

Application for Civil Parking Enforcement and Bus Lane Enforcement

1. Applicant's legal title

State the legal title of the Authority applying for CPE powers and (if relevant) the legal title of the district/borough council/s where CPE will be introduced. Also state whether the council/s is a unitary authority or metropolitan district council. See further Annex I

2. CPE target date

State the date on which you would like CPE to commence. Once your application has been formally accepted the Department will give you a target date. DfT will endeavor to comply with the proposed date but progress will be dependent on the authority giving timely and satisfactory responses to the Department's questions. See further paragraphs 15.5-15.12 of Chapter 15 of the Operational Guidance

3. Definition of CEA/SEA and excluded roads with map

State here which area/s the proposed CEA/SEA will cover. Also provide in plain English a clear and accurate description of the area to be excluded from the CEA/SEA and include the Ordnance Survey National Grid references (OSNGr) in the descriptions. Example of description of an area including OSNG references:

“within the area of A from the boundary of B at Ordnance Survey National Grid reference point AB123456) to the boundary of C with D (at Ordnance Survey National Grid reference point CD123456), and.....” See further Annex I for more guidance on this.

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4. Request for a special enforcement area/s (SEA)

The Department will assume the applicant authority is also applying for an SEA designation as part of their CEA application. An SEA refers to prohibitions such as double parking and dropped footway enforcement with the CEA. (see paragraph 12.5 of the Operational Guidance). Please advise if otherwise.

5. Off street parking

Confirmation required that all off-street car parks owned by the local authorities are included within the proposed designation order.

6. Military roads confirmation

If military roads are not defined within the excluded routes the Department requires confirmation that this is the case. If there are military roads to be excluded a clear and accurate definition of the roads must be included in section 2 of the application. See Annex I for further guidance.

7. TRO confirmation

Formal confirmation of the state of the TROs, signs, lines and road markings MUST be confirmed by a senior Council official 6 weeks prior to the CPE commencement date (see paragraph 15.13 -15.15 of the Operational Guidance). A formal letter to the Department can be drafted along the following lines:

- 1) A complete review of the Traffic Regulation Orders (TROs), traffic signs and road markings within the council's entire proposed Civil Enforcement Area/Special Enforcement Area (CEA/SEA) has taken place in order to highlight any deficiencies.
- 2) Any deficiencies highlighted as part of this review have been rectified as a result of consequential work.
- 3) All existing new and replacement TROs, traffic signs and road markings within the entire proposed CEA/SEA conform to the Department for Transport's regulations and guidance and are consistent with one another.

Signed: _____
Printed: _____
Position: _____
Dated: _____

8. Alteration of equipment

Confirmation that the Council will ensure that all pay-and-display equipment, including all parking meters, are altered to use the term 'penalty' instead of 'initial' or 'excess' no later than 6 months after the introduction of CPE.

9. Parking management strategies and policies

Provide a summary of the Council's parking management strategy as set out in the Council's LTP.

10. Parking management review

Outline the outcome of the parking management review that has taken place ahead of the impending CPE arrangements.

11. Civil Parking Enforcement

Explain the current level of parking provision in place for both on and off-street.

12. CPE enforcement picture

Explain how the introduction of CPE will help to improve parking management within the Council's administrative area.

13. Financial assessment

State the deficit/surplus amount that the authority will incur during the first year of CPE operation. If the operation is not self-financing within 5 years, please submit a resolution of the Council supporting the application for CPE.

A full five year projected financial assessment must be included at Appendix B. The assessment should state clearly whether a surplus or deficit will be incurred during each year of the CPE operation.

14. Documentation

Explain here who will be responsible for providing and designing the necessary documentation (i.e. forms, notices, letters, PCNs, NtOs and Charge Certificates).

15. Notice processing

Who will be responsible for processing the notices?

16. Contravention codes

Which version will be used?

17. PCN numbering system

Which PCN numbering system will be used?

18. Civil Enforcement Officers

Explain how many CEOs will be required and how they will be deployed on and off-street.

19. Training

Give details of the extent of the training that will be provided for existing and newly recruited Civil Enforcement Officers.

20. Uniforms

Describe what type of uniform will be worn by CEOs and how will they be identified from other CEOs outside the authority. Confirm whether they will be carrying or wearing an ID.

21. Equipment

Describe the equipment that CEOs will be provided with for the purposes of

communication.

22. PCNs

Penalty Charge levels

Include a description of the Penalty Charge levels that will be used from the outset of the Council's CPE scheme. This should include the penalty charge level that is applicable at all of the stages after the PCN is first issued, and whether any variable charge levels will apply.

23. Payment methods

Include a bullet point section here detailing the range of payment facilities that will be available to customers.

24. Exemptions and dispensation notices

What type of vehicles or group of individuals will be eligible for exemptions?

Include descriptions here of how the system of exemptions/dispensation notices will work in practice for each vehicle type/group of individuals.

25. Pavement parking

What plans, if any, does the Council have to enforce pavement parking contravention?

26. Dropped-kerb parking

What plans, if relevant, does the Council have to enforce parking contraventions at dropped kerbs?

27. Double parking

What plans, if relevant, does the Council have to enforce parking contraventions more than 50 cm from the kerb?

28. Vehicle immobilisation

State the Council's policy on the practice of vehicle immobilisation as a measure for enforcing parking contraventions and at what stage is the Council intending to implement immobilisation. State whether the Council will comply with the statutory and operational guidance, the TMA and the regulations made under the TMA 2004.

29. Vehicle removal

State whether the Council intends to use vehicle removal as an enforcement measure. Also state whether the Council will comply with the statutory and operational guidance, the TMA and the regulations made under the TMA 2004.

30. Informal representations

Councils are now obliged to consider informal representations. State how the council proposes to deal with them, including the processes.

31. Formal representations

State how the Council intends to manage the process of dealing with formal representations (e.g. whether representations will be dealt with by post/and or electronically).

32. Adjudications

Confirm whether the Council has joined the Traffic Penalty Tribunal (TPT) and confirm the venue/s that will be used for carrying out adjudication services. Evidence that TPT have approved the venue must be appended to this application.

33. PCN recovery

Provide evidence that the Council has liaised with both the DVLA and the Traffic Enforcement Centre (TEC), and append evidence that both agencies are content with the Council's arrangements requesting information on registered vehicle keepers, registration of charge certificates and approval to prepare warrants of execution.

34. Publicity

Describe the different elements that will be included within the publicity programme for the implementation of CPE. When will the publicity be conducted and for what length of period?

35. PCN return statistics

Please confirm that the Council will submit PCN return statistics to the Department for Transport email address: parking.data@dft.gsi.gov.uk

36. Appendix A – Map

Attach a detailed coloured map of the entire area covered by the CEA/SEA here, including a defined list of all the excluded roads.

37. Appendix B – Financial assessment

Attach a copy of the Council’s projected financial assessment for 5 years here.

38. Appendix C – Consultation

Provide evidence to indicate that the following were consulted and in agreement in respect to the introduction of CPE Powers.

The following MUST be consulted:

The Police

Neighbouring local authorities

Highways Agency

DVLA and TEC

Government Office

Traffic Penalty Tribunal (TPT)

39. Appendix D – Council’s legal title

Provide evidence in law of the Council’s current name(s) along with the legal name/s of the borough(s)/district(s) where CPE will be introduced