

PARKING AND ENFORCEMENT PLAN

1. Background

1.1 This Parking Strategy seeks to provide a policy framework for effective parking management in Waltham Forest. It supports strategic objectives for integrated land use and transport planning, environment, social inclusion, economic prosperity and regeneration; all ingredients of sustainable development. It is a clear policy requirement set out in the Mayor's Transport Strategy (2001). Proposal 4G.17 requires London boroughs to submit a Parking and Enforcement Plan as an integral part of their Local Implementation Plan (LIP). The PEP seeks to fully reflect the objectives of the Transport Strategy and, in particular:

- *be comprehensive, including consideration of parking provision, charging regimes, on-street controls and parking standards;*
- *be co-ordinated and compatible with surrounding authorities;*
- *provide a clear strategy for effective enforcement in line with the ALG code of practice;*
- *support the economic viability of town centres, whilst reducing the overall availability of long-stay parking;*
- *ensure that the needs of disabled people, motorcycles, buses, coaches, business and freight are taken into account, along with loading and signing issues in relation to parking; and*
- *demonstrate how the provision, location, safety and security of public car parks will deliver the objectives of the strategy.*

1.2 The scope of a PEP is necessarily broad, in part reflecting the complex and challenging linkages between parking and transport, environmental, economic and planning issues. It sets the context for the annual report on parking income and expenditure to the Mayor of London and shows the borough's policies and practices in the area of parking and enforcement. This document also aims to operate within the parking policies set out in the Mayor's London Plan (2004). The Council's Unitary Development Plan (UDP) sets out maximum car parking standards for employment, residential and retail uses (Appendix A). These parking standards are only one mechanism used to encourage more use of public transport by limiting the use of car and achieve wider objectives. Waltham Forest advocates an integrated approach to parking policy.

1.3 The Road Traffic Act 1991 transferred responsibility for enforcing parking contraventions within a Special Parking Area (SPA) to the Local Authority. Transfer of responsibility for enforcement to the Local Authority resulted in the introduction of parking attendants who replaced the original police service traffic wardens. The Act also changed the way parking contraventions were dealt with. Prior to the introduction of the Road Traffic Act 1991, fines were imposed by the Police or Traffic Wardens by way of Fixed Penalty Notices (FPN) or Excess Charge Notices (ECN). If these fines were left unpaid, it could

result in the local courts imposing fines, or even the threat of imprisonment to the offending motorist.

- 1.4 As a result of the 1991 Act, the Penalty Charge Notice (PCN), or to give it its more common name 'Parking Ticket' was introduced to replace the FPN and ECN. Responsibility is now with the Local Authority to recover unpaid PCN's as a civil debt rather than a criminal prosecution. Waltham Forest took on the responsibility for parking enforcement in July 1994. The Council's operations are governed by codes of practice for enforcement, 'CCTV' and 'Clamp and Remove'. The borough will also enforce under the parking and enforcement code of practice currently being drawn up by the Association of London Government and Transport for London.
- 1.5 There is currently only one parking shop in the borough dealing with all parking issues. However, the Council will be expanding its IT set-up to enable all the One-stop shops to issue parking permits, a 24hour automated payment line and an online payment system for parking penalties.

Increase in Car Ownership

- 1.6 The Census results for the last two decades indicate that the level of car ownership has increased in the borough over time. In 1991 approximately 57% of households owned a car. By 2001 this had increased to approximately 61%. This increase in vehicles in the borough puts yet more pressure on parking in the borough. Whilst the number of cars increases, the amount of safe, on-street parking space does not.

Number of cars/ vans per household	Number and percentage of Waltham Forest households by car ownership and year			
	1991		2001	
	No of households	%	No of households	%
0	37224	42.9	34374	38.95
1	36155	41.7	39560	44.06
2	11254	13.0	12509	13.94
3	2089	2.4	2176	2.42
4+	N/a	N/a	561	0.63
All	86722	100.0	89180	100.0

Table 1: Waltham Forest 1991 and 2001 Car Ownership Levels
(Source: Census statistics for 1991 and 2001)

Residents Survey

- 1.7 The following information was gathered during a 2003 survey of Waltham Forest residents:
- 56% said they had difficulty finding a parking space close to their home

- *72% were in favour of permit parking schemes in areas where parking congestion is severe.*
- *76% wanted to see fewer cars on the streets of Waltham Forest.*
- *90% wanted stronger action taken against illegal parking to reduce congestion.*

1.8 Residents were concerned about the environment and wanted to see less traffic on the roads but in most cases were reluctant to change their own travel habits away from car use. The survey results also supported the view that the Council's off street car parks are underused because of safety and security fears. Radical improvements are needed if these car parks are to be brought back to an efficient and effective level of use. In order to address these security concerns Waltham Forest plans to improve security and all facilities in Council car parks. The following measures will be considered: CCTV, improved lighting, trimming of surrounding vegetation in order to improve visibility and natural light penetration. The Council will also actively engage with other agencies (e.g. The Police) in order to combat crime levels.

2. Policies

2.1 This PEP is a strategic policy instrument, with a firm basis in transport policy, which sets out in a clear and transparent way in which parking management within the Borough will progress over the coming years. The PEP aims to manage kerb-space effectively in order to:

- *reduce traffic congestion*
- *help bus movements*
- *improve safety*
- *support essential business activity and improve reliability of servicing*
- *recognise and provide for special needs where these exist, particularly the needs of residents and people with disabilities*
- *recognise that many streets are unsuitable for parking of large vehicles*
- *encourage a shift from the use of private cars to more sustainable modes of transport*
- *use parking enforcement as a tool to reduce congestion which will in turn reduce pollution*

The Council fully supports the Mayor's Transport Strategy policy 4G.4:

'All parking and loading controls should be managed fairly and effectively. Whilst recognising statutory requirements and constraints, on and off-street parking charges should as far as possible reflect the overall objectives of the Transport Strategy and take into account the competing needs for kerb side and off-street space in each area.'

Priorities

- 2.2 The following table shows the hierarchy of parking need in the borough. This hierarchy should help to balance the use of street space in the borough and create a safe and pleasant street scene. Parking management should take specific account of pedestrian and access needs as a priority.

Hierarchy Type	Priority
Road User	local disabled resident parking
	non-local disabled parking
	local resident parking
	essential worker in the delivery of public service
	local business essential parking/ servicing
	short-stay shopper/ visitor parking
	long-stay shopper/ visitor parking
	local commuter
	non-local commuter
Vehicle Type	emergency vehicle
	cycle
	bus
	public service vehicle
	powered two-wheeler
	taxi
	shared/ pool car
	cleaner/ greener private car
	conventional private car

Table 2: Hierarchy of parking need

Objectives

- 2.3 The Council seeks to reduce the need to travel especially by car and encourage more sustainable modes of transport in the borough. Also to maintain levels of enforcement to enable the free movement of buses leading to a more viable alternative to the private car. Controlled Parking Zones (CPZs) will be implemented subject to consultation with residents, around rail and underground stations and in town centre areas to deter commuters from driving into / or through the borough in order to park there.
- 2.4 The Council will normally allow the provision of off-street parking in accordance with adopted parking standards (see appendix A for parking standards) However, where possible the Council will encourage lower parking standards in locations where there is a high public transport accessibility level (PTAL).

The Council will seek to alleviate the problems caused by non - residential on-street parking by means of:

- increasing the number of controlled parking zones (CPZs)
- giving priority for parking space, where possible to residents, shoppers, people with disabilities, and short-stay parkers
- providing off-street car parks in commercial centres, where appropriate
- making specialised provision to meet the needs of disabled persons in public off-street car parks, near disabled persons' homes and at public buildings
- providing, where necessary, parking laybys and other preventative measures in order to minimise obstruction
- ensuring that proposals for which planning permission is required should make the appropriate provision for off-street parking in accordance with the Council's car parking standards
- generally opposing developments which are likely to result in parking which would obstruct bus routes and other main traffic routes; and have an adverse impact on road safety
- introducing more car free/ reduced off-street parking developments in areas where the PTAL is high and on-street parking controls are in place.
- encouraging businesses and schools to develop travel plans and encouraging car clubs and car sharing schemes
- providing secure and conveniently located cycle parking at all major transport interchanges in the borough

3. Sustainability Objectives

Air Quality

- 3.1 Waltham Forest's 'Air Quality Action Plan' states that transport is closely allied with air quality and that much of the pollution in Waltham Forest is from traffic. However, the Borough's growing car ownership threatens the borough's air quality objectives. The London Plan (Spatial Development Strategy) recommends that Local Authorities must develop plans that promote, amongst others, less demand for travel and greater protection of the environment. The strategic guidance approves traffic management measures to obtain better use of the existing road system and recognises that parking controls are useful in combating congestion, particularly that caused by commuting.
- 3.2 The Council aims to reduce the amount of non-essential vehicle trips within the borough, and supports initiatives such as road user charging, improving public transport and improvement of conditions for pedestrians and cyclists. In particular high trip generating developments should be located within town centres and off-street parking should be reduced for new developments. All new high density developments will be designed to discourage excessive off street parking, e.g. car free or car capped developments.

- 3.3 Two of the major concerns of on-street parking are traffic congestion and delays to bus journeys. Traffic congestion in turn causes poor air quality. Controlled Parking Zones (CPZ's) are in operation at various locations throughout the borough and a programme for introducing further CPZ's is continuing. A 'scratch card' voucher payment parking system is also in operation at certain locations throughout the borough. Further extensions to this system are being planned. This Parking and Enforcement Plan will encourage use of public transport by way of further restricting parking, in turn this will have a positive impact on improving air quality.

Sustainable Travel

- 3.4 The Council is currently re-launching its own travel plan. The original was launched in 2003. This travel plan will contain a range of initiatives to encourage staff to use the private car less and make the move towards more sustainable modes of transport. This newly relaunched Waltham Forest travel plan will provide 'best practice' for other workplace travel plans in the borough.

Car Clubs

- 3.5 Car clubs offer the use of a pool of shared vehicles to its members. Car clubs make it possible to 'pay as you drive' without making it necessary to own a vehicle. Car club users typically give up owning a first or second car on joining, others defer purchasing one using the car club instead. 31% of Bristol and London City Car Club users have given up one or more of their privately owned vehicles or deferred the purchase of a vehicle. The Council will work in partnership with car club agencies to support the introduction of schemes in Waltham Forest. Car clubs are particularly suitable in high density urban areas where there is good public transport (high PTAL level) and existing on-street parking problems. For example areas within a CPZ would fit these characteristics; these also tend to fall in the southern part of the Borough. With the introduction of car clubs into the borough the Council will provide designated, accessible spaces for these vehicles. Car clubs are well suited to mixed use developments (residential and business) where the cars can be used during office hours in the week, primarily (but not exclusively) by businesses and by residents at all other times. Car clubs are a practical tool for supporting the reduction in parking standards for new development. Car clubs are effective at reducing the number of cars on the road, and hence free up significant amounts of road space (e.g. from parking) for other functions.

Car Sharing

- 3.6 The Council has been a member of liftshare.com since 2003 when the staff green travel plan was launched. Members of staff are able to enter their names on the car-sharing database in order to be matched with others making a similar journey (either as a car driver or a passenger). Car sharing is an integral part of any travel plan aimed at reducing car journeys and the demand for parking.

Car Free Developments

- 3.7 The Council encourages car free / reduced car owning residential development in locations which are within controlled parking zones and easily accessible by public transport and where a range of amenities, including shops and leisure facilities are within easy walking distance. Car free residential developments have the advantage of providing better utilisation of town centre sites, with improved residential quality and potentially reduced car ownership and usage.
- 3.8 Residents of car free developments will not be entitled to residents parking permits in controlled parking zones. The Council will however allow some limited off-street disabled parking in these developments where it is practical to implement (UDP 2005). The Council also advocates the use of “car capping” appropriate developments. This means that within a development there is limited off-street parking but that permits are not allowed. Within CPZs parking provision should be reduced by 20%.
- 3.9 Car free developments are covered by a legal “car-free section 106 agreement”. This means that the resident of such a property is not entitled to apply for a parking permit. When a property covered by this type of agreement is sold, the agreement remains legally binding on the new resident. The buyer would be made aware of the agreement as part of the land search of the property.

Cycle Parking

- 3.10 Provision of secure cycle parking is essential if cycling is to retain its inherent advantages, namely the ability to park at the most convenient location, usually immediately outside a venue of facility. The Council will provide cycle parking at common destinations such as educational establishments, shops and business centres. Security restrictions should not be made unnecessarily, e.g. where car parking is considered acceptable.
- 3.11 The Council allows cyclists to attach their cycles to publicly owned street furniture and fixed features as long as no obstruction is caused. Where an obstruction may be caused a warning notice should be placed and special cycle parking provision should be made at an appropriate location nearby.

- 3.12 The UDP encourages the provision of sufficient, secure cycle parking facilities within new developments. Cycle parking facilities should be provided in both commercial and residential developments. (MTS 3.204)
- 3.13 The Council has a strategic objective to provide secure cycle parking at all rail and underground stations in the borough. So far secure cycle parking facilities have been provided at Walthamstow Central, Leytonstone and Leyton Stations. The Walthamstow facility uses a hi-tech locking system which locks individual bikes in a secure shed. Leytonstone and Leyton tube stations have a bike shed with a smartcard which ensures that it is locked at all times and only accessible to smartcard holders. Funding is being sought for a similar shed at Blackhorse Road station.



Secure Bike Shed at Walthamstow Central station



Secure bike shed with smartcard entry system at Leytonstone station



Secure bike shed with smartcard entry system at Leyton station

4. Off Street Parking

4.1 The Council's off street car parks are often underused. Surveys have shown that many car parks are lightly used even at peak times whilst surrounding side streets are full to capacity with parked vehicles. Where it can be shown that council car parks remain consistently underused, these will be assessed for possible disposal.

4.2 Many of the major car parks in the borough are privately owned such as those associated with major superstores, supermarkets, rail and tube stations. The Council proposes to enter into discussions with the operators to establish partnerships to discuss the future management and pricing policies for these transport facilities in an effort to ensure that these are consistent with sustainable transport objectives.

Council Car Parks

4.3 Priority for long-term parking should be given to people who work, shop or visit Waltham Forest rather than for commuters. Standard scales of fees apply in the Council's car parks as shown below.

Car Park	No. of spaces	Tariff
High Street E17	45	Up to 1 hour - 60p
St James Street E17	46	1-2 hours - £1.00
Mission Grove E17*	50	2-4 hours - £2.50
Palmerston Road E17	56	All Day - £3.00
South Grove E17*	300	
Selborne Road	380	
Garfield Road E4	44	
Hall Lane E4	260	1-2 hour - £1.00
Richmond Road E4	63	All day - £3.00
Stanley Road E10*	105	
Church Lane E11	50	
Larkshall Road E4	100 (no marked bays)	Up to 1 hour - 40p
Brandon Road E17	35	1-2 hour - 80p
Linford Road E17	45	All day - £2.00

Table 3: Council's car parking charges

* CCTV cameras installed

There are a total of 1579 spaces in the Council's 14 pay and display car parks. The Council also has 3 free car parks as follows, bringing the total number of available car parking spaces to 1721. Disabled parking bays are provided by the Council at a rate of 3% of car parks which are enforced by traffic wardens and 6% which are not enforced. However, the Council proposes to carry out a survey of existing facilities would ensure that good provision was maintained throughout the borough.

Car Park	No. of spaces
Argall Avenue (2 car parks) E10	100 in total
Bedford Road E17	25
Marlowe Road E17	17

PAY AND DISPLAY MACHINES (OFF STREET) USAGE REPORT					
FROM 01 APRIL 2003 TO 31 MARCH 2004					
Machine	1 hour	2 Hours	4 Hours	All Day	Total
Palmerston Rd	8733	10119	185	4364	23401
Mission Grove	22805	16374	340	8842	48361
South Grove	26374	29507	599	6765	63245
St James St	18729	12935	218	3957	35839
Richmond Rd	40766	16138	1528	2643	61075
Garfield Rd	8602	5224	7103	2040	22969
Larkshall Rd	1124	10087	0	4284	15495
Stanley Rd	29026	13107	0	5117	47250
Wood Street	13743	3657	0	4772	22172
Selborne Rd	53689	47436	14765	194	116084
Stephenson Rd	1788	814	0	953	3555
Hall Lane E4	60818	26074	0	3224	90116
High Street E17	15412	11327	191	4416	31346
Church Lane E11	4764	3381	0	13164	21309
TOTALS	306373	206180	24929	64735	602217
Total Tickets Sold For Period =					602,217

Table 4: Pay and Display usage 2003-4

PAY AND DISPLAY MACHINES (OFF STREET) USAGE REPORT					
FROM 01 APRIL 2004 TO 31 MARCH 2005					
			SUMMARY		
Machine	1 hour	2 Hours	4 Hours	All Day	Totals
Palmerston Rd	8393	9792	261	4403	22849
Mission Grove	27388	20265	373	9116	57142
South Grove	24667	24493	476	6004	55640
St James st	20011	14407	197	4873	39488
Richmond Rd	37655	16112	0	4627	58394
Garfield Rd	8340	5587	0	8875	22802
Larkshall Rd	726	0	0	22008	22734
Stanley Rd	25380	13689	0	5434	44503
Wood Street	11549	2901	0	5369	19819
Selborne Rd	49236	45902	14420	245	109803
Stephenson Rd	1595	723	0	521	2839
Hall Lane E4	56571	25554	0	3278	85403
High Street E17	18238	14504	309	5044	38095
Church Lane E11	4704	4274	0	16191	25169
TOTALS	294453	198203	16036	95988	604680
Total Tickets Sold For Period =					604,680

Table 5: Pay and Display usage 2004-5

Such travel plans should of course also encourage other more sustainable modes of transport.

5. On Street Parking Enforcement

5.1 The Council is responsible for on street enforcement in the Borough, with the exception of the Transport for London Road Network (TLRN). Parking controls within CPZs and on street pay and display do not apply on Bank Holidays or public holidays. However waiting and loading restrictions still apply.

The parking enforcement statistics for 2003/2004 in Waltham Forest were:

Penalty Charge Notice's (PCN's) issued excluding bus lanes	Bus Lane Enforcements	Total PCN's issued
130,471	9,101	139,572
134,767	15,522	150,289

Table 7: Parking enforcement statistics

The total number of PCNs actually paid are to date:

Year	Total PCNs paid	Average income per paid penalty
2003-4	72,728	£53.88
2004-5	84,793	£57.54

Table 8: PCNs paid

Waltham Forest's total income from parking, both on and off street is shown below:

Year	Total income from parking
2003 / 2004	£5,753,630
2004 / 2005	£6,760,114

Table 9: Waltham Forest parking income

The Council has approximately 50 parking attendants enforcing parking regulations in the borough, issuing on average over 2 penalties per patrol per hour.

Bus Route compliance

5.2 Restrictions are imposed after consultation with affected parties. For example consultants JMP carried out a consultation along part of bus route 55 and as a result CCTV was installed as well as mobile parking attendants. The main bus routes within the borough of Waltham Forest are routes 55, 123 and 34. Bus lane enforcement is given a high

priority by the Council's parking and enforcement officers and is also covered by CCTV cameras mainly during the hours of 7-10am and 4-7pm Mon-Sat.

CCTV Locations

Location	Number of cameras	No. of these shared with crime and disorder
Hoe Street	5	4
Forest Road	1	1
Chingford Road	3	3
Walthamstow High Street (pedestrianised zone)	¾	¾
Lea Bridge Road	8	2
St James St	2	2

Table 10: Locations of parking enforcement CCTV cameras in the borough

Clamping and Removal

5.3 Parking enforcement on borough roads is carried out through ticketing, clamping and removal. The procedure for the clamping and removal of vehicles is laid out in a code of practice in Appendix B. Approximately 25 vehicles are clamped every day and around 15-20 vehicles are removed every day. Penalty fees for clamp and removal are shown in table 10 below:

PCN type	Penalty Fee
On street penalty	£80*
Declamp	£65 + penalty
Release from pound	£150** + penalty
Disposal from pound	£65 + penalty + storage
CCTV bus lane enforcement	£100*
*Offenders are given a 50% discount if the PCN is paid within 14 days	
**Plus £25 per day after 24 hours.	

Table 11: Penalty Charge Notice Fees

Footway Parking

5.4 Footway parking is not permitted in London under Section 15 of the Greater London Council (General Powers) Act, 1974. Vehicles parked illegally on the footway dominate the street scene and can cause obstruction to other road users, such as parents with push chairs and disabled people. There is however some very limited designated footway parking across the Borough. Around 10% of Waltham Forest's roads have areas of footway (5m+) which are designated for footway parking (signed and marked). These exemptions exist on very narrow

residential streets (and main roads where possible) to enable traffic to pass through and reduce obstruction to emergency services vehicles. The footway parking ban is fully enforced elsewhere.

- 5.5 The problem of footway parking was highlighted in the House of Commons Environment, Transport and Regional Affairs Committee Eleventh Report entitled *Walking in Towns and Cities*, printed in May 2001. This Parliamentary Select Committee Report states (75):

'parking on the pavement is a serious and growing problem, especially outside London (in the capital it is illegal, elsewhere it is not). It blocks the way of parents pushing buggies and of elderly and disabled people in wheel chairs and electric carts.[125] The pavement surface is soiled by oil stains and broken by the weight of vehicles, leading to an uglier walking environment and an increased risk of trips and falls. Moreover, tolerance of it symbolises the widespread assumption that the car driver is king and encourages a contempt for pedestrians. It indicates that all public space, pavements as well as roads, belongs to the motorist. Finally, too little thought is given to the special needs of the elderly and disabled.'

- 5.6 The borough commenced enforcement of footway parking in April 1991. The number of penalties for this offence has dropped dramatically from approximately 900 (1991) a week to only 535 a week now (2004/5).

Waiting and loading restrictions (yellow lines)

- 5.7 Waiting restrictions and the use of loading/unloading prohibitions are an essential tool to be used in the management of road space. Priority for waiting restrictions is given at sites where road safety is a problem and where the movement of buses is impeded. The Council has a rolling programme of introducing new parking controls (double yellow lines) at all junctions in the borough. These parking controls keep the junctions free from obstruction thus making it safer for pedestrians, cyclists and drivers.
- 5.8 The Borough has a specific policy to enforce parking restrictions around schools during the school run peaks. Enforcement is carried out on a random basis but with the aim of enforcing restrictions around each school at least once a fortnight.

Persistent Evaders

- 5.9 Illegally parked vehicles are a major nuisance for residents, businesses, public transport passengers and other road users. London Boroughs like Waltham Forest receive many complaints from people who find illegally parked cars obstructing their own legal use of the highway. In many circumstances, issuing a penalty notice is not an adequate response on its own. Some regular illegal parkers treat penalty notices as an occupational hazard. There are estimated to be

171,000 unlicensed vehicles on London's roads who cannot be traced if they ignore penalty notices. (Ref: Parliamentary Answer 12 Dec 2002). Clamping and removal of vehicles can act as a further visible deterrent against offenders, and can remove vehicles which are parked dangerously or obstructively. It is important that these further enforcement activities are carried out in a fair and transparent way.

Clamping and removal can be targeted at persistent evaders, in particular those where there are inaccurate keeper details held at DVLA. Without clamping and removal powers, incorrectly registered vehicles can be parked illegally with impunity until such time as the register is brought up to date. At present action can only be taken when the vehicle is parked in contravention of a TMO.

Two way data sharing takes place between the Council and the DVLA to assist with enforcement activities. Waltham Forest is a member of the persistent evaders working group held by the ALG. Our parking attendants (PAs) have handheld computers which are programmed with the registration numbers of all vehicles with two or more outstanding penalties, as soon as a PA enters one of these numbers the handheld notifies them and the PA then calls for a clamping van or removal truck. (see Appendix B for Clamping and Removal code of practice.)

The Council has recently gained political approval to apply to the ALG to become a member of the pilot scheme to act against persistent evaders.

On Street Shoppers Voucher Parking

5.10 Voucher parking provides short stay parking in shopping areas.

On Street Voucher parking schemes	Charges
Chingford Mount	50p an hour (max stay 2 hours). *Limited spaces for daily vouchers at £3.00 per day. Vouchers can be purchased from local traders
Royston	
Highams Park	
Station Road*	
Wood Street	
Leyton	
Leytonstone	
Markhouse Corner (Lea Bridge Road)	

Table 12: Voucher parking locations and charges

On Street Pay and Display

- 5.11 There are approximately 100 pay and display bays around the Walthamstow market area in the borough, some of which are shared with residents. The tariff here is 50p / hour for a maximum stay of 2 hours.

6. Controlled Parking Zones (CPZs)

- 6.1 A CPZ is an area in which there are parking restrictions indicated by yellow lines except where parking places are provided. Parking places are identified by bays marked with white lines. Parking is restricted to residents only at certain times of the day. All on-street parking in the CPZ is controlled for the times displayed on the zone entry plates. Different CPZs have different hours of operation depending upon the local objective. The borough's first CPZ was in operation in Blackhorse Road in 1988.
- 6.2 The Council adopted a new strategy for the introductions of CPZ's in October 2003. A fixed target of 12 months was set for the process of introducing a new CPZ from initial survey work to completion. A residents' vote is included as part of the consultation process and following the implementation of a CPZ there is not a further opportunity for residents to be included in the scheme for a further 3 years.
- 6.3 The following outlines the procedure for implementation of a CPZ:
- A number of transport hubs and town centre areas, which are major attractors of car trips, are first identified.
 - Residents and businesses are consulted on proposals to introduce controlled parking in the core area around each transport hub or town centre. The consultation includes a yes/no question on whether residents favour the introduction of a CPZ. The scheme only proceeds if a majority vote to this question is obtained. A positive opinion in favour of CPZ introduction is likely to be secured up to about a quarter mile from the core of each area.
 - Once a decision to implement a CPZ in the core area has been taken, further consultation is then carried out in all areas up to a half-mile radius from the core. Residents in the outer areas are made aware that a CPZ is being introduced in the central core and that this is likely to transfer parking congestion further out, typically up to about a half mile radius. It is emphasised in the consultation that the Council does not have the resources to carry out further consultations. Therefore, if the surrounding area voted no to the CPZ, residents would not have a further opportunity to be included in the scheme for at least three years, as officer resources would

be fully committed on other schemes. All parts in this further area where there is a majority vote in favour of the scheme are added to the core CPZ.

- CPZ user satisfaction survey: Once a CPZ has been implemented it is proposed that the Council canvass the views of the residents as to whether they feel the scheme has been worthwhile. A simple questionnaire will be sent out with permit renewal notices seeking residents' views on each scheme. It was also possible to respond to the questionnaire electronically via the Council's website.
- A system for consulting residents panels following the introduction of a CPZ should also be put in place.

6.4 CPZs are currently in operation in the following locations in the borough:

Zone Area	Hours of Control	First introduced	Last amended
Lloyd Park	Mon – Sun; 8am to 9pm	2002	
Blackhorse Lane	Mon – Sat; 8am to 6.30pm	1995	2005
Hoe Street	Mon – Sat; 8am to 6.30pm	1998	
Blackhorse Road	Mon – Sat; 8am to 6.30pm	1988	1996
Walthamstow Market East	Mon – Sat; 8am to 6.30pm	1991	2005
Walthamstow Market West	Mon – Sat; 8am to 6.30pm	1991	2003
Bakers Arms (1 road)	Mon – Sat; 8am to 6.30pm	2001	
Leytonstone West	Mon – Fri; 10am to 4pm	2000	2004
Leytonstone East	Mon – Fri; 10am to 4pm	2000	2004
Walthamstow Stadium	Mon – Sat; 6.30pm to midnight; Sun; midday – 2pm	1996	
Leyton	10am - 4pm Mon – Fri	2005	

Table 13: CPZ locations and hours of operation

6.5 To date (2005) approximately 10% of the borough's residential area is part of a controlled parking zone. The Council currently assesses that, in a further 10% of the borough's area, the introduction of controlled parking would be justified in terms of transport policy objectives. We aim to consult residents in this further 10% on CPZ introduction and, subject to a positive result, introduce schemes by 2011.

The following CPZs have been proposed subject to consultation with residents in the affected areas:

- Bakers Arms CPZ extension
- Whipps Cross
- Wood Street
- Highams Park
- North Chingford

These areas have been put forward for consideration because they are deemed to be congested areas, and are either around busy shopping centres, stations or a hospital.

6.6 Parking permits are issued to eligible residents and businesses within a CPZ. The current costs of permits are as follows:

User	Cost (£) from April 2006			
	Per annum	per 6 months	per 3 months	per month
Resident	30*	N/A	N/A	N/A
Business	315	165	100	40
Market Trader	315	165	100	40
*£65 for 2 nd vehicle permit and £75 for each subsequent vehicle				

Table 14: Parking permit costs

Parking permit holders may purchase books of tickets for visitors as follows:

- 10 x 5hr permits - £7
- 20 x 2hr permits - £6
- 30 x 1 hr permits - £5

The 2nd and 3rd tier of residents permits are set in order to deter multi - vehicle ownership at individual residential properties.

Permit Exclusions

Parking permits will not be issued to anyone with an outstanding PCN.

Essential User Permit

- 6.7 The Council introduced an Essential User Permit (ESP) on 4th January 2004. The ESP is available to anyone from the Fire and Police forces, the Health Authority and Council Officers who use a vehicle for essential business use. In the case of Council Officers the permit is available to anyone employed by or contracted to LBWF and the vehicle is for essential business use. The ESP is valid in Voucher Parking bays, Pay & Display bays (on street), free parking bays (i.e. 30 minute bays), in Pay & Display Car Parks (*not those affiliated to council buildings*) and in all permit parking bays with the exception of those reserved for Doctors, Catering staff and Market Traders.
- 6.8 Applications for the ESP must be supported by documentary proof of employment within the specific service. An application form must be completed and signed by the permit user and a section to be signed by a Senior Officer who must state why the permit is required, invalid application or permit misuse would result in the permit being revoked without notice. Permits are single vehicle specific and not transferable between vehicles.

Essential user permits are issued to:

Permit user	Qualification	Limitations	Cost
Doctors*	A Doctor to have or work in a surgery within the borough	Essential User parking permits entitle the permit holder to park their vehicle displaying a valid permit in:- Voucher Parking Bays, Pay & Display Bays, Short Stay Parking Bays (without time limitation), In council run Pay & Display Car Parks (<i>not those affiliated to Council Buildings</i>), and In all permit parking bays with the exception of those reserved for Market Traders and Catering staff. *Doctors with an essential user permit can also park in designated Doctor bays.	12 months = £125 6 months = £65 3 months = £35 1 month = £15
Council Staff	Be employed by or contracted to LBWF and the vehicle is for essential use		
Health Workers	Be employed by or contracted to the Health Authority and the vehicle is for essential use		
Police	Be employed by the Metropolitan Police and the vehicle be for essential business use		
Fire	Be employed by the LFCDA or a company that services fire fighting appliances and the vehicle be for essential business use		

Table 15: Essential user permit details

Green Permit Proposal

6.9 It is recognised that the policies in this PEP have an important contribution to make to the local air quality in the borough. Therefore it is proposed that the following concessions be made within CPZs for both residents and businesses to encourage the take up cars which run on alternative fuels which are less damaging (in terms of emissions) to the environment:

- Electric run vehicles will be eligible for a 100% discount on their parking permit charge

- Hybrid vehicles will be eligible for a 50% discount
- LPG run vehicles will be eligible for a 50% discount.

The above will still be required to pay a £10 fee for administering the permit.

Disabled parking

- 6.10 Since 1986 when the Council introduced its first CPZ there has been a concession to allow vehicles displaying a valid blue badge to park without time limitation in permit bays. Unfortunately over the last twenty years there has been an ever increasing problem with blue badge fraud, theft and misuse in the Borough. To combat this problem the Council are to remove the concession to vehicles displaying blue badge holders from automatically being allowed to park in a CPZ and instead giving residents who are blue badge holders a free residents permit for their vehicle for the zone within which they live.

Additionally we have a scheme that allows special permit arrangements to be made for residents who reside in a CPZ and are housebound or who have special care needs involving regular visits from their carers. This is to provide the primary carer a free of charge residents permit, additional carers would (with officers approval) be permitted to purchase a residents permit at the current fee.

Waltham Forest is keen to improve access to the transport network by disabled people. It wishes to work with the local Access Alliance Forum to identify any deficiencies in parking for disabled people at key locations. A survey will identify any shortcomings and then improvements introduced. (see LIP proposal delivery form number 40)

Powered Two-Wheelers

- 6.11 Permits are not needed for powered two-wheelers within CPZs. Similarly parking for these vehicles is free in pay and display car parks and voucher parking areas, but they must comply with all other parking restrictions including footway parking.

Number of Parking Permits

- 6.12 The following table details the number and types of permits issued during 2005.

No's of Permits issued in 2005		
Business 1 Month	478	
Business 3 Month	122	
Business 6 Month	60	
Catering 1 Year	13	
Charity 1st	58	
Charity 2nd	24	Total

		755
Essential User - 1 Year	474	
Essential User - 1 Month	3	
Essential User - 3 Month	8	
Essential User - 6 Months	106	Total
		591
Market Trader 1 Year	12	
Market Trader 3 Month	117	
Market Trader 6 Month	35	
Market Traders 1 Day Per Year	5	Total
		169
Residents - 1 Month	1,668	
Residents - 1 Year	5,880	
Residents - 6 Months	74	
2nd Residents 1 Year	1,585	
Schools 15 Minute Permit	226	
Carers Permit	15	Total
		9,448
Total permits sold last year		10,963

Table 16: Number and type of permit issued in 2005

The following table details the current number of permits which have been issued in each zone.

Current Permits by Zone		
Bakers Arms	51	
Blackhorse Lane	1332	
Blackhorse Road	288	
Hoe Street	627	
Lloyd Park	163	
Leytonstone East	715	
Leytonstone West	599	
Leyton North	224	
Leyton South	459	
Market East	2863	
Market West	1585	
Walthamstow Stadium	203	
Whipps Cross South	157	
Total current permits as of 21/2/06		9266

Table 17: Current number of permits issued by zone.

There are approximately 10,500 permit spaces in the borough, although our bays are not individually marked.

APPENDIX A - CAR PARKING STANDARDS

Notes:

- The standards set out below are the maximum levels of car parking to be provided for a new development, redevelopment or a change of use.
- Floor areas referred to throughout this table relate to gross floor area (GFA).
- PTAL = Public Transport Accessibility Level.
- CPZ = Controlled Parking Zone

RESIDENTIAL USES		
PROPOSED STANDARD		COMMENTS
One/Two-bed houses and flats		<ul style="list-style-type: none"> • Parking will normally be expected to be located within the development scheme boundary, provided either within the curtilage of individual dwelling houses or communally in the case of flats and 1-and probably 2-bedroom houses. • Parking provision needs to be close to and visible from the dwellings it serves. It should be designed to encourage regular use (rather than parking on the roadway or on pavements). • Within CPZs required parking provision will be reduced by 20%. • Subject to prior planning agreement, in certain developments within CPZs - in areas of high public transport accessibility - the Council will not issue parking permits to residents. • Car Free Developments will be permitted (where appropriate) in any of the borough's CPZs. This will in practice, mean no off-street parking spaces required on-site but with a restriction not to allow a CPZ parking permit to any householder (current or future) in this type of development.
High PTAL Areas (Levels 5 & 6, see Fig 6.4 Transport chapter)	0.75 parking spaces per unit (0.6 spaces per unit within CPZs)	
Medium PTAL Areas (Levels 3 & 4, see Fig 6.4 Transport chapter)	1 parking space per unit (0.8 spaces per unit within CPZs)	
Low PTAL Areas (Levels 1 & 2, see Fig 6.4 Transport chapter)	1.25 parking spaces per unit (1.0 spaces per unit within CPZs)	

PROPOSED STANDARD		COMMENTS
Three/Four bed houses and flats		<ul style="list-style-type: none"> • Car Free Developments should provide 1 off-street orange/blue badge space for every ten units. • For wheelchair access housing – 1 space per unit, next to the dwelling.
High PTAL Areas (Levels 5 & 6, see Fig 6.4 Transport chapter)	1.25 parking spaces per unit (1 space per unit within CPZs)	
Medium PTAL Areas (Levels 3 & 4, see Fig 6.4 Transport chapter)	1.5 parking spaces per unit (1.2 spaces per unit within CPZs)	
Low PTAL Areas (Levels 1 & 2, see Fig 6.4 Transport chapter)	1.75 parking spaces per unit (1.4 spaces per unit within CPZs)	
<p>Dwellings converted into self-contained flats and bedsits:</p> <p>Where practicable 1 space per unit</p>		Car Free Developments will also be considered for conversions/changes of use, where there is inadequate parking provision.
<p>Dwellings converted into non self-contained flats and bedsits:</p> <p>1 space per 5 units</p>		<ul style="list-style-type: none"> • A more restrictive standard is proposed – using one comparable to other London UDPs. • Converted dwellings occupied on a bed and breakfast basis and which are the subject of agreements restricting occupancy to homeless persons are treated as for homeless persons' hostels.
<p>Hostels, including bed and breakfast establishments for homeless persons:</p> <p>The parking requirements of schemes will be assessed on their merits in view of the wide variety of accommodation of this type & different levels of car ownership involved.</p>		This category is intended to cover living accommodation for specific groups of persons where a significant element of care is usually available.

PROPOSED STANDARD	COMMENTS
<p>Retirement dwellings (accommodation for the wholly independent elderly):</p> <p>1 parking space per 2 units.</p>	<ul style="list-style-type: none"> • The standard applies to dwellings specifically designed and intended for continuous occupation by elderly persons who have recently attained statutory retirement age. • The willingness of a developer to accept conditional planning permission and/or enter into a (Section 106) Planning Agreement restricting occupation to elderly persons will not of itself be accepted as sufficient evidence of a commitment to restrict occupation. Where a developer is unable to show conclusively to the Council's satisfaction that a scheme will be restricted to the elderly, the parking standard for general needs housing will be applied.
<p>Warden supervised dwellings:</p> <p>1 space per 4 dwelling units plus 1 space for the warden.</p>	
<p>Old people's homes and nursing homes:</p> <p>2 spaces per 3 staff and 1 space per 10 beds casual parking.</p>	<ul style="list-style-type: none"> • This standard applies to grouped flats intended for old people and provided with communal facilities and supervised by a warden or wardens. • The parking requirement will normally be related to full-time equivalent, non-ancillary staff on duty.
<p>Children's homes:</p> <p>1 space per 3 staff.</p>	<p>The parking requirement will normally be related to full-time equivalent, non-ancillary staff on duty.</p>

OFFICES - Business, financial and professional services	
PROPOSED STANDARD	COMMENTS
<ul style="list-style-type: none"> • Normally: 1 space per 300 m² • In regeneration areas: 1 space per 100 m² 	<ul style="list-style-type: none"> • As recommended by RPG3 (as amended by RPG9). • The standard relates to Use Classes A2 (Financial & Professional Services) and B1(a) (Business Use as an Office). • The standard applies to each unit of a scheme and not to the aggregated floor area.
SHOPPING	
<p>Large, non-food retail warehouses and garden centres:</p> <ul style="list-style-type: none"> • 1 space per 20 m² for units of 1,000 m² and above - plus 1 truck loading bay per 500 m² • For units of less than 1,000 m²: 1 space per 18 m² 	As recommended by PPG13 March 2001
<p>Superstores and hypermarkets with sales including food:</p> <p>Food retail of 1,000 m² and above: 1 space per 14 m²</p>	As recommended by PPG13 March 2001.
<p>Other shops:</p> <p>Less than 1,000 m²: 1 space per 50 m²</p>	

INDUSTRY Factories, warehouses and other storage premises (including ancillary offices)	
PROPOSED STANDARD	COMMENTS
<ul style="list-style-type: none"> • Normally : 1 space per 300 m² • In regeneration areas: 1 space per 100 m² 	<ul style="list-style-type: none"> • RPG9 (2001) sets a range standard of 1 space per 100 - 600 m². • LBWF propose a compromise standard as a first step. • The standard relates to Use Class B1(b) - Business Use for Research and Development of products or processes, and B1(c) - Business Use for any Industrial process, as well as to Use Classes B2 and B8 inclusive (General & Special Industry, Storage & Distribution). The car parking standard relating to office use will be applied to those units considered readily capable of use as B1(a) Business Use Offices. • The standard, which includes visitors' parking, applies to each unit of a scheme and not to the aggregate floor area. • The standard is a maximum and each application will be considered on its merits to determine whether special factors call for a higher provision.
HOTELS, PUBLIC HOUSES AND RESTAURANTS	
<p>Hotels, motels, boarding and guest houses:</p> <ul style="list-style-type: none"> • 1 parking space per 3 bedrooms. • Hotels should provide one coach parking space per 50 guest bedrooms. • Ancillary restaurants/bars open to non-residents, A3 standards apply. 	<ul style="list-style-type: none"> • This category is intended to cover accommodation for people seeking somewhere to stay, as opposed to somewhere to live, and where there is no significant element of care provided. • Accommodation used residentially will be subject to the general housing standard. • The revised standard is intended to reflect similar ones applied by other boroughs.

PROPOSED STANDARD	COMMENTS
<p>Public houses, wine bars, restaurants & cafes:</p> <ul style="list-style-type: none"> • 1 space per 10 seats • Where there is guest bedroom accommodation, the standard for hotels will apply. 	<p>This standard has been changed to emphasise seating capacity rather than gross floorspace area as the prime determinant of parking demand from these uses.</p>
<p>Hot Food Takeaways</p> <p>Each case will be considered on its merits in relation to location, hours of operation, highway safety and availability of alternative parking, delivery and collection facilities.</p>	
<p>OTHER PUBLIC BUILDINGS</p>	
<p>Health centres, health clinics, doctors', dentists' and veterinary surgeries:</p> <ul style="list-style-type: none"> • 3 spaces for the first consulting room; • 2 spaces for each additional consulting room 	<ul style="list-style-type: none"> • Where it can be established that a large proportion of patients live within walking distance, or adequate public car parking is nearby, the standard may be further relaxed. • The revised standard is intended to reflect similar ones applied by other boroughs.
<p>Nursery, primary and secondary schools:</p> <p>1 space per 2 staff members.</p>	<p>Parking requirement has been slightly reduced.</p>
<p>Colleges of further education (including 6th form colleges) and youth centres:</p> <ul style="list-style-type: none"> • 1 space per 2 staff members – plus 1 space per 15 students for facilities with floorspace of 2,500 m² and above. • The standard for students relates to the total number of students attending an educational establishment, rather than full-time equivalent figures. 	<p>As recommended by PPG13 March 2001.</p>

PROPOSED STANDARD	COMMENTS
<p>Cinemas and conference facilities:</p> <ul style="list-style-type: none"> • 1 space per 5 seats for facilities with floorspace of over 1,000 m² • No parking required for smaller facilities. 	<p>As recommended by PPG13 March 2001.</p>
<p>Other large scale leisure complexes:</p> <p>1 space per 22 m² for facilities with floorspace of 1000 m² and above.</p>	<p>As recommended by PPG13 March 2001.</p>
<p>Sports Stadia:</p> <ul style="list-style-type: none"> • For facilities with more than 1500 seats : 1 space per 15 seats (plus ample provision for coach parking, separate from car parking) • No parking required for smaller facilities 	<p>As recommended by PPG13 March 2001.</p>
<p>Places of religious assembly:</p> <p>1 space per 5 worshippers normally present.</p>	<ul style="list-style-type: none"> • Where two or more buildings are used for assembly but are not used concurrently, the standard will be applied to the building with the greater capacity. • Assessments will continue to be made of individual requirements to determine whether a higher or lower standard should be applied.

CAR PARKING FOR DISABLED PEOPLE	
Use	Proposed Standard
Employees and visitors to business premises	<ul style="list-style-type: none"> Up to 200 spaces: Individual spaces for each disabled employee, plus 2 spaces or 5% of total capacity whichever is greater; Over 200 spaces: 6 spaces, plus 2% of total capacity.
Shopping, recreation and leisure	<ul style="list-style-type: none"> Up to 200 spaces: 3 spaces or 6% of total capacity whichever is greater; Over 200 spaces: 4 spaces plus 4% of total capacity.

Please Notes:

- **Planning applications which have significant transport implications will be required to submit a Transport Assessment;**
- All developments requiring a Transport Assessment will in addition be required to submit details of modelling of the dispersion of pollutants with the planning application;
- **Development which has significant transport implications** will also be required to submit a Green Transport Plan.

APPENDIX B – CLAMPING AND REMOVAL

Note: The Council are aware that when the Statutory Guidance for Parking Enforcement under the Traffic Management Act is rolled out then part of the Parking Enforcement Plan will have to be amended, and changes made to on-street operations to ensure that it complies with the new directives.

CODE OF PRACTICE

INTRODUCTION

1. Illegally parked vehicles are a major nuisance for residents, businesses, public transport passengers and other road users. London Boroughs like Waltham Forest receive many complaints from people who find illegally parked cars obstructing their own legal use of the highway. In many circumstances, issuing a penalty notice is not an adequate response on its own. Some regular illegal parkers treat penalty notices as an occupational hazard. There are estimated to be 171,000 unlicensed vehicles on London's roads who cannot be traced if they ignore penalty notices. (Ref: Parliamentary Answer 12 Dec 2002). Clamping and removal of vehicles can act as a further visible deterrent against offenders, and can remove vehicles which are parked dangerously or obstructively. It is important that these further enforcement activities are carried out in a fair and transparent way.
2. Clamping and removal can be targeted at persistent evaders, in particular those where there are inaccurate keeper details held at DVLA. Without clamping and removal powers, incorrectly registered vehicles can be parked illegally with impunity until such time as the register is brought up to date. At present action can only be taken when the vehicle is parked in contravention of a TMO.

PRIMARY OBJECTIVES

3. There are three primary objectives:-
 - a) To reinforce existing transport policies - for example, by targeting vehicle removal operations in bus lanes.
 - b) To reinforce the PCN system - clamping and removals spread generally across a range of PCN contraventions increase their deterrent effect. Also as an increased deterrent by targeting particular vehicles which belong to persistent offenders who, while they may pay their PCNs, nevertheless look on the cost as a regular business expense.
 - c) To assist payment of PCNs - targeting vehicles whose owners seek to avoid payment of PCNs unless forced to pay at the same time as paying the clamping or removal fee. (Although when a vehicle is reclaimed by the owner, only the PCN issued immediately prior to the removal has to be paid, the authority obtains name and address

details, which can be used to help recover earlier outstanding penalty charges through the normal processing methods, if the name and address were not previously known.)

4. Bearing in mind that immobilising or removing a vehicle, and the subsequent payment of the fee to restore the vehicle to the driver, is meant to be sufficient penalty, it is important that there are no unnecessary delays or other obstacles and that the vehicle is restored to the driver as soon as possible after payment has been made. The aim should be to declamp all vehicles within two hours of payment, with an automatic refund in cases where it takes longer than 4 hours. The RTA 1991 says that the vehicle should be “released from that device on payment” which realistically means as soon as practically possible. In cases where the declamping van is nearby, it could be considered unreasonable to take longer than 20 minutes. Removed vehicles should be available for collection from the pound as soon as payment has been made, except in cases where the vehicle has been relocated to an overflow pound and needs to be returned to the main pound. In such cases the vehicle should be returned to the main pound and made available for collection within 24 hours.

WHEN TO CLAMP OR REMOVE

5. Clamping or towing away can only take place after a PCN has been issued. Generally clamp and removal can occur immediately after a PCN is issued. However, where there is paid time such as pay and display, or where the type of restriction changes from managed parking to a parking restriction, a period of 15 minutes is allowed before clamp and removal can take place.
6. In many cases the choice of clamping or removal will be influenced by the availability of resources or equipment and the type of contravention and where it is committed. The RTA 1991 specifies cases where clamping is not permitted; in all other cases common sense should prevail.

EXEMPTIONS TO CLAMPING OR REMOVAL

7. There are certain legal exemptions from clamping, and vehicles which fit into the following categories should not be clamped or removed:
 - a) Vehicles displaying a current disabled person's badge. If such a vehicle is dangerously or obstructively parked, it should be repositioned nearby, preferably within view of its previous location. However, the vehicle will still receive a PCN. (The disabled person's badge is the blue European badge. In addition there are sometimes reciprocal agreements with certain other countries over recognition of disabled persons' badges, and these other badges should normally be treated in the same way as blue badges. If there is any uncertainty about whether a reciprocal agreement exists, the vehicle should not be clamped or removed. Even in cases where it is known that no such agreement

exists, vehicles should only be clamped or removed in the most exceptional circumstances.)

- b) Vehicles in a parking place where not more than 15 minutes have elapsed since the end of any period of paid parking.
 - c) Diplomatic vehicles bearing a "D" or "X" vehicle registration mark or personalised registration plates with a "D" Vehicle Excise License. If such a vehicle is dangerously or obstructively parked, repositioning nearby is suggested. (Legal requirement - Diplomatic Privileges Act 1964).
8. Vehicles in the following additional categories should also not normally be clamped or removed (many of these should not even receive PCNs as they are exempt under local traffic orders):
- a) Vehicles being used for Fire Brigade, Police, or Ambulance purposes.
 - b) Vehicles displaying a Health Emergency Badge. Whilst a display of an HEB does not confer any special privilege or exemption from any prohibition or restriction, every assistance should be given to holders of these badges. Spaces are provided on the badge to show:-
 - i) The address at which the doctor can be found; and
 - ii) the serial number of the Badge.(A vehicle displaying an HEB should not normally be clamped or removed. Before any action is taken, an attempt should be made to contact the doctor at the nearby address shown on the Badge. If no address is shown, or misuse of the Badge is strongly suspected, the vehicle may be clamped or removed. Full details of the circumstances leading to the action must be recorded in case of future dispute.)
 - c) Public Service Vehicles whilst waiting at an authorised stopping place, terminal or turning point.
 - d) Local authority, Public Utility or their contractors' vehicles engaged on works in, on or over the public highway.
 - e) Post Office vehicles engaged in delivery or collection of postal packets.
9. In addition, vehicles which have been declamped, and are still in the same location awaiting the return of the driver, should not be clamped or removed within two hours of being declamped. Such vehicles should have a declamp sticker on them.
10. Also, vehicles which are obviously abandoned should not normally be removed or clamped under RTA 1991 powers. Details should be passed to the relevant section of the authority to apply the proper procedures for abandoned vehicle removal.

11. In all cases of vehicles being repositioned, either where a PCN has been issued or to clear an area in an emergency, vehicles should preferably be relocated within view of their original position. Details of the new location should be reported to TRACE to avoid any subsequent difficulties over reports of stolen vehicles. All vehicles must have a relocation sticker fixed to the windscreen.

CIRCUMSTANCES WHERE VEHICLES MUST NOT BE CLAMPED BUT COULD BE REMOVED

12. In the following circumstances after a PCN has been issued vehicles must not be clamped in situ. They could be removed, although in some circumstances re-positioning may be better.
 - a) When the vehicle is causing a major obstruction to traffic or a danger to pedestrians or other road users, or is parked on an operational bus lane, cycle lane, bus stop, or cab rank. Consideration should also be given to the likely time lapse which will occur before a clamped vehicle is declamped and moved. If such time delay is likely to extend the presence of the vehicle to a time when it will become an obstruction, e.g. the vehicle is in a non-operational bus lane, which is due to commence in an hour or so, then the vehicle should be removed instead of being clamped. (For cases of obstruction where or when no parking restriction is in force, no action can be taken and it will be necessary to seek the assistance of the police.
 - b) When a vehicle is parked adjacent to a fire exit, across an access used by emergency vehicles or leading to private premises.
 - c) When a vehicle is parked in a specially designated reserved parking bay, eg. disabled person, doctor, or diplomatic bay.
 - d) When a vehicle is parked in a suspended parking place.
 - e) When a vehicle is parked adjacent to a dropped footway.

ORDER OF PRIORITY FOR VEHICLE REMOVALS

13. These priorities have been proposed by the Association of London Government who are developing a Code of practice for use across London. Waltham Forest puts the requirement on the parking contractor and consequently the parking attendants patrolling the borough to comply with this. If a vehicle which has been given a PCN is considered to be a high priority (as shown in the list below) or the owner is a persistent offender then it is more likely to be clamped and/or removed. The following circumstances are in priority order for authorising removal.:-

- a) Dangerous Position
 - i) In a position likely to cause danger to other road users.
- b) Serious Obstruction
 - i) Preventing access by emergency vehicles.
 - ii) Causing serious obstruction to traffic or pedestrians flow.
 - iii) Parked at or near a junction.
 - iv) Preventing access to or from private property.
 - v) On or adjacent to a footway causing obstruction to pedestrians, particularly if over or next to dropped kerbs for assisting pedestrians crossing the road.
 - vi) In a bus or cycle lane when in operation.
 - vii) On a bus stop marked subject to a restriction.
- c) Serious Parking Contraventions
 - i) On an urban clearway during peak periods.
 - ii) On a rural clearway where stopping is prohibited.
 - iii) In a restricted street subject to and during hours of a loading ban.
 - iv) In a suspended bay or parking place.
 - v) Unauthorised vehicle in a limited availability parking place, e.g. in a disabled bay, in a doctor's bay.
- d) Parking Contraventions
 - i) In a restricted street when no loading or unloading is apparently taking place.
 - ii) Unauthorised vehicle in a widely available parking place, e.g. in a residents' parking place.
 - iii) On a cab rank marked subject to a restriction.
 - iv) In a pay and display parking place or time limited bay when:-
 - the initial charge has not been paid;
 - the vehicle has been left for longer than 15 minutes after the expiry of paid time;
 - the vehicle has returned to the parking place within the restricted period;
 - meter feeding has taken place;
 - v) In a parking place when:
 - the vehicle is elsewhere than in a parking bay (loading gap);
 - the vehicle is incorrectly parked (ie straddling two bays).
 - Adjacent to a dropped footway
 - On a footway or another part of the highway other than carriageway (e.g. verge, central reservation)

ORDER OF PRIORITY FOR CLAMPING VEHICLES

14. A similar policy is adopted here as in 13 above. The following circumstances are in priority order for authorising clamping:-

- a) High priority

- i) Vehicle identified as being used by a persistent evader or offender, when committing any contravention except one causing an obstruction or a safety hazard.
 - ii) Vehicle parked in a permitted on-street parking place in contravention and where it appears that a PCN would be difficult to enforce due to inadequate information on the DVLA record (e.g. the vehicle was not displaying a valid tax disk). Motorists must by law be given 15 minutes from the end of the period paid for before their vehicle can be clamped.
- b) Medium priority
- i) Parking in a permitted on-street parking place or off-street car park without putting the appropriate sum in the parking meter, or without displaying a valid ticket or voucher.
 - ii) "Feeding" (i.e. making an additional payment to extend the stay beyond the time originally paid for). This is not legal because paid parking is intended for a rapid turnover of spaces for short term parking.
 - iii) Parking at an out-of-order electronic meter in contravention of a TMO.
- c) Low priority
- i) Overstaying in a paid for parking place beyond the 15 minutes during which a vehicle cannot be clamped, or overstaying at an off-street car park.
 - ii) Occupying a residents' bay without displaying a valid permit.
 - iii) Parking on a single yellow line and not causing, or likely to cause, an obstruction.
 - iv) Parking on the footway, verge or central reservation in contravention of a TMO (or in contravention of section 19, RTA 1988 in the case of heavy goods vehicles), but not causing an obstruction.
 - v) Parking in a free parking bay for longer than the permitted period. - Parking again within a hour (or other specified time) of leaving a bay in the same parking place.

Appendix C - annual declarations on parking income and expenditure

BOROUGH PARKING CONTROL ACCOUNT

BOROUGH: LONDON BOROUGH OF WALTHAM FOREST

YEAR: 2003/2004

INCOME		£
1)	On Street Penalties	3,653,597
2)	Off Street Penalties	119,500
3)	On-Street Pay and Display	31,232
4)	Removals / Clamping	365,345
5)	Permits / dispensations	669,779
6)	Misc Income	1,715
TOTAL INCOME		4,841,168

EXPENDITURE		
1)	On Street Enforcement	3,400,305
2)	Off Street Enforcement	790,237
3)	Removals / Clamping	487,527
4)		
5)		
6)		
TOTAL EXPENDITURE		4,678,069

EXCESS INCOME OVER EXPENDITURE	163,099
---------------------------------------	----------------

APPLICATION OF SURPLUS ON PARKING ACCOUNT		£
1)	Contribution towards the funding of concessionary fares	113,523
2)	Contribution towards future parking schemes	49,576

BOROUGH PARKING CONTROL ACCOUNT**BOROUGH:** LONDON BOROUGH OF WALTHAM FOREST**YEAR:** 2004/2005

INCOME		£
1)	On Street Penalties	4,481,047
2)	Off Street Penalties	128,000
3)	On-Street Pay and Display	48,715
4)	Removals / Clamping	893,262
5)	Permits / dispensations	728,246
6)	Misc Income	24,294
TOTAL INCOME		6,303,564

EXPENDITURE		
1)	On Street Enforcement	4,214,069
2)	Off Street Enforcement	470,594
3)	Removals / Clamping	975,358
4)		
5)		
6)		
TOTAL EXPENDITURE		5,660,021

EXCESS INCOME OVER EXPENDITURE **643,543**

APPLICATION OF SURPLUS ON PARKING ACCOUNT		£
1)	Support towards maintenance of Borough Roads	519,543
2)	Contribution to earmarked reserve for future parking schemes	124,000