

Parking Enforcement Guidelines

Contravention description and rules covering enforcement of roads within Luton

Contravention	Description	Rules
01	Parked in a restricted street during prescribed hours (yellow lines)	<p>Yellow lines do not need to have signs if it is located within a controlled parking zone (CPZ). Signs are needed if the lines are not within a controlled parking zone or the hours of operation is different from that of the CPZ.</p> <ul style="list-style-type: none"> • Drivers are allowed to stop for the purposes of picking up or set down people or to either load or unload. • Check signs or (zone entry plates within CPZs) for times of operation of lines. • Blue Badge holders can park on yellow lines for a maximum of 3 hours along with their clock/disc where no other restrictions apply. • Yellow lines apply from the centre of the road to the border of public / private land. Therefore, if there are yellow lines on a public footway or public grass verge, any vehicle parked there could be issued a penalty charge notice. • A 2 minute observation time is given for this contravention
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force (yellow lines)	<p>Loading and unloading rules can apply to either single or double yellow lines. The best way to know of a loading and unloading ban is present in a specific street is by checking for yellow marks or blips on the kerb and a white time plate with black writing on it will also be present close by which will indicate the times when the ban is in forced.</p> <ul style="list-style-type: none"> • Vehicles can still set down and pick up people. • Check times plates in the street for details of loading ban times of operation. They are not all the same. • Vehicles cannot stop for the purpose of loading or unloading. • Blue badge holders cannot park when a loading ban is in forced.

Contravention	Description	Rules
		<ul style="list-style-type: none"> • Loading restrictions apply from the centre of the road to the border of public / private land. Therefore, if there are yellow kerb marks next to a public footway or public grass verge, any vehicle parked there could be issued a penalty charge notice. • There is no observation time required for this contravention.
05	Parked after the expiry of paid for time	<p>All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the machines or have a valid session on the pay-by-phone system where possible.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. • A 10 minutes time will be given after the expiry of time on a paid for ticket before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.
06	Parked without payment of the initial charge or without clearly displaying a valid ticket or voucher	<p>All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the machines or have a valid session on the pay-by-phone system where possible.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed.

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		<ul style="list-style-type: none"> • Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. • A 2 minutes observation time will be given before a PCN is issued where no ticket is displayed.
07	Parked with additional payment made to extend the stay beyond expiry of the time initially purchased (meter feeding)	<p>In pay & display parking places there is a maximum time that vehicles are allowed to stay. If the driver of a vehicle returns and buys more time to stay beyond the maximum stay time then this is called meter feeding.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders can park in this type of parking place for an unlimited amount of time so long as the badge is clearly displayed. • A 2-minute observation time is provided for this contravention.
11	Parked without payment of the parking charge	<p>All pay by phone parking places have restricted times of operation. When a bay is operational any vehicle parked must have a valid pay-by-phone session.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Civil Enforcement Officers carry out a check on the pay-by-phone system prior to taking action against any vehicles. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. • A 10 minutes time will be given after the expiry of time on a pay-by-phone session before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.

Contravention	Description	Rules
12	Parked in a residents' or shared use parking place or zone without either clearly displaying either a permit or voucher or pay & display ticket issued for that place, or without payment of the parking charge	<p>This contravention occurs when a vehicle is parked in either a residents' only parking place or zone or a shared parking place or zone (a pay and display or pay-by-phone parking place that also has an exemption for resident permit holders) without displaying a valid permit, voucher or pay & display ticket or has a valid pay-by-phone session</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders are allowed to park in a shared use parking place where the bay is shared between permit holders and pay & display ticket holders only. • A 2-minute observation time is provided for this contravention.
14	Parked in an electric vehicles' charging place during restricted hours without charging	<p>In bays, which show 'Electric vehicle recharging point only' on the sign, only electric vehicles that are plugged in for the purpose of recharging may park.</p> <ul style="list-style-type: none"> • Drivers of any type of motor vehicle are allowed to stop for the purposes of picking up or set down people or to either load or unload. • Blue badge holders are only allowed to park in this type of parking place if they are using their badge in an electric vehicle that is being charged. • A 2-minute observation time is provided for this contravention.
16	Parked in a permit space or zone without clearly displaying a valid permit	<p>In bays, which show 'Permit holders only', only those vehicles displaying a valid permit specific to that parking place may park during its operational hours. These parking places are normally used by Doctors.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders are not allowed to park in this type of parking place • A 2-minute observation time is provided for this contravention.

Contravention	Description	Rules
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	<p>This contravention occurs when a vehicle is parked in any type of parking place and is being used to sell goods from or is being used in connection with the sale of goods e.g. an ice cream van.</p> <ul style="list-style-type: none"> • A 2-minute observation time is provided for this contravention.
19	Parked in a residents' or shared use parking place or zone either displaying an invalid permit or voucher or pay & display ticket, or after the expiry of paid for time.	<p>This contravention occurs when a vehicle is parked in a shared parking place or zone and is displaying an expired pay & display ticket.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders are allowed to park in a shared use parking place where the bay is shared between permit holders and pay & display ticket holders only. • A 10 minutes time will be given after the expiry of time on a paid for ticket before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.
21	Parked wholly or partly in a suspended bay or space	<p>Bays may from time to time be suspended for various reasons such as highway maintenance, furniture removals, weddings and funerals. They will have suspension signs in place showing the times and dates of the suspension and cones will also be placed in the bay. Vehicles are not allowed to park in suspended bays unless it is authorised to do so as part of the suspension.</p> <ul style="list-style-type: none"> • Loading and unloading is not allowed in this type of parking place. • Blue badge holders are not allowed to park in this type of parking place. • Only vehicles, which the Council are aware of, may park in a suspended parking place.

Contravention	Description	Rules
		<ul style="list-style-type: none"> • There is no observation time required for this contravention.
22	Re-parked in the same parking place within one hour after leaving	<p>A number of parking places exist which only allow a limited amount of time to park and the signs will also show “No return in 1 hour” or something similar. Once a vehicle moves from its initial position in that parking place, usually by leaving the street, that vehicle is not allowed to return to the same street and park within any of the parking places there within 1 hour.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place so long the activity is constant and can be seen. However, re-parking to load or unload within the banned return time is not allowed. • Blue Badges can park without restriction unless specified on the time plate but there are some time limited disabled parking places where Blue badge holders cannot return to park within 1 hour. • No observation time is required for this contravention.
23	Parked in a parking place or area not designated for the class of vehicle	<p>This contravention is committed when a vehicle is parked in a bay or space that is not for that type of vehicle. E.g. a car parked in a motorcycle bay. Other examples are Goods-vehicles-only loading bays, police and ambulance bays.</p> <ul style="list-style-type: none"> • Loading is not allowed unless the correct type of vehicle is in the bay. • Blue Badges are not allowed to park in this type of parking place. • No observation time is required for this contravention.
24	Not parked correctly within the markings of the bay or space	<p>Vehicles must be parked wholly within the markings of a parking place to be correctly parked. If any of its wheels are outside the bay markings it is deemed to be not parked correctly and therefore in contravention.</p> <ul style="list-style-type: none"> • All vehicles must be correctly parked within the markings of a bay.

Contravention	Description	Rules
		<ul style="list-style-type: none"> • A 2-minute observation time will be given for this contravention.
25	Parked in a loading place or bay during restricted hours without loading	<p>Vehicles that are allowed to park in a loading bay must still be actively loading and unloading during their stay and also must not exceed the maximum stay for the loading bay they are in. If this is not the case then a penalty charge notice may be issued.</p> <ul style="list-style-type: none"> • Loading and Unloading is allowed providing it is constant (if the sign shows “Goods vehicles only” then the vehicle must also be of the correct class or a different contravention could be committed). • Blue Badges are not exempt from this contravention. • A 5-minute observation time will be given for this contravention.
26	Parked in a special enforcement area more than 50 cm from the edge of the road and not within a designated parking place	<p>All vehicles must be parked in such a way that they are within 50 cm of the kerb when they are on the road. If vehicles are parked wholly within a designated parking place then this contravention does not apply.</p> <ul style="list-style-type: none"> • Drivers are allowed to stop for the purposes of picking up or set down people. • Loading and unloading is allowed up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue Badges are not exempt from this contravention. • A 2-minute observation time is given for this contravention.
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the road	<p>If a vehicle is parked in such a way that it blocks a dropped kerb that is there for the purpose of allowing pedestrian access to the footway, then a penalty charge notice can be issued.</p> <p>If a vehicle is parked in such a way that it blocks a dropped kerb that is there for the purpose of allowing a resident/owner access to their property, then a penalty charge notice can be issued if a complaint is made to the Parking Enforcement Unit of the council by the resident/owner.</p>

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		<ul style="list-style-type: none"> • Drivers are allowed to stop for the purposes of picking up or set down people. • Loading and unloading is allowed up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue Badges are not exempt from this contravention. • A 2-minute observation time is given for this contravention.
28	Parked in a special enforcement area on part of the road raised to meet the level of the footway, cycle track or verge	<p>If a vehicle is parked in such a way that it is on a section of the road that has been raised to meet the level of the footway, cycle track or verge, then a penalty charge notice can be issued.</p> <ul style="list-style-type: none"> • Drivers are allowed to stop for the purposes of picking up or set down people. • Loading and unloading is allowed up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue Badges are not exempt from this contravention. • A 2-minute observation time is given for this contravention.
30	Parked for longer than allowed	<p>A number of parking places exist which only allow a limited amount of time to park. Once the time of time allowed expires, vehicles must move and are not allowed to return to the same street within the time of 1 hour. If they do not move then a penalty charge notice may be issued.</p> <ul style="list-style-type: none"> • Loading and Unloading is allowed in this type of parking place but not beyond the maximum stay time indicated on the sign. • Blue Badge holders can park for free for as long as required, however, in a time restricted disabled parking place Blue Badge holders can only stay the time indicated on the time plate so long as the Badge and disc/clock is displayed.

Contravention	Description	Rules
		<ul style="list-style-type: none"> A 10 minutes time will be given after the expiry of the allowed time before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	<p>Only vehicles which display a valid Blue Disabled badge are allowed to park in designated disabled bays. In Disabled bays/spaces that have a time limit to them, there must also be a clock/disc set at the time of arrival on display.</p> <ul style="list-style-type: none"> Loading and Unloading is not allowed in this type of parking place. Only valid Blue Badge holders are allowed to use the bay with their disc/clock set at the time of arrival if required No observation time is required for this contravention.
45	Stopped on a taxi rank	<p>Only Hackney Carriage vehicles licensed by the council can park in a taxi rank, providing the driver is with the vehicle and that they are ready to be hired. Taxi ranks are signified by a thick yellow line/band on the road and are accompanied by a time plate that shows 'No stopping except taxis' normally followed by the restrictions times.</p> <ul style="list-style-type: none"> Non-Hackney Carriage vehicles cannot stop for the purpose of loading or unloading or to drop off or pick up people. Blue badge holders cannot park. No observation time is required for this contravention.
46	Stopped where prohibited (on a red route or clearway)	<p>On streets where it shows there is a CLEARWAY at certain times, vehicles are not allowed to park for any reason during those times.</p> <ul style="list-style-type: none"> Loading and Unloading is not allowed when the CLEARWAY restriction is in forced. Blue Badge holders are not allowed to park on this type of restriction.

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		<ul style="list-style-type: none"> No observation time is required for this contravention.
47	Stopped on a restricted bus stop or stand	<p>Restricted bus stops are signified by a thick yellow line/band on the road and are accompanied by a time plate that shows 'No stopping except buses' normally followed by the restrictions times.</p> <ul style="list-style-type: none"> Only buses can stop on this type of restriction to set down and pick up people. Buses can only wait without picking up people on bus stands. Loading and Unloading is not allowed on this type of restriction. Blue badge holders are not allowed to park on this type of restriction. No observation time is required for this contravention.
48	Stopped in a restricted area outside a school, a hospital or a fire, police or ambulance station where prohibited	<p>This is a restriction, which is signified by a yellow zig-zag line with 'KEEP CLEAR' written on the road usually along with the reason, e.g. 'SCHOOL'. There will also be a time plate, which accompanies the road markings.</p> <ul style="list-style-type: none"> All vehicles are not allowed to stop on this type of restriction even for the purposes of dropping and picking up children for school. Loading and Unloading is not allowed on this type of restriction. Blue badge holders are not allowed to park on this type of restriction. School restrictions only apply during school term times. No observation time is required for this contravention.
49	Parked wholly or partly on a cycle track or lane	<p>A cycle track is signified by a white line running parallel to the kerb and where it starts and finishes there will be signs to show the restriction.</p> <ul style="list-style-type: none"> A broken line signifies the cycle track is advisory only. Loading and unloading is not allowed. A solid constant line denotes a mandatory cycle track.

Contravention	Description	Rules
		<ul style="list-style-type: none"> Blue Badge holders are not allowed to park in cycle lanes. No observation time is required for this type of contravention.
62	Parked with one or more wheels on or over a footpath or any part of a road other than a road	<p>Where there are signs that show 'No waiting on verge or footway' normally also containing the restricted times, vehicles cannot park with any of their wheels on the footway or verge. There are no lines required for this contravention.</p> <ul style="list-style-type: none"> Loading and Unloading is not allowed. Blue Badge holders are not exempt from this restriction. No observation time is required for this type of contravention.
70	Parked in a loading place or bay during restricted hours without loading	<p>Vehicles that are allowed to park in a loading bay in a car park must still be actively loading and unloading during their stay and also must not exceed the maximum stay for the loading bay they are in. If this is not the case then a penalty charge notice may be issued.</p> <ul style="list-style-type: none"> Loading and Unloading is allowed providing it is constant (if the sign shows "Goods vehicles only" then the vehicle must also be of the correct class or a different contravention could be committed). Blue Badges are not exempt from this contravention. A 5-minute observation time will be given for this contravention.
71	Parked in an electric vehicles' charging place during restricted hours without charging	<p>This contravention only takes place in car parks. In bays, which show 'Electric vehicle recharging point only' on the sign, only electric vehicles that are plugged in for the purpose of recharging may park.</p> <ul style="list-style-type: none"> Blue badge holders are only allowed to park in this type of parking place if they are using their badge in an electric vehicle that is being charged.

Contravention	Description	Rules
		<ul style="list-style-type: none"> A 2-minute observation time is provided for this contravention.
73	Parked without payment of the parking charge	<p>This contravention only takes place in car parks. All pay by phone parking places have restricted times of operation. When a bay is operational any vehicle parked must have a valid pay-by-phone session.</p> <ul style="list-style-type: none"> Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. Civil Enforcement Officers carry out a check on the pay-by-phone system prior to taking action against any vehicles. Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. A 10 minutes time will be given after the expiry of time on a pay-by-phone session before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.
80	Parked for longer than allowed	<p>This contravention only takes place in car parks. The contravention is committed if the vehicle stays for longer than the allowed time. Once the time of time allowed expires, vehicles must move and are not allowed to return to the same car park within the time of 1 hour. If they do not move then a penalty charge notice may be issued.</p> <ul style="list-style-type: none"> Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. Blue Badge holders can park for free for as long as required, however, in a time restricted disabled parking place Blue Badge holders can only stay the time indicated on the time plate so long as the Badge and disc/clock is displayed. A 10 minutes time will be given after the expiry of the allowed time before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.

Contravention	Description	Rules
81	Parked in a restricted area in a car park	<p>This contravention only takes place in car parks. This is indicated by yellow cross-hashed areas in car parks that must be kept clear for vehicles to gain access, turn around or for pedestrians.</p> <ul style="list-style-type: none"> • Loading and Unloading is not allowed in these areas. • Blue Badge holders are not allowed to park in these areas. • No sign is necessary to enforce this restriction. • No observation time is required for this contravention.
82	Parked after the expiry of paid for time	<p>This contravention only takes place in car parks. All car parks with pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machines or have a valid session on the pay-by-phone system where possible.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge is clearly displayed. • A 10 minutes time will be given after the expiry of time on a paid for ticket before a PCN is issued for this contravention. After this 10 minutes time has expired, there is no observation time required for this contravention.
83	Parked in a car park without clearly displaying a valid pay & display ticket	<p>This contravention only takes place in car parks. All pay & display parking places have restricted times of operation. When a bay is operational any vehicle parked must display a valid ticket purchased from the nearby machines or have a valid session on the pay-by-phone system where possible.</p>

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	or voucher or parking clock	<ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge and is clearly displayed. • Civil Enforcement Officers carry out a visual check of a machine to establish that it appears in working order prior to taking action against any vehicles. • A 2-minute observation time will be provided for this contravention.
84	Parked with payment made to extend the stay beyond initial time	<p>This contravention only takes place in car parks. In pay & display parking places there is a maximum time that vehicles are allowed to stay. If the driver of a vehicle purchases more time to stay beyond the maximum stay time then this is a contravention.</p> <ul style="list-style-type: none"> • Loading and unloading is allowed in this type of parking place up to a maximum of 20 minutes provided that the activity is constant and can be seen. • Blue badge holders can park in this type of parking place for unlimited amount of time so long as the badge and is clearly displayed. • A 10-minute time after the expiry of the initial time purchased will be given before a PCN is issued for this contravention. After this 10 minutes has expired, there is no observation time required for this contravention.
85	Parked without clearly displaying a valid permit where required	<p>This contravention only takes place in car parks. In bays that show 'Permit holders only' or have the name of the permit holder/company on a plate over the bay. Only vehicles displaying the correct permits specific to that bay may park within it.</p> <ul style="list-style-type: none"> • Loading and unloading is only allowed in this type of parking place for valid permit holders. • Blue Badge holders are not allowed to park in these parking places. • No observation time is required for this contravention.

Contravention	Description	Rules
86	Not parked correctly within the markings of a bay or space	<p>This contravention only takes place in car parks. For a vehicle to park in these parking places all of its wheels must be within the bay markings. If any of the wheels are not within the markings and they are not touching the bay markings then the contravention is deemed to have been committed.</p> <ul style="list-style-type: none"> • Loading and unloading is not allowed if not parked correctly within the markings. • Blue Badge holders must still park correctly within the markings. • All vehicles must be correctly parked within the bays. • No observation time is required for this contravention.
87	Parked in a designated disabled person's parking space without displaying a valid disabled person's badge in the prescribed manner	<p>This contravention only takes place in car parks. Only vehicles which display a valid Blue Disabled badge are allowed to park in designated disabled bays. In Disabled bays/spaces that have a time limit to them, there must also be a clock/disc set at the time of arrival on display.</p> <ul style="list-style-type: none"> • Loading and Unloading is not allowed in this type of parking place unless you are a blue badge holder. • Only valid Blue Badge holders are allowed to use the bay with their disc/clock set at the time of arrival if required. • No observation time is required for this contravention.
91	Parked in a car park or area not designated for that class of vehicle	<p>This contravention only takes place in car parks. The contravention is committed when a vehicle is parked in a car park bay that is not for that type or class of vehicle. E.g. a motorcycle bay.</p> <ul style="list-style-type: none"> • Loading and Unloading is not allowed unless the vehicle is allowed to be in the parking place.

Contravention	Description	Rules
		<ul style="list-style-type: none"> • Blue Badge holders are not allowed to park in these parking places unless they have the correct class of vehicle. • No observation time is required for this contravention.
99	<p>Stopped on a pedestrian crossing or crossing area marked by zig-zags</p>	<p>Vehicles are not allowed to stop on the white zig-zag markings or on a designated pedestrian crossing. Any vehicle that does so, may receive a penalty charge notice.</p> <ul style="list-style-type: none"> • The Police can also take action and their offence would take priority over any notice issued by the Council. You may also receive penalty points on your driving licence if they take action against you. • You cannot Load or Unload on these markings. • You cannot drop off or pick up people on these markings. • Blue Badge holders are not allowed to park on these markings. • No observation time is required for this contravention.