



The Royal Borough of Kensington and Chelsea

RESIDENTS' PARKING INFORMATION LEAFLET

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ZONE CONTROLLED PARKING SCHEMES

1. Knightsbridge and East Chelsea
2. Kensington High Street
3. Southern
4. Earls Court
5. South Western
6. Ladbroke
- 7.* North Kensington

• (It is anticipated that the whole Borough will be subject to Parking Control in due course and plans are in hand to introduce Parking Control in the proposed North Kensington Zone).

INTRODUCTION

1. Residents' parking places are provided by the Council in pursuance of the Kensington and Chelsea (Parking Places) Orders 1967/68 (as amended) made by The Greater London Council, in accordance with the provisions of The Road Traffic Regulations Act 1967 as amended by The Transport Act 1968. They are available in all the controlled parking zones of The Royal Borough.

This leaflet explains the general provisions of Part 3 of the Order which deals with the issue of Residents' Parking Permits, Season Tickets and Daily Parking Tokens. It is not a complete summary and does not form part of the Order. Copies of the Order can be obtained from the G.L.C., The County Hall, London SE1 7PB. Queries relating to permits, season tickets or daily parking tokens may be addressed to the Parking Control Offices at The Town Hall, Hornton Street, London W8 7NX (telephone No. 937 5464 extns 505 or 556), and those relating to other traffic matters may be addressed to the Director of Engineering and Work Services, Central Depot, Warwick Road, W14 (telephone No. 373 6099).

2. PERMITTED HOURS

The hours of control in the parking zones are known as "permitted hours" which are from 8.30 a.m. to 6.30 p.m., Mondays to Fridays and from 8.30 a.m. on Saturdays to either 1.30 p.m. or 6.30 p.m., depending on the zone. The hours are shown on the peripheral zone plates and on the parking meters in that zone or part of zone.

3. Parking Facilities for Residents

The residents' parking places in each zone are identified by special signs bearing the large letter P in white on a blue background small letters K.C., and the legend RESIDENT PERMIT HOLDERS ONLY. The limits are defined by white lines on the roadway: they vary in length from road to road and are not divided into vehicle spaces. The individual allocation of specific parking places is not permitted by the Order.

Permit holders may not park in a meter bay without paying the meter charge.

4. Use of residents' parking facilities

Permit holders may park in a residents' parking place in any controlled zone in the Royal Borough during permitted hours provided that either the season ticket or daily charge has been paid and a valid document evidencing the payment is displayed with the permit.

5. Suspension of Parking Facilities

It is often necessary to suspend all or part of a residents' parking place to allow access for road works, builders' works, skips, removal vans, funerals, etc. Suspensions will normally be made during the preceding afternoon, to come into effect at 8.30 a.m., the following morning, when the parking day starts. RESIDENTS' PERMIT HOLDERS ARE WARNED THAT ONCE A PARKING SUSPENSION HAS COME INTO EFFECT IT IS AN OFFENCE TO REMAIN IN THE SUSPENDED AREA, OR TO PARK IN THE SUSPENDED AREA. THE TRAFFIC WARDENS ARE REQUESTED TO PAY SPECIAL ATTENTION TO SUCH SUSPENDED PARKING AREAS AND ISSUE FIXED PENALTIES TO OFFENDERS. AFTER A FIXED PENALTY HAS BEEN ISSUED TO AN OFFENDING VEHICLE IT MAY BE REMOVED TO A POLICE POUND AND A RECOVERY FEE BECOMES PAYABLE, IN ADDITION TO THE FIXED PENALTY. RESIDENTS ARE THEREFORE ADVISED TO CHECK THEIR VEHICLES BEFORE 8.30 A.M.

6. Operation of the residents' parking scheme

The scheme uses a free permit which must be displayed, together with the evidence of the payment of the parking charge, when the permit holder is parking in a residents' parking place. The charge can be paid for a period of 3, 6 or 12 months, in which case a combined permit/season ticket is issued for display, or daily, by purchasing and fixing a token (stamp) to a calendar card to be displayed with the permit (the season ticket portion of which will be marked void).

7. Document holder

Residents are supplied with a plastic document holder designed to stick to the inside of the vehicle windscreen and to hold the permit/season ticket or the permit and a calendar card. Fixing instructions are printed on the holder.

8. Parking Control Office

The Parking Control Office in the Town Hall issues residents' permits, season tickets and calendar cards, and maintains the necessary records. The office forms part of the Finance Department of the Council which is headed by the Director of Finance.

The office counter is open to the public for permit and season ticket transactions from 9.30 a.m. to 4 p.m. daily, Mondays to Fridays. Telephone enquiries are dealt with until 5 p.m.

Because of the need to keep the counter fully manned at all times staff will not be available to deal with telephone enquiries during the lunch period (12 noon to 2 p.m.).

9. Definitions

The Order includes definitions for the purpose of granting a permit.

(i) **Resident.** A "resident" means a person whose USUAL PLACE OF ABODE is at premises the postal address of which is in any street or part of a street described in Schedule 4. Thus a person who does not regularly live and sleep at those premises as a full-time resident does not qualify irrespective of his interest in the premises.

(ii) **Owner.** An "owner", in relation to a vehicle, means the person by whom such vehicle is kept and used. (See para. 11).

(iii) **Vehicle.** A "vehicle" owned by a resident for this purpose is (a) a passenger vehicle constructed or adapted solely for the carriage of not more than twelve passengers (exclusive of the driver), and their effects and not drawing a trailer, (b) a goods carrying vehicle not exceeding eight feet in height, (c) a motor cycle, or (d) a mechanically propelled invalid carriage.

10. Application for Permits

First time application for a Permit should be made on Form PAR 1 obtainable from the Parking Control Office at The Town Hall (telephone No. 937 5464, extn 505 or 556). This form explains the action to be taken and the evidence to be supplied. Renewal application should be made on Form PAR 1A. Normally a form PAR 1A will be posted to existing Permit Holders in ample time for renewal.

Postal applications will be dealt with as quickly as possible and application can be made at any time during the month preceding the expiry of the Permit, but in all cases applications should be sent at least seven days in advance in case of delay.

Residents' parking facilities cannot legally be used unless a permit has been issued by the Council, and is displayed on the front nearside or the nearside of the vehicle.

11. Evidence to be produced

The Council are empowered to require an applicant for a permit to produce such evidence as they may reasonably call for to satisfy themselves that the applicant is a "resident" and the "owner" of the vehicle specified in the application.

Since the keeper should be the person named in the Vehicle Registration Document (VRD) the Council expects to see that document, both to prove the existence of the vehicle and that the applicant is the keeper and user. If all the VRD information accords with the application there will normally be no delay.

Where the address on the VRD differs from that on the application the applicant will be required to certify that it is an alternative (or other) residence but that the address shown on the application is the "usual place of abode". Verification may cause some delay.

Vehicle ownership by a registered company will require a certificate by the company secretary specifying the sole use of the vehicle by the applicant. A copy of the lease will be required if the vehicle is leased from a company.

Permits may be withdrawn if evidence proves insufficient to satisfy the Council or is found to be false. Where the evidence cannot be produced at the time of the application, as for example where entries on a Vehicle Registration Document are to be amended, a temporary permit for a short period may be granted.

12. Conditions of issue

A resident is entitled to no more than one permit. Provided that they are all suitably qualified, there may be more than one permit-holder in a family or household. The permit is granted to a resident personally and is not transferable. It is still valid when the vehicle is used by another person with the permit holders consent but not when used for hire or reward.

13. Duration and validity of permits

The Order empowers the Council to issue permits for periods up to fourteen months and season tickets for periods of three, six, or twelve months, commencing on the first day of the month of issue. If season tickets are purchased the permit will be issued for the same period. Permits are valid throughout the whole controlled parking zone of the Royal Borough.

14. Surrender and withdrawal of permits

Permits cease to be valid and must be returned to the Parking Control Office when the Holder ceases to reside within the controlled parking zone of the Royal Borough.

15. New permit for change of vehicle or address

A permit MUST NOT be altered. A duplicate is needed when a vehicle or address is changed. Form PAR 1A should be used to notify the change, and the old permit (and season ticket) must be returned before a duplicate can be issued. A personal visit to the Parking Control Office is advised to avoid difficulties or delay. Postal applications will be dealt with as quickly as possible but the residents' parking facilities cannot legally be used without the display of a permit and because of this the personal application may be more convenient for the resident. Calendar cards need not be returned on a vehicle change since they can continue to be used in connection with the duplicate permit.

16. Temporary replacement of vehicle

Permits are not granted for borrowed vehicles. However, where a permitted vehicle is off the road because of accident or major repair a duplicate permit may be issued for a temporary replacement vehicle not owned by the permit holder. Documentary proof substantiating the temporary nature of the replacement must accompany the application PAR 1A and the original permit MUST be surrendered. If they are acceptable a duplicate permit (and season ticket) will be issued without delay.

17. Renewal of permit (and season ticket)

A permit ceases to be valid on the expiry of the period shown on it and must be renewed if still required. Form PAR 1A is used for this purpose: it explains the action to be taken and is available from the Parking Control Office at the Town Hall. The Vehicle Registration Document must be produced at each renewal; additionally in the case of company cars a certificate, as described in paragraph 11 must be produced at each renewal.

Normally Form PAR 1A will be posted to the permit holder as a reminder in the month preceding the date of expiry. These forms will show the current details as recorded in the Parking Control Office files.

The form should be amended if incorrect, so that the files may be updated.

THE RESPONSIBILITY FOR RENEWAL REMAINS WITH THE PERMIT HOLDER who cannot park legally in a residents' parking place if for some reason the issue of the new permit is delayed and not available for display.

18. Deletion from records

Permit Holders who do not renew their permit within 3 months of the expiry date will be removed from the records.

Subsequent applications for renewal will be treated as a new application.

19. Residents Parking Charges

A Residents Parking Permit is issued free of charge. A charge becomes payable when the vehicle is parked in a residents parking place during "permitted hours": it can be paid by way of a season ticket or the affixing of a token to a calendar card.

20. Season Tickets

Season Tickets are issued for the same period as the permit and may be for three months (£14), six months (£26), and twelve months (£45). Each season ticket is valid from the first day of the month of issue. The application form PAR 1A covers the season ticket as well as the permit. It is cheaper to buy a season ticket if it is intended to park for more than four days each week, compared with the equivalent number of tokens.

21. Surrender and withdrawal of Season Tickets

A Season Ticket may be surrendered at any time and a refund claimed in respect of **each complete and unused month**. Form PAR 14A should be used for this purpose. A season ticket must be surrendered if the permit to which it relates is surrendered or withdrawn: a refund may be claimed. The season ticket must also be surrendered when applying for a duplicate, on change of vehicle or address, and where the ticket is mutilated or defaced, or the cheque tendered in payment is dishonoured.

22. Daily Parking Charges

The daily charge, for permit-holders not in possession of season tickets, is payable by way of daily tokens stuck on calendar cards.

23. Calendar Cards

If a season ticket is not purchased, calendar cards will be issued to cover the duration of the permit. The cards are printed specially for each month and have a space for each day of the month controlled parking is in force. They are security printed and should not be exposed to the weather. The plastic document holder is designed to accommodate the card alongside the permit when displayed and instructions are printed on the back of the card relating to its use. The calendar cards do not bear the vehicle identification and need not be changed when the vehicle is changed: they must be surrendered if the permit is otherwise surrendered or withdrawn.

24. Parking Tokens

The parking charge is deemed to have been paid when the token (stamp) has been moistened and stuck in position on the card for the day to which the charge relates. The card with the token affixed must be displayed with the permit when parking. Tokens must not be removed from the card.

25. Sale of parking tokens

A list of retail outlets where books of tokens are available for sale at £1.35p (5 tokens at 27p) can be obtained from the Parking Control Office, where tokens may also be purchased. Tokens surrendered to the Parking Control

Office unused, will be refunded at face value. Tokens cannot be surrendered for refund at a retail outlet.

26. Enforcement

Vehicles parked in a residents' parking place during permitted hours must display a current permit and season ticket or a current permit with a calendar card to which a token has been stuck on for the day it is wished to park.

These documents should be inserted in the plastic document holder provided and displayed on the vehicle windscreen to the front nearside (preferably next to the licence disc), or to the nearside where they can readily be inspected by a traffic warden or other authorised person.

The Council cannot be held responsible for any penalty incurred where a resident parks in a residents' parking place without displaying valid documents even where an application has been made for them.

27. Traffic Wardens

The Traffic Wardens are employed by the Metropolitan Police who charge the Royal Borough the share of the cost attributing to the enforcement of the controlled parking schemes. Fixed Penalties imposed within the controlled zones do not accrue to the Royal Borough. Excess Charges are, however, payable to the Council.

28. Offences

It is an offence,

(i) Knowingly to make a false statement for the purpose of obtaining a parking permit and/or season ticket.

(ii) To remove a parking token from any space on a calendar card to which it has been affixed.

(iii) To forge, alter or use with the intention to deceive or to lend or allow to be used by another person any calendar card issued to a permit holder.

(iv) To fail to return a permit to the Council in the event of the permit holder ceasing to be a resident and/or ceasing to be the keeper of the vehicle in respect of which a permit was issued.

29. Motor Cycle Parking

Solo motor cycles and scooters may park free of charge without time limit in the cycle parking spaces provided within the controlled parking zones. If a resident wishes to park his motor cycle or scooter in a residents' parking place he must obtain a permit/season ticket for the vehicle. The charge is less than for four-wheeled vehicles.

30. Disabled Drivers Badges

Enquiries concerning parking facilities for disabled drivers should be made to the Director of Social Services at the Town Hall (telephone No. 937 5464). Badges issued by local authorities outside Central London are not valid in the Royal Borough.

The issue of a disabled drivers badge does not entitle the holder to park in a residents' parking place.

Parking Control Office,
The Town Hall,
Hornton Street,
London W8 7NX

T. C. Clowry
Director of Finance