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# PARKING PLACES ORDER

## THE LONDON BOROUGH OF RICHMOND UPON THAMES (OFF-STREET PARKING PLACES) (CIVIL ENFORCEMENT) ORDER 2011

Made: 7 March 2011

Coming into operation: As provided for by Article 1

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The Council of the London Borough of Richmond upon Thames, having consulted the Commissioner of Police of the Metropolis, in exercise of the powers conferred by Sections 32, 35 and 124 of, and Part IV of Schedule 9 to, the Road Traffic Regulation Act 1984(a), as amended, (hereinafter referred to as "the Act of 1984") and all other enabling powers hereby make the following Order—

## PART 1

### Preliminary and general provisions

#### Citation and commencement

1. (1) This Order may be cited as the London Borough of Richmond upon Thames (Off-Street Parking Places) (Civil Enforcement) Order 2011.
- (2) In respect of the parking places specified in Schedule 1 (pay and display car parks), this Order shall, subject to the provisions of Article 2, come into operation progressively over a period commencing on 1 April 2011, (hereinafter referred to as the "transitional period"). Within that period, the Council shall convert the tariff at every ticket machine such that the parking charges as provided for by the order referred to in Article 2 (hereinafter referred to as the "former charges") are discontinued and the parking charges as provided for by the remainder of this order, but excluding Article 2, shall have effect.
- (3) In respect of the parking places specified in Schedule 2 (pay on foot car parks), this Order shall come into operation on 1 April 2011.

#### Revocation

2. (1) Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into operation of this Order, the London Borough of Richmond upon Thames (Off-Street Parking Places) (Consolidation No. 5) Order 2009(b), as amended, is hereby revoked, with the saving that it shall remain in force during the transitional period to provide the requisite authority for the payment of the former charges.
- (2) For the avoidance of doubt, the expression "payment of the former charges" means the payment of parking charges as provided for by Articles 7(3) [insertion of a coin or coins in a ticket machine] or 7(4) [use of an approved card at a ticket machine] or Schedule 4 [use of a Richmond Card]. The expression does not include the payment of a parking charge as provided for by Article 7(5) [the telephone payment parking system]. The Articles mentioned in this paragraph are Articles of the order referred to in the last preceding paragraph.

#### Interpretation

3. (1) In this Order:-

"Article" means an article of this order, unless the context otherwise requires;

"Band A vehicle" means, subject to the provisions of Article 3(2), a vehicle whose carbon dioxide emissions figure does not exceed 100 grams per kilometre driven, where "carbon dioxide emissions figure" has the same meaning as in the Vehicle Excise and Registration Act 1994(c), as amended;

"bank holiday" means any of the days specified in Schedule 6;

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(a) 1984 c. 27.

(b) 2009/34 – as amended by 2010/35 and 2010/36.

(c) 1994 c. 22.

"charging hours" in relation to a parking place means the period specified as such in column 6 of any item of Schedule 1 or Schedule 2;

"civil enforcement officer" means a person appointed by or on behalf of the Council for the enforcement of road traffic contraventions;

"coach" means a vehicle constructed or adapted to carry 12 or more passengers;

"Council" means the Council of the London Borough of Richmond upon Thames;

"credit card" and "debit card" have the same meanings as given by Section 35A(6) of the Act of 1984 and an "approved card" shall be a credit card or a debit card which is shown on the ticket machine as being approved for the purposes of payment for parking charges;

"disabled person's badge" and "disabled person" have the same meanings as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000**(a)**;

"disabled person's vehicle" has the same meaning as in the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000**(b)**;

"driver" in relation to a vehicle waiting in a parking place means the person driving the vehicle at the time it was left in the parking place;

"hand-held device" means a wireless hand-held computer used by a civil enforcement officer which is programmed to interface with the telephone parking system;

"motor car" means a mechanically propelled vehicle not being a motor cycle or an invalid carriage or a commercial vehicle the weight of which unladen exceeds 1525kg, which is constructed to carry a load or passengers;

"motor cycle" and "invalid carriage" have the same meanings as in Section 136 of the Act of 1984;

"owner" in relation to a vehicle, means the person by whom such vehicle is kept and used;

"parking charge tier" means "Tier 1", "Tier 2" or "Tier 3" which refer to differential scales of charges for off-street parking as provided for by Article 6 of this order, and the term "discounted parking charge" shall be interpreted to mean Tier 1 or Tier 2;

"parking bay" means any area of a parking place which is provided for the leaving of a vehicle and indicated as such by markings on the surface of the parking place;

"parking place" means any area of land specified by name in column 2 of any item of Schedule 1, Schedule 2 or Schedule 3 the extent of which and further particulars being indicated by a plan contained in Schedule 7, and which parking

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**(a)** S.I. 2000 No. 682.

**(b)** S.I. 2000 No. 683.

place has been provided by the Council under Section 32(1) or 33(7) of the Act of 1984 for use as a parking place;

"penalty charge" means the charge set by the Council under the provisions of the Road Traffic Act 1991 **(a)** or the Traffic Management Act 2004 **(b)** and following approval of the Secretary of State or the Mayor of London, as the case may be, which is to be paid following the issue of a penalty charge notice within 28 days of the issue or service of that notice;

"permit" means a parking device issued under the provisions of Article 9 of this order:

"the previous off-street car parks order" means the Order whose title is specified in Article 2(1);

"reduced penalty charge" means the charge set by the Council under the provisions of the Road Traffic Act 1991 or the Traffic Management Act 2004 and following approval of the Secretary of State or the Mayor of London, as the case may be, which is to be paid following the issue of a penalty charge notice within 14 or 21 days of the issue or service of that notice;

"registered driver" means the driver of a vehicle who has, prior to leaving his or her vehicle in a parking place, registered so many of his or her personal details with a service provider as that service provider may require to enable the telephone payment parking system to be activated in favour of the said driver;

"resident" means a person whose usual place of abode is at premises the postal address of which is within the London Borough of Richmond upon Thames;

"resident over 75" means a resident who has attained the age of 75 years;

"RichmondCard" is a stylised word and means a token issued by the Council to any person in accordance with the provisions of Article 5 of this order and of Schedule 4, "replacement RichmondCard" has the meaning given in Part E of that Schedule and "exchange RichmondCard" has the meaning given in Part G of that Schedule;

"season ticket" means a parking device issued under the provisions of Article 9 of this order;

"Schedule" means a Schedule to this Order;

"service provider" means the company authorised and appointed by the Council to operate, administer and maintain the payment of parking charges using the telephone payment parking system;

"telephone payment parking system" means a system to facilitate and monitor the payment of parking charges using mobile telephone communication with the service provider in accordance with instructions indicated on signs located at each parking place where the system is in operation;

"ticket" means a ticket issued by a ticket machine relating to a parking place referred to in Schedule 1;

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**(a)** 1991 c. 40.

**(b)** 2004 c. 18.

"ticket machine" means an apparatus designed to issue parking tickets indicating the payment of a charge and the date and time at which the period for which payment was made will expire.

- (2) For the avoidance of doubt, the expression "Band A vehicle" is intended to have the same meaning as that used by DVLA for the purpose of vehicle excise duty at the time when this order was made. If there should be any future amendment to the meaning of "Band A" as used by DVLA such amendment will not, of itself, be binding on the Council for the purposes of this order.
- (3) For the purposes of this order a vehicle shall be regarded as displaying a disabled person's badge in the relevant position when it is so regarded for the purposes of Regulation 4 of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000.
- (4) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
- (5) The Interpretation Act 1978(a) shall apply for the interpretation of this order as it applies for the interpretation of an Act of Parliament.

#### **Use of land and parking places**

4. (1) Each area of land specified by name in column 2 of Schedule 1, Schedule 2 or Schedule 3 and shown on a plan contained in Schedule 7 may be used, subject to the following provisions of this order, as a parking place for such classes of vehicles, in such positions, on such days and during such hours as are specified in relation to that area in the said Schedules.
- (2) Where in Schedule 1, Schedule 2 or Schedule 3 a parking place is described as available for vehicles of a specified class or in a specified position, the driver of a vehicle shall not permit it to wait in that parking place unless it is of the specified class or in the specified position.
- (3) The driver of a vehicle using a parking place shall not leave the vehicle in any position in the parking place in which it will obstruct access to the parking place or to any premises adjoining the parking place or obstruct any access way within the parking place.
- (4) Where there is an authorised sign or notice in a parking bay or area indicating that the use of that parking bay or area is suspended, the driver of a vehicle shall not permit that vehicle to wait in that parking bay or area.
- (5) Where, within a parking place, there is a sign or surface marking which indicates that a parking bay or area is available only for a particular type of vehicle or for use by a season ticket or permit holder, no person shall leave a vehicle in any such parking bay or area other than of the type or for the use so specified.
- (6) A driver of a vehicle shall not allow the vehicle to wait in a parking place specified in Schedule 1, Schedule 2 or Schedule 3 for longer than the maximum period specified in Column 7 of the said Schedules, provided that where the maximum specified period is 1 hour, 2 hours, 3 hours or 4 hours this restriction on waiting shall only apply during the charging hours specified in column 6.

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(a) 1978 c. 30.

- (7) The driver of a vehicle who allows the vehicle to remain in a parking place specified in Schedule 1, Schedule 2 or Schedule 3 for the maximum period for which vehicles may wait as specified in Column 7 of the said Schedules shall, excepting as provided for in paragraph (4) of this Article, immediately remove the vehicle from the parking place and shall not permit the vehicle to return to the parking place within a period of one hour.
- (8) The provisions of the last preceding paragraph shall apply to the driver of any Band A vehicle who allows that vehicle to be left in a parking place specified in Schedules 1 or 2 for the maximum period for which vehicles may wait as specified in Article 7(11)(c)(ii).
- (9) In so far as a vehicle is left in a parking place during the charging hours the driver thereof shall pay such charge or charges as are specified in the following provisions of this order.

### **The RichmondCard scheme**

5. (1) The Council shall continue in force the RichmondCard scheme as introduced by the previous off-street car parks order. The scheme is for the convenience of persons wishing to leave a vehicle at any parking place specified in Schedule 1 or Schedule 2 whether or not, by virtue of the vehicle in respect of which that person is the owner or driver, he is eligible for a discounted parking charge. The scheme comprises the application for a card, the payment of a charge for and the issue of a card, the means by which credit may be added to the card, the use of the card for payment of a parking charge (whether discounted or not) and other supplementary provisions as to the general care, usage, replacement, exchange and withdrawal of the card, all as provided for in Schedule 4.
- (2) Any RichmondCard issued by virtue of this order shall be deemed to be a RichmondCard as if issued under the provisions of the London Borough of Richmond upon Thames (On-Street Parking Places) (Parking Charges) Order 2011(a).
- (3) Subject to the provisions of the next following paragraphs, the charge for the issue of a RichmondCard shall be the sum of two pounds and fifty pence (£2.50).
- (4) A RichmondCard, when issued to a resident or a resident over 75, shall be issued free of charge.
- (5) An administration charge shall be payable for the issue of a replacement RichmondCard, as provided for by Part D of Schedule 4, and shall be the sum of ten pounds (£10.00).

### **Parking charge tiers**

6. Any person who is liable to pay a parking charge shall pay it according to the Tier 3 scale of charges unless that person may be eligible to pay a discounted parking charge as provided for by Schedule 5.

### **Parking charges and payment thereof**

7. (1) The parking charges for a vehicle left in a parking place specified in any item of Schedule 1 during the charging hours specified in column 6 of that item and for any of the parking periods specified in column 8 shall, subject as hereinafter provided, be those specified in column 11 of that item which correspond to that parking period.

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(a) 2011/13.

- (2) Any driver who is a registered driver or to whom a RichmondCard has been issued may be entitled to a discounted parking charge for a vehicle left in a parking place during the charging hours at any car park specified in Schedule 1.
- (3) The discounted parking charge to be paid by a person who, by virtue of Article 6 of this order and Schedule 5, is eligible to pay parking charges at the Tier 1 scale shall be the sum specified in any row of column 9 of any item in Schedule 1 for the corresponding parking period specified in column 8, and in respect of any person who similarly is eligible to pay parking charges at the Tier 2 scale shall be the sum similarly specified in column 10.
- (4) The parking charges for a vehicle left in a parking place specified in Schedule 2 during the charging hours shall be as provided for by that Schedule.
- (5) The parking charges referred to in paragraphs (1), (2), (3) and (4) of this Article shall be payable in any parking place specified in Schedule 1 by any of the methods described in paragraph (6), (7) or (8) of this Article, and in any parking place specified in Schedule 2 by any of the methods described in paragraph (8) of this Article or Schedule 2.
- (6) Subject to the provisions of the next following paragraph, the parking charges referred to in paragraph (1) of this Article shall be payable in any parking place specified in Schedule 1 by the insertion of an appropriate coin or coins in a ticket machine provided in such parking place and payment of the charge for a vehicle left in a parking place specified in Schedule 1 shall be indicated by the issue by the ticket machine of a numbered ticket indicating the charge paid, the date and time of expiry and by the display of that ticket on the vehicle in the manner specified in paragraph (9) of this Article. The ticket shall be valid from the time and date of issue up to the time and date of expiry indicated on the ticket.
- (7) The parking charges referred to in paragraph (1) of this Article may, as an alternative to the last preceding paragraph, be payable in any parking place specified in Schedule 1 if the driver of a vehicle inserts an approved card into a ticket machine and, if required, enters identification numbers on a key pad so as to complete a transaction for the payment or deferral of payment of the parking charge by electronic means as indicated in the Act of 1984. The indication that the charge has been paid or deferred shall be by the issue of a numbered ticket and the validity of that ticket shall all be as provided for in the last preceding paragraph.
- (8) The parking charge referred to in paragraphs (1) or (5) of this Article shall be payable in any parking place specified in Schedules 1 or 2 if the registered driver of a vehicle uses the telephone payment parking system to pay the said parking charge. To use this method, the registered driver shall use mobile telephone technology to communicate with the service provider in accordance with instructions indicated on signs located at the parking place.
- (9) The driver of a vehicle shall display any ticket issued on payment of the parking charge referred to in paragraph (1) of this Article in a conspicuous position on or adjacent to the inside of the front or front side window of the vehicle in respect of which it was issued and shall cause the said ticket to be displayed in that position at all times while the vehicle is parked in a parking place. The ticket shall be so placed that the all the details thereon referred to in paragraph (6) of this Article shown on the front of the ticket are clearly visible to persons standing outside the vehicle.

- (10) The following vehicles left in a parking place shall be exempt from the payment of any parking charge specified in the Schedules and in addition shall be exempt from any limitation of time specified in column 7 of any item in Schedule 1, Schedule 2 or Schedule 3 subject to a maximum stay of 24 hours:-
- (i) an invalid carriage;
  - (ii) a disabled person's vehicle displaying in the relevant position a valid disabled person's badge;
  - (iii) a pedal cycle;
  - (iv) a motor-cycle when parked in an area designated for motor-cycles in accordance with paragraph (5) of Article 4 of this order and marked as such by traffic signs and or carriageway markings of any size, colour and type prescribed or authorised by the Secretary of State, indicating the limits of the area and that such area may only be used during the permitted hours for the leaving of motor-cycles.
- (11) The following vehicles left in a parking place shall be exempt from payment of the parking charge as provided for by paragraph 1 of this Article:-
- (a) vehicles left in the Holly Road, Twickenham parking place (see Schedule 1, item 1/5) and which display a valid residents' parking permit or valid residents' visitors parking permit issued for the Central Twickenham controlled parking zone under the London Borough of Richmond upon Thames (Parking Places) (Supplementary Provisions) (Permits) Order 2011(a);
  - (b) vehicles left in the Friars Lane, Richmond parking place between 8am and 9.30am or between 5.30pm and 6.30pm on any day and displaying a valid residents' parking permit issued for the Richmond Town controlled parking zone under that Order; and
  - (c) vehicles which are Band A vehicles provided that:-
    - (i) the driver or owner of the said vehicle is a resident or a resident over 75;
    - (ii) the said vehicle is not left in any parking place during the charging hours for longer than the maximum parking period specified in column 7 of any item in Schedule 1 or Schedule 2 to this order which provides for the said parking place and in any case subject to a maximum stay of 24 hours; and
    - (iii) the driver of the vehicle either:-
      - (1) uses a RichmondCard to obtain a parking ticket from a ticket machine at any car park specified in Schedule 1 and which ticket is then displayed in the vehicle as provided for in Article 7(9) of this order; or
      - (2) uses a RichmondCard to validate a ticket when using a machine in any car park specified in Schedule 2 in accordance with instructions displayed in the car park; or

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(a) 2011/4.



- (3) is a registered driver and uses the telephone payment parking system to record with the service provider the parking period for which the said vehicle may be left in any car park specified in Schedule 1 without payment of a parking charge.
- (12) No person shall after obtaining a parking ticket alter the indication given by that parking ticket whilst the vehicle to which the ticket relates remains in the parking place, or knowingly exhibit on a vehicle a parking ticket which has been altered, defaced, mutilated or added to or upon which the figures or particulars have become illegible except where such mutilation or illegibility has been produced by the ticket machine.
- (13) An issued ticket shall only be valid for the parking place at which it was issued and for the vehicle in respect of which it was purchased and shall neither be transferable to another vehicle nor to another parking place.
- (14) A vehicle shall not be left in a parking place if it displays an out-of-date ticket.
- (15) In the event of the only ticket machine or all ticket machines or other similar equipment in a parking place being out of order at the time of the driver's arrival at the parking place (in respect of parking places specified in Schedule 1) or of the driver's departure from the parking place (in respect of parking places specified in Schedule 2) the vehicle may be left in the parking place free of charge up to the maximum time allowed in column 7 of those Schedules.
- (16) The charges specified for motor cars and motor cycles in Schedule 1 and indicated in Schedule 2 shall be payable in parking places at Friars Lane, Old Deer Park, Old Deer Park Extension and Paradise Road, Richmond on bank holidays, but shall not be payable at any other parking place on bank holidays unless the Council by notice displayed in such parking places shall so order.

**Indication of payment of parking charges using the telephone payment parking system**

- 8. (1) Where a vehicle has been left in a parking place and payment of the parking charge has been made using the telephone payment parking system, as provided for by Article 7(8), an indication that payment has been made and the parking period for which payment has been made shall appear on a hand-held device.
- (2) If at any time when a vehicle is left in a parking place and no indication appears on a hand-held device that payment of the parking charge has been made using the telephone payment parking system, or an indication that the parking period for which payment was made has expired, it shall be presumed, unless the contrary is proved, that either:-
  - (a) the parking charge has not been duly paid in respect of that vehicle; or
  - (b) the parking period for which payment was made has already expired.

**Season tickets and permits**

- 9. (1) The owner of a vehicle may make application to the Council or a person authorised by the Council in that behalf for a season ticket for a charge to be determined by the Council from time to time and that season ticket shall be valid in such parking place as is specified thereon and during the period for which it is issued.

- (2) The Council may issue or arrange for the issuing of permits allowing vehicles to wait in a parking place free of charge and/or free from the maximum period for which vehicles may wait as specified in column 7 of Schedule 1 and Schedule 2 and such a permit shall be valid at such parking places as are specified thereon and during the period for which it is issued.
- (3) A season ticket or permit issued in accordance with paragraph (1) or (2) of this Article shall be displayed on the vehicle in accordance with and in the manner specified in Article 7(6) and, as long as such ticket or permit is so displayed and remains valid, no further charge shall be payable by the driver of the vehicle so long as the vehicle is left in the parking place for which the season ticket or permit was issued.
- (4) No person shall after obtaining a season ticket or permit alter the indication given by that ticket or permit whilst the vehicle to which it relates remains in the parking place, or knowingly exhibit on a vehicle a season ticket or permit which has been altered, defaced, mutilated, copied or added to.
- (5) A season ticket or permit shall only be valid for the parking place for which it was issued and for the vehicle or by the user in respect of which or by whom it was obtained or purchased, and shall neither be transferable to another vehicle or user nor to another parking place.
- (6) The issue and availability of season tickets and permits shall be at the discretion of the Council and on such terms as the Council may from time to time determine.

#### **Contraventions, penalty charges and penalty charge notices**

10. (1) If a vehicle is left in a parking place specified in Schedule 1 during the charging hours -
  - (a) for longer than the period for which payment was made by the parking charge; or
  - (b) without a valid ticket, season ticket or permit being exhibited on that vehicle in accordance with Articles 7 or 9 of this order (other than in the case where payment has been made using the telephone payment parking system); or
  - (c) in a position reserved for a specified class of user or vehicle unless of that specified class

a contravention shall have occurred and a penalty charge shall be payable for each occurrence.
- (2) If a vehicle is left in a parking place specified in Schedule 2 during the charging hours -
  - (a) without a valid season ticket or permit being exhibited on that vehicle in accordance with Articles 7 or 9 of this order (other than in the case where payment has been made using the telephone parking system); or
  - (b) in a position reserved for a specified class of user or vehicle unless of that specified class

a contravention shall have occurred and a penalty charge shall be payable for each occurrence.

- (3) If a vehicle is left in a parking place specified in Schedule 1, Schedule 2 or Schedule 3 at any time –
- (a) for longer than the maximum period for which vehicles may wait contrary to Article 4(6); or
  - (b) contrary to the classes of vehicle permitted to park in the parking place as specified in column 3 of the said Schedules; or
  - (c) in a position so as to obstruct access to the parking place or to any premises adjoining the parking place or to obstruct an access way within the parking place; or
  - (d) in a position so as to be not wholly within a marked parking bay; or
  - (e) in a position reserved for disabled persons' vehicles, a disabled persons' badge not being validly displayed; or
  - (f) when the use of the parking place, area or bay in which the vehicle is left is suspended in accordance with Article 4(4) or Article 27 of this order

a contravention shall have occurred and a penalty charge shall be payable for each occurrence.

- (4) In the case of a vehicle for which a penalty charge has been incurred a penalty charge notice may then be issued by a civil enforcement officer or served by the Council.

#### **Manner of payment of the penalty charge**

11. (1) The penalty charge shall be paid to the Council:-

- (a) by cheque, postal order or other accepted means which shall be delivered or sent by post to the Council's payment office or to the Council's agents' office at the address or addresses indicated on the penalty charge notice and in accordance with instructions on that notice, to arrive not later than 5pm; or
- (b) by electronic, internet-based or touchtone telephone methods using an approved credit card or debit card such that the payment process is completed or that the person making the payment is in receipt of a confirmation of the transaction no later than 11.59pm

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- (i) the fourteenth day in the case of a reduced penalty charge where the notice was issued under Regulation 9 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007<sup>(a)</sup> beginning on the date the notice was served; or
- (ii) the twenty-first day in the case of a reduced penalty charge where the notice was issued under Regulation 10 of those Regulations beginning

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(a) S.I. 2007 No. 3483.

on the date the notice was served; or

- (iii) the twenty-eighth day in the case of a penalty charge, beginning on the date the notice was served;

provided that, if the said fourteenth, twenty-first or twenty-eighth day falls upon a day on which the said payment office or agents' offices are closed, the period within which payment of the said charge shall be made to the Council or their agents shall be extended until the next day on which the said offices are open.

For the purposes of this Article, no card issued by either the American Express group of companies or Diners Club International (or a card issued in the name of these organisations by any franchise of these organisations or other company or business holding rights to issue such cards) shall be deemed to be an approved card.

- (2) If payment has not been received on or before the day stated in paragraph (1)(iii) above, the Council may attempt recovery of the civil debt as provided for by the Traffic Management Act 2004.

### **Restriction on removal of notices, tickets and permits**

- 12. (1) When a ticket or permit has been displayed on a vehicle in accordance with the provisions of Article 7(6) or Article 9(3) of this order no person not being the driver of the vehicle shall remove the ticket from the vehicle unless authorised to do so by the driver.
- (2) Where a notice has been attached to a vehicle in accordance with the provisions of Article 10 of this order no person not being the driver of the vehicle or a person authorised by the Council in that behalf shall remove the notice from the vehicle unless authorised to do so by the driver.

### **Movement of vehicles left in parking places**

- 13. (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 4, a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.
- (2) If a vehicle is left in a parking place in contravention of any of the provisions of this order a person authorised by the Council in that behalf may remove the vehicle from that parking place or arrange for such removal.
- (3) For the purpose of meeting the requirements of an emergency, a person authorised by the Council in that behalf or a police constable in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.
- (3) Any person altering or causing the alteration of the position of a vehicle by virtue of paragraphs (1) or (3) of this Article, or removing or causing the removal of a vehicle by virtue of paragraphs (2) or (3) of this Article may do so by towing or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed.
- (4) Any person removing or arranging for the removal of a vehicle by virtue of paragraphs (2) or (3) of this Article shall make such arrangements as he.

considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.

- (5) The foregoing provisions of this Article relating to the removal of vehicles shall be applied to and have equal effect for the purpose of removal of trailers, caravans, stalls or other mobile structures having no independent means of propulsion and left in the parking place in contravention of Article 4(1).

### **Other provisions**

14. The driver of a vehicle shall not permit that vehicle to wait in a parking place unless the vehicle is licensed in pursuance of the provisions of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988(a).
15. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.
16. (1) No person shall without the written consent of the Council use a parking place or vehicle while it is in a parking place in connection with the promotion or sale of any articles to persons in or near the parking place or in connection with the selling or offering for hire of his skill or services.
- (2) No person shall use any part of a parking place or any vehicle left in a parking place for sleeping or camping or cooking.
17. In a parking place no person shall –
- (a) erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council; or
- (b) service or wash any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place; or
- (c) light or cause or permit to be lit any fire, stove or cooker; or
- (d) soil or defile the parking place, or deposit or abandon therein any rubbish, detritus, litter, etc.
18. The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place or in an emergency.
19. No person shall leave any shopping trolley in a parking place in such a position as to cause an obstruction, nuisance or annoyance to other users of the parking place but shall ensure that such trolleys are removed from the parking place or left at such designated collection points as may be provided.
20. No person shall in a parking place wantonly shout, operate a radio, loudspeaker or similar instrument or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residents or occupiers of premises in the neighbourhood.

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(a) 1998 c. 52.

21. No person shall use a parking place as a means of vehicular passage proceeding from one road to another road or as a means of vehicular access from a road to an adjoining property without the written consent of the Council or unless in accordance with an agreement made by the Council.
22. Where in a parking place signs are erected or surface markings are laid 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 in a specified direction within the parking place, no person shall drive or permit to be driven any vehicle so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit or proceeds in a direction other than so specified.
23. No person shall, except with the permission of a person authorised by the Council in that behalf or in accordance with any consent or agreement with the Council or in an emergency under the direction of a police constable in uniform, drive or permit to be driven or park, or permit to be parked, any vehicle in a parking place for any purpose other than 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 or for the purpose of delivering bottles or cans or other recyclable materials for deposit in the Council's recycling centres.
24. Nothing in this Order shall prevent the positioning in a parking place by the Council of containers for the deposit of empty bottles, cans or other items as may from time to time be agreed by the Council.
25. Nothing in this Order shall prevent a vehicle entering or waiting in a parking place if the vehicle is being used for fire brigade, police or ambulance purposes.
26. The driver of a vehicle using a parking place shall comply with any reasonable instruction given by a civil enforcement officer and shall where so requested park in a parking bay indicated by the said officer.
27. Notwithstanding the provisions of this order the Council may by notice displayed at or near a parking place close or suspend the use of a parking place or part thereof for any period and for any reason whatsoever and no driver of any vehicle shall, except with the permission of a person authorised by the Council in that behalf or in accordance with any consent given by or agreement with the Council, use such parking place, or part thereof, when it is so closed or suspended.
28. The Council may at its absolute discretion arrange for parking places to be supervised by civil enforcement officers, and for the initial charges for parking to be collected by such officers. Drivers of vehicles using such parking places shall pay the charges to the said officers.
29. No person shall empty or fill the fuel tank of any vehicle in a parking place except as is reasonably necessary to enable that vehicle to depart from the parking place, or cause or permit to wait in a parking place any vehicle leaking oil, petrol or other volatile or noxious substance.
30. Vehicles carrying dangerous substances as defined in the Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992(a) are prohibited from all parking places.

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(a) S.I. 1992 No. 743.

31. The exercise by the Council or its agents of its powers under this Order shall not render it subject to any liability in respect of loss of or damage to any vehicle or the fittings or contents of any vehicle or any other property left in a parking place, unless such loss or damage is caused by the negligence of the Council, its employees or its agents.
32. In any proceedings relating to contravention of or non-compliance with any of the provisions of this order, indications of date and time appearing on a document produced by the Council to a tribunal which the tribunal is satisfied is a ticket issued by the ticket machine as hereinbefore provided shall be received as evidence that the ticket was issued by the ticket machine on the date and at the time indicated.

## **PART 2**

### **Special provisions in respect of certain car parks**

#### **Special provisions at Sheen Lane car park**

- 33 (1) In this Article, these expressions have the following meanings:-

“approved user group” means an organisation or a profession which has a valid reason to use the East Sheen Centre for the purpose of providing a public service, and which has a lease with the Council to occupy premises at the said Centre which contains a provision for one or more off-street parking places;

“car park” means the Sheen Lane car park, East Sheen;

“specified bays” means any parking bay in the car park indicated by a road marking that it bears a parking bay number within the range of numbers specified in column 2 of Item 1/16B of Schedule 1 to this Order.

- (2) No person may cause or permit any vehicle to wait in any specified bay unless there is displayed in that vehicle a valid permit which has been issued and is being used as provided for by Article 9 of this order and in accordance with the provisions of paragraph (3) of this Article.
- (3) Any permit referred to in paragraph (2) of this Article with an indication on its face that it may be used by a member of an approved user group is a valid permit so long as the vehicle in which it is displayed is left in a specified bay and, where a sign (as provided for by paragraph (4) of this Article) indicates that a bay or a series of bays have been reserved for use by one approved user group, the said vehicle is left in a bay which has been so reserved for the said user group.
- (4) The Council shall cause to be provided, and shall maintain, at least one sign in a prominent position in the car park indicating that the specified bays are for the exclusive use of permit holders at all times, and that individually numbered bays may be or are for the use of one or more than one approved user group.

Dated 7 March 2011

Assistant Director, Traffic and Transport  
(The officer appointed for the purpose)

**SCHEDULE 1**  
(See Articles 3, 4, 7 and 33)

**PAY AND DISPLAY CAR PARKS**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/1	Bennett Close, Hampton Wick	Motor cars, motor cycles, invalid carriages and pedal cycles	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays to Saturdays inclusive 9am-5pm	4 hours	Up to 1 hour	£0.00	£0.00	£0.00
		Up to 2 hours	£1.30	£1.45	£1.60
		Up to 3 hours	£2.65	£2.95	£3.30
		Up to 4 hours	£4.40	£4.95	£5.50

1	2	3	4	5
1/2	Cedar Road, Teddington	As item 1/1	Wholly within a parking bay	Mondays to Saturdays inclusive 8am-7pm

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays to Saturdays inclusive 8am-6.30pm	2 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10

1	2	3	4	5
1/3	Church Lane, Twickenham	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays to Saturdays inclusive 8am-6.30pm	2 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10



**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/4	Friars Lane, Richmond	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm Sundays and bank holidays 11am-5pm	4 hours	Up to ½ hour	£0.00	£0.00	£0.00
		Up to 1 hour	£1.60	£1.80	£2.00
		Up to 2 hours	£3.15	£3.55	£3.95
		Up to 3 hours	£4.95	£5.60	£6.20
		Up to 4 hours	£6.60	£7.45	£8.25

1	2	3	4	5
1/5	Holly Road, Twickenham	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm	4 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10
		Up to 2½ hours	£2.20	£2.50	£2.75
		Up to 3 hours	£2.65	£2.95	£3.30
		Up to 3½ hours	£3.10	£3.45	£3.85
		Up to 4 hours	£3.50	£3.95	£4.40

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/6	Kew Gardens Station Forecourt, Kew	As item 1/1	Wholly within a parking bay	Mondays-Saturdays inclusive 9am-5pm

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 9am-5pm	2 hours	Up to 15 minutes	£0.00	£0.00	£0.25
		Up to 30 minutes	£0.00	£0.00	£0.50
		Up to 45 minutes	£0.60	£0.70	£0.75
		Up to 1 hour	£0.80	£0.90	£1.00
		Up to 1 hour 15'	£1.00	£1.15	£1.25
		Up to 1 hour 30'	£1.20	£1.35	£1.50
		Up to 1 hour 45'	£1.40	£1.60	£1.75
		2 hours (maximum stay)	£1.60	£1.80	£2.00

1	2	3	4	5
1/7	Nelson Road, Whitton	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8.30am-5pm	3 hours	Up to ½ hour	£0.00	£0.00	£0.25
		Up to 1 hour	£0.45	£0.50	£0.55
		Up to 1½ hour	£0.65	£0.70	£0.80
		Up to 2 hours	£0.85	£0.95	£1.05
		Up to 2½ hours	£1.10	£1.25	£1.40
		Up to 3 hours	£1.30	£1.50	£1.65

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/8	North Lane (East side), Teddington	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm	3 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10
		Up to 2½ hours	£2.20	£2.50	£2.75
		Up to 3 hours	£2.65	£2.95	£3.30

1	2	3	4	5
1/9	North Lane (West side), Teddington	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm	3 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10
		Up to 2½ hours	£2.20	£2.50	£2.75
		Up to 3 hours	£2.65	£2.95	£3.30

**SCHEDULE 1 (Continued)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Item No.</b>	<b>Name of parking place</b>	<b>Classes of vehicle permitted to park in parking place</b>	<b>Position in which vehicle may wait</b>	<b>Days and hours of operation of parking place</b>
1/10	Old Bridge Street, Hampton Wick	As item 1/1	Wholly within a parking bay	All days All hours

<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Charging hours</b>	<b>Maximum period for which vehicles may wait</b>	<b>Parking period</b>	<b>Scales of charges</b>		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm	1 hour	Up to ½ hour Up to 1 hour	£0.00 £0.85	£0.00 £0.95	£0.55 £1.05

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/11 A	Old Deer Park, Richmond (main area)	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm	24 hours	Up to ½ hour	£0.00	£0.00	£0.80
		Up to 1 hour	£1.30	£1.45	£1.60
		Up to 1½ hours	£1.90	£2.10	£2.35
		Up to 2 hours	£2.50	£2.85	£3.15
		Up to 2½ hours	£3.30	£3.75	£4.15
		Up to 3 hours	£3.95	£4.45	£4.95
		Up to 3½ hours	£4.65	£5.20	£5.80
		Up to 4 hours	£5.30	£5.95	£6.60
		Up to 6 hours	£6.60	£7.45	£8.25
Sundays and bank holidays 11am-5pm	6 hours	As weekdays, from "Up to ½ hour" in the same steps to "Up to 6 hours"			

1	2	3	4	5
1/11 B	Old Deer Park, Richmond (main area)	Coaches	As directed by a civil enforcement officer or as indicated by signs or markings	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
All days All hours	48 hours	Per 12 hour period	n/a	n/a	£17.25

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/12	Old Deer Park Extension, Richmond	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 8am-6.30pm Sundays and bank holidays 11am-5pm	4 hours	Up to ½ hour	£0.00	£0.00	£0.80
		Up to 1 hour	£1.30	£1.45	£1.60
		Up to 1½ hours	£1.90	£2.10	£2.35
		Up to 2 hours	£2.50	£2.85	£3.15
		Up to 2½ hours	£3.30	£3.75	£4.15
		Up to 3 hours	£3.95	£4.45	£4.95
		Up to 3½ hours	£4.65	£5.20	£5.80
		Up to 4 hours	£5.30	£5.95	£6.60

1	2	3	4	5
1/13	Pools on the Park, Richmond	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Sundays inclusive 9am-5.30pm	4 hours	Up to ½ hour	£0.00	£0.00	n/a
		Up to 1 hour	£1.05	£1.15	£1.30
		Up to 2 hours	£2.10	£2.40	£2.65
		Up to 3 hours	£3.30	£3.75	£4.15
		Up to 4 hours	£4.40	£4.95	£5.50

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/14	Richmond Riverside, Richmond	As item 1/1	Wholly within a parking bay	Fridays 7pm-midnight Saturdays 8am-midnight Sundays 8am-6pm

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Fridays 7pm – midnight	5 hours	Up to ½ hour Flat rate	£0.00 £1.70	£0.00 £1.90	n/a £2.10-
Saturdays 8am-6pm	2 hours	Up to ½ hour Up to 1 hour Up to 2 hours	£0.00 £1.30 £2.50	£0.00 £1.45 £2.85	n/a £1.60 £3.15
Saturdays 6pm-midnight	6 hours	Up to ½ hour Flat rate	£0.00 £1.70	£0.00 £1.90	n/a £2.10
Sundays 8am-6pm	2 hours	Up to ½ hour Up to 1 hour Up to 2 hours	£0.00 £1.30 £2.50	£0.00 £1.45 £2.85	n/a £1.60 £3.15

1	2	3	4	5
1/15	Ryde House, Richmond Road, Twickenham	As item 1/1	Wholly within a parking bay	Saturdays 9am-5.30pm

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Saturdays 9am-5.30pm	4 hours	Up to ½ hour Up to 1 hours Up to 2 hours Up to 3 hours Up to 4 hours	£0.00 £0.65 £1.30 £2.00 £2.65	£0.00 £0.70 £1.45 £2.25 £2.95	£0.45 £0.80 £1.60 £2.50 £3.30

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/16A	Sheen Lane, East Sheen  Bays Nos 29-37 and Nos 56-88, both sets inclusive	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Fridays inclusive 9.30am-6pm	3 hours	Up to ½ hour Up to 1 hour Up to 2 hours Up to 3 hours	£0.00 £0.85 £1.70 £2.65	£0.00 £0.95 £1.90 £2.95	£0.55 £1.05 £2.10 £3.30

1	2	3	4	5
1/16B	Sheen Lane, East Sheen  Bays Nos 1-28 and Nos 38-55, both sets inclusive	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
N/a	No maximum period	N/a	No charge, but permit required (see Article 34)		



**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/17	Taylor Close, Hampton Hill	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Fridays inclusive 8am-6.30pm	4 hours	Up to ½ hour	£0.00	£0.00	£0.25
		Up to 1 hour	£0.45	£0.50	£0.55
		Up to 1½ hours	£0.65	£0.70	£0.80
		Up to 2 hours	£0.85	£0.95	£1.05
		Up to 2½ hours	£1.10	£1.25	£1.40
		Up to 3 hours	£1.30	£1.50	£1.65
		Up to 3½ hours	£1.55	£1.75	£1.95
		Up to 4 hours	£1.75	£2.00	£2.20

1	2	3	4	5
1/18	Not used	Not used	Not used	Not used

6	7	8	9	10	11
			Tier 1	Tier 2	Tier 3
Not used	Not used	Not used	n/a	n/a	n/a

**SCHEDULE 1 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
1/19	Teddington Pool and Gym	As item 1/1	Wholly within a parking bay	All days All hours

6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Fridays inclusive 8.30am-6.30pm Saturdays 8.30am-5pm	4 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 1½ hours	£1.30	£1.45	£1.60
		Up to 2 hours	£1.70	£1.90	£2.10
		Up to 2½ hours	£2.20	£2.50	£2.75
		Up to 3 hours	£2.65	£2.95	£3.30
		Up to 3½ hours	£3.10	£3.45	£3.85
Up to 4 hours	£3.50	£3.95	£4.40		

1	2	3	4	5
1/20	York House, Twickenham	As item 1/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Mondays-Saturdays inclusive 9am-5pm	2 hours	Up to ½ hour	£0.00	£0.00	£0.55
		Up to 1 hour	£0.85	£0.95	£1.05
		Up to 2 hours	£1.70	£1.90	£2.10

**SCHEDULE 2**  
(See Articles 3, 4, 7 and 33)

**PAY ON FOOT CAR PARKS**

- 1 The charges payable at the parking places specified in this Schedule shall be in accordance with those displayed in the car park and are to be paid to the civil enforcement officer at the car park exit or to a machine in accordance with instructions displayed in the car park.
  
- 3 The amounts indicated in column 11 of the tables in this Schedule are indicative of the charges which are payable unless the driver is eligible for either of the discounted parking charges indicated in columns 9 and 10 in a similar manner to that provided for by Articles 6 and 7 of this order.

**SCHEDULE 2 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place
2/1A	Arragon Road multi-storey car park, Twickenham Disabled persons' parking spaces only	Disabled persons' vehicles displaying in the relevant position a valid disabled persons' badge	Wholly within a parking bay	Mondays-Saturdays inclusive 7am-midnight Sundays 9.30am-6pm
2/1B	Arragon Road (cont'd) All other spaces	Motor cars, motor cycles, invalid carriages and pedal cycles	Wholly within a parking bay	Mondays-Saturdays inclusive 7am-midnight Sundays 9.30am-6pm

	6 Charging hours	7 Maximum period for which vehicles may wait	8 Parking period	9	10	11
				Indicative scales of charges		
				Tier 1	Tier 2	Tier 3
2/1A	None	None	Not applicable	Free	Free	Free
2/1B	Mondays-Saturdays inclusive 7am-6pm	None	Up to ½ hour Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Over 6 hours	Free	Free	n/a
				£0.40	£0.50	£0.60
				£1.00	£1.20	£1.30
				£2.40	£2.70	£3.00
				£3.30	£3.70	£4.10
				£4.40	£4.90	£5.50
				£5.40	£6.10	£6.80
				£8.00	£9.00	£10.00
	Mondays-Saturdays inclusive 6pm-midnight Sundays 9.30am-6.00pm			Free	Free	Free
				Charges apply on Sundays and during evening periods on special events when so ordered by the Council by notice displayed in this car park		

**SCHEDULE 2 (Continued)**

1 Item No.	2 Name of parking place	3 Classes of vehicle permitted to park in parking place	4 Position in which vehicle may wait	5 Days and hours of operation of parking place		
2/2A	Paradise Road multi-storey car park, Richmond  Disabled persons' parking spaces only	Disabled persons' vehicles displaying in the relevant position a valid disabled persons' badge	Wholly within a parking bay	Mondays-Saturdays inclusive 7.30am-midnight  Sundays 9am-6pm		
2/2B	Paradise Road (cont'd) All other spaces	As item 2/1B	Wholly within a parking bay	Mondays-Saturdays inclusive 7.30am-midnight  Sundays 9am-6pm		
				9	10	11
				Indicative scales of charges		
				Tier 1	Tier 2	Tier 3
2/2A	Mondays – Saturdays inclusive 7.30am-midnight Sundays 9am-6pm	None	Not applicable	Free	Free	Free
2/2B	Mondays-Saturdays inclusive 7.30am-6pm	None	Up to ½ hour Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours Up to 5 hours Up to 6 hours Up to 9 hours Over 9 hours	Free £1.40 £3.00 £4.40 £5.70 £7.10 £8.20 £11.50 £13.80	Free £1.60 £3.30 £4.90 £6.40 £8.00 £9.20 £13.00 £15.50	n/a £1.80 £3.70 £5.50 £7.10 £8.90 £10.20 £14.40 £17.20
	Mondays-Saturdays inclusive 6pm-midnight	None	Flat rate	£2.20	£2.40	£2.70
	Sundays and bank holidays 9am-6pm	None	Up to 2 hours Over 2 hours	£1.50 £3.40	£1.70 £3.80	£1.90 £4.30

**SCHEDULE 3**  
(See Articles 3 and 4)

**CAR PARKS NOT SUBJECT TO PARKING CHARGES**

1	2	3	4	5
Item No.	Name of parking place	Classes of vehicle permitted to park in parking place	Position in which vehicle may wait	Days and hours of operation of parking place
3/1	Ashburnham Road (Back Lane), Ham	Motor cars, motor cycles, invalid carriages and pedal cycles	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
Charging hours	Maximum period for which vehicles may wait	Parking period	Scales of charges		
			Tier 1	Tier 2	Tier 3
Not applicable	24 hours	Up to 24 hours	Free	Free	Free

1	2	3	4	5
3/2	Ham Riverside, Ham Street, Ham	As item 3/1	Unspecified	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Not applicable	24 hours	Up to 24 hours	Free	Free	Free

1	2	3	4	5
3/3	High Street, Hampton Hill	As item 3/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
			Scales of charges		
			Tier 1	Tier 2	Tier 3
Not applicable	2 hours	Up to 2 hours	Free	Free	Free

**SCHEDULE 3 (Continued)**

1	2	3	4	5
Item No.	Name of parking place	Classes of vehicle permitted to park in parking place	Position in which vehicle may wait	Days and hours of operation of parking place
3/4	Tangley Park Road, Hampton	As item 3/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
Charging hours	Maximum period for which vehicles may wait	Parking period	Scales of charges		
			Tier 1	Tier 2	Tier 3
Not applicable	24 hours	Up to 24 hours	Free	Free	Free

1	2	3	4	5
Item No.	Name of parking place	Classes of vehicle permitted to park in parking place	Position in which vehicle may wait	Days and hours of operation of parking place
3/5	The Avenue, Hampton	As item 3/1	Wholly within a parking bay	All days All hours

6	7	8	9	10	11
Charging hours	Maximum period for which vehicles may wait	Parking period	Scales of charges		
			Tier 1	Tier 2	Tier 3
Not applicable	24 hours	Up to 24 hours	Free	Free	Free

## **SCHEDULE 4**

(See Article 5)

### **THE RICHMONDCARD SCHEME**

#### **Part A – Interpretation and continuation of scheme**

In this Schedule the expression “operational date” means the first day on which this Order comes into operation.

The RichmondCard scheme was first introduced under the provisions of the previous off-street car parks order. Article 5 of this order makes provision for the scheme to be continued in force, and this Schedule reproduces the conditions of the previous scheme but modified to suit the other provisions of this order. Part F describes how cards issued under the previous order may remain valid. Part G sets out the conditions whereby holders of a RichmondCard issued under the previous order may exchange it for one issued under the provisions of this order.

#### **Part B – Application for and issue of a RichmondCard**

Any person who is the owner or driver of a passenger vehicle, a goods carrying vehicle, an invalid carriage or a motor cycle may make application to the Council or a person authorised by the Council in that behalf for the issue of a RichmondCard.

An application may be made in person or by other such means as the Council may determine by the completion of an application form obtainable from them and on payment to them of the charge specified Article 5(3) of this order.

The application shall include such particulars and information required by such application form to be supplied.

On receipt of the charge the Council, being satisfied as to the validity of the particulars and information provided, shall issue to the applicant a RichmondCard. The card will be encoded with particulars of the applicant, the vehicle for which particulars were included in the application and other details sufficient for a ticket machine or other parking equipment to recognize the correct parking charge tier or tariff applicable to that person or vehicle.

#### **Part C – Credit available on the RichmondCard**

The applicant may, when applying for a card, pay an additional sum to the Council and the Council, when issuing the card, shall add a credit to that card of an equal value. At any time thereafter, the person to whom the card was issued may add further credit to that card by payment to the Council of a sum in cash or by other means at places or by other methods as the Council may from time to time determine.

#### **Part D – Use of the RichmondCard when paying for parking charges**

Any person to whom a RichmondCard has been issued in respect of a particular vehicle may pay the parking charge in respect of that vehicle for any parking place specified in Schedule 1 by inserting the said RichmondCard into the ticket machine provided by the Council at or in respect of that parking place. The ticket machine will indicate the appropriate charge. When payment has been made, the machine will issue a parking ticket valid for the parking period requested by the said owner or driver. If the driver had requested that payment should be made by deducting credit from the balance held on the RichmondCard the ticket parking meter will deduct the charge from the balance before ejecting the card, always provided that the credit held on the said RichmondCard is sufficient for the parking charge in question.



## SCHEDULE 4 (Continued)

### Part E – Other conditions

The Council, at its absolute discretion, may:-

- (a) limit the number of RichmondCards issued to any applicant;
- (b) require the production and surrender of the said card or cards;
- (c) limit the maximum and minimum amounts which may be added to the credit available on any one RichmondCard;
- (d) limit the maximum value which may be held on any such card; and
- (e) determine the method or manner by which such credits may be added to the said cards.

The Council may require the applicant or holder of a RichmondCard to surrender the card, or the Council may disable the card such that it cannot be used as described in Part D above if the Council or its agents are satisfied that the card had been deliberately or fraudulently used to secure a discounted charge other than that for which that person is eligible under the terms of this order. In such circumstances, the Council shall give notice to the applicant or card holder that he should surrender the card (and the applicant or card holder must do so within 2 working days of the notice being served) or inform the applicant or card holder of its intention to disable the card, such notice or other communication being in writing and sent to the applicant's or card holder's last known address by first class post or by email to the applicant's last known account.

In the event that a card holder should lose the card he may report the card as being lost and the Council will immediately disable the card such that it cannot be used as described in Part D above. The Council will, if so requested, issue a replacement card having the same credit value encoded thereon as it would appear to the Council had been held on the original card at the time it was reported as lost, provided that the card-holder pays to the Council the charge specified in Article 5(5) of this order.

### Part F – Validity of a RichmondCard which was issued prior to the operational date

A RichmondCard which was issued prior to the operational date, or encoded such that it would be valid on days prior to that date will remain valid provided that one of the following conditions is satisfied and subject to the conditions hereinafter specified:-

- (a) The person to whom the permit was issued is a resident.

If the card was encoded such the cardholder was entitled to either a Tier 1 or a Tier 2 discount in accordance with the provisions of the previous order, that card will remain valid under the terms of this order and will be encoded so as to activate a Tier 2 discount under the terms of this order.

- (b) The person to whom the permit was issued is not a resident.

The card will remain valid for a period of 3 months from the operational date but will be encoded so as to discontinue any discounted charges under the terms of the previous off-street car parks Order.

### Part G – Surrender of RichmondCards issued prior to the operational date, exchange cards and refunds

Any person may surrender a RichmondCard which was issued prior to the operational date and may apply for an exchange card or for a refund. If that person wishes to apply for an exchange card he or she should apply in accordance with Part B of this Schedule, and the Council will transfer any residual balance from the card being surrendered to the exchange card. If that person wishes to apply for a refund, the Council, on being satisfied that the card

## SCHEDULE 4 (Continued)

being surrendered was issued to the person requesting the refund, or being satisfied that that person is acting with the consent of the original applicant will refund any outstanding balance provided the said balance exceeds the value of one pound.

### Part G – Withdrawal of RichmondCards issued prior to the operational date

The Council may disable any card which has, prior to the operational date, been issued to a person who is not a resident. The Council may not disable such a card within a period of 3 months from the operational date, and must have previously written to the applicant at his last known address with information as to how that person may surrender the card and be issued with an exchange card or offered a refund.

## SCHEDULE 5

(See Articles 3 and 6)

### PARKING CHARGE TIERS

Any person who is liable to pay a parking charge shall pay it at the parking charge tier indicated in column 3 of item 1 in the table below unless that person is as described in column 2 of item 2 or item 3 of that table in which case he may be eligible to pay a discounted parking charge at the tier indicated in column 3 of the corresponding item.

Table

<b>1</b> <b>Item No.</b>	<b>2</b> <b>Person who is be liable to pay a parking charge</b>	<b>3</b> <b>Parking charge tier</b>
1	Any person other than one described in item 2 or item 3	Tier 3
2	A resident	Tier 2
3	A resident over 75	Tier 1

## SCHEDULE 6

(See Article 3)

### BANK HOLIDAYS

- 1 For the purposes of this order, in any year a bank holiday shall be regarded as being any of the days specified in the following paragraphs:-
  - (a) New Years Day (1<sup>st</sup> January) unless that day falls on a Saturday or a Sunday in which case the bank holiday shall be on the following Monday.
  - (b) Easter Monday (the day following Easter Day).
  - (c) May Day bank holiday (the first Monday of May).
  - (d) Spring bank holiday (the last Monday of May, other than in 2011 and in 2012 when it shall be as provided for by paragraphs 2 and 3 below).
  - (e) Late summer bank holiday (the last Monday of August).
  - (f) Christmas Day substitute bank holiday shall be 28<sup>th</sup> December in any year when 25<sup>th</sup> December is a Saturday, and 27<sup>th</sup> December in any year when 25<sup>th</sup> December is a Sunday.
  - (g) Boxing Day (26 December), or a substitute bank holiday shall be 28<sup>th</sup> December in any year when 26<sup>th</sup> December is a Saturday or 27<sup>th</sup> December in any year when 26<sup>th</sup> December is a Sunday.
- 2 Friday 29 April 2011 and Monday 2 May 2011 (the wedding of HRH Prince Andrew and Miss Catherine Middleton) shall (*Deo volente*) be regarded as bank holidays, the Monday being in place of the date indicated in paragraph 1(d) above.
- 3 Monday 4 June 2012 and Tuesday 5 June 2012 (the Queen's diamond jubilee) shall (*Deo volente*) be regarded as bank holidays, the Monday being in place of the date indicated in paragraph 1(d) above.

**SCHEDULE 7**  
(See Articles 3 and 4)

**PLANS OF CAR PARKS**

1	2
<b>Name of car park (and title of drawing, if significant)</b>	<b>Drawing details or number</b>
Bennett Close, Hampton Wick	Drg No DB/TP/074 Rev A
Cedar Road, Teddington	Dated May 1999
Church Lane, Twickenham	Dated May 1999
Friars Lane, Richmond	Dated November 1998
Holly Road, Twickenham	Dated May 1999
Kew Gardens Station Forecourt, Kew	Drg No P/301/47/08/00/1
Nelson Road, Whitton	Dated May 1999
North Lane (East side), Teddington	Dated May 1999
North Lane (West side), Teddington	Dated May 1999
Old Bridge Street, Hampton Wick	Dated May 1997
Old Deer Park, Richmond (main area)	Dated July 1995
Old Deer Park Extension, Richmond	Dated March 1999
Richmond "Pools on the Park"	Dated November 1998
Richmond Riverside, Richmond	Dated January 1999
Ryde House, Richmond Road, Twickenham	Dated 11 December 2002
Sheen Lane, East Sheen – Location plan	Drg No 1048/025/03/D/001 Rev A
Sheen Lane, East Sheen – Detailed layout	Drg No 1048/025/03/D/002 Rev A
Taylor Close, Hampton Hill	Drg No 2196/03/D/002 Rev A
Teddington Pool and Gym	Dated May 1995
York House Twickenham	Drg No 2196/03/D/003 Rev A
Arragon Road multi-storey car park, Twickenham – location plan	Dated 11 August 1998
Arragon Road multi-storey car park, Twickenham – Disabled Bays	Dg No T/301/36/09/00/1
Paradise Road multi-storey car park, Richmond – location plan	Dated 10 August 1998
Paradise Road multi-storey car park, Richmond – Disabled Bays	Dg No T/301/20/09/00/1
Ashburnham Road (Back Lane), Ham	Dated May 1999
Ham Riverside, Ham Street, Ham	Dated 11 August 1998
High Street, Hampton Hill	Dated May 1999
Tangle Park Road, Hampton	Dated May 1999
The Avenue, Hampton	Dated July 1995

## EXPLANATORY NOTE

(This Note is not part of the Order but is intended to indicate its general purport).

This Order revokes the previous off-street car parks order (as amended) together with the differential parking charges based on the emissions or engine size of the vehicle which is being left in a parking place and replaces it with a flat-rate tariff. It continues in force the RichmondCard scheme by which holders of a RichmondCard may pay for parking charges. The RichmondCard has been modified so as to allow residents of the borough to pay for parking at discounted rates.

In comparison to the previous order, this order:-

- retains the use of three tiers of parking charge in respect of any one parking place, where Tier 3 is generally known as the “standard charge” and Tiers 1 and 2 are the discounted charges;
- makes a general increase in the standard charge (i.e. that which has been in force since October 2009 before any discounts are applied) at all off-street car parks based on the following principles:-
  - for a stay of no longer than 2 hours, an increase of 5%
  - for a stay of over 2 hours but no longer than 6 hours, an increase of 10%
  - for a stay of over 6 hours, an increase of 15%;
- introduces scales of discounted parking charges which are available only to residents of the borough and are:-
  - for all residents, a period of up to 30 minutes of free parking; or
  - for residents aged over 75, a discount of 20% on the standard charge;
  - for all other residents, a discount of 10% on the standard charge;
- retains the “RichmondCard” being a device by which ticket machines may issue a parking ticket at a discounted tariff and by which the parking charge may be paid;
- varies the information which may be encoded on the card to indicate whether the standard charge or one of the discounted charges is applicable when any one card is inserted into the pay and display ticket machine;
- makes provision for the surrender of cards encoded with details of the card-holder’s vehicle and its emissions or engine size, and the replacement with cards encoded as previously detailed;
- removes the provision by which the Council is able to introduce, vary and withdraw special parking charges by giving 21 days public notice of such special charges;
- removes Station Road, Teddington from Schedule 3 (free car parks) as this location ceased to be a car park in December 2003 when the Council’s lease on the site expired;
- varies the manner of payment of a penalty charge.

In accordance with the notice of proposals published on 21 January 2011, this order also includes the following provisions:-

- Band A vehicles may park free of charge, although the maximum stay which is in force at any car park will apply;

- all residents, and not just those over 75, who apply for a RichmondCard will be issued with one free of charge.

A separate order is being made in respect of similar parking charges at on-street pay and display parking places. The RichmondCard, whether issued under the provisions of either order, will be interchangeable at off-street and on-street pay and display ticket machines.