

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL
(OFF-STREET PARKING PLACES) (KNEBWORTH) ORDER 2024**

Date of Order:
Order No: NHDC/KNEB/2024

The North Hertfordshire District Council (hereinafter referred to as “the Council”) in accordance with The Local Authorities’ Traffic Orders (Procedure) (England and Wales) Regulations 1996 and pursuant to arrangements made under Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2000 with Hertfordshire County Council (“the County Council”) in exercise of the powers conferred by Sections 32 and 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (“the 1984 Act”), as amended by the Parking Act 1989 and the Road Traffic Act 1991 (“the 1991 Act”) and in accordance with the provisions of Part 6 of the Traffic Management Act 2004 (“the 2004 Act”) and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act and with the consent of the Hertfordshire County Council in accordance with section 39(3) of the 1984 Act hereby makes the following Order:-

**PART I
GENERAL**

Commencement and Citation

1. This Order shall come into operation on the day of _____ 2025 and may be cited as the

The North Hertfordshire District Council (Off Street Parking Places) (Knebworth) Order 2024.

Revocation

2. This Order revokes:
- (i) The North Hertfordshire District Council (Off-Street Parking Places)(Knebworth) Order 2011
 - (ii) The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) (Amendment) Order 2012.

Interpretation

3. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament and as if for the purposes of that Act this Order were an Act of Parliament and the Orders revoked by Articles 1a and 1b thereto were Acts of Parliament thereby repealed.
4. Any reference in this Order to a numbered Article or to a numbered Schedule is a reference to the Article or to the Schedule bearing that number in this Order.
5. In this Order and its Schedules, except where the context otherwise requires, the following expressions have the meanings hereby assigned to them –

"approved outlet" means a business or organisation that has permission in writing from the Council to issue Pay and Display tickets to vehicle owners wishing to park in the parking place.

"booking" means the process undertaken via a telephone or other data transfer device in which time limited rights for a nominated vehicle to occupy a parking bay are secured under the provisions of the pay by phone service in exchange for payment of the parking charge and the convenience charge.

"civil enforcement officer" means a Civil Enforcement Officer as defined in section 76 of the 2004 Act and appointed by North Hertfordshire District Council

"convenience charge" means the fee charged by the pay by phone service provider in addition to the parking charge.

"charging hours" means the hours during which the parking charges are payable for parking in the parking place as set out in Schedule 2

“commercial vehicles” means vehicles constructed or adapted for the purpose of carrying goods and bearing of an unladen weight exceeding 1500 kgs, or vehicles constructed or adapted to carry more than 12 passengers (exclusive of the driver) and their effects.

“contactless payment” means payment made using an appropriate electronic device or a credit or debit card capable of making a contactless payment.

“council” means the North Hertfordshire District Council or North Herts Council.

“councils database” is an electronic record of permits issued by the council under the provisions of Articles 42 and 42a of this Order.

“Disabled person” means a disabled person of a description described by the Disabled Persons (Badges for Motor Vehicles) Regulations 2000.

“Disabled person’s badge” has the same meaning as given in Regulation 3(1) of the Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000.

“Disabled person’s vehicle” has the same meaning as in Section 142(1) of the Act of 1984.

“driver” means the person driving a vehicle at the time it was left in the parking place.

“electric vehicle” (EV) means a vehicle which uses electricity energy from rechargeable batteries or other storage device via one or more electrical or traction motors for propulsion and is capable of recharging that electrical energy via a plug-in electrical lead.

“electric vehicle charging bay” means an area within a Parking Place which is provided for the leaving of one electric vehicle (EV) or one plug-in hybrid vehicle (PHV) whilst actively charging only and is indicated by the painted markings on the surface of the parking place and as dictated on the adjacent signage.

“final charges” means charges due at the termination of a period of stay when a post payment system is used.

“handheld device” means Council approved equipment used by Civil Enforcement Officers that receives and displays information on valid and expired parking sessions.

“motorcycle” means a solo motorcycle, motor assisted cycle and motor scooter but excludes motorcycle which has a side-car or trailer or has more than two wheels;

“no return” means a period of time for which a vehicle shall not return to that parking bay or to any other parking bay in the same parking place within 2 hours or within 4 hours in the case of an electric vehicle charging bay in the same parking place.

“owner” means the person by whom the vehicle is kept. In determining who was the owner at any time it shall be presumed that the owner was the person in whose name the vehicle was at that time registered under the Vehicle Excise and Registration Act 1994.

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

“parking bay” means any area of the parking place which is provided for the leaving of a vehicle as indicated by painted markings on the surface of the floor of the parking place to indicate the marked limits and extent of the parking bay.

“parking charge” means the charge prescribed in Schedule 2 to be paid for vehicles left in a parking place during the charging hours.

“parking disc” has the same meaning as given in Regulation 8(5) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000.

“parking permit” or “permit” means a permit issued by the Council in paper form or electronically, subject to certain conditions as specified by the Council, valid for the period

specified on the permit to park a vehicle in the parking place and recorded on the council's database..

“parking place” means the areas of land either specified by name or otherwise described in column (1) of Schedule 1 which have been provided by the Council under Section 32 of the 1984 Act for use as parking places.

“parking session” means a parking session purchased at a ticket machine, including post payment or pay by phone service for a specified period of time for which parking rights have been granted as a result of a successful booking at a charge defined in Schedule 2 and in accordance with the terms of this Order.

“pay and display ticket” means a ticket issued by a ticket machine located in the parking place in which the vehicle has been parked or issued by an approved outlet on payment of a charge defined in Schedule 2 and which indicates either the parking charge has been paid and the date and the time of the expiry period, or the free parking period specified in Article 44 has not expired as the case may be in accordance with the terms of this Order.

“pay by phone service” means the system of purchasing parking sessions using the councils chosen service provider.

“payment card” means a bank credit or debit card, e-purse card, discount card, pre-payment card or online payment system such as Apple Pay, Google Pay or similar payment method to be used where such facility is advertised and provided in the parking place.

“penalty charge” and “reduced penalty charge” shall have the meaning as a charge set by the Council in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

“penalty charge notice” means a notification of a penalty charge pursuant to the provisions of Section 78 of the 2004 Act and has the same meaning as in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General

Provisions) (England) Regulations 2022 or any subsequent legislation so enabling.

“permit holder” means the person to whom a parking permit has been issued.

“plug-in hybrid vehicle”(PHV) means a vehicle equipped with an electric traction system which is powered by an internal electric storage battery which is not connected by an exterior recharging lead to any power source whilst the vehicle is in motion and includes a vehicle which in addition uses at least another energy source for traction purposes. PHV can be charged by an external static electricity source.

“post payment” also known as check in check out, or tap in tap out means a system of payment requiring pre-registration of the vehicle at the commencement of any period of stay and payment of final charges at the termination of that period of stay.

“pre-registration” means to commence a parking transaction by inputting the required information as detailed on the ticket machine or adjacent parking signage.

“registration mark” has the same meaning as in Section 23 of the Vehicle Excise and Registration Act 1994.

“relevant position” means:

- (a) In respect of a vehicle displaying a pay and display ticket or paper parking permit
 - (i) in the case of a vehicle which is fitted with a transparent windscreen, the pay and display ticket or paper parking permit shall be displayed on or close to the inside surface of the windscreen so that it is facing forwards and can be easily seen and read from in front of the vehicle or alternatively behind a nearside window; or
 - (ii) in the case of a vehicle not fitted with a transparent windscreen, the pay and display ticket or paper parking permit is attached in a conspicuous and readable position on the front of the vehicle.

And in each case so that the front face and all of the information including name of parking place, arrival or expiry time and date is able to be read from outside the

vehicle and that it is displayed continuously throughout the duration of the period of time during which the vehicle occupies the parking place.

- (b) in respect of a vehicle displaying a disabled person's badge and parking disc, in accordance with the provisions of Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000, thus:
- (i) in the case of a vehicle fitted with a dashboard or fascia panel the badge and parking disc is exhibited thereon so that part 1 of the badge and parking disc is legible from outside the vehicle; or
 - (ii) In the case of a vehicle not fitted with a dashboard or fascia panel, the badge and parking disc is exhibited in a conspicuous position on the vehicle so that Part 1 of the badge is legible from outside the vehicle.

And in each case, it is displayed continuously throughout the duration of the period of time during which the vehicle occupies the parking place.

“Service provider” means the contractor appointed by the Council to operate the Pay by Phone service.

“tariff board” means a permanent signboard within the parking place of which states the tariff for parking and other information related to that parking place.

“ticket machine” means an apparatus of a type and design to accept payment of a parking charge, approved by the Secretary of State, for the purpose, inter alia, of this Order, being apparatus designed to indicate the time by a clock, and to issue pay and display tickets or satisfy a valid parking session which show that a payment has been made of an amount, or for a period specified thereon, and which specify the date and the time at which the vehicle must leave the parking place;

“vehicle” means a mechanically propelled vehicle and includes the trailer and any other separate units forming part of an articulated vehicle, a motorcycle, motor-cycle combination, motor scooter, motor assisted medal cycle, and motor or electrically powered invalid carriage.

PART II
USE OF PARKING PLACES

Use of parking places

6. The Parking Places listed in Schedule 1 may be used, subject to the following provisions of this Order, as parking places for such classes of vehicles, on such days and during such hours, for the maximum period of waiting (if any) and on the payment of such charges as are specified in relation to each such area in Schedule 2.
7. No person shall cause or permit a vehicle to wait in a bay marked for Disabled Persons unless the vehicle displays a valid Disabled Person's Badge and parking disc in the manner prescribed by Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000 and the vehicle is being driven or used by the person to whom the badge is issued.
8. Nothing shall prohibit a vehicle on which a valid Disabled Persons Badge and parking disc is displayed in the relevant position and the vehicle is being driven or used by the person to whom the badge is issued from being parked in any other parking bay provided the vehicle is of the class permitted by or under this Order to park in such other parking bay.
9. No person shall cause or permit a vehicle to wait in a bay marked for motorcycles or a marked hackney carriage stand unless it is of the required class.
10. Where within the parking place, there is a sign or surface marking which indicates that a parking bay is available only for an electric vehicle, a vehicle shall not be left in that parking bay unless it is an electric vehicle (EV or PHV) connected to the electric charging point of which remains connected for the duration of the vehicle's stay.
11. Where within a parking place (other than an electric vehicle charging bay) there is specified in column (4) of Schedule 1, a period of waiting the vehicle shall not return to that parking bay or to any other parking bay in the same parking place within two (2) hours.

Power to close parking places

12. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed in the parking place:
- (a) from closing the parking place or any part thereof for any period; and/or
 - (b) from setting aside the parking place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular vehicles.
13. No person shall cause or permit a vehicle to be left in a parking place or any part thereof during such periods that the use of that parking place or that part thereof is suspended or during such period as there is in or adjacent thereto a notice or traffic sign placed by or on behalf of the Council.

Parking for commercial vehicles

14. Subject to the provisions of Article 41, the driver of a commercial vehicle constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms shall not cause or permit that vehicle to enter or to wait in any of the parking places specified in Schedule 1 at any time.

Parking for public service vehicles

15. Subject to the provisions of Article 41, the driver of a public service vehicle (as defined in Section 1 of the Public Passenger Vehicles Act 1981) shall not cause or permit that vehicle to enter or wait in any of the parking places specified in Schedule 1 at any time.

Maximum period of parking

16. Where in the Schedules a parking place is described as available on specified days, during specified hours or for a maximum period of stay, no person shall permit a vehicle to wait in that parking place on any day, during such hours or for any period longer than those specified. During the charging hours relating to a parking place, at all times during which a vehicle is left in that parking place, it shall display in the relevant position a valid pay and display ticket or permit, or its details are entered on the Councils handheld device, so that all the particulars on that ticket or permit are clearly and easily visible from outside and from the front of the vehicle or held on a Councils handheld device.

Provided that nothing in this paragraph shall apply in relation to:

- (i) An electric vehicle or plug-in hybrid vehicle which is left in an electric vehicle charging bay in respect of which there is a sign or surface marking indicating that the bay is available only for an electric vehicle.
 - (ii) No electric vehicle or plug-in hybrid vehicle shall be left in an electric vehicle charging bay in any parking place or part thereof for longer than the period of time specified in relation thereto in Article 48.
17. No vehicle shall be left in any parking bay or in any part of any parking place beyond the time of closure of the parking place.

Position of vehicles

18. All vehicles of the correct class shall be positioned wholly within the marked limits of a parking bay or electric vehicle charging bay as marked for that class of vehicle in the parking place.

Access and egress

19. Subject to the provisions of Article 41, no person shall, except with the permission of an authorised representative of the Council, drive any vehicle in a parking place other than for the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.
20. No person shall leave any vehicle or cause or permit any vehicle to be left in the parking place in a position which prevents other vehicles from gaining access to or egress from the parking place or any parking bay.
21. No person shall drive a vehicle in the parking place in such a manner as to be likely to cause danger, annoyance or inconvenience to other users of the parking place or to the occupants of premises in the neighbourhood.

22. Where signs are erected or painted surface markings are laid in any parking place for the purpose of indicating the entrance to or exit from the parking place or indicating that a vehicle using the parking place shall proceed only in a specified direction within the parking place no person shall drive or cause or permit to be driven any vehicle –
 - (i) so that it enters the parking place otherwise than by an entrance so indicated or leaves the parking place otherwise than by an exit so indicated; or,
 - (ii) in a direction other than so specified.
23. The driver of a vehicle using the parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not restart the engine except when about to change the position of the vehicle in or to depart from the parking place.
24. The driver of a vehicle using any parking place shall not sound any horn or other similar instrument except when necessary.

Other provisions

25. A person shall not unless with the written consent of the Council expose or hold out any vehicle for hire in any part of the parking place.
26. No person, except with the prior written consent of the Council, while in any part of the parking place shall –
 - (a) sell or offer for sale or expose for sale any goods, merchandise, vehicle or other article of any kind of food or drink.
 - (b) sell or offer or invite for hire their skill or services.
 - (c) use any vehicle while in the parking place for any of the purposes mentioned, in paragraphs (a) and (b) of this Article; or
 - (d) use a parking place for the purpose of displaying or distributing advertising material.
27. No person, except with the prior written consent of the Council, shall enter or use the parking places other than for the purpose of parking, removing or gaining access to any vehicle therein or for some other lawful reason.

28. No person, except with the prior written consent of the Council, shall use any part of a parking place or any vehicle left in a parking place:
- (a) for sleeping or camping purposes.
 - (b) for eating or cooking purposes; or,
 - (c) for the purposes of servicing, washing or valeting any vehicle or part thereof other than as may be reasonably necessary to enable that vehicle to depart from the parking place.
29. No person shall cause or permit the radiator, lubrication system or fuel supply of any vehicle to be drained on to the surface of a parking place.
30. No person, without the prior written consent of the Council, shall in any parking place:
- (a) erect or cause or permit to be erected any tent, booth, stand, stall or other structure or place a caravan without the prior written consent of the Council; or
 - (b) light or cause or permit to be lit any fire or portable gas stove or similar apparatus; or,
 - (c) place or deposit and leave on or in the parking place any shopping trolley or basket or any glass, china, earthenware, tin, carton, paper or rubbish, or any object which obstructs or prevents vehicles from properly using or leaving a parking place; provided that shopping trolleys may be left in areas marked and set aside for the leaving of shopping trolleys within the parking place; or,
 - (d) couple, uncouple, manoeuvre or leave standing any vehicle or trailer in such a manner as to be likely to cause damage to the surface of the parking place.
31. A person using the parking place shall not cause or suffer any animal belonging to them or in their charge to enter or remain in the parking place unless such animal is on a lead and under proper control and is effectually restrained from causing annoyance to any person and from worrying and disturbing any other animal or is effectively and humanely confined within a vehicle.
32. No person shall in any parking place wantonly shout or otherwise make or cause to be made any loud noise to the disturbance or annoyance of other persons using the parking place or the occupiers of premises in the neighbourhood.

33. No person while in a parking place shall use or engage in any threatening, abusive, violent or insulting language, gesture or conduct with intent or so as to be likely to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.
34. No person shall throw, project or propel within or from any part of the parking place any vehicle, object or substance or any kind with intent or so as to be likely to cause (whether directly or indirectly) personal injury to any other person or damage to any property.
35. A person shall not in the parking place wilfully, carelessly or negligently deface, damage or destroy any part of the parking place or any wall, fence or barriers enclosing any parking place or any fitting or equipment in or on the parking place.

Movement and Removal of vehicles

36. In the event of any vehicle being left in a parking place in contravention of any of the provisions of this Order any person duly authorised in that behalf by the Council may either move that vehicle to a position where it does not contravene those provisions or remove the vehicle or arrange for it to be removed from the parking place.
37. For the purpose of matter what they reasonably deem to be an emergency, any person duly authorised in that behalf by the Council or a police constable in uniform may alter or cause to be altered the position of any vehicle in a parking place or remove or arrange for the removal of any vehicle from a parking place.
38. Any person authorised to remove or alter the position of any vehicle by virtue of the preceding Articles may do so by towing or driving the vehicle or in such other manner as they may think expedient.
39. When any person authorised by the Council removes or makes arrangements for the removal of any vehicle from a parking place by virtue of the preceding Articles, he / she shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

40. In the event of any tent, booth, stand or other structure being erected or a caravan being placed in the parking place in contravention of Article 30 (a) any person duly authorised in that behalf by the Council may take down demolish and remove the same from the parking place.

Right of access

41. Notwithstanding the provisions of Articles 14, 15 and 19 of this Order and the limitations contained in Schedule 1 as to the classes of vehicles permitted to use the parking places, nothing shall be deemed to prevent or restrict the proper and lawful exercise of any rights of way granted by the Council, whether before or after the date on which this Order comes into operation, for the purpose of enabling vehicles (either generally or of any particular class or description and subject to due compliance with the terms and conditions of any such grant) to be driven into or through any parking place so as to obtain or facilitate access to or from any adjoining or neighbouring land or premises from or to any public highway.

Parking Permits and Dispensations

- 42 The Council at it's discretion may issue a parking permit or dispensation for use in the parking place as it sees fit. A parking permit is a permit in paper or electronic form issued, recorded and accessed on the Councils database.
- 42(a) The provision of the type of parking permit will be subject to certain terms and conditions as specified by the Council and in accordance with the provisions of this Order. Application or request for a parking permit shall be made to the Councils' Parking Services. The Council reserves the right to approve or decline such applications or requests.

PART III CHARGES FOR USE OF PARKING PLACES

Pay and display parking tickets and parking sessions.

43. The driver of a vehicle left in accordance with the provisions of this Order in a parking place indicated in Schedule 1 shall purchase a valid pay and display ticket or valid parking session at the charge and for the period indicated in Schedule 2. A driver who has

purchased a valid pay and display ticket shall exhibit it continuously on the vehicle in the relevant position for the duration of the time the vehicle is parked during charging hours. A driver who has purchased a valid parking session including using the pay by phone service or post payment services must have verification of payment of the relevant charge or record of pre-registration for post payment and the specified vehicle registration mark registered on the Councils handheld device, where a receipt may be issued but no parking ticket. The parking charge may be varied from time to time at the Councils discretion by issuing a notice of variation.

44a. A pay and display ticket used in a parking place indicated in Schedule 1 shall only be a valid pay and display ticket if:

(i) it has been purchased from a ticket machine in the parking place where the vehicle is left.

OR

(ii) it has been purchased from a Council approved outlet.

AND

(iii) it is continuously exhibited on the vehicle in a relevant position.

AND

(iv) it has been purchased in accordance with the provision that one ticket per vehicle shall be valid either:

(a) for the number of hours or for the period specified on the ticket commencing, if purchased during charging hours, at the time of purchase or if purchased outside charging hours, at the beginning of the next following period of charging hours.

OR

(b) from the time of purchase or if purchased outside charging hours from the beginning of the next following period of charging hours to the expiry time specified on the ticket however no such ticket shall be valid after the vehicle has exceeded in any one period of charging hours the maximum period of waiting (if any) specified in Schedule 2.

AND

(v) it has been purchased in accordance with the charge and for the period indicated in Schedule 2

44b A parking session used in a parking place indicated in Schedule 1 shall only be a valid parking session if:

- (i) it has been purchased from the pay by phone service provider in accordance with its instructions and has resulted in a booking or it has been purchased at the ticket machine or by pre-registration at a ticket machine in accordance with its instructions

AND

- (ii) it is shown on handheld devices used by Civil Enforcement Officers;

AND

- (iii) it has been purchased in accordance with the provision that one parking session per vehicle shall be valid either:

- (a) for the number of hours or for the period specified in the booking commencing, if purchased during charging hours, at the time of purchase or if purchased outside charging hours, at the beginning of the next following period of charging hours.

OR

- (b) from the time of purchase or if purchased outside charging hours from the beginning of the next following period of charging hours to the expiry time specified on the parking session so however that no such parking session shall be valid after the vehicle has exceeded in any one period of charging hours the maximum period of waiting (if any) specified in Schedule 2.

AND

- (iv) it has been purchased in accordance with the charge and for the period indicated in Schedule 2

45. The driver of a vehicle left in accordance with the provisions of this Order in a parking place specified in Schedule 1 of this Order may as an alternative to purchasing a pay and display ticket or a valid parking session at the ticket machine, purchase a parking session using the pay by phone service.

46. If at the time when a vehicle is left in a parking place specified in Schedule 1 of this Order during the charging hours specified in Schedule 2 of this Order the pay by phone service is unavailable for whatever reason, the driver shall purchase a valid pay and display ticket or valid parking session at the ticket machine in accordance with the provisions of Article 44a and 44b above.

47. Where in relation to a Parking Place, there is included a free period of parking as indicated in Schedule 2, any vehicle left in that parking place for that period starting from the time that the vehicle is left in that parking place or part thereof, shall be exempt from the parking charge.
- 47.(i) Where a Vehicle is exempt from the Parking Charge by virtue of Articles 44 a valid Parking Session must still be registered at the ticket machine without payment of the Parking Charge by following the instructions on that Ticket Machine.
- 47.(ii) The acquisition of a free Parking Session for the Vehicle left in the Parking Place shall be indicated by the issue of a Ticket from the Ticket Machine or is shown on handheld devices used by Civil Enforcement Officers if registered electronically, showing the day and time of the expiry of the charge and in the case of a Ticket, by the continuous exhibition of that Ticket on the Vehicle in a Relevant Position.

Electric vehicles and plug-in hybrid vehicles

48. The driver of an electric vehicle or PHV, which is left in accordance with the provisions of this order in a parking place as specified in Schedule 1, during the parking charging hours as specified in Schedule 2, shall park in a designated electric vehicle charging bay for a maximum period of four (4) hours with no return within four (4) hours during the charging days and hours for that parking place.

Payment of parking charge

49. The charge referred to in Article 43 where available may be paid by the insertion of an appropriate coin or coins into the ticket machine provided, being an apparatus or device approved in accordance with section 35(3) of the 1984 Act, or by payment of the appropriate coin or coins to an approved outlet.
50. The charge referred to in Article 43 may be paid, where available, by the insertion of a payment card, contactless payment or by post payment upon entry where the appropriate approved apparatus is installed in the parking place or by insertion of a payment card or

contactless payment into appropriate apparatus of an approved outlet or by the appropriate post payment method in respect of check in check out system.

51. The charge referred to in Article 44(b), where available, may be paid by payment card transaction with the Pay by Phone service provider.
52. The charge referred to in Article 43, where available, may be paid to an approved outlet in return for a Pay and Display ticket or tickets to be displayed in accordance with Article 43. Pre-paid pay and display tickets may, at the discretion of the Council, consist of scratch cards, vouchers or other form of ticket that permits information on the ticket to be displayed in the relevant position to comply with the requirements of Article 43

Restriction on removal of parking tickets

53. When a parking ticket has been exhibited on a vehicle, in accordance with the provisions of Article 43 no person shall remove the parking ticket or season ticket from the vehicle until the vehicle is removed from the parking place.

Parking permits for Businesses

54. Any business who wishes to park a motor vehicle that complies with the requirements of Schedule 1 in the parking place during the charging hours is entitled to apply for one parking permit for the charge set out in Schedule 2. The Council may issue up to ten (10) permits for use in the St Martins Road Car Park, St Martins Road, Knebworth.
55. A parking permit will be valid for the period(s) set out in Schedule 2 of this Order and shall cease to be valid at midnight on the date of expiry which will be identified on the permit.
56. Applications for permits must be made in writing on a form obtainable from the Council. The form must be completed with all the particulars and information required by such form and returned to the Council. Payment of the required charge specified in Schedule 2 will be requested on notification of allocation of a permit.
57. On receipt of a properly completed application and correct charge the Council may in its absolute discretion issue to the applicant a maximum of one (1) parking permit to park

one (1) motor vehicle in the parking place. If the charge paid for the permit(s) is subsequently dishonoured the permit(s) shall immediately cease to be of any effect.

58. If the Council is unable to or decides not to issue a parking permit any charge paid to the Council will be refunded to the applicant.
59. The Council will not make any refund in respect of any unused periods or validity for the surrender or withdrawal of a permit.
60. The issuing of a permit does not guarantee that the parking place will be available for use by the permit holder during the charging hours.
61. The permit remains at all times whilst it is issued to the permit holder the property of the Council.
62. Where the permit holder fails to comply with this Order in respect of the use of the permit the Council will serve notice to surrender the permit by recorded delivery on the person to whom the permit was issued at the address shown by the applicant on the application form or at any other address believed to be the applicant's place of abode requiring that person to surrender the permit to the Council upon receipt of the notice.
63. A parking permit remains, at all times, valid only for use in the parking place known as St Martins Road Car Park, Knebworth as defined by this Order.

Motorcycles

64. The driver of a motorcycle, which is left in accordance with the provisions of this order in a parking place specified in Schedule 1 and in the position provided for such vehicles as specified in Article 9, shall be exempt from the requirement to purchase a valid pay and display ticket and from the requirement to purchase a valid parking session.

Disabled person's vehicles

65. The driver of a vehicle left in accordance with the provisions of this Order in a parking place indicated in Schedule 1 shall be exempt from the requirement to purchase a valid pay and display ticket and from the requirement to purchase a valid parking session, up to the maximum length of stay for that parking place as specified in Schedule 2, if the vehicle is a vehicle which displays a Disabled Person's Badge and parking disc (on which the driver or other person in charge of the vehicle has marked the time at which the period of waiting began) in the relevant position and in the manner prescribed by Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000 and the vehicle is being driven or used by the person to whom the badge is issued.

Absence of ticket machine

66. If at the time when a vehicle is left in a parking place specified in the schedules included with this Order during the charging hours there is no ticket machine at the parking place or there is no Pay by Phone service available, or there is no Council approved outlet from which to purchase pay and display tickets or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are not in working order, the parking charge shall be payable on demand to the Civil Enforcement Officer or other person authorised to receive such a payment by the Council. In the absence of such a demand the driver of that vehicle shall be exempt from the requirement to purchase a valid pay and display ticket and from the requirement to purchase a valid parking session provided that the vehicle may not be left longer than the maximum period of waiting in that parking place as specified in the Schedules.

Indications as evidence

67. The indications given by any apparatus or device as is specified in Articles 49 to 52 or any pay and display tickets issued, or any valid parking sessions entered at the ticket machine or recorded by the Pay by Phone service provider and indicated on the Pay by Phone service providers' or Council's handheld device shall be treated as evidence of the facts which the apparatus device or pay and display ticket purports to record.

PART IV
CONTRAVENTIONS AND PENALTY CHARGE

Contraventions

69. If a vehicle is left in a parking place specified in schedule 1 during the charging hours without complying with the requirements of this Order, a contravention shall have occurred, and a penalty charge shall be payable. A Penalty Charge Notice conforming to the requirements of the appropriate legislation, or any subsequent applicable legislation may then be served by a civil enforcement officer.

Notice of penalty charge

70. Where a Civil Enforcement Officer has reason to believe that a penalty charge is payable in respect of a vehicle pursuant to Article 69 of this Order, the Civil Enforcement Officer may attach to the vehicle in a conspicuous position a penalty charge notice. The penalty charge shall be payable to North Hertfordshire District Council in accordance with the instructions on the penalty charge notice.

Restriction on removal of notices

71. Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of Article 70, no person who is not a Civil Enforcement Officer or some other person duly authorised by the Council shall remove the penalty charge notice from the vehicle, until the vehicle has been removed from the parking place.

Payment of penalty charge

72. Full payment of a penalty charge must be received by the Council not later than the last day of the period of twenty-eight (28) days beginning with the date on which a penalty charge notice is served. Payment may be made :-

- (a) by cheque, bankers' draft, money order or postal order delivered or sent by post so as to reach Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW or as indicated on the penalty charge notice, or
- (b) by cheque, postal order, in cash by credit card or debit card in person at any North Hertfordshire District Council office which accepts such payments, or

- (c) by credit card or debit card over the phone using the number specified on the penalty charge notice, or
- (d) by internet using the North Hertfordshire District Council web site: www.north-herts.gov.uk

Provided that, if the said twenty eighth (28th) day falls upon a day on which the said Department or office is closed, the period within which payment of the said charge shall be made to the Council shall be extended until 4.30pm on the next full day on which the said Department is open.

- 73. If full payment of a penalty charge is received by the Council not later than the last day of the period of fourteen days (14) beginning with the date on which the penalty charge notice was served, the amount of the penalty charge will be reduced by the specified proportion stated on the penalty charge notice.
- 74. If full payment of a penalty charge is not received by the Council before the end of the twenty eight (28) day period referred to in Article 72 above or the penalty charge notice is not successfully challenged the Council may serve a Notice to Owner on the owner/keeper of the vehicle requiring payment of the penalty charge and if the charge is then not paid within a further twenty eight (28) days it may be increased by 50% on the issue of a Charge Certificate in accordance with the provisions of the 2004 Act.
- 75. Where a Charge Certificate has been served on any person and the increased penalty charge provided for in the Charge Certificate is not paid before the end of the period of fourteen (14) days beginning with the date on which the Charge Certificate is served, the Council may, if a county court so orders, recover the increased charge as if it were payable under a county court order.

PART V
ABANDONED VEHICLES

Disposal of vehicles abandoned in parking places.

76. Where a vehicle is considered by the Council to be abandoned in a parking place the following provisions shall apply.
- (i) The Council may sell or otherwise dispose of a vehicle which has been, or could at any time be, removed from a parking place pursuant to Articles 36 and 37, if the vehicle appears to have been abandoned, provided that this power of disposal shall not be exercisable unless the Council has taken such of the following steps as are applicable to the vehicle in question, and there has elapsed a period of six (6) weeks beginning with the taking of the first of those steps.
 - (ii) Where the vehicle carries a registration mark the Council shall ascertain from the appropriate body the name and address of the person who is the Registered Keeper of the vehicle pursuant to the Vehicle Excise and Registration Act 1994, unless the Council is satisfied that the true owner of the vehicle has identified himself to it.
 - (iii) The Council shall, where it is by virtue of paragraphs (ii), (iv) and (v) of this Article, aware of the name and address of a person who it appears may be the owner of the vehicle, send a Notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the vehicle (which shall be sufficiently described in the Notice) on or after a specified date (which shall not be less than two weeks from the date of the Notice and in any event not earlier than six weeks from the date of the first step taken by the Council under this Part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said Notice or from such place as may be subsequently notified in writing by the Council to that person.
 - (iv) If any person to whom a Notice is sent in accordance with paragraph (iii) of this Article informs the Council of the name and address of some other person who he alleges may be the owner of the vehicle, a Notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person

who the Council may in consequence of the sending of the Notice to the said other person be led to believe may be the owner of the vehicle.

- (v) Where a vehicle does not carry a registration mark the first step to be taken by the Council shall be to apply in writing to the Chief Officer of Police in whose area the parking place is situated enquiring whom that officer considers is the owner of the vehicle and the address of that person.
- (vi) The Council shall then make such further enquiries as to ownership as it thinks fit.
- (vii) Upon the sale of a vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by it in connection with the disposal thereof and of any charge or payment to which it is entitled.
- (viii) In the event that any such costs incurred by the Council in connection with the disposal of the vehicle are not satisfied by virtue of the last preceding Article, the Council may recoup those costs from the person who was the owner of the vehicle immediately before it was removed from the parking place, provided that that person was sent by the Council a Notice under paragraph (iii) of this Article.
- (ix) Any sums received by the Council on a sale of a vehicle shall, after deducting any sum applied thereabouts by virtue of paragraph (vii) of this Article, be payable within a period of one year from receipt hereof to any person to whom, but for such sale, the vehicle would have belonged and insofar as any such sums are not claimed within the said period they shall be paid into the General Rate Fund of the Council.
- (x) Where under the foregoing provisions of this Order a Notice is required to be or may be sent to a person the Notice shall be sent by recorded delivery post.

THE COMMON SEAL OF NORTH)
HERTFORDSHIRE DISTRICT)
COUNCIL was hereunto affixed this)
 day of in the presence)
of)

SCHEDULE 1

PARKING PLACES, CLASSES OF VEHICLES AND TIMES OF OPERATION

SCHEDULE 1 – KNEBWORTH

SCHEDULE 1

Name and description of Parking Place in Knebworth (1)	Class of Vehicle by which the Parking Place may be used. (2)	Position in which vehicles may wait. (3)	Days on which and hours during which the Parking Place shall be open for public use. (4)
St Martins Road Car Park, St Martins Road, Knebworth The single point of vehicular access and egress to/from the parking place will be from the northside of St Martins Road	All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.	Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface.	Every day and all hours No return in 2 hours in parking bays during charging hours No return within 4 hours in electric vehicle charging bays during charging hours

SCHEDULE 2

KNEBWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 9.15 am and 6.00 pm Monday to Saturday

KNEBWORTH	St Martins Road
Up to 30 mins.	40p
Up to 1 hour	70p
Up to 2 hours	£1.50
Up to 3 hours	£2.10
Up to 4 hours	£4.30
Maximum time limits and period of no return	Maximum stay of 4 hours at any one time with no return permitted within 2 hours during the charging hours except Parking Permit holders.
Parking Permits (for exemption from daily maximum stay)	Valid 6 months – £150 12 months - £250
Season Tickets	Not Valid
Electric Vehicles in marked EV Charging bay max stay 4 hours.	Free No return within 4 hours in electric vehicle charging bays during charging hours

A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge. Other optional Pay by Phone services are available on request to the Pay by Phone service provider for which additional charges will be levied by the service provider.

SCHEDULE 2

KNEBWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 9.15 am and 6.00 pm on Sundays and Bank Holidays

Charges are set at 'free' but are reviewed annually.

KNEBWORTH	St Martins Road
Up to 3 hours	Free
Over 3 hours	Free
Maximum time limits and period of no return	Maximum stay of 8 hours and 45 minutes during the charging hours
Parking Permits	Valid
Season Tickets	Not valid
Electric Vehicles in marked bay.	Free

A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge. Other optional Pay by Phone services are available on request to the Pay by Phone service provider for which additional charges will be levied by the service provider.

SCHEDULE 2

KNEB WORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 6.00 pm and midnight and midnight and 9.15 am on all days.

Charges are set at 'free' but are reviewed annually.

KNEB WORTH	St Martins Road
Up to 15 hours	Free
Maximum time limits and period of no return	Maximum stay of 15 hours and 15 minutes during the charging hours
Parking Permits	Valid
Season Tickets	Not valid
Electric Vehicles in marked bay	Free

A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge. Other optional Pay by Phone services are available on request to the Pay by Phone service provider for which additional charges will be levied by the service provider.