

Kemble

Traffic Regulation Order (TRO) Option Explanation

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The two village wide TRO options - explained

There are two options outlined on the consultation plans. They both set out area-wide parking restrictions for the village, but there are significantly different in their design and what parking is allowed for both residents and non-residents.

In this instance: non-residents are assumed to be anyone who is not eligible for a residents permit; this can be friends, family, or trades people;

Residents: refers to on-street parking only – where eligible properties can purchase up to two permits per household to park on-street within the permit parking zone.

The permit is not required for off-street parking, and is not linked to the station car parking areas.

The two areawide parking restrictions are discussed on the following pages, outlining the differences between:

Restricted
Parking Zone



Permit
Parking Area

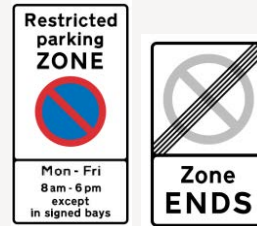


← Example zone entry signs →

Restricted Parking Zone (RPZ) - explained

Signage

- › Entry/exit signs indicate the start and end of the RPZ;
- › The roundel sign represents 'No waiting' restriction. Known as 'Yellow lines'. The RPZ zone entry signs indicate the starting point of the 'virtual' yellow line. Yellow backed repeater signs are placed within the zone to remind you that your within a RPZ.
- › The subplate – bottom section of the RPZ zone entry sign, can be used to add additional information about the zone. A time is added to show when the RPZ is enforceable. Or if parking bays are included in the zone – "except in signed bays".



*All signs above
for illustration only*

Summary:

Restricted parking zones (RPZ) were originally developed for historic areas or where very narrow roads resulted in conventional yellow lines being visually intrusive.

The zone boundary (marked with the entry signs) are used to replace the need for yellow lines. The 'No loading' restriction (shown left) can be added to the RPZ entry sign which means 'Blue badges can't park on the virtual yellow lines'.

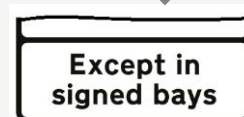
The restriction on the ground is in effect a 'virtual' yellow line, whereby the zone entry signs indicate the start of the yellow line restriction.

Other parking restrictions can be placed within the RPZ. The subplate at the bottom of the RPZ zone entry will indicate the time of operation and if other parking restrictions apply. The 'except in marked bays' can be any type of permitted parking restriction. In this case the signed bays will be the shared used limited wait & permit parking bays (see page 5 for details).

Permit Parking Area (PPA) - explained

Signage

- › Entry/exit signs indicate the start and end of the PPA;
- › The 'P' parking sign indicates a 'Parking place' restriction. The PPA zone entry signs indicate the starting point of the 'virtual' Permit parking area. Meaning you can park with a permit anywhere in the zone. Expect on yellow lines.
- › A repeater sign can be placed within the zone to remind you that your within a PPA.
- › The subplate – bottom section of the PPA zone entry sign, can be used to add additional information about the zone.



*All signs above
for illustration only*

Summary:

A permit parking area (PPA) is where parking in an entire road or area is reserved solely for permit holders. The PPA zone entry signs indicate the starting point of the 'virtual' Permit parking area. Meaning you can park with a permit anywhere in the zone. Expect on yellow lines.

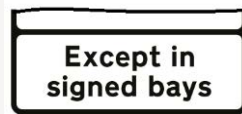
The zone boundary and timings (marked on the entry signs) are used to replace the need for permit parking bay lines. The restriction on the ground is in effect a 'virtual' permit parking bay for the whole zone.

Other parking restrictions can be placed within the PPA. The subplate at the bottom of the PPA zone entry will indicate if other parking restrictions apply. The 'expect in marked bays' can be any type of permitted parking restriction. In this case the signed bays will be the shared used limited wait & permit parking bays (see page 5 for details).

Shared use parking bay - explained

Signage

- › In both the RPZ and PPA – other parking restrictions are indicated at the start of the zone – with the “Except in signed bays” subplate;
- › In this case the signed bays will be the shared used - permit holders [K] or 4 hours No return 4 hours (limited waiting).
- › The [K] sign denotes the permit scheme and the TRO will outline who is eligible to buy permits.
- › The 4 hours No return 4 hours (limited waiting) allows anyone to park up to a maximum of 4 hours within the RPZ or PPA operational hours.



*All signs above
for illustration only*

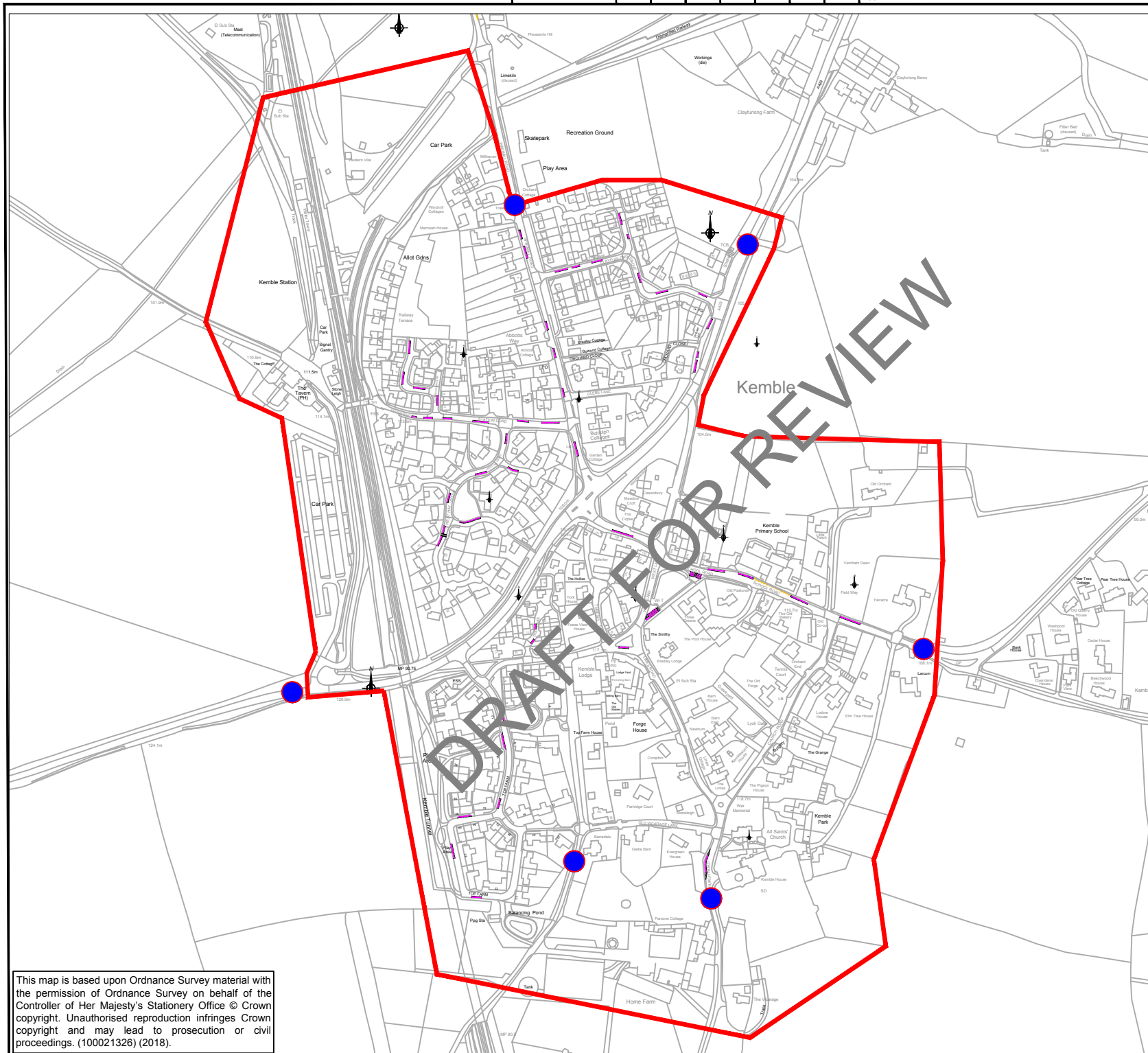
Summary:

The additional parking bays marked with white lines on the road, within the RPZ or PPA can be used by permit holders or non-permit holders for a limited time.

Eligible residents within the zone [K], can purchase up to two permits per household to park on-street within the permit parking zone.

Non-residents, who are assumed to be anyone who is not eligible for a residents permit; be this friends, family, or trades people; can park for up to a maximum of 4 hours within the PPA operational hours.

If you park and wait before or after the operation times of the RPZ or PPA, then you can stay longer. E.g. if a non-resident parks at 1pm Friday – then they can stay until 1pm the following Monday. As their Friday stay of four hours (1pm – 5pm) takes them to the end of the zone operating times; and then they have four more hours on the Monday (9am – 1pm) at the start of the new operational time.



KEY

Proposed Restricted Parking Zone Area



Sign to be used to show parking bay restriction
For detail see plans 1 to 9



Sign to be used at extents of Restricted Parking Zone



A Restricted Parking Zone is used where painted markings would be physically intrusive throughout the zone. Parking is only permitted in parking bays as shown

Rev	Revision details	Chkd	Appd	Date
Designed:	DW			Date: 10/06/19
Drawn:	DW			Date: 10/06/19
Checked:				Date:
Approved:				Date:



Project Name
Kemble RPZ
Drawing Title
RPZ Overview

Original Drg Size : A3	Scale : SCALE
Drawing Status	
CONSULTATION	
Drawing No	Revision
K-OV	

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Gloucestershire Parking Review - Kemble

An overview of the parking restrictions proposed for Kemble are shown on the map opposite.


Eligible properties within a Permit Parking Area (PPA) are able to buy permits which allow them to park in any parking spaces within that zone.

We want to hear your views; if approved, when should these restrictions apply? We propose: Mon - Fri 9am - 5pm


Different operating times and days will be considered based on the feedback we receive.

Key: Proposed Parking Restrictions

--- School Keep Clear

 **Proposed Double Yellow Lines**
No waiting restrictions.


 **Proposed Parking Bay**

Proposed Bay Signage: Mon - Fri 9am - 5pm Permit holders  or 4 hours No return within 4 hours



Non-permit holders can park for up to 4 hours, free of charge (no return within 4 hours). Permit Holders and vehicles with a valid visitor voucher can park, and are exempt from the time limit.

 **Proposed Permit Parking Area (PPA)**

Permit holders  parking only past this point Mon - Fri 9am - 5pm [Except in signed bays]

Only vehicles with a valid permit or visitor voucher for this zone can park, except in signed bays

NOTE: The green markings on the map depict the proposed PPA and are for illustrative purposes only. If approved, no line markings will be installed on the highway.



Proposed PPA Zone Entry Point

Proposed Entry Signage:



Proposed Exit Signage:



Gloucestershire County Council

Permit Parking Feasibility Policy

1 Introduction

1.1 Policy context

The Local Transport Plan highlights residents parking schemes as one method which could be used to address the problems associated with on-street commuter parking in residential areas. This policy expands on this, setting out the conditions where a residents parking scheme may be considered as well as setting out the operational details of a scheme. This policy sets out an approach that can be consistently applied across the whole of the Gloucestershire County area.

1.2 It is intended that this policy will also set an approach to business, commercial and visitor parking within residential areas and the use of permits and other controls to achieve the objectives detailed below.

1.3 This document should be read as a whole and no single point should be relied upon for guidance in a scheme.

1.4 Purpose of permit parking schemes

- Give priority in the use of available road space to residents
- Remove or control commuter or other parking
- Improve environmental conditions in residential areas
- Encourage the use of alternative modes of transport
- Deliver the County's Transport Policy

1.5 Existing permit parking schemes

Existing permit parking schemes, which were implemented on an ad hoc basis, without the guidance of policy, will be revised in accordance with this policy;

- as new adjoining schemes are introduced
- where many existing schemes already exist in the wider area

1.6 Where appropriate, and predominantly in highly restricted or pressured areas, a “zonal” approach will be adopted in the design of schemes. Where the impact of a scheme on a road or street has displacement implications or other impact on a neighbouring road the scheme should be extended to cover that road, or a separate scheme considered for the neighbouring area – even where no requests for such a scheme have been received. In such areas a Controlled Parking Zone (CPZ) should always be considered (see 2.9 and 5.5 below).

2 The introduction of a permit parking schemes

2.1 Advantages

- Discourage commuter/shopper parking in residential streets;
- Enhanced environment in residential areas;
- Residents find their on-street parking is easier and more convenient;
- Improve parking and traffic management;
- Improve the management of parking from new development; and Produce road safety benefits.

2.2 Disadvantages

- Possible knock-on effect of re-located commuter / shopper parking;
- Costs of introduction and management and payment for permits;
- Permits do not guarantee a parking space;
- Schemes may only manage an under-supply of spaces;
- Can lead to inefficient use of on-street parking space; and
- Reduces levels of on-street parking - problems for visitors/businesses. Can reduce traffic flow/safety as vehicle drivers search for fewer permitted spaces.

2.3 Criteria

- 2.3.1 The following criteria must be met in order for a permit parking schemes to be considered:
- 2.3.2 All requests for a permit parking schemes must be put forward by and fully supported by at least one County Councillor in the Division affected.
- 2.3.3 A high proportion of residents surveyed within the scheme boundary (at least 70% of respondents) must support the introduction of permit controls for the scheme to go ahead with a minimum response of 50% of households within the area.
- 2.3.4 Permit parking schemes will not be introduced where the majority of residents have off-street parking or where there is sufficient on-street space to accommodate both residents and non-residents parking; it is notable that a DfT survey (2008) reported that 48% of households have access to a garage (only 28% used the garage to park a vehicle overnight) and 57% have access to other off-street parking.
- 2.3.5 It may be inefficient to introduce a permit parking scheme in small isolated areas remote from other areas of parking enforcement. Such schemes would have a disproportionate cost in terms of enforcement, may create expectations that the Council is unable to meet and have limited traffic or parking management value for the surrounding area.
- 2.3.6 For permit parking to be introduced or any other scheme to be considered there should be an observable and persistent problem. It may be inefficient to introduce permit parking schemes to manage minor sporting events or other occasional community events. In the case of major events, they must be frequent and cause significant disturbance, as judged by all parties involved.
- 2.3.7 Within a permit parking scheme, individual properties on roads which are part of the scheme can be excluded from eligibility for parking permits if that exclusion was a specific part of the planning consent for that property, such as part of a section 106 agreement.
- 2.3.8 There must be a demonstrable need which is defined by all of the points below:
- At least 50% of the properties affected have no off-street parking provision.
 - Residents are unable to park because at least 40% of available kerb space is occupied by non-residents during the normal working day, for example commuters near a town centre or office premises.
 - The administration and enforcement of the scheme must be able to operate with no financial burden on the council.

2.3.9 Controlled Parking Zones are;

- areas where all of the kerb space is subject to regulation.
- entrance and exit of the zone is indicated by suitable signage at all points.
- within the zone reminders of the restrictions are indicated by “repeater signs” and other signs and lines are not used.

2.3.10 Controlled Parking Zones should be introduced where;

- Several linking streets in one area meet the criteria for a permit parking scheme (this may result in the creation of more than one adjacent CPZ to limit inter-zonal travel).
- More than 85% of kerb space within a defined area is subject to parking restrictions.

3 Operational details of a permit parking scheme

3.1 Please see Gloucestershire Parking Terms and Conditions. This document sets out Gloucestershire County Council's (GCCs) Terms and Conditions relating to parking permits, waivers, suspensions and voucher along with the services/products offered relating to permitted parking.

3.2 Guesthouses, Hotels, Bed and Breakfast establishments will be consulted with through the design process where necessary, to establish if possible alternate off-street arrangements should be investigated with the local District or Borough Council.

3.3 Cost of permits
Cost of permits can be found in the Gloucestershire Parking Terms and Conditions.

3.4 Times of operation
Times of operation for individual Residents Parking Schemes will be designed to reflect local parking and road use, local consultation will help to inform this decision. As a principle, times of operation should as a minimum standard, reflect those of nearby off-street parking, or in the absence of such parking run from 8am to 8pm daily including Sundays and Bank Holidays. Times of operation need to reflect increased Sunday travel and parking pressures and late night use of local facilities.

3.5 Provision for visitors
Residents within the scheme area will have the opportunity to purchase visitors vouchers at a cost identified in the Gloucestershire Parking Terms and Conditions. Each household will be restricted to a maximum number of visitor permits per year.

3.6 Provision for carers
Carers' permits will be issued free of charge. Carer permits should only be used in conjunction with active and ongoing care at the residence of the person in receipt of the care. GCC reserves the right to require evidence that this requirement is being met should the need arise.

Applicants must include in their application a letter from Social Services that specifies who is being cared for. Without this information the application may not be processed.

3.7 Provision for Blue Badge holders

The provision of disabled bays is unaffected by the existence of a residents' parking scheme. Blue Badge holders must apply for and purchase a residents' parking permit if they require one. Disabled residents who own a vehicle and are also Blue Badge holders are able to apply for a permit which allows them to park for an unlimited time period within the disabled bays within their zone. Blue Badge holders who are non-residents are only allowed to park within the disabled bays and on yellow lines where there are no loading restrictions for up to three hours with their "clock" disc displayed.

Please note: Blue Badge holders are not eligible to park in permit holder only bays without a valid permit.

3.8 Provision for motorcycles

The cost of residents' permits for motorcycles under 300cc will be the equivalent of half the cost of a first permit for a household. Permit costs for motorcycles above 300cc are the same as car permits.

4 Enforcement

4.1 Penalty Charge Notices (PCNs) may be issued for the non display of a valid permit within a residents or permit parking zone. In accordance with the Civil Enforcement of Parking Contraventions (Guidelines of levels of charges) (England) Order 2007.

4.2 All road space within the area of a permit parking scheme will be defined either as permitted parking or by yellow line restrictions, this will be carried out in accordance with the current Traffic Signs Regulations and General Directions 2016.

4.3 In instances that a permit parking scheme is implemented, appropriate signage in accordance with the current Traffic Signs Regulation and General Directions 2016 or other regulations in effect at the time will be erected.

5 Design of Schemes

Residents' parking is a relatively complex process to design and manage and it is inevitable that different locations will require slightly different solutions. Design criteria will have to have some degree of flexibility of interpretation.

Types of Parking Permit Scheme

5.1 There may be considered to be broadly three types of location where residents' parking schemes could be appropriate:

5.2 Demand for parking exceeds supply – exclusive permit schemes

This is the most traditional and common form of scheme, where a street or area is divided into prohibited and permitted parking areas. In order to park in a permitted area, a vehicle would be required to display a valid permit. The permit categories may vary; usually residents, visitors, health care workers serving residents and other users the authority may see fit. The system provides optimum benefit to residents but low levels of residents' parking can lead to an inefficient use of on-street parking where overall parking is limited.

In areas where the demand for on-street spaces from residents alone exceeds the supply, the management and allocation of permits can be problematic; this is particularly the case where the scheme results in the kerbside space being reduced through formalisation of properly permitted parking – eg clearing parking at junctions.

5.3 On-street parking is not restricted to residents– shared use bays

This type of scheme is commonly referred to as a 'shared use scheme', where there is a dual use of on-street space, overcoming the under use problem noted above. It commonly enables the time-limited use of on-street space (which may or may not be charged for) to be operated alongside vehicles with residents' permits that would be exempt from either time or charge restrictions. It does eliminate the need for the administration of permits for visitors, carers etc., with these users being able to use space generally available.

5.4 High demand for on-street parking by both residents and non-residents – exclusive bay schemes

In some instances it may be considered that visitors and staff of local businesses and facilities may need some assured parking provision while leaving residents to compete with this demand in a shared spaces scheme may leave them unreasonable disadvantaged. In these cases designated spaces for residents – displaying permits, and visitors – paying for space through pay-and-display may more effectively protect residents and visitors needs while allowing some control over the mix of use within the area.

5.5 Controlled Parking Zones (CPZs) ; The following points should be read in conjunction with point 2.3.9 and 2.3.10 above.

5.5.1 All kerb space is either designated parking or restricted parking and the zones (and possible sub-zones) are indicated by entry and exit signs.

5.5.2 CPZs may be of use in areas of intense parking use and/or where one permit parking zone adjoins another.

5.5.3 Pay and Display

In some areas visitor parking to local businesses and other facilities may be desirable or considered appropriate for the area. The use of price to control demand should be considered as an integral part of a permit parking scheme. Pay and Display controls should be considered where some control of the demand for non-residential parking is required within a permit parking scheme.

5.6 Times of operation See 3.4 above.

6 Acceptance of schemes and prioritisation of works

6.1 It is proposed that applications for schemes should only be progressed if they are supported by at least one of the local County Councillors. When dealing with requests this will mean that Councillors must be consulted before a scheme is progress. Subsequently requests for a permit scheme should be redirected, in the first instance, to a local County Councillor.

7 Finance

7.1 Permit charges can be found in the Gloucestershire Parking Terms and Conditions. Any changes to permit charges will be advertised in line with the correct legal process. Permit charges are consistent countywide.



Gloucestershire Parking Terms and Conditions

Version 1.18

September 2020

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Gloucestershire
COUNTY COUNCIL

Gloucestershire Parking Terms and Conditions

Version History		
Version	Date Published	Notes
1.0	September 2016	For consultation
1.1	January 2017	Adopted - no changes from consultation
1.2	May 2017	Update of charges for motorcycles
1.3	June 2017	Update on permits for motorcycles
1.4	June 2017	Update on suspension of parking places
1.5	July 2017	Update on obtaining council tax number from district council
1.6	August 2017	Update on hotel vouchers
1.7	November 2017	Update on hotel vouchers
1.8	January 2018	Update on waivers
1.9	February 2018	Update on waivers
1.11	October 2018	Update on business permits
1.12	November 2018	Update on business permits
1.13	April 2019	Update on permit prices
1.14	May 2019	Update to all permits – clarification of permits only valid where permit parking is permitted.
1.15	August 2019	Update on visitor vouchers
1.16	March 2020	Update on carer permits
1.17	April 2020	Update on suspension of parking places – new provider contact details
1.18	September 2020	Update increase in permit charges

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1. Introduction

This document sets out Gloucestershire County Council's (GCCs) Terms and Conditions relating to parking permits, waivers, suspensions and voucher along with the services/products offered relating to permitted parking.

- Section 2 relates to Permit Parking
- Section 3 relates to Waivers
- Section 4 relates to Suspensions

1.1. General Terms

1. This document sets out the information required to request each of the items available, and the way in which the items should be used.
2. Obtaining any item described in this document through false or inaccurate information or using the item in a way not prescribed within these Terms and Conditions may result in its immediate cancellation, and GCC reserves the right to withhold outstanding money or to make a reasonable charge for any refund.
3. In making an application for any of the items below, the applicant authorises GCC to make further checks as GCC sees fit to validate the data provided.
4. GCC reserves the right to refuse the application or renewal of any of any item described in this document if there has been previously fraudulent application or misuse on the part of the applicant.
5. In applying for any item described in this document, the applicant accepts the T&Cs in this document.
6. GCC reserves the right to update this document and the terms, conditions and charges within in it from time to time.

2. Permit Parking

2.1. Permit Types

The following permits are offered for use within GCC's permit parking zones:

- Resident Permit
- Visitor Voucher
- Business Permit
- Carers Permit
- Hotel Voucher

The Terms and Conditions of Use are set out in the following sections.

The charge for each permit type is set out in Table 2.1 below.

Table 2.1 – Parking Permit Charges

Permit type		Charges
Resident Permit	1 st permit	£61.80 per year or £5.15 monthly
	2 nd permit	£123.60 per year or £10.30 monthly
	'Eco' cars (Vehicle Excise Duty Band 'A') To purchase a reduced charge permit you will need to contact MiPermit on 0333 123 5900	1st Permit - £30 per year or £2.50 monthly 2nd Permit - £60 per year or £5 monthly
	Motorcycles under 300cc (reduced charge) (Motorcycles over 300cc require a standard car permit) To purchase a reduced charge permit you will need to contact MiPermit on 0333 123 5900	£31 per year or £2.59 monthly for 1 st permit £62 per year or £5.18 monthly for 2 nd permit
Visitor Voucher (1 full calendar day)		£12.50 per set of 10 (£1.25 per voucher) Limited to 50 per household in any 12 month period

Permit type		Charges
		Only one voucher required for a weekend (Saturday and Sunday)
Carer		Free (£0)
Business permit	Standard Business permit	£309
	Business permit (Imperial Square, Cheltenham)	£927
Waivers		<p>Green Waivers (in permitted parking areas) £20/day</p> <p>Red Waivers (in no waiting areas) £25/day</p>
Hotel Voucher		<p>£2.50 per voucher per day</p> <p>Limited to one voucher per room up to the number of rooms registered by the "hotel"</p>

2.2. Resident Permit Terms and Conditions

1. A maximum of two permits can be issued to a household.
2. Permits are for residents only and can only be used within the permit zone boundary defined for the permit zone.
3. Please note no refunds will be given for unused or unwanted permits, or where access to parking is not available e.g. when work to the highway is carried out. Permits can be purchased annually or monthly.
4. Permits are valid for one year or one month from the date of issue and can be renewed by on-line or telephone application to GCC's administrative provider.
5. Customer details can be changed or permits transferred between vehicles or zones at no additional cost.
6. Customers must provide a valid Council Tax reference number for their property when applying for a permit. The parking permit application will ask you to supply your council tax account number; you can find this on your council tax bill. Please note that to protect the information on your council tax account this number cannot be given to you over the telephone.

If you do not have a copy of your bill you can;

- Telephone or email your local council tax office on to request another copy to be posted to your property.
- Visit the council tax office to collect copy of your bill. Please note you will need to ensure that you take photo identification with you which confirms your address, a copy of your bill cannot be given to you without identification.

If you have just moved in and need to register for council tax or notify a change of address, please contact your local council tax office.

7. Permits will only be issued for the permit zone in which the residential property is located.
8. Permits must be surrendered if the holder ceases to be a resident at the household address. Permits will be invalidated if the holder no longer resides at the address.
9. Permits are only issued to one individual registration number. It remains the resident's responsibility to ensure the vehicle registration number is correctly input and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice which will not be cancelled.
10. GCC makes every reasonable endeavour to remind permit holders when the permit is due to expire; however it remains the permit holder's responsibility to renew in a timely manner.
11. Parking schemes improve the availability of a parking space but a permit does not guarantee a space.
12. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
13. The permit will be issued as a virtual permit through an electronic record and no paper receipts will be issued.
14. Vehicles must be parked in accordance with the parking restrictions at all times.

15. Vehicles must be moved on the instruction of a Police Officer, Civil Enforcement Officer, a Council Officer or Utility Company Contractor in the course of their contracted works.
16. Vehicles for which a permit is purchased do not need to be registered at the permit holders' address, but in making the application the permit holder undertakes that the vehicle is for the primary use of a resident at the property and is normally kept at that property.
17. Obtaining or possessing a permit through false or fraudulent information, including the sale or transfer of permits, will invalidate the permit(s) and no refund of any payment will be made. Anyone identified will have their future household permit entitlement reviewed.
18. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
19. All permits remain the property of GCC, who retain the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of residents parking permit.
20. Please retain this section for reference.

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2.3. Visitor Vouchers Terms and Conditions

1. Visitor vouchers can be issued to a household for the use of their visitors only and must be used within the permit zone boundary defined for the permit zone.
2. Visitor vouchers are valid for one year from the date of issue and can be obtained by on-line or telephone application to GCC's administrative provider.
3. Visitor vouchers are available in blocks of 10 vouchers. A maximum of 50 visitor vouchers (5 blocks) may be purchased within any 12 month period.
4. Visitor vouchers may be purchased in one transaction of 50 (5 blocks), or as separate blocks of 10. A maximum of 5 blocks (50 vouchers in total) will be issued in any 12 month period. Please see the [Parking Permits and Zone Maps](#) page on our website for a further explanation and detailed examples.
5. Please note no refunds will be given for unused or unwanted vouchers, or where access to parking is not available e.g. when work to the highway is carried out.
6. Visitor vouchers apply for one calendar day, or two days over Saturday and Sundays, and are issued to a specific visiting vehicle when activated.
7. Customers must provide a valid Council Tax reference number for their property when registering to apply for visitor vouchers.
8. Visitor vouchers will only be issued for the permit zone in which the residential property is located.
9. Visitor vouchers must be surrendered if the holder ceases to be a resident at the household address. Vouchers will be invalidated if the holder no longer resides at the address.
10. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
11. The Visitor voucher will be issued as a virtual permit through an electronic record and no paper receipts will be issued.
12. The Visitor voucher must be activated on-line or by telephone before use. It remains the resident's responsibility to ensure the vehicle registration number is correctly input and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice which will not be cancelled.
13. A Penalty Charge notice may be issued if the terms and conditions are not met or the visitor voucher has expired.
14. Parking schemes improve the availability of a parking space but a visitor voucher does not guarantee a space.
15. Vehicles must be moved on the instruction of a Police Officer, Civil Enforcement Officer, a Council Officer or Utility Company Contractor in the course of their contracted works.
16. Vehicles must be parked in accordance with the parking restrictions at all times.
17. Obtaining a voucher or possessing a voucher through false or fraudulent information will invalidate the voucher and no refund of any payment will be made.
18. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
19. All visitor vouchers remain the property of GCC, who retains the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of visitor vouchers.

20. Please retain this section for reference.

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2.4. Business Permit Terms and Conditions

1. A maximum of two permits can be issued to one business. Permits are for businesses only and must be used within the permit zone boundary defined for the permit zone.
2. Business permits are issued for operational business use such as loading/unloading, and unplanned deliveries.
3. Permits are valid for one year from the date of issue and can be renewed by on-line or telephone application to GCC's administrative provider.
4. Permits will be issued as a digital record and no paper receipts will be issued.
5. Each permit must be activated via the on-line portal. It remains the permit holder's responsibility to ensure the vehicle registration number is correctly input and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice which will not be cancelled.
6. Customers must provide a Business Rates reference number for their business when applying for a permit(s).
7. Please note no refunds will be given for unused or unwanted permits, or where access to parking is not available e.g. when work to the highway is carried out.
8. Business permits are NOT to be used for private or staff parking. Misuse will result in the permit(s) being cancelled and no refunds will be given.
9. A Penalty Charge Notice will be issued where the terms of the Business Permit are not complied with, and will not be cancelled.
10. Permits will only be issued for the permit zone in which the business property is located.
11. Permits must be surrendered if the holder ceases to occupy the business address. Permits can only be used for businesses currently undertaking business within the designated business permit zone and paying business rates for a property within that zone.
12. GCC makes every endeavour to remind the permit holder when the permit is due to expire; however it remains the permit holder's responsibility to renew in a timely manner.
13. Parking schemes improve the availability of a parking space but a permit does not guarantee a space.
14. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
15. Vehicles must be parked in accordance with the parking restrictions at all times.
16. Vehicles must be moved on the instruction of a Police Officer, Civil Enforcement Officer, a Council Officer or Utility Company Contractor in the course of their contracted works.
17. Obtaining a permit or possessing a permit through false or fraudulent information will invalidate the permit and no refund of any payment will be made. Only permits issued by GCC or its agent are valid and any duplicate or any alternatives will not be considered.
18. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
19. All permits remain the property of GCC, who retains the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of a business permit.
20. Please retain this section for reference.

2.5. Business Permit Terms and Conditions (Imperial Square)

1. A maximum of two permits can be issued to one business. Permits are for businesses only and must be used within the permit zone boundary defined for the permit zone.
2. Business permits are issued for business use such as loading/unloading, unplanned deliveries etc.
3. Permits are valid for one year from the date of issue and can be renewed by on-line or telephone application to GCC's administrative provider.
4. Permits will be issued as a paper permit and will be required to be clearly displayed on the inside of the front windscreen of the vehicle.
5. Customers must provide a Business Rates reference number for their business when applying for a permit(s).
6. Replacement of any paper permit will result in an administration charge of £15. Replacement permits must not be used in addition to the original.
7. Please note no refunds will be given for unused or unwanted permits, or where access to parking is not available e.g. when work to the highway is carried out.
8. Business permits are NOT to be used for private staff parking. Misuse will result in the permit(s) being cancelled and no refunds will be given.
9. A Penalty Charge Notice will be issued where the terms of the Business Permit are not complied with, and will not be cancelled.
10. Permits will only be issued for the permit zone in which the business property is located.
11. Permits must be surrendered if the holder ceases to occupy the business address. Permits can only be used for businesses currently undertaking business within the designated business permit zone and paying business rates for a property within that zone.
12. GCC makes every endeavour to remind the permit holder when the permit is due to expire; however it remains the permit holder's responsibility to renew in a timely manner.
13. Parking schemes improve the availability of a parking space but a permit does not guarantee a space.
14. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
15. Vehicles must be parked in accordance with the parking restrictions at all times.
16. Vehicles must be moved on the instruction of a Police Officer, Civil Enforcement Officer, a Council Officer or Utility Company Contractor in the course of their contracted works.
17. Obtaining a permit or possessing a permit through false or fraudulent information will invalidate the permit and no refund of any payment will be made. Only permits issued by GCC or its agent are valid and any duplicate or any alternatives will not be considered.
18. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
19. All permits remain the property of GCC, who retains the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of a business permit.
20. Please retain this section for reference.

2.6. Carer Permit Terms and Conditions

1. The applicant remains responsible for cascading the Terms and Conditions to all permit holders within their care organisation.
2. Carer permits should only be used in conjunction with active and ongoing care at the residence of the person in receipt of the care. GCC reserves the right to require evidence that this requirement is being met should the need arise.
3. Applicants must include in their application a letter from Social Services that specifies who is being cared for. Without this information the application may not be processed.
4. Please note Carer Permits are for Domiciliary Care ONLY, they DO NOT cover a vehicle for deliveries or for transporting people to appointments and cannot be used for office work, meetings, administration at the office and surgery location within the permit zone.
5. Carer permits are provided where on-street parking is required in Permit Parking bays (Permit Holders Only or shared bays) in Gloucestershire for the purposes of carrying out domiciliary care.
6. A "Care Organisation" as referred to in the application form is defined as a statutory, commercial or charitable organisation or authority that carries out domiciliary care.
7. Permits are valid for 12 months from the date of issue and can be renewed by application to GCC for use in Gloucestershire. No reminders will be sent.
8. Permits may only be used in the permit parking zones indicated on the permit.
9. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
10. Please note no refunds will be given for unused or unwanted carers permits, or where access to parking is not available e.g. when work to the highway is carried out.
11. Permits must be managed on a daily basis by the person that applied for the permit. That person shall make all professionals who will use the permits fully aware of all terms and conditions relating to the issue of the permit.
12. The permit will be issued as a virtual permit through an electronic record and no paper receipts will be issued.
13. Vehicles must be parked in accordance with the parking restrictions at all times.
14. Misuse of a permit, forging or possessing a forged permit, or making a false statement for the issue of a permit may result in the permit being cancelled immediately and no further permits issued to the specified vehicle registration mark or number. GCC reserves the right to take any further action it considers appropriate.
15. Obtaining a permit or possessing a permit through false or fraudulent information will invalidate the permit and no refund of any payment will be made. Only permits issued by GCC or its agent are valid and any duplicate or any alternatives will not be considered.
16. GCC is required by law share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
17. All permits remain the property of GCC, who retain the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of carer permits.
18. Additional Terms and Conditions may be incorporated into the issue letter.
19. Please retain this section for reference.

2.7. Hotel Vouchers Terms and Conditions

1. Hotel vouchers are limited to one voucher per Hotel room, and must be used within the permit zone boundary defined for the permit zone.
2. Please note no refunds will be given for unused or unwanted vouchers or where access to parking is not available e.g. when work to the highway is carried out.
3. Hotel vouchers apply from 12 noon, for 24 hours and are issued to a specific visiting vehicle when activated.
4. Hotel vouchers are for the use of customers/guests only, and are NOT to be used for staff or business use. Misuse may result in vouchers being cancelled for which no refunds will be given or the hotel or guest house being removed from the hotel voucher scheme.
5. Hotel vouchers are valid for the day or days of issue and can be obtained by on-line or telephone application to GCC's administrative provider.
6. Hotels and Guest Houses are defined as being any premises offering accommodation to visitors on a commercial basis from a business rated premises, or a holiday home let to persons on holiday.
7. Customers must provide a Business Rates reference number for their business when applying for vouchers.
8. Hotel vouchers will only be issued for the permit zone in which the hotel is located. Hotel vouchers must be surrendered if the holder ceases to operate from the business address.
9. Hotel vouchers are only valid for designated on-street bays, and not valid for off street car parks or other restrictions.
10. Hotel vouchers are only available to hotels registered with the scheme and for the numbered rooms declared at registration.
11. The Hotel voucher will be issued as a virtual voucher through an electronic record and no paper receipts will be issued.
12. Hotel vouchers are debited from the registered hotel payment card on a monthly basis.
13. The Hotel voucher must be activated on-line or by telephone before use. It remains the hotels responsibility to ensure the vehicle registration number is correctly input and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice which will not be cancelled.
14. Vehicles must be parked in accordance with the parking restrictions at all times.
15. Permits are only valid for designated on-street bays where permit parking is permitted, but not valid for off-street car parks or other restrictions.
16. Parking schemes improve the availability of a parking space but a hotel voucher does not guarantee a space.
17. Obtaining a voucher or possessing a voucher through false or fraudulent information will invalidate the voucher and no refund of any payment will be made.
18. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#)
19. All Hotel vouchers remain the property of GCC, who retain the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the

terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of visitor vouchers.

20. Please retain this section for reference.

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3. Waiver Terms and Conditions

1. A Waiver is available to tradesmen actively conducting work in a permit area – they allow a specified vehicle to park in a specified street whilst the applicant carries out their work.
2. Waiver permits are issued solely at the discretion of GCC and remain the property of GCC. A Waiver may be withdrawn at any time by GCC with notice given to the applicant.
3. A Green Waiver application must be made by on-line or telephone application to GCC's administrative provider.
4. Green Waivers are for parking in unrestricted areas of the street (i.e. not on single or double yellow lines). They are valid for the location and period purchased for On-Street Pay & Display Bays, Limited Waiting Bays and Resident Parking Bays. Using a Green Waiver on any other parking restriction or location may result in a Penalty Charge Notice being issued.
5. A Red Waiver application must be made by on-line or telephone application to GCC's administrative provider 10 days before parking is required.
6. Red Waivers are for parking in restricted areas of the street. Red Waivers are valid for the location and period purchased (where applicable) for Single or Double yellow lines, Loading Bays, Areas with Loading Restrictions and Pedestrian Areas.
7. Once a Red Waiver has been purchased Gloucestershire County Council Parking Team will review your request and make a decision based on availability. You will be informed via email of the council's decision.
8. A Waiver can only be valid for one vehicle at any time. No more than 2 waivers can be issued per street/road at any time.
9. A Waiver will be issued as a virtual permit through an electronic record and no paper receipts will be issued.
10. There is a processing charge of £20 per day for a Green Waiver (in permitted parking areas and £35 per day for a Red Waiver (in no waiting areas), for a maximum period of 14 days. No refunds will be given for unused or invalidated waivers.
11. A Waiver does not guarantee a parking space at a specific location or on a specific part of the public highway. When a suitable location to park at a stated address cannot be found, a waiver will be given for the nearest suitable location. The vehicle is only permitted to park at or near to the notice address stated.
12. The vehicle should be parked in a manner that is safe and does not cause a hazard or nuisance to other drivers or pedestrians.
13. Materials or goods must not be deposited on the footway or carriageway except when loading or unloading is occurring.
14. A Waiver is invalid if used for any vehicle other than originally stated and a Penalty Charge Notice will be issued. If there is a change of vehicle details due to a vehicle breakdown, GCC must be informed by telephone immediately to discuss alternative actions.
15. Waivers are only issued to one individual registration number. It remains the applicant's responsibility to ensure the vehicle registration number is correctly input and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge notice which will not be cancelled.
16. The vehicle must be moved on the instruction of a Police Officer, Civil Enforcement Officer, a Council Officer or Utility Company Contractor in the course of their contracted works.
17. A Penalty Charge Notice will always be issued where the terms of the Waiver are not complied with and will not be cancelled.
18. GCC reserves the right not to issue any Waiver where the vehicle involved has outstanding Penalty Charge Notices issued to it, or where the council considers parking at a specified location may be hazardous, dangerous or a nuisance to others.

19. Obtaining a waiver or possessing a waiver through false or fraudulent information will invalidate the waiver and no refund of any payment will be made.
20. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see our [Fair Processing Notice](#).
21. All waivers remain the property of GCC, who retain the right to withdraw it when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of waivers.
22. Please retain this section for reference.

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4. Suspension of Parking Places Terms and Conditions

1. Applications to suspend the use of a parking place should be made with GCC's enforcement agent (currently NSL).
2. Advance notification of a request for a suspension must be made using the relevant form available from GCC's enforcement agent (NSL) and received at least 7 days before the required date of suspension.
3. Each application to suspend the use of parking place can include up to a MAXIMUM of 3 adjacent parking spaces.
4. A parking space is an individual space if marked or a length of 5m within a longer parking bay if individual spaces are not marked.
5. An administration charge will be made of £25 per day for each bay suspended per application. Refund requests for unused days will incur a £25 administration charge.
6. Where an applicant requires more than 5 parking spaces to be suspended, applications should be made directly to GCC at parking@gloucestershire.gov.uk, allowing a minimum of 7 days' notice.
7. Emergency applications will be considered, but only if made during working hours directly to GCC parking team (01452 425610).
8. Payment can be made by telephone or by invoice. Please note: no refunds will be given for any unused bays or access to a bay is not available.
9. GCC and their enforcement agent (NSL) reserve the right to refuse any application.
10. If an extension is required, the applicant must contact GCC's enforcement agent (NSL) in writing no later than one working day before the expiry date. Failure to do this will result in the space(s) being reinstated and the request can only be considered as a new application subject to the notice periods set out above.
11. In the event of difficulties (including but not limited to vehicles being parked in the suspended space(s), the applicant should contact GCC's enforcement agent (NSL) immediately by telephone (01452 937137).
12. A suspension suspends the general right for anyone to park at the designated location and is only issued in respect of the dates applied for. A Waiver will be issued to the applicant to allow parking of the applicant's vehicle where required.
13. The applicant/driver must move any vehicle they park in a suspended space if so directed by a Police Officer or a Civil Enforcement Officer authorised by GCC or their enforcement agent (NSL). The applicant/driver must park safely at all times and not obstruct access to side roads and or adjacent premises.
14. Obtaining a suspension through false or fraudulent information will invalidate the suspension and no refund of any payment will be made.
15. GCC is required by law to share personal data to help the detection of fraud. Consequently this authority is under a duty to protect the public funds it administers, and to this end may use the information you provide through your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see [Fair Processing Notice](#)
16. GCC retains the right to withdraw suspensions when not used in accordance with these terms and conditions. GCC reserves the right to change the terms and conditions. The terms and conditions advertised on the website will be the current valid terms and conditions for use of suspensions.
17. Please retain this section for reference.