



THE LONDON BOROUGH OF WALTHAM FOREST

TRAFFIC MANAGEMENT ORDER

201* No. ***

The Waltham Forest (Housing Estate Car Parks) (No. 1) Order 202*

Made: ** ***** 202*

Coming into force: ** ***** 202*

ARRANGEMENT OF ARTICLES

1. Citation and commencement
2. Interpretation
3. Use of a parking bay in an off-street parking place
4. Provisions relating to Residents Permits
5. Provisions relating to Disabled Residents Permits
6. Provisions relating to Carers Permits
7. Provisions relating to Visitor Permits
8. Provisions relating to Business Permits
9. Provisions relating to Tradespersons Permits
10. Provisions relating to Essential Users Permits and Essential Users Pool Permits
11. Manner of standing in an off-street parking place
12. General conditions of use of an off-street parking place
13. Placement of traffic signs and infrastructure in relation to off-street parking places
14. Power to suspend the use of an off-street parking place
15. Exemptions to restrictions for certain vehicles
16. Restriction of engine idling in an off-street parking place
17. Contravention of the provisions of this Order
18. Alteration of position of a vehicle in an off-street parking place
19. Removal of a vehicle from a parking place
20. Movement of a vehicle left in an off-street parking place

SCHEDULES

- Schedule 1 – List of drawings
- Schedule 2 – Estates and permit eligible properties
- Schedule 3 – Permit charges
- Schedule 4 – Refund of charge paid in respect of certain permits
- Schedule 5 – Definition of “vehicle band”

The London Borough of Waltham Forest, after consulting the Commissioner of Police of the Metropolis, in exercise of the powers conferred by section 35 of the Road Traffic Regulation Act 1984¹, and of all other powers thereunto enabling, hereby make the following Order:

Citation and commencement

1. This Order may be cited as the Waltham Forest (Housing Estate Car Parks) (No. 1) Order 202* and shall come into force on ** ***** 202*.

Interpretation

- 2 (1) In this Order, except where the context otherwise requires the following expressions have the meanings hereby respectively assigned to them:

“1984 Act” means the Road Traffic Regulation Act 1984;

“2016 Regulations” means the Traffic Signs Regulations and General Directions 2016²;

“authorised agent” means the parking services contractor appointed by and acting on behalf of the Council for the purposes of the supervision and enforcement of the provisions of this order;

“business user” means a person who occupies premises the postal address of which is listed in column 3 of the table in Schedule 2, and who uses such premises for non-residential purposes;

“car free” means as defined in any agreement made under either section 106 of the Town and Country Planning Act 1990³ or section 16 of the Greater London Council (General Powers) Act 1974⁴, or both, relating to a residential development and shall include the descriptions “car capped”, “reduced car ownership” or such other similar definitions;

“carer”, for the purposes of this Order, means a person who cares for a resident and who is either:-

- (i) in receipt of a Department for Work and Pensions Carer’s Allowance and who is registered as a carer with the Council; or
- (ii) has satisfied such criteria as may be set from time to time by the Council to support an application for a Carers Permit issued under the provisions of this Order;

“civil enforcement officer” means a person authorised by the Council or its authorised agent to supervise any off-street parking place;

“contractor” means a contractor authorised by the Council to undertake maintenance or works on the behalf of the Council within an estate;

“controlled hours” in relation to a parking bay within an off-street parking place means, in relation to an estate specified in column 1 of the table in Schedule 2, the hours specified in relation thereto in column 2 of that table;

¹ 1984 c.27

² SI 2016/362

³ 1990 c.8

⁴ 1974 c.xxiv

“Council” means the Council of the London Borough of Waltham Forest and includes any duly authorised officer of the Council;

“disabled person's badge” and “relevant position” have the same meanings ascribed to them by the Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000⁵;

“drawing” means a drawing attached to this Order and listed in Schedule 1 which identifies the estates and off-street parking places, along with types of parking bays within an off-street parking place, and, if appropriate, certain of their governing provisions;

“driver”, in relation to a vehicle waiting in an off-street parking place, means the person in control of the vehicle at the time it was left in an off-street parking place;

“electric vehicle” means a vehicle in which the electrical motive power is derived from any electrical storage battery which is not connected to any source of power when the vehicle is in motion;

“electronic communications apparatus” and “electronic communications network” have the same meanings as in the Communications Act 2003⁶;

“electronic permits system” means a computerised system operated by the Council or its authorised agent which facilitates and records details pertaining to parking permits and which can transmit data to and receive data from hand-held devices;

“enactment” means any enactment, whether public general or local, and includes any order, bylaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment;

“essential user” means either:-

- (i) a doctor who has a surgery in or works in the London Borough of Waltham Forest; or
- (ii) a person who is either employed by or contracted to the Council; or
- (iii) a person who is a profit making Council partner or contractor; or
- (iv) a person who is employed by or contracted to a health authority; or
- (v) a Police Officer or a person who is employed by the Metropolitan Police; or
- (vi) a person who is employed by the London Fire and Civil Defence Authority or a company that services fire fighting appliances, for whom the use of a vehicle is essential to the carrying out of their public service duties;

“estate” means any housing estate in the London Borough of Waltham Forest specified in column 1 of the table in Schedule 2, the boundary of which is identified on a drawing;

“goods” means goods of any kind, whether animate or inanimate, and includes postal packets of any description; and “delivering” and “collecting” in relation to any goods includes checking the goods for the purpose of their delivery or collection;

⁵ SI 2000/683

⁶ 2003 c. 21

“goods vehicle” means a motor vehicle which is constructed or adapted for use for the carriage of goods or burdens of any description and which is not drawing a trailer;

“hand-held device”, for the purpose of this Order, means an electronic computer terminal which can transmit data to and receive data from the electronic permits system for the purposes of verifying if valid permits have been granted in respect of vehicles waiting in any off-street parking place depicted on a drawing;

“Health Emergency Badge” means a badge issue by London Councils, being the local government organisation of that name for Greater London, to people involved in the delivery of primary healthcare, attending medical emergencies in patients' homes;

“household” means the Council tax residential unit of an address on an estate;

“motor cycle” has the same meaning as in section 136(4) of the Road Traffic Regulation Act 1984;

“online” in relation to the renewal of permits means the use of the internet for this purpose;

“off-street parking place” means an area of land which has been provided for use by the Council as an off-street parking place under the powers conferred by section 32 of the 1984 Act, and to the conditions of use of which the provisions of this Order apply;

“owner”, in relation to a vehicle, means the person by whom the vehicle is kept, which in the case of a vehicle registered under the Vehicle Excise and Registration Act 1994⁷ is presumed (unless the contrary is proved) to be the person in whose name the vehicle is registered;

“parking bay” means an area within an off-street parking place which is provided for the leaving of one vehicle only at a time, being either a permit parking bay, a disabled resident permit parking bay or a disabled persons' blue badge parking bay, in each case being identified as such type on a drawing;

“passenger vehicle” means a motor vehicle other than a motor cycle constructed solely for the carriage of passengers and their effects and not designed to carry more than eight passengers exclusive of the driver, and not drawing a trailer;

“permit” means either a Residents Permit granted under the provisions of Article 4, a Disabled Residents Permit granted under the provisions of Article 5, a Carers Permit granted under the provisions of Article 6, a Visitors Permit granted or issued under the provisions of Article 7, a Business Permit granted under the provisions of Article 8, a Tradespersons Permit granted under the provisions of Article 9 or an Essential Users Permit or Essential Users Pool Permit granted under the provisions of Article 10;

⁷ 1994 c.22

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

“permit identifier” has the same meaning as in Schedule 1 to the 2016 Regulations;

“postal packets” has the same meaning as in section 65 of the Postal Services Act 2011⁸;

“resident” means, in relation to an estate specified in column 1 of the table in Schedule 2, a person whose usual place of abode is at premises or at any address listed in relation thereto in column 3 of that table;

“restricted area” means any area of an off-street parking place which is either a footpath, a pavement or a grassed area or which is indicated by:

- (a) double yellow lines, similar to the road marking shown in diagram 1018.1 of the Traffic Signs Regulations and General Directions 2016, marked on the surface of that off-street parking place; or
- (b) yellow cross-hatching marked on the surface of that off-street parking place;

“tradesperson” means a person who in the course of their business is engaged in work at any premises the postal address of which is on an estate, provided that such a person’s business is not based at those premises;

“traffic sign” has the same meaning as in section 64 of the 1984 Act; and

“vehicle band” means either band 1, band 2 or band 3 which is allocated to a vehicle under the provisions of Article 2(6) and Schedule 5, for the purposes of determining the charge for a permit;

- (2) Any reference in this Order to:
 - (a) 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;
 - (b) a numbered Article shall, unless the context otherwise requires, be construed as a reference to the Article bearing that number in this Order and, unless otherwise specified, shall be construed as referring to each sub-Article or paragraph or sub-paragraph within the Article;
 - (c) a numbered Schedule shall, unless the context otherwise requires, be construed as a reference to the Schedule bearing that number in this Order.
- (3) The Interpretation Act 1978⁹ shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

⁸ 2011 c. 5

⁹ 1978 c. 30

- (4) The restrictions, prohibitions and requirements imposed by this Order are in addition to and not in derogation of any restriction, prohibition or requirement imposed by any other enactment and any exception or exemption from the provisions of this Order are without prejudice to the provisions of any other enactment.
- (5) For the purposes of this Order a vehicle shall be deemed to be waiting in an off-street parking place if the vehicle is stationary and any point of the off-street parking place is below the vehicle or its load.
- (6) For the purposes of this Order, every vehicle in respect of which an application for a permit is made in accordance with the provisions of this Order, shall have a vehicle band allocated to it in accordance with the provisions of Schedule 5.

Use of a parking bay in an off-street parking place

3. (1) Each parking bay in an off-street parking place shall only be used, subject to the provisions of this Order, unless otherwise so specified, for the leaving during the controlled hours of vehicles of the following class, that is: passenger vehicles or goods vehicles that fit wholly within the limits of a parking bay within an off-street parking place and the overall height of which does not exceed 2.3 metres, the overall length of which does not exceed 5.25 metres, or a motor cycle.

Provided that the Council reserves the right to withdraw the above provision in respect of a particular vehicle in respect of any off-street parking place or parking bay within an off-street parking place, as the case may be, if that vehicle is considered by the Council to be unsuitable to be left in that location, regardless of compliance with the vehicle size and weight criteria stated above.

- (2) Each parking bay in an off-street parking place being a permit parking bay may be used, subject to the provisions of this Order, for the leaving during the controlled hours of such vehicles of the class specified in Article 3(1) in respect of which there has been granted a valid Residents Permit, a valid Disabled Residents Permit, a valid Carers Permit, a valid Business Permit, a valid Tradespersons Permit, a valid Essential Users Permit, a valid Essential Users Pool Permit or a valid Visitors Permit or on which there is displayed a valid Visitors Permit in hard-copy form.

Provided that, in relation to a Residents Permit, Disabled Residents Permit, Carers Permit, Business Permit, Tradespersons Permit, Essential Users Permit, Essential Users Pool Permit or Visitors Permit, the off-street parking place identified on a hand-held device in relation to that permit or, in relation to a Visitors Permit in hard-copy form, the off-street parking place identified on the Visitors Permit, is the off-street parking place identified by way of a permit identifier on a traffic sign relating to that permit parking bay.

Further provided that where the controlled hours of the permit parking bay within the off-street parking place in which the vehicle is left are longer than 8 hours on any one day, the granting in respect of that vehicle of 8 hours-worth of Visitor Permits or the issue in respect of

that vehicle of 8 hours-worth of Visitor Permits in hard-copy form would allow that vehicle to be left throughout the controlled hours on the day on which it is left without the granting or issuance of any further permit.

- (3) Subject to the provisions of this Order, each parking bay in an off-street parking place being a disabled resident permit parking bay may be used for the leaving during the controlled hours of such vehicles of the class specified in Article 3(1) in respect of which there has been granted a valid blue badge disabled resident permit or a valid Carers Permit.

Provided that the off-street parking place, identified on a hand-held device in relation to that blue badge disabled resident permit or Carers Permit is the off-street parking place identified by way of a permit identifier on a traffic sign relating to that disabled resident permit parking bay.

- (4) Subject to the provisions of this Order, each parking bay in an off-street parking place being a disabled persons' blue badge parking bay may be used for the leaving during the controlled hours of such vehicles of the class specified in Article 3(1) as display in the relevant position a valid disabled persons' badge.

Provisions relating to Residents Permits

4. (1) Any resident who is the owner of a UK registered vehicle of the class specified in Article 3(1) may apply to the Council or authorised agent for the grant of a Residents Permit in respect of that vehicle and any such application shall be made on a form obtainable from or made available online by the Council or authorised agent and shall include the particulars and information required by such form to be supplied and shall be accompanied by the remittance of the relevant charge specified in item 1 of Schedule 3.

Providing that a resident may not apply to the Council or authorised agent for the grant of a Residents Permit in any case where more than two Residents Permits have previously been granted to a resident or to residents residing at the same address and the permits remain valid.

- (2) On receipt of an application for a Residents Permit or after the grant of a Residents Permit, the Council or authorised agent may at any time require an applicant for a Residents Permit or a Residents Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
- (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Residents Permit that has been granted, such evidence as they may reasonably call for to verify that the Residents Permit is valid.
- (3) On receipt of an application made under the provisions of this Article and on receipt of the appropriate charge specified in item 1 of Schedule 3, the Council or authorised agent, upon being satisfied that the applicant is a resident and is the owner of the vehicle in respect of which the application

is made and the vehicle is of the class specified in Article 3(1) and that not more than two Residents Permits which remain valid have been granted to a resident or residents residing at the same address, shall grant to the applicant one Residents Permit for the leaving during the permitted hours in a permit parking bay of the vehicle to which such Residents Permit relates by the Residents Permit holder or by any person using such vehicle with the consent of the Residents Permit holder, other than a person to whom such vehicle has been let for hire or reward.

Provided that no Residents Permit shall be granted to any resident of premises which are car free.

- (4) Residents permits are granted at the Council's discretion and shall be subject to criteria that prioritises applications from households in respect of which fewer Residents Permits are granted, as set by the Council from time to time.
- (5) The granting of a Residents Permit does not entitle the Residents Permit holder to a reserved permit parking bay, nor can the availability of a permit parking bay be guaranteed.
- (6) A Residents Permit holder may surrender a Residents Permit to the Council or authorised agent at any time and shall surrender a Residents Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 4(8).
- (7) The Council or authorised agent may, by notice in writing served on the Residents Permit holder by sending the same by the recorded delivery service to the Residents Permit holder at the address shown by that person on the application for the Residents Permit or any other address believed to be that person's place of abode, withdraw a Residents Permit if it appears to the Council or authorised agent that any one of the events set out in Article 4(8) has occurred.
- (8) The events referred to in the foregoing provisions of this Article are:
 - (a) the Residents Permit holder ceasing to be a resident;
 - (b) the Residents Permit holder ceasing to be the owner of the vehicle in respect of which the Residents Permit was granted;
 - (c) the withdrawal of such Residents Permit by the Council or authorised agent under the provisions of Article 4(7);
 - (d) the vehicle in respect of which such Residents Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (e) the Residents Permit being used other than for the purpose for which it was granted.
- (9) Without prejudice to the foregoing provisions of this Article, a Residents Permit shall cease to be valid on the concurrence of any one of the events set out in Article 4(8).

- (10) A Residents Permit holder who surrenders a Residents Permit to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to application of the administration charge as set by the Council from time to time.
- (11) A Residents Permit holder who surrenders to the Council or authorised agent a Residents Permit, other than where that Residents Permit is surrendered as a result of it having been withdrawn by the Council, after the Residents Permit has become valid shall be entitled to a refund in accordance with the provisions set out in Schedule 4, subject to application of the administration charge as set by the Council from time to time.

Provisions relating to Disabled Residents Permits

5. (1) Any resident who is a disabled persons badge holder may apply to the Council or authorised agent for the grant of a Disabled Residents Permit in respect of one UK registered vehicle of the class specified in Article 3(1) and any such application shall be made on a form obtainable from or made available online by the Council or authorised agent and shall include the particulars and information required by such form to be supplied and shall be accompanied by the remittance of the relevant charge specified in item 2 of Schedule 3.

Providing that a resident may not apply to the Council or authorised agent for the grant of a Disabled Residents Permit in any case where a Disabled Residents Permit has previously been granted to a resident and the permit remains valid.

- (2) On receipt of an application for a Disabled Residents Permit or after the grant of a Disabled Residents Permit, the Council or authorised agent may at any time require an applicant for a Disabled Residents Permit or a Disabled Residents Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
 - (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Disabled Residents Permit that has been granted, such evidence as they may reasonably call for to verify that the Disabled Residents Permit is valid.
- (3) On receipt of an application made under the provisions of this Article and on receipt of the appropriate charge specified in item 2 of Schedule 3, the Council or authorised agent, upon being satisfied that the applicant is a resident who is a disabled persons badge holder and the application is made in respect of a vehicle of the class specified in Article 3(1) and that no other Disabled Residents Permit which remains valid has been granted to a resident, shall grant to the applicant one Disabled Residents Permit for the leaving during the permitted hours in a permit parking bay or a disabled resident permit parking bay of the vehicle to which such Disabled Residents Permit relates by the Disabled Residents Permit holder or by any person using such vehicle with the consent of the Disabled Residents Permit holder, other than a person to whom such vehicle has been let for hire or reward.

- (4) The granting of a Disabled Residents Permit does not entitle the Disabled Residents Permit holder to a reserved permit parking bay or disabled resident permit parking bay, nor can the availability of a permit parking bay or disabled resident permit parking bay be guaranteed.
- (5) A Disabled Residents Permit holder may surrender a Disabled Residents Permit to the Council or authorised agent at any time and shall surrender a Disabled Residents Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 5(7).
- (6) The Council or authorised agent may, by notice in writing served on the Disabled Residents Permit holder by sending the same by the recorded delivery service to the Disabled Residents Permit holder at the address shown by that person on the application for the Disabled Residents Permit or any other address believed to be that person's place of abode, withdraw a Disabled Residents Permit if it appears to the Council or authorised agent that any one of the events set out in Article 5(7) has occurred.
- (7) The events referred to in the foregoing provisions of this Article are:
 - (a) the Disabled Residents Permit holder ceasing to be a resident;
 - (b) the withdrawal of such Disabled Residents Permit by the Council or authorised agent under the provisions of Article 5(6);
 - (c) the vehicle in respect of which such Disabled Residents Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (d) the Disabled Residents Permit being used other than for the purpose for which it was granted.
- (8) Without prejudice to the foregoing provisions of this Article, a Disabled Residents Permit shall cease to be valid on the concurrence of any one of the events set out in Article 5(7).

Provisions relating to Carers Permits

6. (1) Any carer who is the owner of a UK registered vehicle of the class specified in Article 3(1) may apply to the Council or authorised agent for the grant of a Carers Permit in respect of that vehicle and any such application shall be made on a form obtainable from or made available online by the Council or authorised agent and shall include the particulars and information required by such form to be supplied and shall be accompanied by the remittance of the relevant charge specified in item 3 of Schedule 3.
- (2) On receipt of an application for a Carers Permit or after the grant of a Carers Permit, the Council or authorised agent may at any time require an applicant for a Carers Permit or a Carers Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
 - (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Carers Permit that has been granted, such evidence as they may reasonably call for to verify that the Carers Permit is valid.

- (3) On receipt of an application made under the provisions of this Article and on receipt of the appropriate charge specified in item 3 of Schedule 3, the Council or authorised agent, upon being satisfied that the applicant is a carer and is the owner of the vehicle in respect of which the application is made and the vehicle is of the class specified in Article 3(1), shall grant to the applicant one Carers Permit for the leaving during the permitted hours in a permit parking bay of the vehicle to which such Carers Permit relates by the Carers Permit holder or by any person using such vehicle with the consent of the Carers Permit holder, other than a person to whom such vehicle has been let for hire or reward.
- (4) The granting of a Carers Permit does not entitle the Carers Permit holder to a reserved permit parking bay, nor can the availability of a permit parking bay be guaranteed.
- (5) A Carers Permit holder may surrender a Carers Permit to the Council or authorised agent at any time and shall surrender a Carers Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 6(7).
- (6) The Council or authorised agent may, by notice in writing served on the Carers Permit holder by sending the same by the recorded delivery service to the Carers Permit holder at the address shown by that person on the application for the Carers Permit or any other address believed to be that person's place of abode, withdraw a Carers Permit if it appears to the Council or authorised agent that any one of the events set out in Article 6(7) has occurred.
- (7) The events referred to in the foregoing provisions of this Article are:
 - (a) the Carers Permit holder ceasing to be a carer;
 - (b) the Carers Permit holder ceasing to be the owner of the vehicle in respect of which the Carers Permit was granted;
 - (c) the withdrawal of such Carers Permit by the Council or authorised agent under the provisions of Article 6(6);
 - (d) the vehicle in respect of which such Carers Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (e) the Carers Permit being used other than for the purpose for which it was granted.
- (8) Without prejudice to the foregoing provisions of this Article, a Carers Permit shall cease to be valid on the concurrence of any one of the events set out in Article 6(7).
- (9) A Carers Permit holder who surrenders a Carers Permit to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to application of the administration charge as set by the Council from time to time.

- (10) A Carers Permit holder who surrenders to the Council or authorised agent a Carers Permit, other than where that Carers Permit is surrendered as a result of it having been withdrawn by the Council, after the Carers Permit has become valid shall be entitled to a refund in accordance with the provisions set out in Schedule 4, subject to application of the administration charge as set by the Council from time to time.

Provisions relating to Visitor Permits

7. (1) Any resident may apply to the Council or authorised agent for the grant or issue a number of Visitors Permits for use in respect of any vehicle of the class specified in Article 3(1) and any such application shall be made on a form obtainable from or made available online by the Council or authorised agent and shall include the particulars and information required by such form to be supplied and shall be accompanied by the remittance of the relevant charge specified in item 4 of Schedule 3.
- (2) On receipt of an application for a Visitors Permit or after the grant or issue of a Visitors Permit, the Council or authorised agent may at any time require an applicant for a Visitors Permit or a Visitors Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
 - (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Visitors Permit that has been granted or issued, such evidence as they may reasonably call for to verify that the Visitors Permit is valid.
- (3) On receipt of an application made under the provisions of this Article and on receipt of the appropriate charge specified in item 4 of Schedule 3, the Council or authorised agent, shall grant or issue to the applicant a number of Visitors Permits for the leaving during the permitted hours in a permit parking bay of the vehicle to which such Visitors Permit relates by the Visitors Permit holder or by any person using such vehicle with the consent of the Visitors Permit holder, other than a person to whom such vehicle has been let for hire or reward.
- (4) The manner in which a Visitors Permit in hard-copy form shall be made valid shall be by the scratching off a coating in the appropriate box in each section corresponding to the month, date, day, hour, and minute, which shall then clearly indicate the date on which that Visitors Permit may be used and the time the Visitors Permit was made valid and the Visitors Permit shall be made valid not later than the first leaving of the vehicle in the permit holders parking place.
- (5) The granting or issuance of a Visitors Permit does not entitle the Visitors Permit holder to a reserved permit parking bay, nor can the availability of a permit parking bay be guaranteed.
- (6) A Visitors Permit holder may surrender a Visitors Permit to the Council or authorised agent at any time and shall surrender a Visitors Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 7(8).

- (7) The Council or authorised agent may, by notice in writing served on the Visitors Permit holder by sending the same by the recorded delivery service to the Visitors Permit holder at the address shown by that person on the application for the Visitors Permit or any other address believed to be that person's place of abode, withdraw a Visitors Permit if it appears to the Council or authorised agent that any one of the events set out in Article 7(8) has occurred.
- (8) The events referred to in the foregoing provisions of this Article are:
 - (a) the Visitors Permit holder ceasing to be a resident;
 - (b) the withdrawal of such Visitors Permit by the Council or authorised agent under the provisions of Article 7(7);
 - (c) the Visitors Permit being used other than for the purpose for which it was granted or issued.
- (9) Without prejudice to the foregoing provisions of this Article, a Visitors Permit shall cease to be valid on the concurrence of any one of the events set out in Article 7(8).
- (10) A Visitors Permit holder who surrenders a complete unused book of Visitors Permits in hard-copy form to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to application of the administration charge as set by the Council from time to time.

Provisions relating to Business Permits

8. (1) Any business user who is the owner of a UK registered vehicle of the class specified in Article 3(1) may apply to the Council or authorised agent for the grant of a Business Permit in respect of that vehicle and any such application shall be made on a form obtainable from or made available online by the Council or authorised agent and shall include the particulars and information required by such form to be supplied and shall be accompanied by the remittance of the relevant charge specified in item 5 of Schedule 3.

Providing that a business user may not apply to the Council or authorised agent for the grant of a Business Permit in any case where more than two Business Permits have previously been granted to a business user or to business users whose business is at the same address and the permits remain valid.
- (2) On receipt of an application for a Business Permit or after the grant of a Business Permit, the Council or authorised agent may at any time require an applicant for a Business Permit or a Business Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
 - (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Business Permit that has been granted, such evidence as they may reasonably call for to verify that the Business Permit is valid.

- (3) On receipt of an application made under the provisions of this Article and on receipt of the appropriate charge specified in item 5 of Schedule 3, the Council or authorised agent, upon being satisfied that the applicant is a business user and is the owner of the vehicle in respect of which the application is made and the vehicle is of the class specified in Article 3(1) and that not more than two Business Permits which remain valid have been granted to business users of the same business premises, shall grant to the applicant one Business Permit for the leaving during the permitted hours in a permit parking bay of the vehicle to which such Business Permit relates by the Business Permit holder or by any person using such vehicle with the consent of the Business Permit holder, other than a person to whom such vehicle has been let for hire or reward.
- (4) The granting of a Business Permit does not entitle the Business Permit holder to a reserved permit parking bay, nor can the availability of a permit parking bay be guaranteed.
- (5) A Business Permit holder may surrender a Business Permit to the Council or authorised agent at any time and shall surrender a Business Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 8(7).
- (6) The Council or authorised agent may, by notice in writing served on the Business Permit holder by sending the same by the recorded delivery service to the Business Permit holder at the address shown by that person on the application for the Business Permit or any other address believed to be that person's place of abode, withdraw a Business Permit if it appears to the Council or authorised agent that any one of the events set out in Article 8(7) has occurred.
- (7) The events referred to in the foregoing provisions of this Article are:
 - (a) the Business Permit holder ceasing to be a business user;
 - (b) the Business Permit holder ceasing to be the owner of the vehicle in respect of which the Business Permit was granted;
 - (c) the withdrawal of such Business Permit by the Council or authorised agent under the provisions of Article 8(6);
 - (d) the vehicle in respect of which such Business Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (e) the Business Permit being used other than for the purpose for which it was granted.
- (8) Without prejudice to the foregoing provisions of this Article, a Business Permit shall cease to be valid on the concurrence of any one of the events set out in Article 8(7).
- (9) A Business Permit holder who surrenders a Business Permit to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to any administration charge as is set by the Council from time to time.

- (10) A Business Permit holder who surrenders to the Council or authorised agent a Business Permit, other than where that Business Permit is surrendered as a result of it having been withdrawn by the Council, after the Business Permit has become valid shall be entitled to a refund in accordance with the provisions set out in Schedule 4, subject to any administration charge as is set by the Council from time to time.

Provisions relating to Tradespersons Permits

9. (1) Any resident may apply on the behalf of a tradesperson to the Council or authorised agent for the grant of a Tradespersons Permit in respect of a tradesperson's vehicle and any such application shall be made on a form issued by and obtainable from the Council or authorised agent and shall include the particulars and information required by such form to be supplied.
- (2) On receipt of an application for a Tradespersons Permit or after the grant of a Tradespersons Permit, the Council or authorised agent may at any time require an applicant for a Tradespersons Permit to produce to an officer of the Council or a representative of the authorised agent:-
- (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Tradespersons Permit that has been granted, such evidence as they may reasonably call for to verify that the Tradespersons Permit is valid.
- (3) On receipt of an application duly made under the foregoing provisions of this Article and on receipt of the appropriate charge specified in item 6 of Schedule 3, the Council or authorised agent upon being satisfied that the applicant is a resident making an application on the behalf of a tradesperson, shall grant to the tradesperson on whose behalf the application has been made one Tradespersons Permit for the leaving during the permitted hours in any parking place to which such permit relates of the vehicle to which such permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward.4
- (4) A Tradespersons Permit holder may surrender a Tradespersons Permit to the Council or authorised agent at any time and shall surrender a Tradespersons Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 9(6).
- (5) The Council or authorised agent may, by notice in writing served on the Tradespersons Permit holder by sending the same by the recorded delivery service to the Tradespersons Permit holder at the address shown by that person on the application for the Tradespersons Permit or any other address believed to be that person's place of abode, withdraw a Tradespersons Permit if it appears to the Council or authorised agent that any one of the events set out in Article 9(6) has occurred.
- (6) The events referred to in the foregoing provisions of this Article are:
- (a) the Tradespersons Permit holder ceasing to be a tradesperson;

- (b) the Tradespersons Permit holder ceasing to be the owner of the vehicle in respect of which the Tradespersons Permit was granted;
 - (c) the withdrawal of such Tradespersons Permit by the Council or authorised agent under the provisions of Article 9(5);
 - (d) the vehicle in respect of which such Tradespersons Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (e) the Tradespersons Permit being used other than for the purpose for which it was granted.
- (7) Without prejudice to the foregoing provisions of this Article, a Tradespersons Permit shall cease to be valid on the concurrence of any one of the events set out in Article 9(6).
- (8) A Tradespersons Permit holder who surrenders a Tradespersons Permit to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to any administration charge as is set by the Council from time to time.

Provisions relating to Essential Users Permits and Essential Users Pool Permits

10. (1) Any essential user who is the owner of a vehicle of the class specified in Article 3(1) may apply to the Council or authorised agent for the grant of an essential users permit in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council or authorised agent and shall include the particulars and information required by such form to be supplied.
- (2) Any essential user who is the owner of multiple vehicles of the class referred to in paragraph (1) above, may apply to the Council or authorised agent for the grant of an Essential Users Pool Permit in respect of any of those vehicles and any such application shall be made on a form issued by and obtainable from the Council or authorised agent and shall include the particulars and information required by such form to be supplied:
- Provided that where an Essential Users Pool Permit has been granted in respect of those multiple vehicles, that permit can only be used in respect of one of those vehicles only at any one time.
- (3) On receipt of an application for an Essential Users Permit or Essential Users Pool Permit or after the grant of an Essential Users Permit or Essential Users Pool Permit, the Council or authorised agent may at any time require an applicant an Essential Users Permit or Essential Users Pool Permit or an Essential Users Permit holder or Essential Users Pool Permit holder, as the case may be, to produce to an officer of the Council or a representative of the authorised agent:-
- (i) in respect of any application, such evidence as they may reasonably call for to verify the details of that application; or
 - (ii) in respect of any Essential Users Permit or Essential Users Pool Permit that has been granted, such evidence as they may reasonably call for to verify that the Essential Users Permit is valid.

- (4) On receipt of an application for an Essential Users Permit duly made under the foregoing provisions of this Article, and on receipt of the appropriate charge specified in item 7 of Schedule 3, the Council or authorised agent upon being satisfied that the applicant is an essential user and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall grant to the applicant one essential users permit for the leaving during the permitted hours in any parking place to which such permit relates of the vehicle to which such permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward.

Provided that the Council or authorised agent may, at its discretion, determine the maximum number of essential users permits that may be granted to any essential user.

- (5) On receipt of an application for an Essential Users Pool Permit duly made under the foregoing provisions of this Article, and on receipt of the appropriate charge specified in item 7 of Schedule 3, the Council or authorised agent upon being satisfied that the applicant is an essential user and is the owner of a vehicle of the class specified in paragraph (1) of this Article, shall grant to the applicant one Essential Users Pool Permit for the leaving during the permitted hours in any parking place to which such permit relates of any one vehicle to which such permit relates by the owner of such vehicle or by any person using such vehicle with the consent of the owner other than a person to whom such vehicle has been let for hire or reward:

Provided that the Council or authorised agent may, at its discretion, determine the maximum number of Essential Users Pool Permits that may be granted to any essential user.

- (6) An Essential Users Permit holder or Essential Users Pool Permit holder may surrender an Essential Users Permit to the Council or authorised agent at any time and shall surrender a Essential Users Permit or Essential Users Pool Permit to the Council or authorised agent on the occurrence of any one of the events set out in Article 10(8).

- (7) The Council or authorised agent may, by notice in writing served on the Essential Users Permit holder or Essential Users Pool Permit holder by sending the same by the recorded delivery service to the Essential Users Permit holder or Essential Users Pool Permit holder at the address shown by that person on the application for the Essential Users Permit or Essential Users Pool Permit or any other address believed to be that person's place of abode, withdraw a Essential Users Permit or Essential Users Pool Permit if it appears to the Council or authorised agent that any one of the events set out in Article 10(8) has occurred.

- (8) The events referred to in the foregoing provisions of this Article are:
- (a) the Essential Users Permit holder or Essential Users Pool Permit holder ceasing to be an essential user;
 - (b) the Essential Users Permit holder or Essential Users Pool Permit holder ceasing to be the owner of a vehicle in respect of which the Essential Users Permit or Essential Users Pool Permit was granted;

- (c) the withdrawal of such Essential Users Permit or Essential Users Pool Permit by the Council or authorised agent under the provisions of Article 10(7);
 - (d) the vehicle in respect of which such Essential Users Permit or Essential Users Pool Permit was granted being adapted or used in such a manner that it is not a vehicle of the class specified in Article 3(1);
 - (e) the Essential Users Permit or Essential Users Pool Permit being used other than for the purpose for which it was granted.
- (9) Without prejudice to the foregoing provisions of this Article, a Essential Users Permit or Essential Users Pool Permit shall cease to be valid on the concurrence of any one of the events set out in Article 10(8).
- (10) An Essential Users Permit holder or Essential Users Pool Permit holder who surrenders an Essential Users Permit or Essential Users Pool Permit to the Council or authorised agent before it becomes valid shall be entitled to a refund of the fee paid in respect thereof, subject to any administration charge as is set by the Council from time to time.
- (11) An Essential Users Permit holder or Essential Users Pool Permit holder who surrenders to the Council or authorised agent an Essential Users Permit or Essential Users Pool Permit, other than where that Essential Users Permit or Essential Users Pool Permit is surrendered as a result of it having been withdrawn by the Council, after the Essential Users Permit or Essential Users Pool Permit has become valid shall be entitled to a refund in accordance with the provisions set out in Schedule 4, subject to any administration charge as is set by the Council from time to time.

Manner of standing in an off-street parking place

11. Every vehicle left in an off-street parking place in accordance with the foregoing provisions of this Order shall stand so that every part of the vehicle is within the marked limits of a parking bay.

General conditions of use of an off-street parking place

12. (1) No person shall cause any vehicle to be left in an off-street parking place other than wholly within the limits of a parking bay.
- (2) No person shall cause any vehicle to be left in a restricted area.
- (3) No person shall cause any vehicle to be left in an off-street parking place in such a manner that it causes an obstruction.
- (4) No person shall use any parking bay in an off-street parking place or any vehicle whilst in an off-street parking place in connection with the sale or offering for sale of any Article to any person in or near the off-street parking place or in connection with the selling or offering for sale or hire of their skill in handicraft or their services in any other capacity.
- (5) No person shall use any parking bay in an off-street parking place for the purpose of major vehicle repairs, and no repairs other than those which are completed within 24 hours may be carried out.

- (6) No person shall cause or allow to be done anything in an off-street parking place which may be considered a nuisance, or which may cause damage or inconvenience to the Council, or the Council's Tenants, or to the occupiers of properties adjoining the off-street parking place.
- (7) The Council shall not be liable for any loss, or damage, or injury caused by the vehicle or by its driver, or caused to the vehicle or its driver whilst the vehicle is left or driven in an off-street parking place.

Placement of traffic signs and infrastructure in relation to off-street parking places

13. The Council shall:

- (a) cause the limits of each off-street parking place, and where appropriate, each parking bay, to be indicated by the placing and maintaining of appropriate traffic signs or surface markings;
- (b) place and maintain in or in the vicinity of each off-street parking place or parking bay, traffic signs indicating that such off-street parking place or parking bay may be used during the controlled hours for the leaving of vehicles specified in Article 3; and
- (c) carry out such other work as may be reasonably required for the purposes of the satisfactory operation of an off-street parking place.

Power to suspend the use of an off-street parking place

14. (1) The Council or the Commissioner of Police of the Metropolis may suspend the use of an off-street parking place or part of an off-street parking place or parking bay whenever that person considers it reasonably necessary to do so:
 - (a) to facilitate the movement of traffic or to promote its safety;
 - (b) to facilitate any building operation, demolition or excavation adjacent to the off-street parking place;
 - (c) for the maintenance, improvement or reconstruction of the road and street furniture, the cleansing of gullies or to maintain trees adjacent to the off-street parking place;
 - (d) to facilitate the laying, erection, alteration, removal or repair in or adjacent to the off-street parking place of any sewer, mains or pipe for the supply of water, gas, electricity or of any electronic communications apparatus;
 - (e) for the convenience of occupiers of premises adjacent to the off-street parking place on any occasion of the removal of furniture to or from one office or dwelling-house adjacent to the off-street parking place from or to a depository, another office or dwelling-house; or
 - (f) for the convenience of occupiers of premises adjacent to the off-street parking place on the occasion of weddings, funerals, or other special occasions.
- (2) A police constable in uniform may suspend for not longer than twenty-four hours the use of an off-street parking place or any part thereof whenever he

or she considers such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

- (3) The suspension of an off-street parking place or part of an off-street parking place shall be indicated by the placement in or adjacent to the off-street parking place of an appropriate traffic sign indicating that the waiting of vehicles is prohibited and the Council may temporarily remove or replace any permanent traffic signage in order to convey the same effect.
- (4) No person shall cause or permit a vehicle to wait in any part of an off-street parking place during such period as there is in or adjacent to that off-street parking place a traffic sign placed in pursuance of Article 14(3).
- (5) Nothing in this Article shall apply in respect of any vehicle which is waiting for any reason specified in paragraph (b), (d) or (e) of Article 15, or with the permission of the person suspending the use of all or part of the off-street parking place or a police constable in uniform or any person duly authorised by the Council.

Exemptions to restrictions for certain vehicles

15. Notwithstanding the foregoing provisions of this Order any vehicle may wait at any time in any part of an off-street parking place, not being a footpath, a pavement or a grassed area, if the use of that part has not been suspended and if:
 - (a) the vehicle is waiting only for so long as is necessary to enable a person to board or alight from the vehicle;
 - (b) the vehicle is waiting due to circumstances beyond the reasonable control of the driver, in order to avoid an accident or on the instruction of a police officer in uniform or civil enforcement officer;
 - (c) the vehicle is being used for fire brigade, ambulance or police purposes or is in the service of the Council and is being used in pursuance of statutory powers or duties;
 - (d) the vehicle is waiting only for as long as may be necessary to enable it to be used in connection with the removal of any obstruction to traffic;
 - (e) the vehicle not being a passenger vehicle is waiting while postal packets addressed to premises adjacent to the off-street parking place in which the vehicle is waiting are being unloaded from the vehicle or, having been unloaded, are being delivered or while postal packets are being collected for loading onto the vehicle from premises or posting boxes adjacent to the off-street parking place in which the vehicle is waiting or, having been so collected, are being loaded thereon; or
 - (f) the vehicle not being a passenger vehicle is waiting only for so long as may be reasonably necessary to enable it to be used for any purposes specified in paragraph (b), (c) or (d) of Article 14(1); or
 - (g) The vehicle is displaying a Health Emergency Badge or the appropriate NHS permit indicating that the vehicle is being used by a doctor, health visitor or midwife 'on call', provided that the holder of the badge, or doctor, health visitor or midwife, as the case may be, is visiting a person at an address on the estate where the off-street parking place in which the vehicle

is left is situated, for the purposes of giving medical, prenatal or postnatal assistance.

Restriction of engine idling in an off-street parking place

16. (1) No person shall cause any vehicle to wait in any part of an off-street parking place unless the driver of that vehicle shall turn off the engine of that vehicle as soon as the vehicle is in position and stationary and shall not start the engine again except when about to change the position of the vehicle or to depart from that off-street parking place.
- (2) Notwithstanding the provisions of Article 16(1), the driver of a vehicle shall, when the vehicle is waiting in any part of an off-street parking place, stop the action of any machinery attached to or forming part of the vehicle in so far as is necessary for the prevention of noise or of exhaust emissions (as defined in regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986, as amended by the Road Vehicles (Construction and Use) (Amendment) Regulations 1998).
- (3) Nothing in Article 16(1) or 16(2) shall apply:-
- (a) when the vehicle is waiting owing to the necessities of traffic;
 - (b) so as to prevent the examination or working of the engine of that vehicle or machinery attached to or forming part of the vehicle where the examination is necessitated by any failure or derangement of the engine or the machinery, or where the driver of the vehicle is unable to stop the action of the engine or machinery owing to a failure or derangement of the machinery over which they have no control, or where the machinery attached to or forming part of the vehicle is required to be worked for a purpose other than driving the vehicle;
 - (c) when the vehicle is waiting only for so long as may be necessary for the purposes of enabling any person to board or alight from the vehicle or to load thereon or unload therefrom their personal luggage;
 - (d) to an electric vehicle;
 - (e) in respect of a vehicle propelled by gas produced in plant carried on the vehicle, to such plant;
 - (f) to a vehicle being used for police, fire brigade or ambulance purposes; or
 - (g) to anything done with the permission or at the direction of a police constable in uniform or a civil enforcement officer.

Contravention of the provisions of this order

17. If a vehicle is left in an off-street parking place without complying with the provisions of this Order, then a contravention of, or failure to comply with, the provisions of this Order shall be deemed to have occurred.

Alteration of position of a vehicle in an off-street parking place

18. Where any vehicle is standing in an off-street parking place in contravention of the provisions of Article 11, a civil enforcement officer may alter or cause to be

altered the position of the vehicle in order that its position shall comply with those provisions.

Removal of a vehicle from a parking place

19. Where a civil enforcement officer is of the opinion that any of the provisions contained in this Order have been contravened or not complied with in respect of a vehicle left in a parking place, he may remove or cause to be removed the vehicle from the parking place and, where it is so removed, shall provide for the safe custody of the vehicle.

Movement of a vehicle left in an off-street parking place

20. A police constable in uniform or a civil enforcement officer may, in an emergency, move or cause to be moved any vehicle left in an off-street parking place to any place they think fit.

Director of Highways and Traffic Management
(The officer appointed for this purpose).

SCHEDULE 1 – LIST OF DRAWINGS

(see Article 2(1) – definition of “drawing”)

Drawing No.	Drawing Title	Date
H-CH	Centenary House	17/08/2021

SCHEDULE 2 – ESTATES AND PERMIT ELIGIBLE PROPERTIES

(see Article 2(1) – definition of “business user”, “estate”, “controlled hours” and “resident”)

1 Estate	2 Controlled hours of permit parking bays within estate	3 Address, for the purpose of definition of “resident”
Centenary House, Lena Kennedy Close	Between 7.30am and 10.30pm on Mondays to Sundays inclusive	Centenary House, Lena Kennedy Close – all properties

SCHEDULE 3 – PERMIT CHARGES

1. (1) The charge payable for a Residents Permit as referred to in Article 4(3) shall be as set out in the following table:-

Vehicle band	Residents Permit valid for a period of 12 months (1 st vehicle)	Residents Permit valid for a period of 12 months (2 nd vehicle)	Residents Permit valid for a period of 12 months (3 rd and subsequent vehicle)
1	£40	£65	£120
2	£55	£140	£260
3	£165	£350	£500

- (2) A period specified in a column of the table in paragraph (1) of this item shall be the period during which a permit is valid and each period shall run from the date on which the permit first becomes valid.
2. The charge payable for a disabled resident permit as referred to in Article 5(3) shall be zero pounds (£0.00).
3. (1) Subject to the provision of paragraph (3) of this item, the charge payable for a Carers Permit as referred to in Article 6(3) shall be as set out in the following table:-

Vehicle band	Carers permit valid for a period of 12 months
1	£40
2	£55
3	£165

- (2) A period specified in a column of the table in paragraph (1) of this item shall be the period during which a permit is valid and each period shall run from the date on which the permit first becomes valid.
- (3) There shall be no charge for a Carers Permit where the applicant is either:
- (a) a carer in receipt of a Department of Work and Pensions Carer's Allowance; or
 - (b) a registered foster carer.

4. (1) Subject to the provision of paragraph (2) of this item, the charge for a Visitors Permit as referred to in Article 7(3) shall be at the rate of eighty pence (£0.80) for one hour.
- (2) There shall be no charge in relation to the first sixty Visitor Permits issued or granted, as the case may be, in any one year to a resident who is part of a household in which there is a resident of 60 years of age or over:
- Providing that no permit issued or granted under this provision shall be issued or granted to the resident of a household during the same year as that in which any other 60 permits issued or granted under this provision to a resident of the same household has been issued or granted.
- (3) There shall be no charge in relation to the first thirty Visitor Permits issued or granted, as the case may be, in any one year to a resident who is part of a household in which there is parent of a registered new born child, where the application for such permits is within three months of the birth or adoption of the registered new born child:
- Provided that no more that 30 Visitor Permits shall be issued free of charge in respect of any one new born child.
5. (1) The charge payable for a Business Permit as referred to in Article 8(3) shall be as set out in the following table:-

Vehicle band	Business Permit valid for a period of 12 months (1st vehicle)	Business Permit valid for a period of 12 months (2nd vehicle)	Business Permit valid for a period of 12 months (3rd and subsequent vehicle)
1	£260	£400	£500
2	£500	£750	£1,000
3	£750	£1,100	£1,500

- (2) A period specified in a column of a table in paragraph (1) of this item shall be the period during which a permit is valid and each period shall run from the date on which the permit first becomes valid.

6. (1) The charge payable for a Tradespersons Permit as referred to in Article 9(3) shall be as set out in the following table:-

Vehicle band	Tradespersons permit valid for a period of 7 days	Tradespersons permit valid for a period of 28 days
1-3	£45	£150

- (2) A period specified in a column of the table in paragraph (1) of this item shall be the period during which a permit is valid and each period shall run from the date on which the permit first becomes valid.

7. (1) The charge payable for a Essential Users Permit as referred to in Article 10(4) shall be as set out in the following table:-

Vehicle band	Essential Users Permit valid for a period of 1 month
1 - 3	£75

Vehicle band	Essential Users Permit valid for a period of 12 months
1	£190
2	£425
3	£600

- (2) The charge payable for a Essential Users Pool Permit as referred to in Article 10(5) shall be as set out in the following table -

Vehicle band	Essential Users Pool Permit valid for a period of 12 months
1 - 3	£510

- (3) A period specified in a column of a table in paragraphs (1) or (2) of this item shall be the period during which a permit is valid and each period shall run from the date on which the permit first becomes valid.

SCHEDULE 4 – REFUND OF CHARGE PAID IN RESPECT OF CERTAIN PERMITS

1. In this Schedule, the expression "unexpired period" means, in relation to a Residents Permit, Carers Permit, Business Permit, Essential Users Permit or Essential Users Pool Permit surrendered to the Council or authorised agent, that part of the period during which it shall remain valid which remains unexpired when the Permit is so surrendered and the day on which the Permit is surrendered to the Council shall for the purposes of this Article be treated as not forming any part of the unexpired period.
2. The refund payable in respect of a Residents Permit surrendered to the Council or authorised agent in accordance with Article 4(11) shall be one twelfth of the relevant charge specified in item 1 of Schedule 3, in respect of each month of the unexpired period which consists of a complete month.
3. The refund payable in respect of a Carers Permit surrendered to the Council or authorised agent in accordance with Article 6(10), where the charge specified in item 3 of Schedule 3 has been paid in respect of such a permit, shall be one twelfth of the relevant charge specified in item 3 of Schedule 3, in respect of each month of the unexpired period which consists of a complete month.
4. The refund payable in respect of a Business Permit surrendered to the Council or authorised agent in accordance with Article 8(10) shall be one twelfth of the relevant charge specified in item 5 of Schedule 3, in respect of each month of the unexpired period which consists of a complete month.
5. The refund payable in respect of an Essential Users Permit or Essential Users Pool Permit surrendered to the Council or authorised agent in accordance with Article 10(11) shall be one twelfth of the relevant charge specified in item 7 of Schedule 3, in respect of each month of the unexpired period which consists of a complete month.

SCHEDULE 5 – definition of “vehicle band” (see Articles 2(1) and (6))

(a) Vehicles registered before 1st March 2001:

Cylinder capacity of vehicle’s engine	Vehicle band
1549cc or below	2
1550cc or above	3

(b) Vehicles registered 1st March 2001 or later:

Carbon dioxide gas emissions in grams per kilometre driven (g/km)	Vehicle band
Up to and including 100g/km	1
From 101g/km to 170g/km inclusive	2
171g/km or above	3

EXPLANATORY NOTE

(This Note is not part of the Order)

The effect of this Order is to provide formal parking controls in off-street areas and provisions for granting and the use of permits within those off-street areas in Centenary House housing estate, in the London Borough of Waltham Forest.