

THE ARUN DISTRICT COUNCIL
(OFF-STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION)
ORDER 2024

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The Council of the Arun District (hereinafter called “the Council”) in exercise of its powers under Sections 32, 35(1)-(9) and 124 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 County Council of West Sussex 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 29th January 2024 and may be cited as The Arun District Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2024.

Interpretation

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

“charging days”, means those days, which are as specified by notice at the parking place;

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

“Council” means the Council of Arun District or its successor authority and includes any parking services contractors or authorised agent appointed by or acting on behalf of the Council;

"coach" means a vehicle designed or adapted to carry more than 12 passengers exclusive of the driver and not drawing a trailer;

"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 is identified in the scale of charges specified in the schedules and by notice at the parking place;

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

"disc parking period" means the period specified by notice in the parking place where appropriate, commencing with the initial parking of the vehicle, provided that the time of arrival has been set on the physical parking disc or the time of arrival has been activated on the virtual parking disc;

"Electric Vehicle" means any vehicle as herein defined which is propelled entirely or partially by electricity and is capable of being charged from an external source.

"Electric Vehicle Parking Bay" means an area of the car park provided solely for recharging the battery of an electric vehicle by means of an electric vehicle charging point and defined as such by means of a sign, surface marking or other indication

"Electric Vehicle Charging Point" means an installation adjacent to an electric vehicle parking bay for the purpose of recharging the batteries of electric vehicles by way of connecting leads.

"expiry time" is the time indicated on the pay and display ticket and is the time by which the vehicle must leave the parking place;

“heavy goods vehicle” means a vehicle (other than a passenger vehicle) which is constructed or adapted for use for the carriage of goods or burden of any description and the unladen weight of which exceeds 1.5 tonnes and is not drawing a trailer;

“light goods vehicle” means a motor vehicle (other than a passenger vehicle or motor cycle) which is constructed or adapted to carry a load and not drawing a trailer and having an unladen weight not exceeding 1.5 tonnes;

“motor cycle” refers to a solo motorcycle only and excludes any motor cycle which has a side-car or trailer, or which has more than two wheels;

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

“park” and “parked” refer to the stopping of a vehicle and it remaining at rest for a short time, whether or not the driver is still in the vehicle, and a vehicle shall be deemed to be parked for any period in the same parking place or parking bay (as the case may be) if any part of the parking place or parking bay is below the vehicle or the vehicle’s load (if any) whether or not the vehicle is moved during that period;

“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;

"Physical parking disc" means a disc, of a type and design approved by the Council, at the appropriate fee, valid in parking places prescribed by the Council, valid from January to December each year. Physical free of charge parking discs distributed prior to January 2024 are not valid for use from 1st January 2024.

“Virtual parking disc” means a virtual parking disc purchased via the Arun District Council website valid in parking places prescribed by the Council, at the appropriate fee, valid from January to December each year.

“parking permit” means a permit of a type and design issued by the Council; valid in parking places prescribed by the Council;

"parking place" means an area of land specified by name in the Schedules, provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of parking of vehicles and not closed (in part or in whole) by a notice erected thereon by authority of the Council;

“passenger vehicle” means a motor vehicle (other than a motor-cycle) constructed or adapted solely for the carriage of not more than twelve passengers (exclusive of the driver) and their effects, having an unladen weight not exceeding 1.5 tonnes and not drawing a trailer;

“pay and display ticket” means a ticket issued by a ticket machine located in the parking place in which the vehicle has been parked or issued by a person nominated by the Council on payment of a charge and valid for a parking period as advertised at that parking place or purchased electronically using a pay by phone service;

“Pay by Phone” means a method of payment by phone or electronic means and, on first use, registration of an account and the relevant registration number of the vehicle, location of the Parking Place, credit or debit card details or any such other details as the Council may require which is accepted by the Council as a valid method of payment for the relevant time of use of the Parking Place

“penalty charge” means a charge imposed by legislation in respect of parking contraventions that are subject to civil enforcement.

“POD terminal" means a computer terminal where motorists parking in the car park must enter their vehicle registration number for the vehicle parked within

the parking place in order to have free parking in the specified car park for a specific number of hours as specified on the signage with a no return period.

“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 pay and display ticket, parking disc or parking permit -
 - (i) in the case of a vehicle which is fitted with a transparent windscreen, the ticket, disc or permit is exhibited on the inside surface of the windscreen or in a clearly visible position so that it is facing forwards and the details of the ticket or permit or the time shown on a disc 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 ticket, disc or permit is exhibited on the front of the vehicle facing forwards and clearly visible not more than six feet six inches and not less than two feet six inches above the surface of the parking place and the details of the ticket or permit or the time shown on a disc can be easily seen and read from the front or side of the vehicle;

“resident” means any person residing in the Arun District;

“Season Ticket” means an electronic or paper parking ticket purchased, subject to certain conditions, valid for the period specified on the ticket for use in Parking Places specified and indicated on the ticket

“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 which show that a payment has been made of an amount or for a period specified thereon and which specify the date and, either the time of such payment, or the expiry time of the parking period for which payment has been made;

“vehicle” includes any motor car, motor cycle or other mechanically propelled automobile or trailer; and

3. Except where the context requires otherwise, any reference in this Order to a numbered Article shall be construed as a reference to the Article bearing that number in this Order.

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, including any access road, specified by name in the Schedules 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 in the Schedules and advertised by notice at each parking place.

Hours of operation of parking places

9. Where specified in the Schedules and advertised by notice at each parking place a parking place, or any parking bay within the parking place, is described as available on specified days during specified hours, no person shall permit any vehicle to wait in that parking place on days or during hours other than those specified.

Classes of vehicle

10. No person shall cause or permit a vehicle to be parked in a parking bay unless it is a passenger vehicle, a light goods vehicle, a vehicle displaying a disabled person's badge, a motor cycle or a class specifically prescribed in the Schedules in relation to a particular parking place.

Special class of vehicle

11. Where by notice at a parking place, the parking place, or any parking bay within the parking place, is described as available for vehicles of a specified class or vehicles of the specified class to be parked in a specified location, no person shall cause or permit a vehicle to be parked in that parking place or in any parking bay within the parking place,

- (i) unless it is of the specified class;
- (ii) in a position other than that specified; or
- (iii) for a purpose other than provided for in this Order.

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 permit it to wait in that parking place unless it is in the specified position.

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 vehicles using the parking place, the free flow of traffic circulating within the parking place and the entrances to and exits from the parking place.

14. Where by notice at a parking place, the parking place, or any parking bay within the parking place, is described as available for vehicles to be parked in a specified location, no person shall cause or permit a vehicle to be parked in that parking place or in any parking bay within the parking place,

- (i) that is parked beyond the parking bay markings; or
- (iii) in a position other than that specified.

15. If a surface area is marked "Keep Clear" or an area is marked with yellow hatching, no person shall cause or permit any vehicle to be parked on such markings.

Trailers

16. The driver of a vehicle drawing a trailer shall not permit the vehicle or the trailer to wait in a parking place unless they have been disconnected and, for the purposes of this Order, the vehicle and the trailer shall be deemed to be separate vehicles and the said driver shall be deemed to be the driver of each of the said vehicles. Provided that in any parking place where heavy goods vehicles are permitted to park, the vehicle and trailer need not be disconnected.

Maximum period of stay

17. Where specified in the Schedules and advertised by notice at each parking place, a parking place or 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 permit 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.

18. Notwithstanding the provisions of the previous Article, no person shall cause or permit any vehicle to be parked in any parking place for a period greater than 24 hours without the express written consent of the Council.

Period of no return

19. Where specified in the Schedules and advertised by notice at each parking place, a parking place is described as having a period within which a vehicle may not return, no person shall cause or permit a vehicle to be parked again in that parking place on any day, during such hours within which the vehicle is excluded from being parked in the parking place.

Disabled person's parking bays

20. No person shall cause or permit 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.

Permit parking

21. No person shall cause or permit a vehicle to park in a parking place or parking bay marked for permit holders unless the vehicle is displaying a permit valid for that time and that parking place or parking bay or an electronic permit has been purchased valid for that vehicle, that time and that parking place or bay.

Disc only parking

22. No person shall cause or permit a vehicle to park in a parking place or parking bay marked for disc holders unless the vehicle is displaying a physical parking disc valid for that time and that parking place or parking bay or has activated a virtual parking disc valid for that time and that parking place or parking bay.

Private parking bays

23. No person shall cause or permit a vehicle to be parked in an area marked as a private parking bay unless authorised by the Council to do so.

Motor cycle parking bays

24. No person shall cause or permit a vehicle to park in a parking bay marked for motor cycles unless the vehicle is a motor cycle.

Power to close or suspend parking places

25. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed or erected in a parking place:

- (i) from closing a parking place or any part thereof for any period; and/or
- (ii) 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.

26. 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 that all of that parking place or that part thereof is closed or the use is suspended and that parking by vehicles is prohibited.

No parking in suspended parking place

27. No person shall cause or permit a vehicle to be parked in a parking place or any part thereof during such periods that the parking place or that 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

28. No person shall in a parking place use a vehicle in connection with 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 without the express written permission of the Council.

Parked with engine running

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

Parked causing an obstruction

30. No person shall in a parking place park the vehicle in such a manner or place where it causes an obstruction to any other users of the parking place.

Domestic purposes

31. No person shall in a parking place park use any vehicle for sleeping or camping or cooking or any other domestic purpose.

Vehicle maintenance

32. No person shall in a parking place park use any vehicle for the purpose of maintaining, servicing or washing any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place.

Designation and use of Electric Vehicle Charging Bay

33. Only Electric Vehicles shall be parked in an Electric Vehicle Bay.

34. At all times whilst an Electric Vehicle is waiting in an Electric Vehicle Bay, the driver shall cause that vehicle to be connected and charging via a recharging lead installed in or adjacent to the Electric Vehicle Bay. Once the vehicle is no longer charging it must be removed from the Electric Vehicle Bay.

35. All the rules in the Councils Off Street Parking covering the Car Park where the Electric Vehicle Charging Bay is situated will apply including paying for parking or displaying a disc.

PART 3

CHARGES FOR PARKING

Payment

36. No person shall cause or permit any vehicle to be parked during the charging hours in a parking place without arranging for the appropriate charge (if any) to be paid in accordance with the current scale of daily charges as specified in the Schedules and advertised by notice at each parking place.

For the avoidance of doubt, the appropriate charge must be paid for any trailer parked in a separate parking bay.

Charges for set periods

37. 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 any part of that period.

Pay and display parking

38. The person in charge of a vehicle, upon parking the vehicle during the charging hours in a pay and display parking bay, shall immediately ensure that a pay and display ticket is purchased from a ticket machine situated at that parking place or by using a Pay By Phone service at the level of charge and for the period required in accordance with the scale of daily charges as specified in the Schedules and advertised by notice at each parking place.

Pay and display parking in Mewsbrook Car Park only.

39. (i) The person in charge of a vehicle upon parking the vehicle during the chargeable hours in a pay and display bay in Mewsbrook Car Park, shall immediately ensure that either a pay and display ticket is purchased from a ticket machine situated at that parking place or by using a pay by phone service at the level of charge and for the period required in accordance with the scale of daily charges as specified in the Schedules and advertised by notice at each parking place, or to ensure the vehicle registration number is correctly entered into a POD terminal situated within the centre upon arrival to obtain a specific number of free hours parking as indicated by signage with no return available within a specific number of hour(s).

(ii)Where a motorist has correctly entered the vehicle registration on the POD terminal and received confirmation on the screen that a valid parking session has started, no payment will be required.

(iii)Where a motorist does not enter the correct vehicle registration details or does not receive a confirmation on the POD terminal that a valid parking session has started, then a contravention occurs, and a penalty charge notice may be issued.

(iv)Where a motorist exceeds the free parking period given by the POD terminal or returns within the no return period and a pay and display ticket is not purchased, then a contravention occurs, and a Penalty Charge Notice may be issued.

Display of ticket

40. Once 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:

- (i) a valid pay and display ticket has been obtained to cover the entire period that the vehicle is parked in the parking place, and
- (ii) the valid pay and display ticket, indicating that a parking charge has been paid, is 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 unless the pay and display ticket has been purchased electronically using a pay by phone facility.
- (iii) At all times during which a vehicle is left in a Parking Place requiring the use of a Pay and Display Ticket, Season Ticket or Permit, the said ticket or permit shall be continuously displayed in the Relevant Position throughout the stay of the vehicle, unless the driver has purchased a Pay and Display Ticket, Season Ticket or Permit by means of Pay by Phone which exempts the vehicle from displaying a Pay and Display Ticket, Season Ticket or Permit.

Validity of pay and display tickets

41. A pay and display ticket is not transferable from one vehicle to another and on transfer the pay and display ticket ceases to be valid. An electronic pay and display ticket must have the correct registration number registered for the vehicle parked in the parking place and is not valid for use or transferable to any other vehicle.

42. A pay and display ticket is valid only in the parking place in which it was issued. This is defined by the reference code of the ticket machine located in that parking place printed on the pay and display ticket or where electronic payment has been made, the location code for the parking place

43. A pay and display ticket is valid only until the expiry time shown on the ticket indicating the expiry of the period for which a charge has been paid.

Expiry of parking period

44. The expiry of the period for which the appropriate charge has been paid shall be, where a pay and display ticket has been purchased, when the time shown on the clock of the issuing ticket machine is later than the expiry time shown on the pay and display ticket displayed.

45. No person shall cause or permit any vehicle to be parked during the charging hours in a pay and display parking place after the expiry of a displayed pay and display ticket.

No pay and display ticket displayed

46. If at any time while a vehicle is parked in a parking place no pay and display ticket is displayed on that vehicle in the relevant position and in accordance with the provisions of this order, and no pay and display ticket has been purchased by a Pay By Phone service, it shall be deemed that the charge has not been paid.

Ticket machine problems

47. If at the time when a vehicle is parked during the charging hours in a parking place and the nearest ticket machine in that parking place is out of order, then a ticket shall be obtained from another ticket machine within the same parking place (where provided) or as directed by notice at the parking place or a pay and display ticket shall be obtained by using a Pay By Phone service as directed by signage within the parking place.

48. Where no valid pay and display ticket can be obtained from a ticket machine within a parking place, vehicles may be parked in a parking place but may not be

parked for longer than the maximum period of parking permitted in that parking place as specified in the Schedules and by notice at the parking place.

Parking permits

49. Parking permits are available from the Council at the appropriate fee, for a vehicle of a specific class and for a specific parking place subject to conditions determined by the Council. The driver shall abide by the terms stipulated by the Council for the use of the parking permit.

50. An electronic Parking Permit or electronic Season Ticket shall be registered to the vehicle in respect of which it was issued in respect of whom it was issued at all times during which the vehicle is parked in the Parking Place.

Parking discs

51. Physical parking discs are available from any body duly authorised by the Council at the appropriate fee (if any), for a vehicle of a specific class, for a specific time period and for a specific parking place subject to conditions determined by the Council.

52. Virtual parking discs are available online via the Council's website at the appropriate fee (if any), for a vehicle of a specific class, for a specific time period and for a specific parking place subject to conditions determined by the Council.

Validity of discs

53. A physical parking disc or virtual parking disc is valid from January to December each year, at the appropriate fee, and is only valid in the parking place(s) in respect of which it was issued, for the vehicle in respect of which it was issued and up to the date of expiry shown on the physical parking disc or virtual parking disc.

54. The driver shall abide by the terms stipulated by the Council for the use of the parking disc.

Display of parking permit or parking disc

55. A parking permit or physical parking disc 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 unless the driver has purchased a Season

Ticket or Permit by means of pay by phone or has an activated virtual parking disc which exempts the vehicle from displaying a Season Ticket or Permit or physical parking disc.

Restriction on removal

56. When a pay and display ticket, parking permit or parking disc has been exhibited on a vehicle in the relevant position no person shall remove the pay and display ticket, parking permit or parking disc from the vehicle until the vehicle is removed from the parking place.

PART 4

EXEMPTIONS

Exemption for disabled badge holders

57. A vehicle which displays in the relevant position a valid disabled person's badge and which is parked in a parking place during the charging hours, or hours of restriction in Churchill Parade car park, shall be exempt from the requirements to comply with any limitation of time and to display a pay and display ticket or parking disc as appropriate.

Exemption for disc holders

58. Where specified in the Schedules and advertised by notice at each parking place that disc parking is permitted, a vehicle which has on display in the relevant position a valid physical parking disc or which has activated a valid virtual parking disc, shall be exempt from payment (if any) for a period as specified in the Schedules and advertised by notice at each parking place, such period being calculated as commencing from the quarter-hour indicated on the physical parking disc or the start time activated on the virtual parking disc.

Validity of parking disc

59. A physical parking disc or virtual parking disc is only valid:
- (i) in those parking places where use is specified in the Schedules and advertised by notice at each parking place;
 - (ii) if the driver or other person in charge of the vehicle has accurately set the physical parking disc to show the nearest quarter hour to which the period of parking began or activated a virtual parking disc with the period of parking began;
Provided that where the indicated time of arrival is not shown is an exact quarter-hour then any such period shall be calculated as commencing from the nearest quarter-hour indicated on the parking disc;
 - (iii) if the indication of time of commencement of parking has not been altered during the initial parking concession;
 - (iv) if the physical parking disc or virtual parking disc, parking period, specified in the Schedules and advertised by notice at each parking

place (if any), following the commencement of parking as indicated on the parking disc has not been exceeded;

- (v) For use once per calendar day.
- (vi) if the physical parking disc has not been defaced, mutilated or altered so that the figures or particulars have become illegible.

Other exemptions from daily charge

60. No daily charge shall be payable in respect of;

- (i) a motor cycle parked in a marked motor cycle bay;
- (ii) a vehicle parked displaying in the relevant position a parking permit valid for that parking place; or
- (iii) a vehicle parked in a marked permit holder bay displaying in the relevant position parking permit valid for that parking place.

Absence of Ticket machine

61. If at the time when a vehicle is parked in a parking place during the charging hours there is no ticket machine at the parking place, or 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 out of order or out of operation for a particular purpose, the driver of that vehicle shall purchase a pay and display ticket using the pay by phone service.

PART 5

RELOCATION, REMOVAL AND DISPOSAL OF VEHICLES

Emergencies

62. 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 he/she thinks fit, any vehicle parked in a parking place.

Movement or removal on contravention

63. Where a vehicle has been left in contravention any of 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.

Contraventions in suspended parking place

64. A person authorised by the Council may, using such measures as are appropriate, move, cause to be moved or remove to any place he/she thinks 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

65. 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

66. 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

67. Save for the provisions in 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.

For the avoidance of doubt, a penalty charge shall be payable in respect of any contravention on each separate calendar day.

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:

- (i) the owner, or person in charge of, the vehicle;
- (ii) the Council for the parking place in which the vehicle in question was found.

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 period indicated on a parking disc as being the commencement of the parking period shall be treated as evidence that the vehicle has been waiting in the parking place since that time in any proceedings relating to failure to pay the penalty charge.

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 not able to be enforced, such declaration shall not invalidate the remainder of the Order.

Tax and insurance

73. No person shall cause or permit any vehicle to wait in a parking place without the vehicle being licensed in pursuance of the provisions of the Vehicles Excise and Registration Act 1994 and without a current policy of insurance in relation to the use of the vehicle by the driver such as complies with the requirements of Part VI of the Road Traffic Act 1972 and any person so doing shall be guilty of an offence and liable to prosecution.

Driving within a parking place

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

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

no person shall cause or permit any vehicle to be driven

- (i) so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit, so indicated, or
- (ii) in a direction other than so specified

and any person so doing shall be guilty of an offence and liable to prosecution.

75. No person shall cause or permit any vehicle to be driven 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 and any person so doing shall be guilty of an offence and liable to prosecution.

76. No person shall cause or permit any vehicle to be driven in a parking place in the process of teaching or practicing driving or manoeuvres by any learner driver and any person so doing shall be guilty of an offence and liable to prosecution.

Wilful damage

77. No person shall, with intent to defraud, interfere with a ticket machine or operate or attempt to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination and any person so doing shall be guilty of an offence and liable to prosecution.

78. No person shall cause damage to any parking control equipment (including ticket machines), signing or lighting installations or other installations within the parking place or to any part of the fabric of the parking place and any person so doing shall be guilty of an offence and liable to prosecution.

Domestic purposes

79. No person shall use any part of the parking place or any trailer or vehicle parked in a parking place

- (i) for sleeping or camping or cooking, or
- (ii) for the purpose of maintaining, servicing or washing any trailer or vehicle or part thereof other than is reasonably necessary to enable the trailer or vehicle to depart from the parking place

and any person so doing shall be guilty of an offence and liable to prosecution.

Behaviour

80. No person shall wilfully sound 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 and any person so doing shall be guilty of an offence and liable to prosecution.

81. No person shall in a parking place shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place, residents of premises in the neighbourhood or any person in or in the vicinity of the parking place and any person so doing shall be guilty of an offence and liable to prosecution.

82. No person shall in a parking place use 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 and any person so doing shall be guilty of an offence and liable to prosecution.

Skateboarding and other wheeled activities

83. No person shall in a parking place undertake activities such as roller-skating, skate boarding, go-carting, the use of mini-motorbike, quad bike or any other similar vehicle to the disturbance or annoyance of users of the parking place or residents or occupants of premises in the neighbourhood and any person so doing shall be guilty of an offence and liable to prosecution.

Other activities

84. No person shall in a parking place

- (i) erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council, or
- (ii) light or cause to be lit any fire,

and any person so doing shall be guilty of an offence and liable to prosecution.

PART 8
REVOCATIONS

Revocations

85. The following Orders made by Arun District Council and all their Amendments and any other Orders and Regulations of whatever nature relating to off-street parking places specified in the Schedules within the area of the Council made before the introduction of this Order are hereby revoked.

The Arun District Council (Off-Street Parking Places) (Civil Enforcement and Consolidation) Order 2010

The Common Seal of the
ARUN DISTRICT COUNCIL
was hereunto affixed on the
29th day of January 2024
in the presence of:-

S. Ahmed



Authorised Signatory *SOFIYA AHMED
LAWYER.*

Seal Book No. 08/2024

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 1 – PARKING PLACES**

ARUNDEL

Name of Parking Place	Days and Hours of Operation of Parking Place	Special Classes of Vehicles (if any)	Specific Provisions (if any)
Crown Yard car park	All days All hours	None	Permit Holders
Fitzalan Pool car park	All days All hours	None	Permit Holders
River Road car park	All days All hours	Vehicles displaying a valid permit only	Permit holders only

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 1 – PARKING PLACES (continued)**

BOGNOR REGIS

Name of Parking Place	Days and Hours of Operation of Parking Place	Special Classes of Vehicles (if any)	Specific provisions (if any)
Town Centre car parks – short term			
Regis Centre car park	All days All hours	None	Permit Holders
Fitzleet car park	All days All hours Note: the car park may be closed between the hours of 2000 and 0700 each day	Vehicles less than 2.0 metres in height only	Permit Holders. Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Hothamton car park	All days All hours	None	Permit Holders Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Town Centre car parks – long term			
Lyon Street car park	All days All hours	None	Permit Holders. Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day

London Road car park	All days All hours	None	Permit Holders
Coach park			
London Road coach and lorry park	All days All hours	Coaches and heavy goods vehicles only	None
Seasonal car parks			
Gloucester Road car park	All days All hours	None	Permit Holders
The Rock Gardens car park			
Culver Road car park, Felpham			
Hotham Park car park			
West Park car park, Aldwick			

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 1 – PARKING PLACES (continued)**

LITTLEHAMPTON

Name of Parking Place	Days and Hours of Operation of Parking Place	Special Classes of Vehicles (if any)	Specific provisions (if any)
Town Centre car parks			
Anchor Springs car park	All days All hours	None	Permit Holders. Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Manor House car park			
Surrey Street car park	All days All hours	None	Permit Holders.
River Road car park			
St. Martin's car park	All days All hours	Coaches and heavy goods vehicles permitted 1800 to 0800	Permit Holders. Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Seasonal car parks			
West Green car park	All days All hours	None	Permit Holders
East Green car park			
Wall car park			
Sea Road car park			
West Beach car park			

Seasonal car and coach parks			
Banjo Road car and coach park	All days All hours	Cars in spaces marked as car park	Registration number entered into POD terminal located within the leisure centre- free parking with no return. Length of free parking as indicated by signage Mewsbrook Car Park only
Mewsbrook car and coach park		Coaches only parked in coach parking area	

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 1 – PARKING PLACES (continued)**

MISCELLANEOUS FREE CAR PARKS

Name of Parking Place	Special classes of vehicles (if any)	Days and Hours of Operation of Parking Place	Specific provisions (if any)
Links Avenue car park, Felpham	None	All days All hours	Parking exceeding any continuous 24 hour period
Grassmere Close car park, Felpham			
Shrubbs Field car park, Middleton-on- Sea			

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES**

ARUNDEL

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges
Crown Yard	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50 Up to 2 hours £2.00 Up to 3 hours £3.50 Up to 4 hours £5.50 Over 4 hours £8.00
Fitzalan Pool	All year All days 0800 to 2000	12 hours	Up to 2 hours £1.50 Up to 4 hours £3.00 Over 4 hours £5.00
River Road car park	Hours of restriction All days All hours	No maximum	Permits only

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

BOGNOR REGIS

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges
Town Centre car parks – short term			
Regis Centre car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50
Hothampton car park			Up to 2 hours £2.00
			Up to 3 hours £3.50
			Up to 4 hours £5.50
			Over 4 hours £8.00
Fitzleet car park	All year All days 0800 to 1800	10 hours	Up to 2 hours £1.50
			Up to 3 hours £2.50
			Up to 4 hours £4.00
			Over 4 hours £7.00
			Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Town Centre car parks – long term			
London Road car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.20
			Up to 2 hours £2.00
			Over 2 hours £5.00
Coach park			
London Road coach and lorry park	All year, All days Lorries		
	Coaches 1 Apr to 30 Sept 0800 to 18.00		Up to 1 hour £3.00
			Over 1 Hours £11.00
	18.00 to 08.00		Overnight £6.00
	1 Oct to 31 Mar 0800 to 18.00		Up to 1 hour £2.00
			1 + Hours £4.00
	18.00 to 08.00		Overnight £6.00

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

BOGNOR REGIS (continued)

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges	
Seasonal car parks				
Gloucester Road car park	1 Mar to 30 Jun & 1 Sept to 31 Oct All days 0800 to 2000	12 hours	Up to 1 hour	£2.00
	1 Jul to 31 Aug All days 0800 to 2000	12 hours	Up to 2 hours	£3.50
			Over 2 hours	£10.00
	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour	£1.20
			Up to 2 hours	£2.00
			Over 2 hours	£4.00
	1 Mar to 31 Oct All days 0800 to 2000	12 hours	Up to 1 hour	£2.00
The Rock Gardens car park			Up to 4 hours	£4.00
			Over 4 hours	£10.00
Culver Road car park, Felpham	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour	£1.20
Hotham Park car park	1 Mar to 31 Oct All days 0800 to 2000	12 hours	Up to 2 hours	£2.00
			Over 2 hours	£4.00
			Up to 1 hour	£1.20
			Up to 2 hours	£2.00
		1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Over 2 hours
West Park, Aldwick	1 Mar to 31 Oct All days 0800 to 2000	12 hours	Up to 2 hours	free
			Over 2 hours	£7.00

	1 Nov to 30 Nov All days 0800 to 1800	10 hours	Up to 2 hours free Over 2 hours £2.00
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**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

LITTLEHAMPTON

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges
Town Centre car parks			
Anchor Springs car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50 Up to 2 hours £2.00 Up to 3 hours £3.50 Up to 4 hours £5.50 Over 4 hours £8.00
Manor House car park			Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day
Surrey Street car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50 Up to 2 hours £2.00 Up to 3 hours £3.50 Up to 4 hours £5.50 Over 4 hours £8.00
River Road car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50 Up to 2 hours £2.00 Up to 3 hours £3.50 Up to 4 hours £5.50 Over 4 hours £8.00
St. Martins car park	All year All days 0800 to 1800	10 hours	Up to 1 hour £1.50 Up to 2 hours £2.00 Up to 3 hours £3.50 Up to 4 hours £5.50 Over 4 hours £8.00
	Heavy goods vehicles All year All days 1800 to 0800	14 hours	Vehicles displaying a valid physical parking disc: or an activated virtual parking disc - 2 hours free parking per calendar day Overnight £6.00

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

LITTLEHAMPTON (continued)

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges
Seasonal car parks			
East Green car park	1 Mar to 30 Jun & 1 Sept to 31 Oct All days 0800 to 2000	12 hours	Up to 1 hour £2.00 Up to 2 hours £3.50 Over 2 hours £10.00
The Wall car park			
Sea Road car park			
West Beach car park	1 Jul to 31 Aug All days 0800 to 2000	12 hours	Up to 1 hour £2.00 Up to 2 hours £3.50 Over 2 hours £12.00
	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour £1.20 Up to 2 hours £2.00 Over 2 hours £4.00
West Green car park	1 Mar to 30 Jun & 1 Sept to 31 Oct All days 0800 to 1800	10 hours	Up to 1 hour £2.00 Up to 3 hours £4.00 Over 3 hours £10.00
	1 Jul to 31 Aug All days 0800 to 1800	10 hours	Up to 1 hour £2.00 Up to 3 hours £4.00 Over 3 hours £12.00
	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour £1.20 Up to 2 hours £2.00 Over 2 hours £4.00

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

LITTLEHAMPTON (continued)

Name of Parking Place	Charging days Charging hours	Maximum parking period during charging hours	Daily Parking Charges
Mewsbrook car and coach park	1 April to 30 Jun & 1 Sept to 31 Oct All days 0800 to 2000	12 hours	Up to 2 hour £2.00 Up to 4 hours £4.00 Over 4 hours £10.00
	1 Jul to 31 Aug All days 0800 to 2000	12 hours	Up to 2 hour £2.00 Up to 4 hours £4.00 Over 4 hours £12.00
	1 Nov to 31 Mar All days 0800 to 1800	10 hours	Up to 1 hour £1.20 Up to 2 hours £1.20 Over 2 hours £4.00
	Coaches 1 Apr to 31 Oct All days 0800 to 2000	12 hours	Up to 1 hour £3.00 Over 1 hour £11.00
	1 Nov to 31 Mar All days 0800 to 1800	10 hours	Up to 1 hour £2.00 Over 1 hour £4.00
	Overnight 1800-0800		£6.00
Banjo Road car and coach park	1 Mar to 31 Oct	12 hours	Up to 1 hour £2.00 Up to 4 hours £4.00 Over 4 hours £10.00

	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour £1.20 Up to 2 hours £2.00 Over 2 hours £4.00
	Coaches 1 Mar to 31 Oct All days 0800 to 2000	12 hours	Up to 1 hour £3.00 Over 1 hour £11.00
	1 Nov to 28/29 Feb All days 0800 to 1800	10 hours	Up to 1 hour £2.00 Over 1 hour £4.00
	Overnight 6pm – 8am All days		£6.00

**THE ARUN DISTRICT (OFF STREET PARKING PLACES)
(CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2024
SCHEDULE 2 – PARKING CHARGES (continued)**

1. TOWN CENTRE PARKING PERMITS

Annual 7 day permit - £500.00

Monthly 7 day permit -£150.00

Annual 5 day permit- £440.00

For use in the car parks:	
London Road, Bognor Regis	St. Martins, Littlehampton
Regis Centre, Bognor Regis	Surrey Street, Littlehampton
Hothamton, Bognor Regis	River Road, Littlehampton
Lyon Street, Bognor Regis	Anchor Springs, Littlehampton
	Manor House, Littlehampton

2. FITZLEET PERMIT

Annual 7 day permit - £150.00

For use in the car park:
Fitzleet, Bognor Regis - level 3 and above (not valid on levels 1 and 2)

3. SEASONAL PARKING PERMITS

Annual 7 day permit - £200.00

Summer 7 day permit £150.00

Winter 7 day permit £110.00

For use in the car parks:	
River Road, Arundel	Banjo Road, Littlehampton
	East Green, Littlehampton
Hotham Park, Bognor Regis	Mewsbrook, Littlehampton
Gloucester Road, Bognor Regis	Sea Road, Littlehampton
The Rock Gardens, Bognor Regis	The Wall, Littlehampton
Culver Road, Felpham, Bognor Regis	West Beach, Littlehampton
West Park, Aldwick, Bognor Regis	West Green, Littlehampton