

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024

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

The North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024

SERVICE DIRECTORATE: Regulatory

1 DECISION TAKEN

1.1 That the Service Director: Regulatory through his delegated powers under Section 14.6.11(b) (v) of the Council Constitution granted approval in accordance with Part III, s16 of the Local Authorities' Traffic Orders (Procedure) Regulations 1996 (LATO Regs) for the following Orders to be made as advertised on the 2nd January 2025 with minor and inconsequential amendments:

- **The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024**
- **The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024**
- **The North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024**

(Copies of the amended Orders are attached at Appendices A-1 to C-1 respectively).

1.2 That the Service Director: Legal and Community seals the Orders as outlined in paragraph 1.1.

1.3 That the Strategic Planning & Projects Manager together with the Technical Projects Officer for the above Orders: -

- i) Publish the requisite notice as required under Part III, s17 of the LATO Regs.
- ii) Arrange for appropriate bay markings and parking signs to be installed, where necessary as required under Part III, s18 of the LATO Regs.

2. DECISION TAKER

Ian Fullstone – Service Director - Regulatory

3. DATE DECISION TAKEN:

4 February 2025

4. REASON FOR DECISION

- 4.1 To proceed with the formal creation and subsequent publishing of the above Traffic Regulation Orders (TROs) as amended by revoking The North Hertfordshire District Council (Off –Street Parking Places) Order 2014, The North Hertfordshire District Council (Off-Street Parking Places)(Knebworth) Order 2011, The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) (Amendment) Order 2012 and the North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 2 Order 2014 and replacing these with new Orders listed at paragraph 1.1 above which introduces alternative methods of payment, virtual permits and season tickets, and reviews the definitions and length of stay for electric vehicle parking bays within the Council's car parks.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The implementation of new parking machines offering a pay on exit solution and other forms of payment are due to be installed in the Council's car parks within the next couple of months. The Council has also received Government funding to install Electric Vehicle Charging Points (EVCPs) in its car parks having entered into a concession contract with an EV provider and must adhere to the requirements of the grant funding. The current TROs are outdated and need to be reviewed to meet the requirements of the new forms of payment and the installation of the EV bays to ensure they are fit for purpose to enable effective management and enforcement of the car parks to take place.
- 5.2 The introduction of a ticketless system with the installation of the new parking machines where visitors will no longer need to display a ticket from the machine, together with the introduction of virtual permits and season tickets will enable the Council to meet its climate change strategy in reducing paper tickets and permits to help reduce our carbon footprint. This could not be achieved if the Council did not proceed with reviewing and updating the current TROs.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 It is a statutory requirement under Part II Section 6 of the LATO Regs to formally consult on a permanent Traffic Regulation Order. The following key stakeholders

likely to be affected by any provision in the Orders were formally consulted: the Hitchin, Letchworth and Royston BIDs, Hitchin Markets Ltd, the Royston Town Council and Knebworth Parish Council, the Garden Square Shopping Centre and the landowners of Princes Mews Car park in Royston, as well as the following key statutory consultees: Hertfordshire County Council (HCC), the Emergency Services, Local and County Councillors.

- 6.2 In accordance with Part II, Section 7 of the LATO Regs a 'Notice of Proposal's' containing the particulars of the proposals in the draft TROs was published in the local newspapers, The Comet and The Royston Crow on 2nd January 2025 and site notices were displayed in each of the Council's operated car parks as listed in Schedule 1 of the Orders in Baldock, Hitchin, Letchworth, Royston and Knebworth.
- 6.3 Copies of the published draft Orders, together with Notice of Proposals and Statement of Reasons were made available to view during normal office hours at the Council Offices in Gernon Road, Letchworth and on the Council's website. The Consultation period ran from 2nd January until 24th January 2025.
- 6.4 The current interim Executive Member for Planning and Transport has been consulted on the proposals and kept informed on progress.
- 6.5 See section 8 below summarising the outcomes of the statutory consultation exercise.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. RELEVANT CONSIDERATIONS

- 8.1 The proposal is as outlined in paragraph 4.1 above and the rationale/justification for each of the main proposals, i.e. for alternative methods of payment, introducing virtual permits and season tickets and reviewing the definition and length of stay for electric vehicles within the Orders is set out in the Statement of Reasons (which is available to view on the Council's [website](#)) and in the Delegated Officers Report attached at Appendix D.
- 8.2 More generally the Orders are also proposing:
- Introducing No Return within 2 hours across all car parks to ensure turnover of spaces to support local businesses.

- Updating Schedule 1 for Biggin Lane Car Park in Hitchin in the North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 to enable the public to park in the car park on Market Days after 8:30am; as well as.
- Including new definitions and articles and updating existing definitions and articles where necessary in the Orders to accommodate the above proposals.

8.3 No objections were received to the proposals set out in the above-mentioned Orders other than receipt of acknowledgement from the Police, the Letchworth BID, Hitchin BID, Royston Town Council and the Knebworth Parish Council.

8.4 Only four comments were received from Knebworth Parish Council, Hitchin Markets Ltd, County Councillor Fiona Hill for Royston and from HCC Highways TRO Team. These are addressed in more detail together with the Strategic Planning & Projects Manager's views in the Delegated Officer Report attached at Appendix D. These comments were in relation to:

- Knebworth Parish Council seeking clarity on the NHDC (Off-Street Parking Places) (Knebworth) Order 2024 to enable the Parish Council to submit a request to subsidise the 30-minute free parking as set out in Schedule 2 of the draft Order.
- Hitchin Markets Ltd seeking clarity that no other changes to the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 other than to allow the public to park in Biggin Lane car parks after 8:30am on market days, would not impact on their arrangements to issue parking tickets to market traders
- County Councillor Fiona Hill raising concerns about the proposed confusion between the Council's consultation on the proposed parking tariff increases for 2025/26 which includes setting a flat rate tariff in Royston car parks after 3pm thereby removing the current free parking after 3pm scheme; reference to introducing Sunday and evening charging as a revenue efficiency option proposal in the financial budget setting process to be considered by Full Council on 27 February; and the tariffs as set out in Schedule 2 of the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 being set at the current fees, where parking after 3pm in Royston and Sunday and evening Charging is stated as 'Free'. and expressed her objection to any proposed changes to these tariffs.

- HCC Highways TRO Team submitted comments on the drafting/content of the draft Orders with some suggested minor amendments to various definitions and articles in all three Orders for clarity, grammatical and consistency reasons. The suggested amendments were similar for all three draft Orders.

8.5 It is both the officer's view and that of the HCC Highways TRO Team that none of the suggested amendments would make any substantial changes to the interpretation of the Orders. The suggested amendments were highlighted in the draft Orders attached as Appendices A to C to the Delegated Officers Report.

8.6 Given that no objections were received, and the comments have been adequately addressed in the Delegated Officers Report at paragraphs 2.10 through to 2.13.2 attached at Appendix D and having consulted the interim Executive Member for Planning and Transport, it was the Strategic Planning & Project Manager's recommendation to the Service Director: Regulatory, that the following proposed Orders together with their minor and consequential amendments are published as stated in paragraph 1.1 above:

- **The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024**
- **The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024**
- **The North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024**

8.6 The Service Director Regulatory supported the officer recommendation.

9. LEGAL IMPLICATIONS

9.1 A Traffic Regulation Order is a legal order that restricts, prohibits or reduces the use of the highway or a parking place in accordance with the Road Traffic Regulations Act 1984. Part III, s16 of the Local Authorities' Traffic Orders (Procedure) Regulations 1996 referred to in section 1, 'Decision Taken' above prescribes the procedure to be followed by local authorities for making the main types of Traffic Regulation Orders, ensuring that local authorities comply with the provision of the Road Traffic Regulations Act 1984.

- 9.2 Under terms of reference 14.6.11 (b) (v) of the Council's Constitution, the Service Director: Regulatory has delegated authority for traffic management including the creation of on and off-street parking orders.

10. FINANCIAL IMPLICATIONS

- 10.1 The consultation costs, publication of notices and sealing of the Made TROs will be funded from the town wide parking review budget that was carried forward from 2023/24 of £10k.

11. RISK IMPLICATIONS

- 11.1 Other than management of member and customer expectations in terms of the introduction of new forms of payment and inclusion of EVCPs within the Council's car parks with the TROs not being 'Made' and implemented to enable effective management and enforcement to take place, there are no other risks associated with this proposal.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no direct equalities implications arising from this decision. Alternatives to virtual season tickets and other types of permits will be made available where paper permits can be issued on request. An equalities assessment was undertaken prior to the procurement of the new parking machines to ensure the alternative methods of payment offered met all sectors of the community. At least one of the new Electric vehicle Charging Bays within the car parks will include an accessible bay to cater for people with disabilities and families. These bays will initially be advisory and may be made permanent as usage and demand for more EVCP within the Council car parks increases.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and "go local" policy do not apply to this decision.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 The new parking machines in the surface car parks will be solar powered. These together with the installation of EVCP within the car parks, the Council moving towards a ticketless payment system within its car parks and the introduction to virtual season tickets and permits from paper permits, will all contribute to reducing the Council's carbon emissions. The TROs will support these new features thereby enabling effective management of the car parks.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Officers will be responsible for the implementation of the TROs which forms part of their normal duties.

16. APPENDICES

- 16.1 Appendix A-1: Copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 as amended
- 16.2 Appendix B-1: copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024 as amended
- 16.3 Appendix C-1: Copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024 as amended
- 16.4 Appendix D: Copy of the agreed Delegated Officer Decision Report – 3 February 2025

17. BACKGROUND PAPERS

- 17.1 Public 'Notice of Proposals' setting out NHDC's proposal to make the draft TROs
- 17.2 Statement of Reasons setting out the reasons for the proposal.
- 17.3 These can be viewed on the Council's website at: [Parking orders and reviews | North Herts Council \(north-herts.gov.uk\)](#)

18. NOTIFICATION DATE

Signature of Executive Member Consulted



Cllr Daniel Allen

Date 04/02/25

Signature of Decision Taker



Ian Fullstone Service Director Regulatory

Date: 04/02/2025

Call-in does not apply given that this is a NON-EXECUTIVE DECISIONS

APPENDICES

Appendix A-1, B-1 and C-1 and D

Appendix A-1: Copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 as amended

Appendix B-1: copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024 as amended

Appendix C-1: Copy of the draft North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024 as amended

Appendix D: Copy of Delegated Officer Report dated 3.02.2025

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL
(OFF-STREET PARKING PLACES) (HITCHIN, LETCHWORTH, ROYSTON) ORDER 2024**

Date of Order: ##### 2025

Order No: NHDC/OFFST/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 the 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 #####2025 and may be cited as the North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024.

Revocation

2. This Order revokes.
 - (i) The North Hertfordshire District Council (Off –Street Parking Places) Order 2014

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 Article 2 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 in 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.

"Authorised Vehicles" means a vehicle permitted to park within a marked NHC Vehicles Only Parking Bay with prior approval of the Council.

"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 being 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

“Council’s Database” is an electronic record of permits or season tickets issued by the Council under the provisions of Articles 45 and 56 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” means a vehicle which uses electrical 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

“market days” as specified on the tariff board within the car park

“market traders permit” means a permit issued to authorised traders for the parking of a vehicle or vehicles in a parking place as set out in the Schedules to this Order

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

“NHC Vehicles” has the same meaning as “Authorised Vehicles” above.

“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 or 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 permit holder” means a person to whom a parking permit has been issued;

“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 and in the case of the Lairage, Hitchin and Rowland Way, Letchworth Multi Storey Car Parks excludes the building, staircases, lifts and accessways;

“parking session” means a parking session purchased at a ticket machine, including post payment (see below definition) or by a 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” or “Parking 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 that the parking charge has been paid and the date and time of the expiry period, or the free parking period specified in Article 46 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 Council’s chosen service provider;

“Payment Card” means a bank credit or debit card, e-purse card, discount card or 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 a 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;

“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

“post payment machine” means a ticket machine which provides for pre-registration and post payment”

“pre-registration” means to commence a parking transaction by inputting the required information at a post payment machine as detailed on that 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, season ticket or parking permit
 - (i) in the case of a vehicle which is fitted with a transparent windscreen, the pay and display ticket, season ticket or 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, season ticket or 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 the 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 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 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

“season ticket” means a ticket purchased from or granted by the Council or any seller authorised by the Council, in paper form or electronically, subject to certain conditions as specified by the Council, valid for the period specified by the Council in writing to park a vehicle in the parking place and recorded on the Council’s Database.

“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 motor-cycle, 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. This permitted usage applies to those vehicles displaying a disabled person's badge in the same way as it does to those vehicles not displaying such a badge.
7. Notwithstanding the provisions of Article 8, a vehicle waiting in a parking place which displays in the relevant position, or has record on the Council's database of, a valid Permit or season ticket issued in respect of the vehicle and parking place or displays in the relevant position a valid disabled person's badge, may be left therein in accordance with Schedule 1 without payment of a Parking Charge.'
8. 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.
9. 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.
10. No person shall cause or permit a vehicle to wait in a bay:
 - (i) marked for motor cycles or a marked hackney carriage stand unless it is of the required class.
 - (ii) marked for "Authorised vehicles only" unless pre-authorised by the Council.
11. Where within the parking place, there is a sign or painted 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 or plug-in hybrid vehicle connected to the electric charging point and actively charging of which remains connected for the duration of the vehicle's stay.

- 12 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 2 hours.

Power to close parking places

13. 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.
14. 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.

Christchurch car park, Hitchin

15. With respect to the parking place in Hitchin which in column 1 of Schedule 1 is specified by the name "Christchurch, entry and exit via Bedford Road," and without prejudice to the exercise by the Council at any time of the powers therein before reserved to them to secure the temporary closure thereof to use by the general public and provided by Article 13 of this Order there shall also be reserved to the Trustees and Stewards for the time being of the Methodist Church known as "Christchurch", Bedford Road, Hitchin aforesaid the further right (in accordance with the terms of the Lease under which the Council hold their present tenancy of the land comprising the said parking place) at any time in the absolute discretion of the said Trustees or Stewards by means of the erection or display of suitable barriers, notices or signs to exclude the public from using the said parking place or any part thereof on any occasions on which it may be required for persons attending Church Services or otherwise in connection with the use of the said Methodist Church, whether on a Sunday or on any other day of the week, and during such times as any such barriers, notice or signs are in position no vehicle shall be taken into or allowed to remain in the said parking place or that part thereof from which the public have been so excluded except with the permission of the Trustees or Stewards or any of their authorised representatives.

Pedal Cycles

16. Notwithstanding the provisions of Article 6, and subject to the provisions of Articles 7 and 10, the Garden Square multi-storey in Rowland Way, Letchworth may be used for the parking of pedal cycles, but only in an area set aside for that purpose and indicated by an appropriate notice or sign.

Parking for commercial vehicles

17. Subject to the provisions of Article 44 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

18. Subject to the provisions of Article 44, 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

19. 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, permit or season ticket, or its details are entered on the Council's handheld device, so that all the particulars on that ticket, permit, or season ticket are clearly and easily visible from outside and from the front of the vehicle or held on a Council's handheld device;

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

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 painted surface marking indicating that the parking bay is available only for an electric vehicle;

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 51 .

20. 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

21. 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

22. Subject to the provisions of Article 44, 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. The driver of a vehicle using any parking place shall not sound any horn or other similar instrument except when necessary.

Other provisions

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.
36. 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.
37. 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.
38. 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

39. 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.
40. For the purpose of matter, what a person reasonably deems 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.
41. 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.

42. 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 they shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.
43. 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 33 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

44. Notwithstanding the provisions of Articles 19, 20 and 22 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

45. 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 Council's database.
- 45a. The provisions of the type of parking permit will be subject to certain terms and conditions as specified by contacting the Council's Parking Services under Article 67, at point of issue, and in accordance with the provisions of this Order. Application or request for a parking permit shall be made to the Council's Parking Services using details under Article 67. The Council reserves the right to approve or decline such applications or requests.

PART III
CHARGES FOR USE OF PARKING PLACES

Pay and display tickets and parking sessions

46. 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 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 Council's discretion by issuing a notice of variation.

47a. 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

47b. 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.

48. 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, purchase a parking session using the pay by phone service.
49. 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 from the ticket machine in accordance with the provisions of Article 47a and 47b above.
50. Where in relation to a parking place, there is included a free period of parking as indicated in Schedule 2 a vehicle left in that parking place for that period starting from the time that a vehicle is left in that parking place or part thereof, shall be exempt from the Parking charge
- 50a. Where a vehicle is exempt from the parking charge by virtue of Article 50 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.
- 50b. The acquisition of a free ticket for the vehicle left in the parking place shall be indicated by the issue of a ticket from the ticket machine showing the day and time of the expiry of the charge and by the continuous exhibition of that ticket on the vehicle in a relevant position.

Electric Vehicles and Plug-in Hybrid Vehicles

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

Payment of parking charge

52. The charge referred to in Article 46 may be paid where available 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.
53. The charge referred to in Article 46 may be paid, where available, by 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.
54. The charge referred to in Article 46 may be paid by payment card transaction with the Pay by Phone service provider.
55. The charge referred to in Article 46 may be paid to an approved outlet in return for a Pay and Display ticket or tickets to be displayed in accordance with Article 46. Pre-paid pay and display tickets may, at the discretion of the Council, consist of scratchcards, vouchers or other form of ticket that permits information on the ticket to be displayed continuously in the relevant position to comply with the requirements of Article 46.

Season tickets

56. The driver of a vehicle left in accordance with the provisions of this Order in a parking place or parking places as are either specified by the Council in writing or on the season ticket if issued electronically and recorded on the Councils Database or in paper form shall be exempt from purchasing a parking ticket during the permitted hours, and the driver shall:
- i) cause to be displayed in the Relevant Position a valid Season Ticket;
 - OR
 - ii) have recorded on the Council's Database a valid Season Ticket.

57. Season tickets shall be available for the parking places as specified in Schedule 2 but each season ticket shall be valid only for the for the parking place or places specified upon it.
58. The price of a season ticket shall be in accordance with Schedule 2 of this Order

Restriction on removal of parking tickets

59. When a parking ticket or season ticket has been exhibited on a vehicle, in accordance with the provisions of Article 46, no person shall remove the parking ticket or season ticket from the vehicle until the vehicle is removed from the parking place.

Motor cycles

60. 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 10, 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

61. 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 purchasing 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 car park as specified in Schedules 1 and 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 motor vehicle has marked the time at which the period of waiting began). in the relevant position 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

62. 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

63. The indications given by any apparatus or device as is specified in Articles 52 to 55 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

64. 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

65. Where a Civil Enforcement Officer has reason to believe that a penalty charge is payable in respect of a vehicle pursuant to Article 64 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

66. Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of Article 64, no person other than the driver or occupants of the vehicle or 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.

Payment of penalty charge

67. Full payment of a penalty charge must be received by the Council not later than the last day of the period of twenty-eight 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 at 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.

68. If full payment of a penalty charge is received by the Council not later than the last day of the period of fourteen (14) days 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.
69. 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 67 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.
70. 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

71. 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 39 to 42, (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 themselves 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 (2) weeks from the date of the Notice and in any event not earlier than six (6) 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 2025 in the presence of

SCHEDULE 1

PARKING PLACES, CLASSES OF VEHICLES AND TIMES OF OPERATION

SCHEDULE 1- HITCHIN

SCHEDULE 1

Name and description of Parking Place in Hitchin (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 including period of no return. (4)
The Lairage Multi-storey, entry via Old Park Road, exit onto Bedford Road	All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms.	Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface of the various levels	Every day between 7.00 am and 7.00pm No Return in 2 hours in parking bays during charging hours. No return within 4 hours in electric vehicle charging bays during charging hours
Woodside, entry and exit via Walsworth Road	All classes of vehicle other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms.	Wholly within a car parking bay or electric vehicle charging bay as indicated by the markings on the surface	(1) Every day and all hours except for that area given over for commercial vehicle parking overnight (2) Monday to Saturday between 8.00am and 6.00pm in the area marked for commercial vehicle parking overnight No Return in 2 hours in parking bays during charging hours. No return within 4 hours in electric vehicle charging bays during charging hours

Name and description of Parking Place in Hitchin (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 including period of no return. (4)
Commercial Vehicle Parking Area, Woodside, entry and exit via Walsworth Road	Commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms.	Wholly within a bay for commercial vehicles as indicated by the markings on the surface	Every day between the hours of 6pm and 8am of the next following day and also all day Sundays
Woodside Public Service Vehicle Park, Woodside, entry and exit via Walsworth Road	Public service vehicles as defined in section 1 in the Public Passenger Vehicles Act 1981	Wholly within a bay for Public Service Vehicles as indicated by the markings on the surface	Every day between the hours of 8.00am and 6.00pm except Saturday, Sunday and Bank Holidays
Bancroft, entry and exit via Bancroft	All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms	Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface	Every day and all hours except for when the car park is closed by the users of the church. No Return in 2 hours in parking bays during charging hours. No return within 4 hours in electric vehicle charging bays during charging hours

HITCHIN (Contd\...)

SCHEDULE 1

<p>Name and description of Parking Place in Hitchin</p> <p>(1)</p>	<p>Class of Vehicle by which the Parking Place may be used.</p> <p>(2)</p>	<p>Position in which vehicles may wait</p> <p>(3)</p>	<p>Days on which and hours during which the Parking Place shall be open for public use including period of no return.</p> <p>(4)</p>
<p>Christchurch, entry and exit via Bedford Road</p>	<p>All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p>
<p>Biggin Lane, entry and exit via Biggin Lane</p>	<p>(1) All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms</p> <p>(2) Vehicles displaying a valid market traders permit</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p> <p>As directed by a person authorised by the Council</p>	<p>(1) Every day and all hours except for midnight to 8.30am on market days.</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p> <p>(2) Market days only, 04.00am to 18.00pm</p>
<p>St Mary's Square, entry and exit via Queen Street</p>	<p>(1) All classes of vehicle other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms.</p> <p>(2) 4 x Hackney Carriages</p>	<p>(1) Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p> <p>(2) Wholly within the marked rank</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p> <p>Every day and all hours</p>

HITCHIN (Contd\....)

SCHEDULE 1

<p>Name and description of Parking Place in Hitchin</p> <p>(1)</p>	<p>Class of Vehicle by which the Parking Place may be used.</p> <p>(2)</p>	<p>Position in which vehicles may wait</p> <p>(3)</p>	<p>Days on which and hours during which the Parking Place shall be open for public use including period of no return.</p> <p>(4)</p>
<p>Portmill Lane West, entry and exit via Portmill Lane</p>	<p>All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>
<p>Portmill Lane East, entry and exit via Portmill Lane</p>	<p>All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>
<p>West Alley, entry and exit via West Alley</p>	<p>All classes of vehicle not exceeding 1500 kilograms provided that the vehicle is displaying a valid blue badge in the relevant position</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>Every day 8.00am to 6.00pm, the parking place is reserved for use by persons with disabilities who may park for a maximum of three hours in the parking place at any one time with no return to the parking place permitted within one hour of the end of the three hours permitted.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>

SCHEDULE 1

PARKING PLACES, CLASSES OF VEHICLES AND TIMES OF OPERATION

SCHEDULE 1 – LETCHWORTH

SCHEDULE 1

Name and description of Parking Place in Letchworth (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 including period of no return. (4)
Garden Square Multi-storey, entry and exit via Rowland Way (part (long stay) - levels 4, 5, 6, 7, 8, and 9 only)	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 of the various levels	Every day between the hours of 7 am and 7pm No Return in 2 hours in parking bays during charging hours. No return within 4 hours in electric vehicle charging bays during charging hours
Garden Square Multi-storey, entry and exit via Rowland Way (part (short stay) – levels 1, 2 and 3 inclusive only)	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 of the various levels	Every day between the hours of 7 am and 7pm No Return in 2 hours in parking bays during charging hours. No return within 4 hours in electric vehicle charging bays during charging hours

Town Hall, entry via Eastcheap exit onto Broadway (adjacent to Arena Parade (rear of Town Hall))	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
Hillshott, entry via Hillshott exit onto Rushby Mead (adjoining Howard Memorial Hall)	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
Hillshott Drop off bay	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 as indicated by the markings on the surface	Every day and at all hours save that there shall be no waiting at any time except for drop off and pick up and for a period not exceeding 15 minutes
Hillshott Loading/Deliveries bay	All classes of vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs	Wholly within a parking bay as indicated by the markings on the surface	Every day and at all hours save that there shall be no waiting at any time except for deliveries and loading and for a period not exceeding 20 minutes

SCHEDULE 1

PARKING PLACES, CLASSES OF VEHICLES AND TIMES OF OPERATION

SCHEDULE 1 – ROYSTON

SCHEDULE 1

<p>Name and description of Parking Place in Royston</p> <p align="center">(1)</p>	<p>Class of Vehicle by which the Parking Place may be used.</p> <p align="center">(2)</p>	<p>Position in which vehicles may wait</p> <p align="center">(3)</p>	<p>Days on which and hours during which the Parking Place shall be open for public use including period of no return.</p> <p align="center">(4)</p>
<p>Royston Civic Centre entry and exit via King James Way</p>	<p>All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>
<p>The Warren (including the extension at the former Bus Station), entry and exit via Barkway Street</p>	<p>All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>
<p>Priory Gardens, (adjoining Priory Memorial Gardens) entry and exit via Fish Hill</p>	<p>All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>

Name and description of Parking Place in Royston (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 including period of no return. (4)
Royston Civic Centre entry and exit via King James Way	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
The Warren (including the extension at the former Bus Station), entry and exit via Barkway Street	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

<p>Name and description of Parking Place in Royston</p> <p>(1)</p>	<p>Class of Vehicle by which the Parking Place may be used.</p> <p>(2)</p>	<p>Position in which vehicles may wait</p> <p>(3)</p>	<p>Days on which and hours during which the Parking Place shall be open for public use including period of no return.</p> <p>(4)</p>
<p>Market Place entry and exit via Market Hill</p>	<p>(1) All classes of vehicles other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kilograms</p> <p>(2) Vehicles displaying a valid market traders permit</p>	<p>(1) Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p> <p>(2) As directed by a person authorised by the Council</p>	<p>(1) All hours on days when there is no market in Royston town centre. 18.00pm to midnight and midnight to 04.00am on days when there is a market in Royston town centre</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p> <p>(2) Market days 04.00am – 18.00pm</p>
<p>Princes Mews, entry and exit via Princes Mews</p>	<p>All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.</p>	<p>Wholly within a parking bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p>

SCHEDULE 2

HITCHIN

PARKING TARIFFS AND TIME LIMITS (2024/25)

The following charges apply between the hours of 8.00 am and 6.00 pm Monday to Saturday

HITCHIN	Bancroft	Biggin Lane	Christchurch	The Lairage Multi Storey (Closed Bank Holidays)	Portmill Lane East	Portmill Lane West	St Mary's Square	West Alley	Woodside
Up to 1 hour	£1.30	£1.50	£1.50	£1.30	£1.50	£1.50	£1.50	Disabled badge holders only Free of charge	£1.30
Up to 2 hours	£2.40	£2.60	£2.60	£1.30	£2.60	£2.60	£2.60		£2.40
Up to 3 hours	£3.10	£4.20	£4.20	£2.30	£4.20 Max. 4 hrs	£4.20 Max. 4 hrs	£4.20 Max. 4 hrs		£3.10
Up to 4 hours	Over 3 hours £5.20	£5.70 Max 4 hrs	£5.70 Max 4 hrs	Over 3 hours £4.60					Over 3 hours £5.20
After 3pm	£1.40	£1.60	£1.60	£1.40	£1.60	£1.60	£1.60	£1.40	
Parking Bay: Maximum time	10 hours	4 hours	4 hours	10 hours	4 hours	4 hours	4 hours	3 hours	10 hours
EV Charging Bay Maximum time	4 hours	4 hours	4 hours	4 hours	4 hours	4 hours	4 hours	3 hours	4 hours

HITCHIN SCHEDULE 2 (Contd\....)

HITCHIN	Bancroft	Biggin Lane	Christchurch	The Lairage Multi Storey (Closed Bank Holidays)	Portmill Lane East	Portmill Lane West	St Mary's Square	West Alley	Woodside
Season Tickets valid	Yes	No	No	Yes	No	No	No	No	Yes
Electric Vehicles up to 4 hours within marked EV Charging bay (with the exception of 3 hours in West Alley)	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE

Notes:-

- (a) A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge
- (b) 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

HITCHIN

PARKING TARIFFS AND TIME LIMITS (2024/2025)

The following charges apply between the hours of 8.00 am and 6.00 pm on Bank or Public Holidays

HITCHIN	Bancroft	Biggin Lane	Christchurch	The Lairage Multi Storey	Portmill Lane East	Portmill Lane West	St Mary's Square	West Alley	Woodside	
Up to 3 hours	Free	Free	Free	Free when open	Free	Free	Free	Disabled badge holders only	Free	
Up to 10 hours	Free	Free	Free	Free when open	Free	Free	Free	Free of charge	Free	
Maximum time limits	10 hours	10 hours	10 hours	10 hours when open	10 hours	10 hours	10 hours	Maximum of three hours at any one time with no return within one hour	10 hours	
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	
Electric Vehicles up to 4 hours within marked EV Charging bay (with the exception of 3 hours in West Alley)	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	

SCHEDULE 2

HITCHIN

PARKING TARIFFS AND TIME LIMITS (2024/2025)

The following charges apply between the hours of 8.00 am and 6.00 pm on Sunday

HITCHIN	Bancroft	Biggin Lane	Christchurch	The Lairage Multi Storey	Portmill Lane East	Portmill Lane West	St Mary's Square	West Alley	Woodside
Up to 3 hours	Free	Free	Free	Free when open	Free	Free	Free	Disabled badge holders only	Free
Up to 10 hours	Free	Free	Free	Free when open	Free	Free	Free	Free of charge	Free
Maximum time limits	10 hours	10 hours	10 hours	10 hours when open	10 hours	10 hours	10 hours	Maximum of three hours at any one time with no return within one hour	10 hours
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes

Electric Vehicles up to 4 hours within marked EV Charging bay (with the exception of 3 hours in West Alley)	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE
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SCHEDULE 2

HITCHIN PARKING TARIFFS AND TIME LIMITS (2024/2025)

The following charges apply between the hours of 6.00 pm and midnight and midnight and 8.00 am
on every day

HITCHIN	Bancroft	Biggin Lane	Christchurch	The Lairage Multi Storey	Portmill Lane East	Portmill Lane West	St Mary's Square	West Alley	Woodside
Up to 14 hours	Free	Free	Free	CLOSED Free when open	Free	Free	Free	Blue badge holders only Free of charge	Free
Maximum time limits	14 hours	14 hours	14 hours	CLOSED 14 hours when open	14 hours	14 hours	14 hours	14 hours	14 hours
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Electric Vehicles up to 4 hours within marked EV Charging bay (with the exception of 3 hours in West Alley)	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE

SCHEDULE 2

LETCHWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm Monday to Saturday

LETCHWORTH	Town Hall	Hillshott	Garden Square Multi-storey Levels 1 to 3	Garden Square Multi-storey Levels 4 to 9
Up to 1 hour	£1.30	90p	90p	90p
Up to 2 hours	£2.00	£1.60	£1.60	£1.60
Up to 3 hours	£3.30	£2.50	£2.50	£2.50
Up to 4 hours	£5.00	Over 3 hours	£4.60	Over 3 hours
Over 4 hours	Max. 4 hrs	£5.00	Max 4 hrs	£5.00
Maximum time limits and period of no return	4 hours 2 hours	10 hours 2 hours	4 hours 2 hours	10 hours 2 hours
EV Charging Bay Maximum time	4 hours	4 hours	4 hours	4 hours
Season Tickets valid	No	Yes	No	Yes
Electric Vehicles up to 4 hours within marked EV Charging bay	FREE	FREE	FREE	FREE

SCHEDULE 2

LETCWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm on Bank or Public Holidays

LETCWORTH	Town Hall	Hillshott	Garden Square Multi-storey Levels 1 to 3	Garden Square Multi-storey Levels 4 to 9
Up to 3 hours	Free	Free	Free when open	Free when open
Up to 10 hours	Free	Free	Free when open	Free when open
Maximum time limits	10 hours	10 hours	10 hours when open	10 hours when open
Season Tickets valid	Yes	Yes	Yes	Yes
Electric Vehicles Up to 4 hours within marked EV Charging bay	FREE	FREE	FREE	FREE

SCHEDULE 2

LETCHWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm on Sunday

LETCHWORTH	Town Hall	Hillshott	Garden Square Multi-storey Levels 1 to 3	Garden Square Multi-storey Levels 4 to 9
Up to 3 hours	Free	Free	Free when open	Free when open
Up to 10 hours	Free	Free	Free when open	Free when open
Maximum time limits	10 hours	10 hours	10 hours when open	10 hours when open
Season Tickets valid	Yes	Yes	Yes	Yes
Electric Vehicles Up to 4 hours within marked EV Charging bay	FREE	FREE	FREE	FREE

SCHEDULE 2

LETCHWORTH

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 6.00 pm and midnight and midnight and 8.00 am on every day

LETCHWORTH	Town Hall	Hillshott	Garden Square Multi-storey Levels 1 to 3	Garden Square Multi-storey Levels 4 to 9
Up to 14 hours (6.00pm to midnight and midnight to 8.00am)	Free	Free	CLOSED 7am to 7pm Free when open	CLOSED 7am to 7pm Free when open
Maximum time limits	14 hours	14 hours	CLOSED 7am to 7pm 14 hours when open	CLOSED 7am to 7pm 14 hours when open
Season Tickets valid	Yes	Yes	CLOSED 7am to 7pm Yes when open	CLOSED 7am to 7pm Yes when open
Electric Vehicles Up to 4 hours within marked EV Charging bay	FREE	FREE	FREE	FREE

Notes:-

- (a) A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge
- (b) 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

ROYSTON

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm Monday to Saturday

Angel Pavement and Market Place are closed on Market Days

ROYSTON	Priory Gardens	Angel Pavement	Market Place	Civic Centre	Princes Mews	The Warren
Up to 1 hour	80p	80p	80p	80p	80p	80p
Up to 2 hours	£1.60	£1.60	£1.60	90p	£1.60	£1.40
Up to 3 hours	£3.90	£3.90	£3.90	£1.20	£5.00	£1.90
Over 3 hours	Max 3 hours	Max. 3 hours	Max 3 hours	£3.50	£7.70	£4.00
After 15.00 hours	Free	Free	Free	Free	Free	Free
Maximum time limit and period of no return	3 hours 2 hours	3 hours 2 hours	3 hours 2 hours	10 hours 2 hours	10 hours 2 hours	10 hours 2 hours
EV Charging Bay Maximum time	3 hours	3 hours	3 hours	4 hours	4 hours	4 hours

ROYSTON	Priory Gardens	Angel Pavement	Market Place	Civic Centre	Princes Mews	The Warren
Season Tickets valid	No	No	No	Yes	No	Yes
Electric Vehicles Within marked EV Charging bay	FREE	FREE	FREE	FREE	FREE	FREE

SCHEDULE 2

ROYSTON PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm on Bank or Public Holidays

ROYSTON	Priory Gardens	Angel Pavement	Market Place	Civic Centre	Princes Mews	The Warren
Up to 3 hours	Free	Free	Free	Free	Free	Free
Up to 10 hours	Free	Free	Free	Free	Free	Free
Maximum time limits	10 hours	10 hours	10 hours	10 hours	10 hours	10 hours
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes
Electric Vehicles within marked EV Charging bay	FREE	FREE	FREE	FREE	FREE	FREE

SCHEDULE 2

ROYSTON PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm on Sunday

ROYSTON	Priory Gardens	Angel Pavement	Market Place	Civic Centre	Princes Mews	The Warren
Up to 3 hours	Free	Free	Free	Free	Free	Free
Up to 10 hours	Free	Free	Free	Free	Free	Free
Maximum time limits	10 hours	10 hours	10 hours	10 hours	10 hours	10 hours
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes
Electric Vehicles within marked EV Charging bay	FREE	FREE	FREE	FREE	FREE	FREE

SCHEDULE 2

**ROYSTON
PARKING TARIFFS AND TIME LIMITS (2024/2025)**

Charges apply between the hours of 6.00 pm and midnight and midnight and 8.00 am on every day

ROYSTON	Priory Gardens	Angel Pavement	Market Place	Civic Centre	Princes Mews	The Warren
Up to 14 hours (6.00pm to midnight and midnight to 8.00am)	Free	Free	Free	Free	Free	Free
Maximum time limits	14 hours	14 hours	14 hours	14 hours	14 hours	14 hours
Season Tickets valid	Yes	Yes	Yes	Yes	Yes	Yes
Electric Vehicles within marked EV Charging bay	FREE	FREE	FREE	FREE	FREE	FREE

Notes:-

- (a) A mandatory convenience charge is levied for all Pay by Phone transactions by the service provider in addition to the parking charge
- (b) 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

SEASON TICKETS (2024/2025)

Validity of Season Tickets in parking places is defined in Parking Tariff and Time Limits Schedules.

Period of validity	Price
1 month	£87.00
3 months	£215.00
6 months	£399.00
12 months	£740.00

**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 the 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 it's 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 43 and 43a 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” or “parking 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 45 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. Notwithstanding the provisions of Article 8, a vehicle waiting in a parking place which displays in the relevant position, or has record on the Council's database of, a valid Permit or season ticket issued in respect of the vehicle and parking place or displays in the relevant position a valid disabled person's badge, may be left therein in accordance with Schedule 1 without payment of a Parking Charge.
8. 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.
9. 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.
10. 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.
11. 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 and actively charging for the duration of the vehicle's stay.

12. 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

13. 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.
14. 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

15. Subject to the provisions of Article 42, 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

16. Subject to the provisions of Article 42, 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

17. 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 49.
18. 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

19. 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

20. Subject to the provisions of Article 42, 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.

21. 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.
22. 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.
23. 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.
24. 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.
25. The driver of a vehicle using any parking place shall not sound any horn or other similar instrument except when necessary.

Other provisions

26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.

32. 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 effectually and humanely confined within a vehicle.
33. 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.
34. 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.
35. 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.
36. 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

37. 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.
38. 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.

39. 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.
40. 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.
41. 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

42. Notwithstanding the provisions of Articles 15, 16 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

- 43 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.
- 43(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.

44. 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.

45a. 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

45b 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

46. 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.
47. 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 45a and 45b above.
48. 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.
- 49.(i) Where a Vehicle is exempt from the Parking Charge by virtue of Article 48 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.
- 49.(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

50. 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

51. The charge referred to in Article 44 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.
52. The charge referred to in Article 44 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.
53. The charge referred to in Article 44, where available, may be paid by payment card transaction with the Pay by Phone service provider.
54. The charge referred to in Article 44, 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 44. 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 44.

Restriction on removal of parking tickets

55. When a parking ticket or permit has been exhibited on a vehicle, in accordance with the provisions of Article 44 no person shall remove the parking ticket or permit from the vehicle until the vehicle is removed from the parking place.

Parking permits for Businesses

56. 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.

57. 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.
58. 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.
59. 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.
60. 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.
61. The Council will not make any refund in respect of any unused periods or validity for the surrender or withdrawal of a permit.
62. 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.
63. The permit remains at all times whilst it is issued to the permit holder the property of the Council.
64. 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.
65. 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

66. 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 10, 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

67. 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

68. 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

69. The indications given by any apparatus or device as is specified in Articles 44 to 49 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

70. 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

71. Where a Civil Enforcement Officer has reason to believe that a penalty charge is payable in respect of a vehicle pursuant to Article 70 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

72. Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of Article 71, no person other than the driver or occupants of the vehicle or 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

73. 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.

74. 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.
75. 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 73 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.
76. 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.

77. 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

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

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.

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 Order revoked by Article 2 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 in 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 Schedules 2, 3 and 4;

"commercial vehicles" means vehicles constructed or adapted for the purpose of carrying goods and being 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;

“Council’s Database” is an electronic record of permits issued by the Council under the provisions of Articles 43 and 43a 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” means a vehicle which uses electrical 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

“motor cycle” means a solo motor cycle, motor assisted cycle and motor scooter but excludes motor cycle 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, 3 & 4 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, valid for the period specified on the permit to park a vehicle in the parking place and recorded on the Council’s Parking Permit 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 by a 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 Schedules 2, 3 and 4 and in accordance with the terms of this Order.

“Pay and Display Ticket” or “parking 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 Schedules 2, 3 and 4 and which indicates either that the parking charge has been paid and the date and time of the expiry period, or the free parking period specified in Article 47 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 Council’s chosen service provider;

“Payment Card” means a bank credit or debit card, e-purse card, discount card or 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 a 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 a ticket machine at the commencement of a parking session 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 the name of the 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 shows 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 motor cycle, motor cycle combination, motor scooter, motor assisted pedal 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 Schedules 1, 2, 3 and 4
7. Notwithstanding the provisions of Article 8, a vehicle waiting in a parking place which displays in the relevant position, or has record on the Council's database of, a valid Permit issued in respect of the vehicle and parking place or displays in the relevant position a valid disabled person's badge, may be left therein in accordance with Schedule 1 without payment of a Parking Charge.
8. 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.
9. Nothing shall prohibit a vehicle on which a valid Disabled Person's 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.
10. No person shall cause or permit a vehicle to wait in a bay marked for motor cycles or a marked hackney carriage stand unless it is of the required class.
11. Where within the parking place, there is a sign or painted 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 or plug-in hybrid vehicle connected to the electric charging point of which remains connected and actively charging for the duration of the vehicle's stay.

- 12 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 2 hours.

Power to close parking places

13. 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.
14. 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

15. Subject to the provisions of Article 42 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

16. Subject to the provisions of Article 42, 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

17. 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 entered on the Council's database, or its details are entered on the Council's handheld device, so that all the particulars on that ticket, permit or entry are clearly and easily visible from outside and from the front of the vehicle or held on a Council's handheld device;

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

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 painted surface marking indicating that the parking bay is available only for an electric vehicle;

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 49 .

18. 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

- 19 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

20. Subject to the provisions of Article 42, 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.
21. 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.

22. 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.
23. 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.
24. 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.
25. The driver of a vehicle using any parking place shall not sound any horn or other similar instrument except when necessary.

Other provisions

26. 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.
27. 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 skills 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.

28. 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.
29. 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.
30. 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.
31. 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.
32. 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.

33. 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.
34. 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.
35. 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.
36. 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

37. 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.
38. For the purpose of considering what a person reasonably deems 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.
39. 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.
40. 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 they shall

make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

41. 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 31 (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

42. Notwithstanding the provisions of Articles 15, 16 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

- 43 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 Council's database.
- 43a. The provisions 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 Council's 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

44. 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 Schedules 2, 3 and 4. 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 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 Council's handheld device, where a receipt may be issued but no parking ticket. The Parking Charge may be varied from time to time at the Council's discretion by issuing a notice of variation.

44 a. 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 Schedules 2, 3 and 4;

AND

- (v) it has been purchased in accordance with the charge and for the period indicated in Schedules 2, 3 and 4.

44 b 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 Schedules 2, 3 and 4;

AND

- (iv) it has been purchased in accordance with the charge and for the period indicated in Schedules 2, 3 and 4.

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 Schedules 2, 3 and 4 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 from the ticket machine in accordance with the provisions of Article 44 and 44a above.
- 47 Where in relation to a parking place, there is included a free period of parking as indicated in Schedules 2, 3 and 4 a vehicle left in that parking place for that period starting from the time that a vehicle is left in that parking place or part thereof, shall be exempt from the Parking charge
- 48.(i) Where a Vehicle is exempt from the Parking Charge by virtue of Article 47, 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.
- 48 (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

49. The driver of an electric vehicle or plug-in hybrid vehicle, which is left in accordance with the provisions of this order in a parking place specified in Schedule 1 during the parking charging hours as specified in Schedules 2, 3 and 4 shall park in a designated electric vehicle charging bay for a maximum period of 4 hours with no return within 4 hours during the charging days and hours for that parking place.

Payment of parking charge

50. The charge referred to in Article 44 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.

51. The charge referred to in Article 44 may be paid, where available, by 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.
52. The charge referred to in Article 44, where available, may be paid by payment card transaction with the Pay by Phone service provider.
53. The charge referred to in Article 44, 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 44. Pre-paid pay and display tickets may, at the discretion of the Council, consist of scratchcards, vouchers or other form of ticket that permits information on the ticket to be displayed continuously in the relevant position to comply with the requirements of Article 44.

Restriction on removal of pay and display tickets

54. When a pay and display ticket has been exhibited on a vehicle in accordance with the provisions of Article 44, no person other than the driver of the vehicle or it's occupants or a Civil Enforcement Officer or a person duly authorised by the Council shall remove the pay and display ticket from the vehicle before exiting the parking place.

Motor cycles

55. The driver of a motor cycle, 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 10, 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

56. 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 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 motor vehicle has marked the time at which the period of waiting began). in the relevant position 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

57. 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

58. The indications given by any apparatus or device as is specified in Articles 50 to 53 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 apparatus 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

59. 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

60. Where a Civil Enforcement Officer has reason to believe that a penalty charge is payable in respect of a vehicle pursuant to Article 59 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

61. Where a penalty charge notice has been attached to a vehicle in accordance with the provisions of Article 59, no person other than the driver or its occupants or 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.

Payment of penalty charge

62. Full payment of a penalty charge must be received by the Council not later than the last day of the period of twenty eight 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 at 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 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.

63. If full payment of a penalty charge is received by the Council not later than the last day of the period of fourteen days 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.
64. If full payment of a penalty charge is not received by the Council before the end of the 28 day period referred to in Article 62 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 28 days it may be increased by 50% on the issue of a Charge Certificate in accordance with the provisions of the 2004 Act.
65. 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 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

66. 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 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 – BALDOCK

<p>Name and description of Parking Place in Baldock</p> <p align="center">(1)</p>	<p>Class of Vehicle by which the Parking Place may be used.</p> <p align="center">(2)</p>	<p>Position in which vehicles may wait</p> <p align="center">(3)</p>	<p>Days on which and hours during which the Parking Place shall be open for public use.</p> <p align="center">(4)</p>
<p>The Twitchell car park, The Twitchell, Baldock</p> <p>(The shared single point of vehicular access and egress to/from the parking place will be from the westside of The Twitchell)</p>	<p>All classes other than commercial vehicles constructed or adapted for the purpose of carrying goods and being of an unladen weight exceeding 1500 kgs.</p>	<p>Wholly within a parking bay or electric vehicle charging bay as indicated by the markings on the surface</p>	<p>Every day and all hours</p> <p>No Return in 2 hours in parking bays during charging hours.</p> <p>No return within 4 hours in electric vehicle charging bays during charging hours</p>

SCHEDULE 2

BALDOCK

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm Monday to Saturday

BALDOCK	The Twitchell
Up to 3 hours	£1.30
Over 3 hours	£1.70
Maximum time limits and period of no return	Maximum stay of 10 hours for any one stay during the charging hours
Season Tickets	Not Valid
Electric Vehicles up to a maximum of 4 hours within marked EV Charging 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 3

BALDOCK

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 8.00 am and 6.00 pm on Sunday and Bank Holidays

Charges are set at 'free' but are reviewed annually

BALDOCK	The Twitchell
Up to 3 hours	Free
Over 3 hours	Free
Maximum time limits and period of no return	Maximum stay of 10 hours for any one stay during the charging hours
Season Tickets	Not Valid
Electric Vehicles	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 4

BALDOCK

PARKING TARIFFS AND TIME LIMITS (2024/2025)

Charges apply between the hours of 6.00 pm and midnight and midnight and 8.00 am on all days

Charges are set at 'free' but are reviewed annually

BALDOCK	The Twitchell
Up to 14 hours	Free
Maximum time limits and period of no return	Maximum stay of 14 hours for any one stay during the charging hours
Season Tickets	Not Valid
Electric Vehicles	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

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL
(OFF-STREET PARKING PLACES) (HITCHIN, LETCHWORTH, ROYSTON)
ORDER 2024**

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

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL
(OFF-STREET PARKING PLACES) (BALDOCK) No. 3 ORDER 2024**

DELEGATED OFFICER APPROVAL

Report prepared by: Louise Symes: Strategic Planning & Projects Manager
30 January 2025

1.0 PURPOSE

- 1.1 To seek approval from the Service Director of Regulatory as delegated officer to proceed with the formal making and subsequent publishing of the above Orders to revoke: The North Hertfordshire District Council (Off –Street Parking Places) Order 2014, The North Hertfordshire District Council (Off-Street Parking Places)(Knebworth) Order 2011, The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) (Amendment) Order 2012 and the North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 2 Order 2014 and replace these with new Orders which introduces alternative methods of payment, virtual permits and season tickets, and reviews the definitions and length of stay for electric vehicle parking bays within the Council’s car parks.
- 1.2 The proposals are as specified in the draft Orders. (See copy of draft Orders attached)

2.0 SUMMARY

- 2.1 The proposal is to revoke the current orders as listed in paragraph 1.1 above and replace these with the following new Orders listed below which introduces alternative methods of payment, virtual permits and season tickets, and reviews the definitions and length of stay for electric vehicle parking bays within the Council’s operated car parks as listed in Schedule 1 and 2 of these Orders in Baldock, Hitchin, Knebworth, Letchworth and Royston.

- The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024
- The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024
- The North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024

2.2 The rationale for each of the main proposals is as follows:

2.2.1 Replacement of Parking Machines:

The Council is replacing its current parking machines with new machines across all its car parks in 2025. These new machines will provide alternative methods of payment to customers which will include:

- Cash payment, contactless payment and pre/post payment options, otherwise referred to as Check In/Check Out or Tap In/Tap Out, to allow visitors to the town centres to stay longer within the maximum period of the chargeable hours to start their session and then pay for it on their return to the car park, and
- a ticketless system, where visitors will no longer need to display a ticket from the machine, as they will be required to enter their Vehicle Registration Number prior to choosing their payment option.

2.2.2 Issuing of virtual season tickets and permits

The Council is moving towards the issuing of electronic/virtual season tickets and permits later in the year. The electronic permit and season ticket will be recorded on the Council's Parking Permit Database removing the need to display a paper permit in most instances. It is to be noted, that this will not remove the need for paper permits entirely which may still need to be made available and displayed where necessary.

This refers to the issuing of season tickets in the Council's long stay car parks in Hitchin, Letchworth and Royston and business permits in the St. Martin's Road car park in Knebworth. The issuing of any other types of permits and dispensations will be at the discretion of the Council and in accordance with the terms and conditions specified by the Council.

2.2.3 Electric Vehicles (EVs), Plug-in Hybrid Vehicle (PHV) and Electric Vehicle Charging Bays

The Council proposes to make provision for Electric Vehicle Charging Bays across all of its operated car parks and to update the requirements for EVs and PHVs within its current car parks by:

- updating the definition of EVs, PHVs and Electric Vehicle Charging Bays,
- increasing the length of stay for designated Electric Vehicle Charging Bays from 3hrs to 4hrs,
- proposing to have a no return within 4 hours to a designated Electric Vehicle Charging Bay during the charging hours of the car park i.e. 8am to 6pm Monday to Saturday to allow for turnover of the EV bays during the daytime. The maximum stay will be restricted to 3 hours in the short stay car parks in Royston to accord with the current tariff structure, and
- introducing parking tariffs whilst using a designated Electric Vehicle Charging Bay during chargeable hours should the Council wish to implement such a scheme in the future. At present there is no charge for a parking session for an electric vehicle using a designated Electric Vehicle Charging Bay. Reference to possible payment is included in

Schedule 2 'Parking Tariff and Time Limits' of the draft Orders which is set as 'free' at present.

- 2.3 Other proposals include:
- Introducing No Return within 2 hours across all car parks to ensure turnover of spaces to support local businesses.
 - Updating Schedule 1 for Biggin Lane Car Park in Hitchin in the North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 to enable the public to park in the car park on Market Days after 8:30am.
 - Including new definitions and articles and updating existing definitions and articles where necessary in the draft Orders to accommodate the above proposals.
- 2.4 It is noted that the tariffs listed in Schedule 2 'Parking Tariff and Time Limits' of the draft Orders are as per the current 2024/25 tariffs.
- 2.5 The proposed Orders were published on 2nd January 2025 in the Comet and Royston Crow newspapers and in accordance with the 1996 Local Authorities Traffic Order (LATO) (Procedure) Regulations.
- 2.6 Key stakeholders including: the Hitchin, Letchworth and Royston BIDs, Hitchin Markets Ltd, the Royston Town Council and Knebworth Parish Council, the Garden Square Shopping Centre and the landowners of Princes Mews Car park in Royston, as well as key statutory consultees, including: Hertfordshire County Council (HCC), the Emergency Services, Local and County Councillors were formally consulted.
- 2.7 Site Notices were displayed in each of the Council's operated car parks as listed in Schedule 1 of the Orders in Baldock, Hitchin, Knebworth, Letchworth and Royston to inform the public. Copies of the draft Orders and supporting documentation were made available on the Council's [website](#) and at the Council's Customer Services Centre at the District Council Offices in Letchworth. The Consultation period ran from 2nd January to 24th January 2025.
- 2.8 No objections were received to the proposals set out in the above-mentioned draft Orders other than receipt of acknowledgement from the Police, the Letchworth BID, Hitchin BID, Royston Town Council and the Knebworth Parish Council.
- 2.9 Only four comments were received from Knebworth Parish Council; Hitchin Markets Ltd, County Councillor Fiona Hill for Royston and from HCC Highways TRO Team and are addressed below in turn.
- 2.10 *Knebworth Parish Council*- sought clarity on the NHDC (Off-Street Parking Places) (Knebworth) Order 2024 enabling the Parish Council to submit a request to subsidise the 30-minute free parking as set out in Schedule 2 of the draft Order.
- 2.10.1 In order to accommodate requests to subsidise parking and amend a parking charge in Schedule 2 specifying Parking Tariffs and Time Limits, the Council requires a mechanism to do this via a Notice of Variation, which has been added to Article 44 of the Draft TRO.

- 2.10.2 Articles 47 and 47(i) in the draft Order make reference to a free parking session and the requirement for the visitor to register their parking session at the ticket machine on arrival. This will enable the Council to monitor the number of free sessions purchased which allows for a more accurate discussion with the Parish Council in terms of the amount to be subsidised to accord with the Council's agreed policy (Sept 2023 Cabinet) to implement subsidy and incentive parking schemes on a break-even approach, without having to amend the whole Order. It is the officer's view these additions to the draft 2024 Knebworth Order addresses and clarifies the Parish Council's queries.
- 2.11 *Hitchin Markets Ltd* – were seeking clarity that whilst the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 would allow the public to park in Biggin Lane Car park after 8:30am on market days, that there are no other changes to the Order, and Hitchin Markets Ltd can continue to issue parking tickets to traders and charge for the company's benefit.
- 2.11.1 Schedule 1 in the above-mentioned draft TRO has been amended to allow for parking in Biggin Lane Car park after 8:30am on market days as outlined in paragraph 2.3 above. Reference to market traders permits, the issuing of market traders permits and the conditions under which they may be used including times of operation are set out in Schedule 1 of the draft Order and are as per the original Order thereby allowing Hitchin Market Traders Ltd to continue with issuing permits to traders. The draft Order does not make reference to a charge for market traders permits as this is the subject of a separate agreement between the Council's Commercial Team and Hitchin Market Traders Ltd. Officers are in the process of undertaking a Parking Permit Review on the types of permits issued within its car parks together with their associated terms and conditions. The market traders permits will be included in this review and any further amendments to the TRO will be made at the time following the outcome of the parking permit review. It is therefore the officers view that the issuing of permits and the fee charged by Hitchin Markets Ltd does not affect the current draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024.
- 2.12 *County Councillor Fiona Hill* raised concerns about the proposed confusion between the Council's consultation on the proposed parking tariff increases for 2025/26 which includes setting a flat rate tariff in Royston car parks after 3pm thereby removing the current free parking after 3pm scheme; reference to introducing Sunday and evening charging as a revenue efficiency option proposal in the financial budget setting process to be considered by Full Council on 27 February; and the tariffs as set out in Schedule 2 of the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 being set at the current fees, where parking after 3pm in Royston and Sunday and evening Charging is stated as 'Free'. Cllr Hill expresses her objection to any proposed changes to these tariffs as having a severe impact on local businesses and on the viability of the evening/night-time economy and impact on visitors/tourists coming to the historical town of Royston for events on Sundays/Bank Holidays.
- 2.12.1 It is the officer's view that the objection to the proposed tariff increases consultation and reference to Sunday and evening charging are separate matters to the consultation on the proposals as set out in the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024. The Tariffs

in the draft Order are as per the 2024/25 charges which were last reviewed and updated in November 2023 following Cabinet approval in September 2023. Any amendment to these charges would be subject to Cabinet approval and would require a Notice of Variation, as outlined in the Officer's response to Knebworth Parish Council at paragraph 2.10.1 above, to amend the current tariffs in the Order should the Delegated Officer be minded to proceed with making the Order as advertised, which is the subject of this Report.

2.13 *HCC Highways TRO Team* – submitted comments on the drafting/content of the draft Orders with some suggested minor amendments to various definitions and articles in all three Orders for clarity, grammatical and consistency reasons. The suggested amendments are similar for all three draft Orders.

2.13.1 Whilst reviewing the TROs Officers have also noticed that the some of the current tariffs as set by Cabinet at its last meeting in September 2023 had been omitted in error from Schedule 2 for Hitchin and Letchworth car parks in the draft NHDC (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024 and it is the officer's suggestion that the Schedule should be amended accordingly.

2.13.2 It is both the officer's view and that of the HCC Highways TRO Team that none of the suggested amendments would make any substantial changes to the interpretation of the Orders. The suggested amendments are highlighted in the draft Orders attached to this report at Appendices A to C respectively.

3.0 OFFICER COMMENTS

3.1 Given that:

- (i) no objections were received to the draft Orders; and
- (ii) in light of the officer's response to the comments raised at paragraphs 2.10 to 2.12.1 above being adequately addressed; and
- (iii) the proposed minor inconsequential amendments regarding some of the definitions, articles and Schedules as outlined in Paragraphs 2.13.1 and 2.13.2 above not being substantial to alter the interpretation of the Orders;

it is recommended that the proposed Orders as listed in paragraph 2.1 above are amended and published as stated in paragraphs 1.1 and 1.2 above (See Appendices A to C for amended Orders).

4.0 RECOMMENDATIONS

4.1 That the Service Director: Regulatory consider the comments raised in relation to the draft Orders listed in Paragraph 2.1 above and consider the officer responses as required by the LATO Regs.

4.2 That the Service Director: Regulatory consider the suggested minor and inconsequential amendments to draft Orders as listed at 2.1 above and as suggested at paragraph 2.13.2 above.

4.3 That the Service Director: Regulatory through his delegated powers under Section 14.6.11(b) (v) of the Council Constitution grant approval in accordance with Part III, s16 of the Local Authorities' Traffic Orders (Procedure) Regulations 1996 (LATO Regs) for the following Orders previously advertised on 2nd January 2025 as amended at Appendices A to C:

- **Appendix A: The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024**
- **Appendix B: The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024**
- **Appendix C: The North Hertfordshire District Council (Off-Street Parking Places) (Baldock) No. 3 Order 2024**

4.4 That the Service Director Legal and Community Officer seals the Orders as outlined in paragraph 4.3.

4.5 That the Strategic Planning & Projects Manager together with the Technical Projects Officer

- i) Publish the requisite notice as required under Part III, s17 of the LATO Regs.
- ii) Arrange for appropriate bay markings and parking signs to be installed, where necessary, as required under Part III, s18 of the LATO regs

Ian Fullstone, Service Director: Regulatory

Signed: 

Date: 03/02/2025

APPENDICES – The following Orders are attached as separate documents with suggested amendments.

- **Appendix A: The North Hertfordshire District Council (Off-Street Parking Places) (Hitchin, Letchworth, Royston) Order 2024**
- **Appendix B: The North Hertfordshire District Council (Off-Street Parking Places) (Knebworth) Order 2024**
- **Appendix C: The North Hertfordshire District Council (Off-Street Parking Places) (Baldoek) No. 3 Order 2024**



Appendix A Draft
NHDC (Off-Street Pa



Appendix B NHDC
(Off-Street Parking f



Appendix C NHDC
(Off-Street Parking f

