

THREE RIVERS DISTRICT COUNCIL

TRAFFIC REGULATION ORDER

2024 No. 1

**THE THREE RIVERS DISTRICT COUNCIL
(OFF-STREET PARKING PLACES) (NO. 1) ORDER 2024**

Made: 4 September 2024

Coming into force: 23 September 2024

ARRANGEMENT OF ARTICLES

PART I – GENERAL

	<u>Article</u>
Citation and commencement	1
Revocation	2
Interpretation	3
Contraventions	4
Installation of payment machines and provision of an electronic payment system	5

PART II – CONDITIONS OF USE OF PARKING PLACES

Conditions of use of a parking place during its operational hours	6
Conditions of use of a parking place during the controlled hours	7
Conditions relating to short stay and long stay parking bays	8
Conditions relating to maximum stay period and minimum return interval	9

**PART III –THE PARKING CHARGE AND INDICATIONS RELATING TO
THE ELECTRONIC PAYMENT SYSTEM**

Payment of the parking charge at a payment machine or via the electronic payment system	10
Indications by hand held device	11
Hand-held device indications as evidence	12

PART IV –PERMITS

Application for and grant or issue of business permits	13
Application for and grant or issue of long stay visitor permits	14
Application for and grant or issue of councillors permits	15
Application for and grant or issue of staff permits	16

Refund of charge paid in respect of business permits and long stay visitor permits	17
Surrender, withdrawal and validity of permits	18
Application for and grant or issue of duplicate permits	19
Restriction on the removal of permits	20
Form of permits	21

PART V - OTHER CONDITIONS AND EXEMPTIONS

Removal of a vehicle from a parking place	22
Closure of a parking place	23
Requirement to stop the engine of a vehicle	24
Use of a parking place in connection with the sale or offering for sale of goods	25
Parked for a purpose other than that for which the parking place was designated	26
Exemptions from certain provisions of this Order	27

SCHEDULES

Schedule 1 – Orders revoked by this Order
Schedule 2 – Off-street parking places
Schedule 3 – Permit charges and fees

Three Rivers District Council pursuant to arrangements made with Hertfordshire County Council under section 19 of the Local Government Act 2000¹ and the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2000² in exercise of the powers conferred on the said County Council under sections 32, 35 and 124 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984³, and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the said 1984 Act hereby makes the following Order:-

PART 1 - GENERAL

Citation and commencement

1. This Order may be cited as the Three Rivers District Council (Off-Street Parking Places) (No. 1) Order 2024 and shall come into force on 23 September 2024.

Revocation

2. Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into force of this Order, the Orders specified in Schedule 1 to this Order are hereby revoked

Interpretation

3. (1) In this Order, except where the context otherwise requires:-

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

“Bank holiday” means a day which is a bank holiday within the meaning of the Banking and Financial Dealings Act 1971⁴, as well as Christmas Day and Good Friday;

“Bay markings” means white or yellow lines marked on the surface of a parking place or any variation in material, pattern or colour of the surface of a parking place which is designed to indicate a parking bay;

“Business permit holders parking bay” means a parking bay within a parking place in which vehicles either displaying or in respect of which there has been granted a valid business permit, may be left without time limit during the operational hours, subject to the provisions of this Order, and which are indicated by the word “Business” placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs;

“Business permit” means a permit granted or issued under the provisions of Article 13;

“Business permit holder” means a person or organisation to whom a business permit has been issued or granted under the provisions of Article 13;

¹ 2000 c.22

² SI 2000/2851

³ 1984 c.27

⁴ 1971 c.80

"Controlled hours" means the period of time specified in column 5 of an item in Schedule 2 during which either: the parking charge is payable for the leaving of a vehicle in the parking place specified in column 2 of that item; or a maximum stay period, or a maximum stay period and minimum return interval, is applicable; or both.

"Civil enforcement officer" means a civil enforcement officer appointed by the Council under section 76 of the Traffic Management Act 2004;

"Council" means Three Rivers District Council and includes any parking services contractor or authorised agent appointed by and acting on behalf of the Council for the purposes of any function under the provisions of this Order;

"Councillors permit" means a permit granted or issued under the provisions of Article 15;

"Councillors permit holder" means a person to whom a councillors permit has been issued or granted under the provisions of Article 15;

"Councillors permit holders parking bay" means a parking bay within a parking place in which vehicles either displaying or in respect of which there has been granted a valid councillors permit, may be left without time limit during the operational hours, subject to the provisions of this Order, and which are indicated by the word "Councillor" placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs;

"Credit card" and "debit card" have the same meanings as in section 35A(6) of the 1984 Act;

"Designated officer" means an officer of the Council nominated by the Director of Environment or equivalent to carry out certain Council functions associated with the provisions of this Order;

"Disabled person's badge" and "Disabled person's vehicle" have the same meaning as in Regulation 3(1) of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000⁵;

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

"Electric vehicle" means a vehicle which can be wholly or partially propelled by electrical motive power derived from an electrical storage battery and can be charged from a mains electrical source external to the vehicle;

"Electric vehicle charging point" means a device designed for the charging of electric vehicles;

"Electric vehicle charging point parking bay" means a parking bay within a parking place which is reserved for the purpose of the charging or recharging of an electric vehicle, subject to the provisions of this Order, and which is indicated by the words "electric vehicles" or "electric vehicles only" either marked on the surface of the parking place, or shown on an upright sign placed in or in the vicinity of that parking bay, or both;

⁵ SI 2000/683

“Electronic payment system” means an computerised system operated by or on the behalf of the Council whereby the driver of a vehicle, or some other person authorised by that driver on their behalf, uses an electronic device to make payment of the parking charge in respect of a specified vehicle, a specified parking place and for a specified parking period by use of a debit or credit card and which records details pertaining to such payment, vehicle, parking place and parking period;

“Electronic permits system” means a computerised system operated by or on the behalf of the Council which facilitates and records details pertaining to parking permits and season tickets 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, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment;

"Entitled business user" means a business or organisation which occupies premises the postal address of which has been either approved by the Council or by the Three Rivers Chamber of Trade and Commerce as being eligible for the grant or issue of a business permit;

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

“Hand-held device” means a wireless hand-held computer which is programmed to interface with the electronic payment system and the electronic permits system ;

“Long stay parking bay” means a parking bay within a parking place in which vehicles may be left for a parking period exceeding 4 hours, subject to the provisions of this Order, and which are indicated by the words “Long Stay” placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs;

“Maximum gross weight” has the same meaning as in Schedule 1 to the Traffic Signs Regulations and General Directions 2016⁶;

“Maximum stay period”, means the maximum period of time a vehicle may be left in a parking place, as specified in column 6 of an item in Schedule 2;

“Minimum return interval”, means the minimum period of time before a vehicle, having been taken away from a parking place, may again be left in or may wait in that same parking place, as specified in column 6 of an item in Schedule 2;

“Motor cycle” has the same meaning as in section 136(4) of the 1984 Act and includes a motor cycle that has a side car attached;

"Operational hours", means the period of time specified in column 4 of an item in Schedule 2 during which the parking place specified in column 2 of that item is open, excluding any time during which the parking place is closed under the provisions of Article 23;

⁶ SI 2016/362

"Parking charge" means an amount specified in column 7 of an item in Schedule 2 which is payable, subject to the provisions of this Order, either at a payment machine or via the electronic payment system, respect of a vehicle left in the parking place specified in column 2 of that item for the parking period specified in relation to that parking charge in the said column 7;

"Parking bay" means an area within a parking place which is provided for the leaving of one vehicle only and is indicated by bay markings;

"Parking period" means a period of time specified in column 7 of an item in Schedule 2 for which payment of the parking charge specified in relation thereto has been made in respect of a vehicle, and during which, subject to the provisions of this Order, that vehicle may be left in the parking place specified in column 2 of that item during the controlled hours;

"Parking place" means an area of land or building, that is provided by the Council under section 32(1)(a) of the 1984 Act for use as an off-street parking place and is specified by name in column 2 of an item in Schedule 2;

"Parking zone", in relation to a Residents' permit, has the same meaning as in the Three rivers (On-Street Parking Places, Loading Places and Waiting, Loading and Stopping Restrictions) Order 2024.

"Particulars", in relation to a permit issued as a printed document means -

- (a) the registration number of the vehicle in respect of which it has been issued;
- (b) the period during which it is valid;
- (c) an indication that the permit is either: a business permit, or a councillors permit, or a staff permit, or a long stay visitors permit, as the case may be, issued under the provisions of this Order, or where applicable, a residents' permit issued under the provisions of the Three rivers (On-Street Parking Places, Loading Places and Waiting, Loading and Stopping Restrictions) Order 2024
- (d) where applicable, the name of the parking place or parking places in which the permit is valid; and
- (e) an indication that it has been issued by the Council;

"Passenger vehicle" means a motor vehicle (other than a goods vehicle or motor cycle) which is constructed or adapted solely for the carriage of not more than eight passengers (exclusive of the driver) and their effects and is not drawing a trailer;

"Payment machine" means an apparatus or device installed in a parking place in accordance with section 35(3) of the 1984 Act and Article 5 of this Order, which is designed to accept payment of the parking charge and to transmit a record of such payment to the electronic payment system;

“penalty charge” shall have the same meaning as a charge set by the Council in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022⁷ and the provisions of Part 6 and Schedule 9 of The Traffic Management Act 2004;

“penalty charge notice” shall mean a notice issued by a Civil Enforcement Officer in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 and the provisions of Part 6 and Schedule 9 of The Traffic Management Act 2004;

“Permit”, without more, means either a business permit, or a councillors permit, or a staff permit, or a long stay visitors permit, or a residents’ permit;

“Relevant position” means:

- (a) in relation to the display by a vehicle of a disabled person’s badge, the same as in Regulation 4(1) of the Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;
- (b) in relation to the display by a vehicle of a permit issued as a printed document–
 - (i) on the inside of the windscreen or on the dashboard of the vehicle: or
 - (ii) where the vehicle does not have a windscreen or dashboard, in a conspicuous position on the front of the vehicle;

“Resident”, “Residents’ permit” and “Residents’ permit holder” have the same meaning as in the Three rivers (On-Street Parking Places, Loading Places and Waiting, Loading and Stopping Restrictions) Order 2024

“Residents’ permit holders parking bay” means a parking bay within a parking place in which vehicles either displaying or in respect of which there has been granted a valid residents’ permit, may be left without time limit during the operational hours, subject to the provisions of this Order, and which are indicated by the word “Residents” placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs;

“Restricted area” means any area of a parking place which is a pavement or a grassed area or which is indicated by:

- (a) double yellow lines, similar to the road marking diagram 1018.1 shown in column (3) of item 1 of the sign table set out in Part 4 of Schedule 7 to the Traffic Signs Regulations and General Directions 2016, marked on the surface of that parking place; or
- (b) hatched or cross-hatched markings on the surface of that parking place;

“Service provider” means the contractor authorised by the Council to accept payment of the parking charge on its behalf and to keep a record of that parking charge and the vehicle, the parking place and the parking period in

⁷ SI 2022/71

respect of which that payment has been made via the electronic payment system;

“Short stay parking bay” means a parking bay within a parking place in which vehicles may be left for a parking period of 4 hours or less, subject to the provisions of this Order, and which are indicated by the words “Short Stay”, “2 hours max stay”, or “4 hours max stay” placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs;

“Solo motor cycle” has the same meaning as in Schedule 1 to the Traffic Signs Regulations and General Directions 2016;

“Staff permit” means a permit granted or issued under the provisions of Article 16;

“Staff permit holder” means a person to whom a staff permit has been issued or granted under the provisions of Article 16; and

“Staff permit holders parking bay” means a parking bay within a parking place in which vehicles either displaying or in respect of which there has been granted a valid staff permit, may be left without time limit during the operational hours, subject to the provisions of this Order, and which are indicated by the word “Staff” placed on the surface of that parking place or on upright signs in that parking place or on both the surface and upright signs.

- (2) Any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.
- (3) Any reference in this Order to an 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.
- (4) The Interpretation Act 1978⁸ shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.
- (5) 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 is without prejudice to the provisions of any other enactment.

Contraventions

4. (1) If a vehicle is left in a parking place without complying with the provisions of this Order, then a contravention of this Order or a failure to comply with the provisions of this Order shall be deemed to have occurred, and a parking contravention within Part 1 of Schedule 7 to the Traffic Management Act 2004⁹ in so far as that Part is applicable, shall be deemed to have occurred and a penalty charge shall be payable.
- (2) In the case of a vehicle in respect of which a penalty charge is payable, a penalty charge notice may be issued by a Civil Enforcement Officer in

⁸ 1978 c.30

⁹ 2004 c.18

uniform in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

- (3) The penalty charge shall be paid to Three Rivers District Council in accordance with the instructions and within the time limits specified on the penalty charge notice.

Installation of payment machines and provision of an electronic payment system

5. The Council shall, where applicable, install and maintain in each parking place as a means of collecting the parking charge, a payment machine or payment machines in such position or positions as they think fit and shall provide an electronic payment system.

PART II - CONDITIONS OF USE OF PARKING PLACES

Conditions of use of a parking place during its operational hours

6. During the operational hours of a parking place specified in column 2 of an item in Schedule 2 (such operational hours being those specified in column 4 of that item):-

(a) no vehicle shall enter or be left in that parking place unless that vehicle is of the class specified in column 3 of that item:

Provided that:-

(i) in the case of a passenger vehicle, that vehicle does not exceed 2.3 metres in overall height and 5.2 metres in length; or

(i) in the case of a goods vehicle, that vehicle does not exceed 3.5 tonnes in maximum gross weight, 2.3 metres in overall height and 5.2 metres in length;

(b) no vehicle shall be left in that parking place other than in a parking bay:

Provided that nothing in this sub-paragraph shall apply where there are no parking bays marked within the parking place;

(c) no vehicle shall be left in a restricted area in that parking place;

(d) no vehicle shall be left in a disabled person's parking bay in that parking place unless it displays in the relevant position a valid disabled person's badge;

(e) no vehicle shall be left in a business permit holders parking bay in that parking place unless either: it displays in the relevant position a valid business permit, or there is an indication via hand-held device that a valid business permit has been granted in respect of that vehicle;

(f) no vehicle shall be left in a residents' permit holders parking bay in that parking place unless either: it displays in the relevant position a valid residents' permit, or there is an indication via hand-held device that a valid residents' permit has been granted in respect of that vehicle:

Provided that, for the purposes of this sub-paragraph, a residents' permit shall be deemed valid if:

(i) it has been issued or granted under the provisions of the Three rivers (On-Street Parking Places, Loading Places and Waiting, Loading and Stopping Restrictions) Order 2024 and is valid under the provisions of that Order; and

(ii) it is valid for use in a parking zone specified in column 7 of an item in Schedule 2;

(g) no vehicle shall be left in a councillors permit holders parking bay in that parking place unless either: it displays in the relevant position a valid councillors permit, or there is an indication via hand-held device that a valid councillors permit has been granted in respect of that vehicle;

(h) no vehicle shall be left in a staff permit holders parking bay in that parking place unless either: it displays in the relevant position a valid staff permit, or

there is an indication via hand-held device that a valid staff permit has been granted in respect of that vehicle;

- (i) no vehicle shall be left in a motor cycle parking bay in that parking place unless it is a motor cycle;
- (j) no vehicle shall be left in a solo motor cycle parking bay in that parking place unless it is a solo motor cycle;
- (k) no vehicle shall be left in an electric vehicle charging point parking bay unless it is an electric vehicle and connected and charging via a charging lead to an electric vehicle charging point placed in or in the vicinity of that electric vehicle charging point parking bay;
- (l) no vehicle shall be left in that parking place in such a position that it causes an obstruction;
- (m) for the purpose of meeting the requirements of an emergency, a civil enforcement officer, a person authorised by the Council or a police constable in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from the parking place;
- (n) any person removing or arranging for the removal of a vehicle by virtue of sub-paragraph (n) of this Article shall make such arrangements as are reasonably necessary for the safe custody of the vehicle.

Conditions of use of a parking place during the controlled hours

7. (1) Subject to paragraph (2) of this Article, throughout the entire time that a vehicle is left in a parking place specified in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item, payment of the parking charge specified in column 7 of that item for the parking period specified in relation thereto shall be made by the driver of that vehicle or a person authorised by the driver to act on their behalf either: at a payment machine, or by using the electronic payment system.

Provided that nothing in this paragraph shall apply:

- (a) to any vehicle left in a parking place specified in column 2 of an item in Schedule 2 in relation to which there is specified in column 7 of that item an exception from the parking charge for a vehicle that either displays in the relevant position or in respect of which has been granted a valid permit, and which is left in a parking bay in respect of which there is a sign or surface marking indicating that the parking bay is available for the use of a vehicle displaying or in respect of which has been issued such a permit, in accordance with the provisions of sub-paragraphs (e) to (h) inclusive of Article 6; or
- (b) where such exception or exemption is specified in relation to a parking place specified in an item in Schedule 2, to any vehicle which in the relevant position a disabled person's badge, and which is left in a parking bay in respect of which there is a sign or surface marking indicating that the parking bay is available only for a vehicle displaying a disabled person's badge.

- (2) Nothing in paragraph (1) of this Article shall apply in relation to a vehicle left in a parking place specified in column 2 of an item in Schedule 2 if there are no controlled hours specified in column 5 of that item or if the words “not applicable” are specified in that column.

Conditions relating to short stay and long stay parking bays

8. Where, in relation to a parking place specified in column 2 of an item in Schedule 2 there is an indication in that column that there are both short stay parking bays and long stay parking bays within that parking place:-
 - (a) a vehicle in respect of which the parking charge specified in column 7 of that item in relation to short stay parking bays has been paid at a payment machine or via the electronic payment system, shall not be left in a long stay parking bay; and
 - (b) a vehicle in respect of which the parking charge specified in column 7 of that item in relation to long stay parking bays has been paid at a payment machine or via the electronic payment system, shall not be left in a short stay parking bay.

Conditions relating to maximum stay period and minimum return interval

9. (1) No vehicle in respect of which the parking charge has been paid at a payment machine or via the electronic payment system shall be left in a parking place specified in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item for longer than the maximum stay period (if any) specified in column 6 of that item.
- (2) Where a vehicle in respect of which the parking charge has been paid at a payment machine or via the electronic payment system has been taken away from a parking place specified in column 2 of an item in Schedule 2, during the controlled hours specified in column 5 of that item), it shall not be returned to that parking place during those controlled hours or operational hours, as the case may be, until the minimum return interval (if any) specified in column 6 of that item has expired, such time period being deemed to start at the time the vehicle was taken away from the parking place.

PART III - THE PARKING CHARGE AND INDICATIONS RELATING TO THE ELECTRONIC PAYMENT SYSTEM

Payment of the parking charge at a payment machine or via the electronic payment system

10. (1) The parking charge for a vehicle left in a parking place specified in column 2 of an item in Schedule 2 at any time during the controlled hours, where so specified in column 5 of that item, shall be the amount specified in column 7 of that item immediately following the parking period for which payment of that parking charge is made.
- (2) Subject to paragraph (3) of this Article and without prejudice to the provisions of paragraph (4) of this Article, the parking charge shall be payable on the leaving of a vehicle in a parking place specified in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item:-
 - (a) by the insertion in a payment machine installed in that parking place of the appropriate coins or bank notes, or a combination of coins and bank notes, accepted by the mechanism of that payment machine, together making up the amount of the parking charge specified in column 7 of that item for the parking period for which payment is being made.
 - (b) where the payment machine installed in that parking place accepts a credit card or a debit card, by payment at that payment machine using such a card, which shall be debited with the amount of the parking charge specified in column 7 of that item for the parking period for which payment is being made; or
 - (c) by the driver of the vehicle, or a person authorised by the driver to act on their behalf, instructing the service provider to accept payment of the parking charge specified in column 7 of that item for a specified parking period and in respect of a specified vehicle left in a specified parking place, by using the electronic payment system and by the service provider accepting such payment;and by following the instructions for payment of the parking charge as indicated on that payment machine or as indicated on a sign relating to that parking place or as indicated by the service provider, as the case may be.
- (3) Notwithstanding the provisions of paragraph (2) of this Article, a vehicle left in a parking place specified in column 2 of an item in Schedule 2 in relation to which there is specified in column 7 of that item an exception from the parking charge for a vehicle that either displays in the relevant position or in respect of which there has been granted a valid permit, shall be excepted from payment of the parking charge if throughout the entire time that the vehicle is left in that parking place.
- (4) Payment of the parking charge shall include registering a vehicle for a free parking period at a payment machine or via the electronic payment system and the provisions of this Order shall apply accordingly.

Indications by hand held device

11. (1) Payment of the parking charge in respect of a vehicle left in a parking place either: at a payment machine in accordance with Article 10(2)(a) or 10(2)(b), or via the electronic payment system in accordance with Article 10(2)(c), shall be indicated by the appearance on a hand-held device of an indication that the parking charge has been paid and accepted in respect of that vehicle by the use of that system and an indication of the date and time of expiry of the parking period for which that parking charge has been paid and accepted.
- (2) Where payment of the parking charge has been made at a payment machine in accordance with Article 10(2)(a) or 10(2)(b), or via the electronic payment system in accordance with Article 10(2)(c), the expiry of the parking period in respect of a vehicle left in a parking place shall be indicated when there is displayed on a hand-held device an indication that the parking period for which payment of the parking charge has been made, has expired.

Hand-held device indications as evidence

12. (1) If at any time while a vehicle is left in a parking place in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item and no indication appears on a hand-held device that payment of the parking charge has been made in accordance with Article 10(2), it shall be presumed that the vehicle has been left in that parking place without payment of the parking charge.
- (2) If at any time while a vehicle is left in a parking place specified in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item and no indication appears on a hand-held device that the parking charge has been paid and accepted in respect of that vehicle either at a payment machine or via the electronic payment system on the date on which the vehicle is left; it shall be presumed that the vehicle has been left in that parking place without payment of the parking charge.
- (3) If at any time while a vehicle is left in a parking place specified in column 2 of an item in Schedule 2 during the controlled hours specified in column 5 of that item and an indication appears on a hand-held device showing that the parking charge has been paid on the date on which the vehicle is left but the clock on that hand-held device shows a time that is later than the time of expiry of the parking period for which the hand-held device shows a parking charge has been paid, it shall be presumed that the vehicle has been left in that parking place with the parking charge duly paid in respect of that vehicle and the parking period has expired.

PART IV - PERMITS

Application for and grant or issue of business permits

13. (1) Any entitled business user that uses a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), which is essential to their business may apply to the Council for the grant or issue of a business permit relating to an off-street parking place, being an off-street parking place located in the vicinity of which their business is located or operates, in respect of that vehicle or vehicles and any such application shall be made by way of the Council's on-line parking permits application system, accessed by way of the Council's website, and shall include the particulars and information required by such application system to be supplied.
- (2) The Council may at any time require an applicant for a business permit or a business permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a business permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any business permit granted or issued by them as they may reasonably call for to verify that the business permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article, and upon receipt of the charge specified in item 1 of Schedule 3 hereto, the Council upon being satisfied that the applicant is an entitled business user and is the user of a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), shall grant or issue to the applicant therefor one business permit for the leaving during the operational hours in an off-street parking place of the vehicle or vehicles to which such business permit relates by the user of such vehicle or vehicles or by any person using such vehicle or vehicles with the consent of the user, other than a person to whom such vehicle has been let for hire or reward.

Provided that:

- (a) where a business permit has been issued or granted in respect of two vehicles, that permit may only be deemed valid for use in a parking place in respect of one vehicle at a time; and
- (b) a business permit shall be valid for a period of twelve months running from the date on which the business permit first becomes valid; and
- (c) the Council shall not grant or issue a business permit to any entitled business user during the period of validity of any business permit previously issued in respect of the entitled business user, subject to the provisions of Article 18.

Application for and grant or issue of long stay visitor permits

14. (1) Any person that uses a vehicle of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), may apply to the Council for the grant or issue of a long stay visitor permit relating to either The Ferry Car Park, Chorleywood, or Community Way Car Park, Croxley Green and any such application shall be made by way of the Council's on-line parking permits application system, accessed by way of the Council's website, and shall include the particulars and information required by such application system to be supplied.
- (2) The Council may at any time require an applicant for a long stay visitor permit or a long stay visitor permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a long stay visitor permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any long stay visitor permit granted or issued by them as they may reasonably call for to verify that the long stay visitor permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article, and upon receipt of the charge specified in item 2 of Schedule 3 hereto, the Council upon being satisfied that the applicant is the user of a vehicle of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), shall grant or issue to the applicant therefor one long stay visitor permit for the leaving during the operational hours in the off-street parking place of the vehicle to which such long stay visitor permit relates by the user of such vehicle or by any person using such vehicle with the consent of the user, other than a person to whom such vehicle has been let for hire or reward.
- (4) The grant or issue of long stay visitor permits shall be subject to such terms and conditions as the Council may issue from time to time.

Application for and grant or issue of councillors permits

15. (1) Any person who is a Councillor of the Council who is the owner or has the use of a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a) may apply to the Council for the grant or issue of a councillors permit relating to an off-street parking place, in respect of that vehicle or those vehicles and any such application shall be made in such form as the Council's designated officer may determine and shall include the particulars and information required to be supplied.
- (2) The Council may at any time require an applicant for a councillors permit or a councillors permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a councillors permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any councillors permit granted or issued by them as they may reasonably call for to verify that the councillors permit is valid.

- (3) Upon receipt of an application duly made under the foregoing provisions of this Article, the Council upon being satisfied that the applicant is a Councillor and is the owner or user of a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), shall grant or issue to the applicant therefor one councillors permit for the leaving during the operational hours in an off-street parking place of the vehicle or vehicles to which such councillors permit relates by the user of such vehicle or vehicles or by a Councillor.
- (4) The grant or issue of councillors permits shall be subject to such terms and conditions as the Council may issue from time to time.

Application for and grant or issue of staff permits

17. (1) Any person who is an employee of the Council, or who is employed as a contractor or consultant by the Council and based in the Council's offices, who is the owner or has the use of a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a) may apply to the Council for the grant or issue of one or more staff permits relating to an off-street parking place, in respect of that vehicle or those vehicles and any such application shall be made in such form as the Council's designated officer may determine and shall include the particulars and information required to be supplied.
- (2) The Council may at any time require an applicant for a staff permit or a staff permit holder to produce to an officer of the Council or authorised agent such evidence in respect of an application for a staff permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any staff permit granted or issued by them as they may reasonably call for to verify that the staff permit is valid.
- (3) Upon receipt of an application duly made under the foregoing provisions of this Article, the Council upon being satisfied that the applicant is eligible and is the owner or user of a vehicle or vehicles of the class specified in column 3 of an item in Schedule 2, subject to provisions of Article 6(a), shall grant or issue to the applicant therefor one or more staff permits for the leaving during the operational hours in an off-street parking place of the vehicle or vehicles to which such staff permit relates by an employee of the Council, or a person who is employed as a contractor or consultant by the Council and based in the Council's offices, as the case may be.
- (4) The grant or issue of staff permits shall be subject to such terms and conditions as the Council may issue from time to time.

Refund of charge paid in respect of business permits and long stay visitor permits

18. A permit holder who surrenders to the Council either a business permit under the provisions of paragraph (1) or (3)(a) of Article 18 or a long stay visitor permit under the provisions of paragraph (1) of Article 18 either before or after the business permit or long stay visitor permit has become valid may, at the discretion of the Council, be entitled to a refund in respect of the unexpired period of part of the fee paid in respect of that business permit or long stay visitor permit, as the

case may be, calculated on a pro rata basis, subject to the administration fee set out in item 3(b) of Schedule 3 .

Surrender, withdrawal and validity of permits

19. (1) A permit holder may surrender a permit to the Council at any time and shall surrender a permit to the Council on the occurrence of any one of the events set out in paragraph (3) of this Article or in accordance with the provisions of paragraph (5) of this Article.
- (2) The Council may by notice in writing served on the permit holder by sending the same by the recorded delivery service to the permit holder at the address provided by the permit holder at time of application for the permit or at any other address believed to be their place of residence or business, as the case may be, withdraw a permit if it appears to the Council that any of the events set out in paragraph (3)(a) to (e) of this Article has occurred and the permit holder shall surrender the permit to the Council within 48 hours of the receipt of the aforementioned notice.
- (3) The events referred to in the foregoing provisions of this Article are:
 - (a) in the case of a business permit, the business permit holder ceasing to be an entitled business user at the address in respect of which the business permit was granted or issued;
 - (b) in the case of a councillors permit, the councillors permit holder ceasing to be a Councillor of the Council;
 - (c) in the case of a staff permit, the staff permit holder ceasing to be an employee of the Council, or a person employed as a contractor or consultant by the Council and based in the Council's offices;
 - (d) the permit holder ceasing to be the owner or user of the vehicle or vehicles in respect of which the permit was granted or issued;
 - (e) the withdrawal of such permit by the Council under the provision of paragraph (2) of this Article;
 - (f) the grant or issue of a duplicate permit by the Council under the provisions of paragraph (4) of this Article.
- (4) Without prejudice to the foregoing provisions of this Article a permit shall cease to be valid at the expiration of the period specified at time of granting or issue or on the occurrence of any one of the events set out in paragraph 3(a) to (d) of this Article, whichever is the earlier.
- (5) Where a business permit or long stay visitor permit is granted or issued to any person upon receipt of a cheque or credit card and the payment is subsequently dishonoured the business permit shall cease to be of any effect and the Council shall by notice in writing served on the business permit holder or long stay visitor permit holder by sending the same by recorded delivery service to the business permit holder or long stay visitor permit holder at the address provided at time application for the business permit or long stay visitor permit holder or at any other address believed to be their place of business or residence, as the case may be, require that business permit holder or long stay visitor permit holder to surrender the

business permit or long stay visitor permit holder to the Council within 48 hours of the receipt of the aforementioned notice.

Application for and grant or issue of duplicate permits

20. (1) If a permit issued as a printed document is mutilated or accidentally defaced or the figure or particulars thereon have become illegible or the colour of the permit has become altered by fading or otherwise the permit holder shall either surrender it to the Council or apply to the Council for the grant or issue to them of a duplicate permit and the Council upon receipt of the permit and, in the case of a business permit or a long stay visitor permit, the administration fee set out in item 3(a) of Schedule 3, shall grant or issue a duplicate permit, so marked where issued as a printed document, and upon such grant or issue the mutilated or defaced or illegible permit shall become invalid.
- (2) If a permit issued as a printed document is lost or destroyed the permit holder may apply to the Council for the grant or issue to them of a duplicate permit and the Council upon being satisfied as to such loss or destruction, and, in the case of a business permit or a long stay visitor permit, upon receipt of the administration fee set out in item 3(a) of Schedule 3, shall grant or issue a duplicate permit, so marked where issued as a printed document, and upon such issue the lost or destroyed permit shall become invalid.
- (3) The provisions of this Order shall apply to a duplicate permit and an application therefor as if it were a permit or as the case may be an application therefor.

Restriction on the removal of permits

21. Where a permit has been displayed on a vehicle in accordance with the provisions of Article 5 no person other than the driver of the vehicle shall remove the permit unless authorised to do so by the driver of the vehicle provided that nothing herein shall apply to a civil enforcement officer or a person removing the vehicle in pursuance of an arrangement made by the civil enforcement officer by or under regulations in pursuance of powers contained in sections 99, 100, 101 and 102 of the Road Traffic Regulation Act 1984.

Form of permits

22. Where issued as a printed document, a permit shall be in writing and shall include the following particulars:
 - (a) the registration marks of the vehicle or vehicles in respect of which the permit has been issued;
 - (b) the period during which, subject to the provisions of Article 18(4), the permit shall remain valid;
 - (c) an indication that the permit has been issued by the Council;
 - (d) an indication of the off-street parking place or off-street parking places within which the permit is valid.

PART V - OTHER CONDITIONS AND EXEMPTIONS

Removal of a vehicle from a parking place

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

Closure of a parking place

24. (1) The Council may by notice or a sign displayed or by a barrier placed at the entrance or entrances to a parking place close that parking place or any part thereof or reserve for particular vehicles any parking bay or any other part of that parking place for any purpose.
- (2) When a parking place is closed or a parking bay or other part of a parking place is reserved in accordance with paragraph (1) of this Article, no vehicle shall be left in the parking place, parking bay or other part of the parking place, as the case may be, unless the Council has authorised the vehicle to be left there.

Requirement to stop the engine of a vehicle

25. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in position in that parking place, and shall not start the engine except when changing the position of the vehicle within that parking place or departing from the parking place.

Use of a parking place in connection with the sale or offering for sale of goods

26. No person shall, except with the permission of any person duly authorised by the Council, use a vehicle while it is in a parking place in connection with the sale of any article to persons in or near the parking place.

Parked for a purpose other than that for which the parking place was designated

27. No person shall use any vehicle left in a parking place for the purpose of:-
- (a) sleeping, camping or cooking; or
 - (b) servicing or washing that vehicle, other than is reasonably necessary to enable that vehicle to depart from the parking place.

Exemptions from certain provisions of this Order

28. Nothing in Article 6, 7, 8, 9 or 10 of this Order shall apply in relation to: -
- (a) any vehicle being used for ambulance, fire brigade or police purposes in an emergency;
 - (b) any vehicle being used in the service of the Council in pursuance of their statutory powers or other duties being carried out within the parking place, provided that it is reasonably necessary for the vehicle to be left in that parking place;

- (c) any vehicle being used in connection with the laying or repair of any main, pipe or apparatus within a parking place for the supply of gas, water, electricity, a sewer system or an electronic communications network, provided that it is reasonably necessary for the vehicle to be left in that parking place;
- (d) any vehicle left in a parking place for so long as is necessary to enable it to be used in connection with the enforcement of this Order or the removal of any vehicle from the parking place;
- (e) any vehicle left in a parking place with the written consent of the Council, provided that any conditions or requirements that the Council may impose are being complied with; or
- (f) anything done with the permission or at the direction of a police constable in uniform.

THE COMMON SEAL of the THREE RIVERS)
 DISTRICT COUNCIL was hereunto)
 affixed on this 4th day of September 2024)
 In the presence of:)

Jonathan Boyle

Jonathan Boyle
 Principal Lawyer (Property)
 (Deputy Monitoring Officer)



SCHEDULE 1 – ORDERS REVOKED BY THIS ORDER

1. The Three Rivers (Off-Street Parking Places) Order 1994
2. The Three Rivers (Rickmansworth) (Off Street Parking Places) Order 2006
3. The Three Rivers (Off Street Parking Places) (Station Approach Car Park, Prestwick Road, South Oxhey) Order 2009
4. The Three Rivers (Rickmansworth) (Off Street Parking Places) Order 2006 (Amendment No. 1) Order 2012
5. The Three Rivers (Rickmansworth) (Off Street Parking Places) Order 2006 (Amendment No. 2) Order 2014
6. The Three Rivers (Three Rivers House Staff and Councillor Car Park) (Off-Street Parking Places) Order 2015
7. The Three Rivers (Henbury Way Car Park and Bridlington Road Car Park, South Oxhey) (Off-Street Parking Place) Order 2017
8. The Three Rivers (Rickmansworth) (Off-Street Parking Places) Order 2006 (Amendment No.3) Order 2018
9. The Three Rivers (Off Street Parking Places) (Station Approach Car Park, South Oxhey) (Amendment) Order 2019
10. The Three Rivers (Various Roads, Central Area, Chorleywood) (Off Street Parking Places) Order 2019

SCHEDULE 2 – OFF STREET PARKING PLACES

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
1.	Barton Way Recreation Ground Car Park Barton Way, Croxley Green, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	2 hours maximum stay, no return within 1 hour	Not applicable – free of charge
2.	Bury Lane Car Park Bury Lane, Rickmansworth, Herts WD3					
	(1) short stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	Not applicable – free of charge
	(2) long stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 6.30 pm	24 hours maximum stay	Up to and including 24 hours - £4.00
	(3) business permit holders parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 6.30 pm	No maximum stay with a valid business permit	Business permits
3.	Causeway House Car Park High Street, Abbots Langley, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Not applicable	36 hours maximum stay	Not applicable – free of charge

¹⁰ subject to Article 6(a) and the proviso thereto

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
4.	<p>Community Way Car Park Community Way, Croxley Green, Herts WD3</p> <p>(1) short stay parking bays</p> <p>(2) long stay parking bays</p>	<p>Passenger vehicles, goods vehicles, motor cycles</p> <p>Passenger vehicles, goods vehicles, motor cycles</p>	<p>At any time</p> <p>At any time</p>	<p>Monday to Saturday 8.30 am to 6.30 pm</p> <p>Monday to Saturday 8.30 am to 6.30 pm</p>	<p>2 hours maximum stay, no return within 1 hour</p> <p>36 hours maximum stay</p> <p>No maximum stay with a valid long stay visitor permit</p>	<p>Not applicable – free of charge</p> <p>Not applicable – free of charge</p> <p>Long stay visitor permits</p>
5.	<p>Ebury House Car Park Ebury Road, Rickmansworth, Herts WD3</p>	<p>Passenger vehicles, goods vehicles, motor cycles</p>	<p>At any time</p>	<p>Monday to Saturday 8.30 am to 6.30 pm</p>	<p>4 hours maximum stay, no return within 1 hour</p>	<p>(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00</p>

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
6.	The Ferry Car Park Lower Road, Chorleywood, Herts WD3					
	(1) short stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 9.00 am to 5.00 pm	2 hours maximum stay, no return within 1 hour	Not applicable – free of charge
	(2) long stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 9.00 am to 5.00 pm	No maximum stay with a valid long stay visitor permit	Long stay visitor permits
	(3) business permit holders parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 9.00 am to 5.00 pm	No maximum stay with a valid business permit	Business permits
7.	Henbury Way Car Park Henbury Way, South Oxhey, Herts WD19	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 2 hours	Not applicable – free of charge

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
8.	High Street West Car Park High Street, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00
9.	Northway Multilevel Car Park Northway, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00
10.	Park Road Car Park Park Road, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 4.30 pm	24 hours maximum stay	Up to and including 24 hours - £4.00

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
11.	Rose Garden Car Park Northway, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00
12.	Scotsbridge North Car Park Park Road, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	Not applicable – free of charge
13.	Scotsbridge South Car Park Park Road, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	Not applicable – free of charge
14.	Station Approach Car Park Station Approach, South Oxhey, Herts WD19	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 6.00 am to 5.00 pm	24 hours maximum stay	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 24 hours - £4.00
15.	Talbot Road / High Street Car Park High Street, Rickmansworth, Herts WD3	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 6.30 pm	24 hours maximum stay	Up to and including 24 hours - £4.00

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
16.	<p>Talbot Road South Car Park Talbot Road, Rickmansworth, Herts WD3</p>					
	(1) long stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 4.30 pm	24 hours maximum stay	Up to and including 24 hours - £4.00
	(2) residents' permit holders parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 4.30 pm	No maximum stay with a valid residents' permit	Parking zone 'C' residents' permit
17.	<p>Talbot Road West (Long Stay) Car Park Talbot Road, Rickmansworth, Herts WD3</p>	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 4.30 pm	24 hours maximum stay	Up to and including 24 hours - £4.00
18.	<p>Talbot Road West (Short Stay) Car Park Talbot Road, Rickmansworth, Herts WD3</p>	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00

SCHEDULE 2 (CONTINUED)

1 Item No.	2 Parking place or part thereof	3 Classes of vehicle ¹⁰	4 Operational hours of parking place	5 Controlled hours	6 Maximum stay period and minimum return interval	7 Parking period and parking charge, and/or valid permits (where applicable)
19.	<p>Three Rivers House Multilevel Car Park Northway, Rickmansworth, Herts WD3</p>					
	(1) short stay parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Saturday 8.30 am to 6.30 pm	4 hours maximum stay, no return within 1 hour	(i) up to and including 1 hour – free of charge; (ii) over 1 hour and up to and including 2 hours - £1.00; (iii) over 2 hours and up to and including 3 hours - £2.50; (iv) over 3 hours and up to and including 4 hours - £4.00
	(2) councillors permit holders parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 4.30 pm	No maximum stay with a valid councillors permit	Councillors permits
	(3) staff permit holders parking bays	Passenger vehicles, goods vehicles, motor cycles	At any time	Monday to Friday 8.30 am to 4.30 pm	No maximum stay with a valid staff permit	Staff permits

SCHEDULE 3 – PERMIT CHARGES AND FEES

Business permits

1. The charges referred to in Article 13(3) (in relation to the grant or issue of a business permit), shall be the sum of three hundred pounds (£300.00) for The Ferry Car Park in Chorleywood and the sum of six hundred and seventy-five pounds (£675.00) for car parks in the Rickmansworth area in respect of a business permit which, subject to the provisions of this order, shall be valid for a period of twelve months commencing from the beginning of the month in which the permit first became valid.

Long stay visitor permits

2. The charge referred to in Article 14(3) (in relation to the issue of long stay visitor permits), shall be as follows:-
 - (a) the sum of four hundred and sixty-nine pounds (£469.00) in respect of a long stay visitor permit which, subject to the provisions of this order, shall be valid for a period of six months commencing from the beginning of the month in which the permit first became valid; or
 - (b) the sum of nine hundred and thirty-eight pounds (£938.00) in respect of a long stay visitor permit which, subject to the provisions of this order, shall be valid for a period of twelve months commencing from the beginning of the month in which the permit first became valid.

Administration fee

3. The administration fee payable:-
 - (a) on applying to the Council or authorised agent for a duplicate business permit or long stay visitor permit shall be nineteen pounds (£19.00); or
 - (b) on surrendering a permit to the Council or authorised agent for refund or partial refund shall be seven pounds (£7.00).