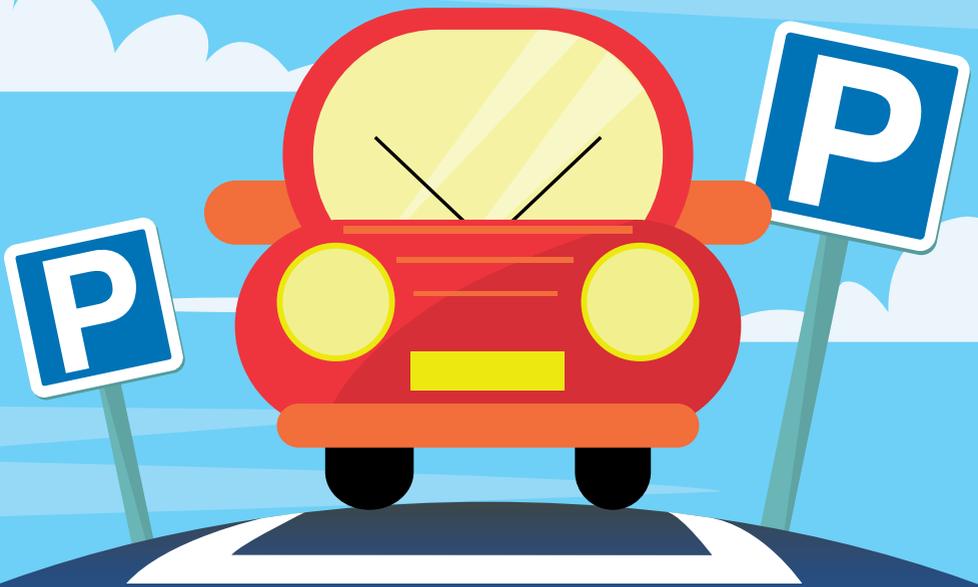


Civil Parking Enforcement Guidance Booklet



**PARK
SMART**

**Check the sign, observe the line,
AVOID THE FINE**



Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.

The Changes

From April 8th 2019 Caerphilly County Borough Council will be operating a new enforcement regime under a scheme of Civil Parking Enforcement (CPE).

Gwent is currently the only police force area in Wales to still carry out parking enforcement and the transfer of powers to the council will bring Caerphilly and all other local authorities in Gwent in line with the rest of the country. Initially, we will be deploying 10 officers as we roll out the scheme across the area, but this could change in the future.

Responsibility for traffic and parking enforcement will remain with Gwent Police until the changeover date.

Parking restrictions will stay the same, but Civil Enforcement Offices (CEOs) employed by the council will enforce all off-street car parks managed by the council, residents parking schemes, double yellow lines and other parking restrictions.

If a vehicle is found to be parked in contravention of the parking restrictions the CEOs may issue a Penalty Charge Notice (PCN).

The Benefits

The new measures will allow the council to focus on the interests of residents, local businesses and transport operators by focusing on residential and town centre parking and the abuse of specific types of parking such as disabled parking bays, limited waiting bays, loading bays, residents' parking bays, bus stops, zig-zags, and double yellow lines.

The PCN

A CEO observing a vehicle parking in contravention of the parking restrictions may issue a PCN. There are set observation periods for different types of contraventions and the CEOs may speak to a motorist, if they are in the car, prior to issuing a PCN. The CEOs do not have the discretion to cancel a PCN once issued or take into consideration any mitigating circumstances, these must be considered through the appeal process.

Contrary to popular belief, there are not pre-set quotas or targets for the number of PCNs issued and making money is not an objective of this scheme. However maximum compliance is important in order to achieve the full benefits of such a regime. Please note that legislation states that any surplus money created through CPE has to be reinvested in the highway and transportation network.

The PCN will set out details of the vehicle and the contravention that has taken place, along with the level of the penalty charge to be paid.

There are two levels of Penalty Charge (set by the Welsh Government) depending on the severity of the contravention. The charge will be £70 for the most serious contraventions and £50 for lesser contraventions.

If the Penalty Charge Notice is paid within 14 days the charge will be reduced to £35 for the most serious contraventions and £25 for lesser contraventions.

If there is no payment received or representations made within 56 days, the council may issue a Charge Certificate and the charges will increase to £105 for the most serious contraventions and £75 for lesser contraventions. This may be further increased if the council has to pursue the debt through the use of a bailiff.



A PCN can be paid:

By post by using the envelope provided with the PCN

By telephone 0333 3200 867
(credit/debit card payment)

Via the internet at www.swpg.co.uk
(credit/debit card payment)

The Appeal

If a motorist believes that there is a case for consideration they have an opportunity to appeal in writing.

You can write to us within 28 days from the date the notice was served to lodge an appeal. If an appeal is lodged within the first 14 days of this period, the level of Charge will remain at the reduced rate pending the outcome of the appeal.

After 28 days, if no payment is received, the owner of the vehicle will be issued with a Notice to Owner (NtO). A formal appeal can then be submitted within 28 days of the issue of the NtO.

If the appeal is rejected, the recipient (vehicle owner/keeper) does have the further option to submit an appeal to an independent adjudicator. Details of this will be communicated at the time of the changeover (and will be available on the PCN itself and on Caerphilly County Borough Council website).

The Advice

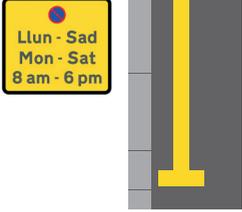
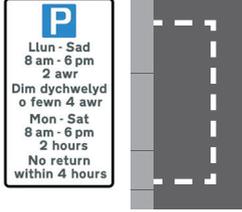
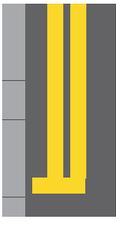
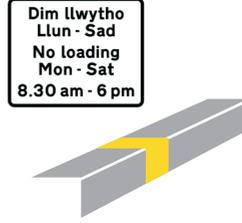
The majority of motorists drive and park responsibly and will enjoy the benefits of Civil Parking Enforcement. To ensure you park legally and safely:

- Always check the lines on the road and any signs.
- Always park within bay markings where provided.
- Make sure that none of your wheels are on yellow lines.
- Follow the regulations in car parks (displayed on signs and tariff boards).
- Do not block dropped kerbs.
- Do not park more than 50cm away from the kerb.
- Do not park on a footway/pavement.
- Do not park on pedestrian crossings, white zig zags or 'School Keep Clear' markings.
- Do not park in a residents parking area without a valid permit.
- Do not park in a reserved bay e.g. disabled bay unless entitled.



The Rules

To park correctly you will need to check for signs, lines and other notices in the vicinity of where you are parking, these will tell you about any restrictions to parking. The Highway Code will help explain what the signs and lines mean. Here are some examples:

<p>No waiting during times shown on sign</p> 	<p>Waiting is limited to the times and duration shown</p> 	<p>Loading bay</p> 
<p>No waiting at any time</p> 	<p>No stopping or parking at a bus stop clearway within its hours of operation</p> 	<p>You must not drive or stop in a bus lane during its period of operation unless the signs indicate you may do so</p> 
<p>Keep school entrance clear, even if picking up or setting down</p> 	<p>No loading or unloading at any time</p> 	<p>No loading or unloading at the times shown</p> 

Parking for Disabled Badge Holders

Where Blue Badge holders can park

If you have a Blue Badge then you can park:

- On a single or double yellow line for up to a maximum of 3 hours provided your badge and parking disc/clock (set to show the time of arrival) are displayed clearly and you are not causing an obstruction. You must wait for at least one hour after a previous period of parking before you can park the same vehicle in the same road or part of a road on the same day
- On-street: In disabled bays and residents parking bays for free and without time limit unless a sign says otherwise.
- Off-street: Blue badge holders may park for one additional hour after expiry time shown on ticket.

Please note:

You should display your Blue Badge clearly on your dashboard or fascia panel. The front of the badge showing the wheelchair symbol and expiry date should be visible.

Where Blue Badge holders cannot park

- On bus stops.
- On taxi ranks.
- On clearways (no stopping).
- In special bays, such as doctor or police bays.
- Where a loading ban is in force.
- On pavements unless there is a sign or white lines allowing you to do so.
- On a pedestrian crossing or its zigzag markings.
- On school zigzags markings during the times of operation.
- Any location where it would cause a hazard or obstruct others.

