charge

58. No daily charge shall be payable in respect of:
- (a) a motorcycle parked in a marked motorcycle bay/area,
 - (b) a vehicle with a season ticket valid/activated for that time and that parking place,
or
 - (c) a vehicle parked displaying in a relevant position a valid blue badge unless that vehicle is parking in a Pay on Foot parking place.

For the avoidance of doubt, any exemption from the daily charge only applies in respect of one parking bay/space. No exemption will apply where any vehicle is parked in more than one parking bay.

Absence of ticket machine

59. If at the time when a vehicle is parked in a parking place during the charging hours:
- (a) there is no ticket machine at the parking place,
or
 - (b) all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are not in operation,
- the driver of that vehicle shall be exempt from the requirement to purchase or to obtain a free vend parking ticket and to display the parking ticket provided that the vehicle may not be parked for longer than the maximum period of parking specified by notice at that parking place.

Ticket machine out of order

60. If at the time when a vehicle is parked in a parking place during the charging hours and all the ticket machines at the parking place are out of order, the driver of that vehicle is expected to pay an electronic payment.

If the parking place does not have the facility for making an electronic payment, the driver will be exempt from the requirement to purchase or to obtain a free vend parking ticket, and to display the parking ticket - provided that the vehicle may not be parked for longer than the maximum period of parking specified by notice at that parking place.

PART 5

RELOCATION, REMOVAL AND DISPOSAL OF VEHICLES

Emergencies

61. A person authorised by the Council or a police officer in uniform may, using such measures as are appropriate, move or cause to be moved in the case of an emergency to any place the authorised person/officer thinks fit, any vehicle parked in a parking place.

Movement or removal on contravention

62. Where a vehicle has been left in contravention of the provisions of this Order, a person authorised by the Council may, using such measures as are appropriate, remove or arrange for the vehicle to be removed from the parking place or alter the position of the vehicle in order that its position shall comply with the provisions of the Order. The cost of movement or removal and safe keeping shall be the liability of the owner of the vehicle.

Contraventions in suspended parking place

63. A person authorised by the Council may, using such measures as are appropriate, move or cause to be moved to any place they think fit, any vehicle parked in a parking place which has been closed or suspended in whole or in part by the Council and the cost of movement or removal and safe keeping shall be the liability of the owner of the vehicle.

Safe keeping

64. Any person removing a vehicle from a parking place under the provisions of this Order shall make such arrangements as may be reasonably necessary to provide for the safe keeping of the vehicle.

Disposal of vehicles abandoned in parking places

65. The Council may sell or otherwise dispose of, in accordance with current legislation, a vehicle which has been, or could at any time be, removed from a parking place if the vehicle appears to have been abandoned.

PART 6

CONTRAVENTION AND PENALTY CHARGE

Contravention

66. Save for the provisions in Articles 54 to 57 and Part 7, if a vehicle is parked in a parking place without complying with the requirements of this Order, a contravention shall have occurred and a penalty charge shall be payable. A penalty charge notice may then be served and/or the vehicle may be removed from the location.
67. The provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 shall apply. The Council shall be entitled to serve a penalty charge notice by post in accordance with those regulations.

Restriction on removal of notices

68. Any notice fixed to a vehicle in accordance with this Order shall not be removed or interfered with except by or under the authority of:
- (a) the owner or driver of the vehicle,
 - (b) the Council for the parking place in which the vehicle in question was found.

Owners or drivers of vehicles to which a notice has been fixed, or to whom a notice has been handed, are required to retain the notice for their records and not to discard the notice at the parking place, or elsewhere, causing littering. The owner or driver of a vehicle who discards any notice in the parking place or elsewhere, may be guilty of an environmental littering offence and subject to a fixed penalty notice.

Indications as evidence

69. The particulars given in any notice served on a vehicle in accordance with the provisions of this Order shall be treated as evidence in any proceedings relating to failure to pay the penalty charge.
70. The provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 shall apply. The Council shall be entitled to serve a penalty charge notice by post in accordance with those regulations.

PART 7

LIABILITY AND OTHER PROVISIONS

Liability

71. The Council accepts no liability for the loss or damage to vehicles or other property left in any of the parking places to which this Order applies save for that arising from the negligence of the Council.

Validity

72. If a court, the Department for Transport, the Traffic Penalty Tribunal or the Traffic Enforcement Centre declares any part of this Order to be invalid or unenforceable, such declaration shall not invalidate the remainder of the Order.

Driving within a parking place

73. Where in a parking place signs are erected or surface markings are laid for the purpose of:

- (a) indicating the entrance to or exit from the parking place,
or
- (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place,

any person who drives or authorises to be driven any vehicle so that it

- (a) enters the parking place otherwise than by an entrance,
or
- (b) leaves the parking place otherwise than by an exit, so indicated,
or
- (c) in a direction other than so specified,

shall be guilty of an offence, provided that, if necessary, an exemption shall apply to any person with express written agreement with the Council for the purpose of:

- (a) gaining access to or from,
or
- (b) loading or unloading goods or passengers at any premises adjoining the parking place.

74. Any person who drives or authorises to be driven any vehicle in or through a parking place as a means of passage proceeding from one road to another except after leaving that vehicle in the parking place in the parking place in accordance with the provisions of this Order shall be guilty of an offence.

Provided that, if necessary, an exemption shall apply to any person with express written agreement with the Council for the purpose of:

- (a) gaining access to or from,
or
- (b) loading or unloading goods or passengers at any premises adjoining the parking place.

75. Any person who, without with the permission of a person authorised by the Council, drives or authorises to be driven any vehicle in a parking place for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place shall be guilty of an offence.
- Provided that, if necessary, an exemption shall apply to any person with express written agreement of the Council for the purpose of:
- (a) gaining access to or from,
or
 - (b) loading or unloading goods or passengers at any premises adjoining the parking place.

Wilful damage

76. Any person who with intent to defraud interferes with a ticket machine or operates or attempts to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination, shall be guilty of an offence.
77. Any person, who causes damage to any parking control equipment (including ticket machines), signing or lighting installations within the parking place or to any part of the fabric of the parking place (including but not limited to gates, barriers and fences), shall be guilty of an offence.

Domestic or business purposes

78. Any person who uses any part of the parking place or any vehicle parked in a parking place:
- (a) for sleeping or camping or cooking,
 - (b) tethering of animals,
 - (c) storage of equipment, machinery or materials, or
 - (d) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place,
- shall be guilty of an offence.

Leaflet distribution and business

79. Any person who uses any part of the parking place or any vehicle parked in a parking place,
- (a) for the distribution of leaflets or advertising;
 - or
 - (b) for the purpose of carrying out any business activities without the express written consent of the Council,
- shall be guilty of an offence.

Behaviour

80. Any person who wilfully sounds any horn or any other similar instrument on a vehicle except when about to change the position of the vehicle in or to depart from the parking place shall be guilty of an offence.
81. Any person who in a parking place shouts or otherwise makes any loud noise to the disturbance or annoyance of users of the parking place or residents or premises in the neighbourhood shall be guilty of an offence.
82. Any person who in a parking place uses any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned shall be guilty of an offence.

Skateboarding and other wheeled activities

83. Any person who in a parking place undertakes activities such as roller-skating, skateboarding, go-carting, scooters, the use of mini-motorbikes, quad bikes, electric scooters or any other similar vehicles to the disturbance or annoyance of users of the parking place or residents or occupants of premises in the neighbourhood shall be guilty of an offence.

Other activities

84. Any person who in a parking place
- (a) erects or causes or authorises to be erected any tent, booth, stand, building or other structure without the express written consent of the Council, or
 - (b) lights or causes to be lit any fire, shall be guilty of an offence.

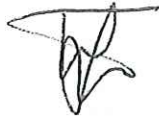
PART 8
REVOCATIONS

Revocations

85. The following Orders made by Chichester District Council are hereby revoked.

The Chichester District Council (Off Street Parking Places) Consolidation Order 2020 and all of its Variations.

**EXECUTED by affixing the COMMON SEAL
of Chichester District Council
in the presence of**



Authorised signatory

Dated this 17th day of February 2025



**CHICHESTER DISTRICT COUNCIL (OFF STREET PARKING PLACES)
(CONSOLIDATION) ORDER 2025**

SCHEDULE 7 – SCALE OF CURRENT CHARGES

All parking places operate all days and all hours.

All parking places are pay and display parking places unless scale of charges states: Free of charge.

Name of parking place	Charging days (Charging hours)	Scale of charges
CHICHESTER CITY – Central Short Stay		
Baffins Lane car park	Monday to Saturday - 8.00am to 8.00pm	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours Up to 12 hours
Little London car park	Sunday – 10.00am to 5.00pm	£2.40 £4.80 £7.10 £9.60 £11.90 £14.30 £16.70 £19.10 £20.40
CHICHESTER CITY - Short Stay		
Cawley Priory car park	Monday to Saturday - 8.00am to 8.00pm	£0.70
East Pallant car park	Sunday – 10.00am to 5.00pm	Up to 30 minutes Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours Up to 12 hours
Market Avenue car park		£1.80 £3.60 £5.60 £7.40 £9.40 £11.20 £14.70 £17.40 £18.90
St John's car park		
Orchard Street car park (southern part)		
South Pallant car park		
St Cyriacs car park		
New Park Road car park		

Market Road car park	Saturday, and bank holidays and public holidays - 8.00am to 8.00pm Sunday - 10.00am to 5.00pm	Up to 30 minutes	£0.70
Orchard Street car park (entire parking place)		Up to 1 hour	£1.80
		Up to 2 hours	£3.60
		Up to 3 hours	£5.60
		Up to 4 hours	£7.40
		Up to 5 hours	£9.40
		Up to 6 hours	£11.20
		Up to 8 hours	£14.70
		Up to 10 hours	£17.40
		Up to 12 hours	£18.90
CHICHESTER CITY - Long Stay			
Avenue de Chartres car park	Monday to Saturday - 8.00am to 6.00pm	Up to 30 minutes	£0.70
Basin Road car park		Up to 1 hour	£1.10
Cattle Market car park	Sunday - 10.00am to 5.00pm	Up to 2 hours	£2.20
		Up to 3 hours	£3.40
		Up to 4 hours	£4.50
		Up to 5 hours	£5.50
		Up to 6 hours	£6.20
		Up to 8 hours	£7.50
		Up to 10 hours	£8.60
Northgate car park	Monday to Saturday - 8.00am to 8.00pm Sunday - 10.00am to 5.00pm	Up to 30 minutes	£0.70
		Up to 1 hour	£1.10
		Up to 2 hours	£2.20
		Up to 3 hours	£3.40
		Up to 4 hours	£4.50
		Up to 5 hours	£5.50
		Up to 6 hours	£6.20
		Up to 8 hours	£7.50
		Up to 10 hours	£8.60
		Up to 12 Hours	£9.70

Westgate car park	<p>Monday to Saturday - 8.00am to 6.00pm</p> <p>Sunday – 10.00am to 5.00pm</p>	<p>Up to 30 minutes £0.70</p> <p>Up to 1 hour £1.10</p> <p>Up to 2 hours £2.20 *</p> <p>Up to 3 hours £3.40</p> <p>Up to 4 hours £4.50</p> <p>Up to 5 hours £5.80</p> <p>Up to 6 hours £6.80</p> <p>Up to 8 hours £8.20</p> <p>Up to 10 hours £9.20</p> <p>*Up to 2 hours Free Westgate Leisure Centre Users</p>
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CHICHESTER CITY – FREE OF CHARGE PARKING PLACES		
Florence Road car park	<p>Monday to Sunday – all hours</p> <p>Maximum stay 3 hours, no return within 3 hours</p>	Free of charge
Freeland Close	Monday to Sunday – all hours	Free of charge

CHICHESTER CITY - COACH AND LORRY PARKING PLACE		
Via Ravenna Coach and Lorry Park	<p>Coaches:</p> <p>Monday to Saturday – 8.00am to 5.00pm</p> <p>Sunday - 10am to 5pm</p> <p>Lorries:</p> <p>Monday to Sunday - 5.00pm to 8am</p>	<p>Up to 2 hours £4.40</p> <p>Up to 9 hours £8.70</p> <p>Overnight fee £8.70</p>

COASTAL AND RURAL PAY AND DISPLAY PARKING PLACES

BOSHAM

Bosham Lane car park	Monday to Sunday - 8.00am to 6.00pm	Up to 1 hour £1.10 Up to 2 hours £2.20 Up to 3 hours £3.30 Up to 4 hours £4.40 Up to 6 hours £4.90 Up to 24 hours £5.50 Up to 48 hours £7.90 Additional 24 hours £3.90 Up to 7 days max £27.40 Coaches £8.20
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BRACKLESHAM BAY

Bracklesham Lane Car Park	1 st April to 31 st October Monday to Sunday - 8.00am to 6.00pm 1 st November to 31 st March Monday to Sunday - 8.00am to 6.00pm	Up to 2 hours £2.80 Up to 4 hours £5.30 Up to 10 Hours £6.70 Up to 2 hours £0.90 Up to 10 Hours £2.40
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WEST WITTERING

Marine Drive car park	1 st April to 31 st October Monday to Sunday - 8.00am to 6.00pm 1 st November to 31 st March Monday to Sunday - 8.00am to 6.00pm	Up to 2 hours £2.80 Up to 4 hours £5.20 Up to 10 hours £6.70 Up to 2 hours £0.90 Up to 10 hours £2.40
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EAST WITTERING

Northern Crescent car park	Monday to Saturday - 8.00am to 6.00pm Sunday – 10am – 5pm	Free Up to 1 hour £0.90 Up to 2 hours £1.20 Up to 3 hours £1.40 Up to 4 hours £2.00 Up to 5 hours £2.30 Up to 6 hours £2.60 Up to 8 hours £3.30 Up to 10 hours
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MIDHURST

Grange Road car park	Monday to Saturday - 8.00am to 6.00pm	Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours	Free £1.20 £1.40 £2.00 £2.30 £2.60 £3.30
	Sunday 10am – 5pm		
Post Office car park	Monday to Saturday - 8.00am to 6.00pm	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours	Free £0.90 £1.20 £1.40 £2.00 £2.30 £2.60 £3.30
	Sunday 10am – 5pm		

PETWORTH

Pound Street car park	Monday to Saturday - 8.00am to 6.00pm	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours	Free £0.90 £1.20 £1.40 £2.00 £2.30 £2.60 £3.30
	Sunday 10am – 5pm		

SELSEY

East Street car park	Monday to Saturday - 8.00am to 6.00pm	Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 8 hours Up to 10 hours	Free £0.90 £1.20 £1.40 £2.00 £2.30 £2.60 £3.30
	Sunday 10am – 5pm		
East Beach car park	1st April to 31st October	Up to 1 hour Up to 10 hours	£0.70 £2.20
	Monday to Sunday - 8.00am to 6.00pm		
Selsey Marine car park	1st April to 31st October	Up to 1 hour Up to 10 hours	£0.70 £2.20
	Monday to Sunday - 8.00am to 6.00pm		

COASTAL AND RURAL FREE OF CHARGE PARKING PLACES

FERNHURST

Crossfield car park	Monday to Sunday – all hours	Free of charge
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PETWORTH

Sylvia Beaufoy	Monday to Sunday – all hours	Free of charge
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CHICHESTER CITY - SEASON TICKET PARKING PLACES

Specific Market Road car park – (Market Road (A) car park Season Ticket)	Monday to Saturday - 8.00am to 8.00pm	£107.00 per month £609.90 when 6 months purchased (5% discount); £895.59 when 9 months purchased (7% discount); and £1177.00 when 12 months purchased (1 month free)
Specific Orchard Street car park (Northen Section) – (Orchard Street (D) car park Season Ticket)	Sunday - 10.00am to 5.00pm	
Basin Road car park – (X Roving car park Season Ticket)	Monday to Saturday - 8.00am to 6.00pm	£69.00 per month £393.30 when 6 months purchased (5% discount); £577.53 when 9 months purchased (7% discount); and £759.00 when 12 months purchased (1 month free)
Cattle Market car park – (X Roving car park Season Ticket)	Sunday - 10.00am to 5.00pm	
Northgate car park – (X Roving car park Season Ticket)	Monday to Saturday - 8.00am to 8.00pm	£42.00 per month 1-12 months can be purchased in advance
Basin Road car park – (X Roving Season Ticket (Part-time))	Sunday - 10.00am to 5.00pm	
Cattle Market car park – (X Roving Season Ticket (Part-time))	Monday to Saturday - 8.00am to 6.00pm	£58.00 per month £330.60 when 6 months purchased (5% discount); £485.46 when 9 months purchased (7% discount); and £638.00 when 12 months purchased (1 month free)
Northgate car park – (X Roving Season Ticket (Part-time))	Sunday - 10.00am to 5.00pm	
Avenue de Chartres car park – (Avenue de Chartres Season Ticket)	Monday to Saturday - 8.00am to 6.00pm	£58.00 per month £330.60 when 6 months purchased (5% discount); £485.46 when 9 months purchased (7% discount); and £638.00 when 12 months purchased (1 month free)
	Sunday - 10.00am to 5.00pm	

COASTAL AND RURAL SEASON TICKET PARKING PLACES

<p>BOSHAM Bosham Lane car park – (Bosham Lane Car Park Season Ticket)</p>	<p>Monday to Sunday 8.00am to 6.00pm</p>	<p>£27.00 per month 1 - 12 months can be purchased in advance</p>
<p>WEST WITTERING Marine Drive car park – (Marine Drive car park Season Ticket)</p>	<p>Only available 1 April to 31 October Monday to Sunday - 9.00am to 6.00pm</p>	<p>£25.00 per month 1 - 7 months can be purchased in advance</p>
<p>PETWORTH Pound Street car park – (Pound Street car park Season Ticket)</p>	<p>Monday to Saturday - 9.00am to 6.00pm Sunday 10am to 5pm</p>	<p>£25.00 per month 1 - 12 months can be purchased in advance</p>
<p>MIDHURST Grange Road car park - (Grange Road car park Season Ticket)</p>	<p>Monday to Saturday - 9.00am to 6.00pm Sunday 10am to 5pm</p>	
<p>Post Office car park - (Post Office car park Season Ticket)</p>		
<p>North Street (North Street car park Season Ticket)</p>		
<p>SELSEY East Street car park & East Beach car park – (Selsey (E) car park Season Ticket)</p>	<p>East Street car park: Monday to Saturday - 9.00am to 6.00pm Sunday 10am to 5pm East Beach car park: 1st April to 31st October – Monday to Sunday - 9.00am to 6.00pm</p>	