



# OXFORDSHIRE COUNTY COUNCIL

**OXFORDSHIRE COUNTY COUNCIL  
(VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND  
RESTRICTION OF WAITING AND PERMITTED PARKING)  
(VARIATION No.\*\* ) ORDER 20\*\***

## STATEMENT OF REASONS

To help better manage the supply of residential and short-stay parking in parts of Witney, the County Council are proposing a number of changes to the Traffic Regulation Order governing the on-street parking restrictions.

Residents of addresses in Corn Street and Church Green will be eligible to apply for permits. Contractors may also apply for short term permits, and visitors permits will be available for residents at eligible addresses, regardless of whether they have applied for a residents permit for their own vehicle.

'Shared Use' parking bays are proposed in parts of Corn Street and Church Green with residents permit holders able to park without time limit, however non-permit holders will also be allowed to park for up to 2 hours, operating Mon – Sat 8am – 6pm.

'Shared Use' parking bays are proposed in parts of Church Green, with residents permit holders able to park without time limit, however non-permit holders will also be allowed to park for up to 4 hours, operating at any time between 6am and 10pm.

The Council continues to consider the provision of suitable and adequate parking and to <sup>1</sup> facilitating the expeditious, convenient, and <sup>2</sup> safe movement of vehicles and other traffic; and in particular <sup>3</sup> to manage the demand between retail and residential parking.

Detailed documents accompany this form.

Dated: 13 November 2024

Traffic Regulation Order & Schemes for the  
Director of Environment & Highways  
County Hall  
New Road  
Oxford  
OX1 1ND

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<sup>1</sup> Section 1 (1) (a) Road Traffic Regulation Act 1984

<sup>2</sup> Section 1 (1) (c) Road Traffic Regulation Act 1984

<sup>3</sup> Section 1 (1) (f) Road Traffic Regulation Act 1984

**OXFORDSHIRE COUNTY COUNCIL**  
**1. (VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.\*) ORDER 20\*\***  
**2. (CARERS` PERMIT) (AMENDMENT No.\*) ORDER 20\*\***

NOTICE is given that Oxfordshire County Council proposes to make the above orders under the Road Traffic Regulation Act 1984 and all enabling powers. The effect of Orders is to help better manage the provision of residential and short-stay parking in parts of Witney town, by introducing various parking restrictions as follows:

**1. Proposed parking places:**

a) 'Shared use parking bays, 'Permit holders or 2 hours no return within 2 hours, Mon-Sat 8am-6pm' – to be introduced on the following roads, replacing the existing time limited & unrestricted parking bays:

- Church Green (eastern arm):
  - east side – four separate bays between its junctions with Market Square & Farm Mill Lane,
- Church Green – (southern arm):
  - south side – two separate bays adjacent to St Marys Church.
- Corn Street:
  - north side – a) two bays adjacent to Nos.58-76, b) three bays adjacent to Nos.88-110, and c) two bays adjacent to Nos.154-170,
  - south side – a) two bays adjacent to Nos.45-63, b) two bays adjacent to Nos.71-109, and c) two bays adjacent to Nos.117-129.
- Market Square (south of Buttercross):
  - east side – one bay between its junction with Langdale & Church Green,
  - west side – one bay between its junction with Langdale & Church Green.

b) 'Shared use parking bays, 'Permit holders or 4 hours no return within 1 hours, on all days 6am-10pm' – to be introduced on the following road, replacing the existing time limited & unrestricted parking bays:

- Church Green (central arm): west side – three separate bays between its junction with Market Square & the southern arm of Church Green.

**2. Eligible properties:**

Residents will be able to apply for annual Residents and Visitors` Parking Permits and a local identifier of `WY` will be shown on permits and on road signage for bays where restrictions apply. Properties eligible to apply will be residents of Church Green (Even Nos.2-44, Odd Nos.1-29), Corn Street (Even Nos.36-172, Odd Nos.27-151), and Market Square (Even Nos.52-58, Odd Nos.29-39).

**3. Residents permits:**

Will be limited to one per resident with a maximum of two permits per property. A resident may obtain a temporary permit for a replacement vehicle while their permanent vehicle is off the road.

#### **4. Visitors permits:**

Will be available for residents at the above eligible addresses, usually a maximum of 50 days' worth of permits will be issued per year and provided in blocks of 25. A temporary resident will be entitled to 25 visitors permits.

#### **5. Charges:**

- a) for residents permits per property will be £65 per annum. Visitors permits for residents aged 70 or over will be free of charge, for all other residents the first block of 25 visitors permits will be free, and the second block will cost £25.
- b) The charge for each Business Permit will be £50.50 for 3 months; £95.00 for 6 months; £145.00 for 9 months and £190.00 for 12 months.
- c) Contractors may apply for a permit to use a resident's parking place at a charge of £31.50 for any period not exceeding a week.

#### **6. Other Matters:**

- a) A permit may be withdrawn if found to be granted based on false information, or a permit has not been used in accordance with the provisions of the Order, where it has been abused, or where the agreed terms have not been complied with. This may result in suspension of eligibility for further permits.
- b) Exemptions to the waiting restrictions and the restrictions on the use of parking places will include following exemptions: For disabled badge holders (maximum of three hours where there are `No Waiting` restrictions are in force), Carers Permit holders, for loading and unloading, people boarding or alighting a vehicle, emergency services, universal service providers and vehicles being used in connection with road works and works to the utility services, and official funeral vehicles.
- c) Order 1 will further amend the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012 to bring the proposed measures into that base order. Order 2 will amend the (Carers Permit) Order 2023 to include permission for eligible carers vehicles to park temporarily in the proposed new resident bays.

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> Copies may also be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **15 December 2024**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order & Schemes (Ref: CM/12.6.410/P0279) for the Director of Environment & Highways, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. (Email: [christian.mauz@oxfordshire.gov.uk](mailto:christian.mauz@oxfordshire.gov.uk) Telephone: 0345 310 1111)

**OXFORDSHIRE COUNTY COUNCIL (VARIOUS ROADS – WEST  
OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND  
PERMITTED PARKING) (VARIATION No.\*\* ) ORDER 20\*\***

The Oxfordshire County Council (“the Council”) in exercise of its powers under Sections 1, 2, 4, 32 & 45 and Part IV Schedule 9 to the Road Traffic Regulation Act 1984 (“the Act”) and all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.\*\* ) Order 202\* and shall come into force on the        day of 202\*.
  
2.     (1) Any reference in this Order to any enactment (meaning any act and any subordinate legislation as defined in the Interpretation Act 1978) shall be construed as a reference to that enactment as amended or replaced by any subsequent enactment.
  
- (2) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa.
  
- (3) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.
  
3. The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012, as amended by the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.1) Order 2012, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.2) Order 2013, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.3) Order 2014, and the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.4) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.5) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.6) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.7) Order 2014, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.8) Order 2015, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.9) Order 2016, the Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.9) Order 2016, the Oxfordshire County Council (Various Roads – West Oxfordshire)



**GIVEN UNDER** the Common Seal of the Oxfordshire County Council

this            day of            20\*\*.

## **SCHEDULE**

Amendments to “the 2012 Order”.

### **1.)**

Amendments to index:

New Parts XIV, XV, XVI, XVII & XVIII are added to the order

New Schedules 47, 48 & 49 are added to the index.

Existing Schedule 49 `**(PUBLIC SERVICE VEHICLE PARKING PLACES - All days 8-00am to 6-00pm)**` is renamed as Schedule 50.

Reference to `Schedule 49` in article 39 shall be replaced by `Schedule 50`.

### **2.)**

New Parts are added (at Page 4) of the order as follows:

#### **“PART XIV RESIDENT’S PERMIT SCHEME**

- 47. Application
- 48. Permit Terms
- 49. Application Process
- 50. Permit Formalities
- 51. Temporary Permits
- 52. Surrender and Withdrawal of Resident’s Permit  
Validity of Resident’s Permit
- 53. Replacement Permits

#### **PART XV VISITORS PERMIT SCHEME**

- 54. Application
- 55. Permit Terms
- 56. Application Process
- 57. Permit Formalities
- 58. Surrender and Withdrawal of Visitor’s Permits – Validity of Visitor’s Permits
- 59. Replacement Permits

**PART XVI**  
**BUSINESS PERMITS SCHEME**

- 60. Application
- 61. Permit Terms
- 62. Application Process
- 62. Permit Formalities
- 64. Surrender and Withdrawal of a Business Permit  
Validity of a Business Permit
- 65. Replacement Permit

**PART XVII**  
**HOTEL VISITORS PERMIT SCHEME**

- 66. Application
- 67. Permit Terms
- 68. Application Process
- 69. Permit Formalities
- 70. Records
- 71. Surrender and Withdrawal of Hotel Visitor's Permits  
Validity of Hotel Visitor's Permits."
- 72. Contractors Permit
  
- 73. Carers Permit Order

3.)

At page 4 of the 2012 Order the index of Schedules is deleted and replaced as follows:

**"SCHEDULES**

**SCHEDULE 1**  
**Towns and Parishes**

**SCHEDULE 2**  
**Orders to Be Revoked**

**SCHEDULE 3**  
**Not used**

**SCHEDULE 4**  
**Special Provisions**

**SCHEDULE 5**  
**Certificate of exemption – West End, Witney**

**SCHEDULE 6**  
**Not used**



## CLEARWAYS

### SCHEDULE 7

24 Hour Clearway

### SCHEDULE 8

Not used

### SCHEDULE 9

Not used

## PROHIBITION OF LOADING AND UNLOADING

### SCHEDULE 10

Prohibition of Loading/Unloading at any time

### SCHEDULE 11

Prohibition of Loading/Unloading – 8.00am to 9.30am and 4.30pm to 6.00pm  
Monday to Saturday inclusive

### SCHEDULE 12

Prohibition of Loading/Unloading –10.00am to 4.00pm Monday to Saturday  
inclusive

### SCHEDULE 13

Not used

### SCHEDULE 14

Not used

## RESTRICTIONS ON WAITING

### SCHEDULE 15

No waiting at any time

### SCHEDULE 16

No waiting at any time between Good Friday to 30 September

### SCHEDULE 17

No Waiting – All Days – 7.00am to 7.00pm

### SCHEDULE 18

No waiting – All days - 8.00am to 6.00pm

### SCHEDULE 19

No waiting - All days – 8.00am to 5.00pm

### SCHEDULE 20

Not used

**Monday to Saturday**

**SCHEDULE 21**

No waiting – Monday to Saturday inclusive – 7.00am to 6.00pm

**SCHEDULE 22**

No waiting – Monday to Saturday inclusive – 8.00am to 6.00pm

**SCHEDULE 23**

Not used

**Monday to Friday**

**SCHEDULE 24**

No waiting – Monday to Friday – 8.30am to 6.00pm

**SCHEDULE 25**

No waiting – Monday to Friday inclusive – 11.00am to 12.00noon

**SCHEDULE 26**

No waiting – Monday to Friday inclusive – 2.00pm to 3.00pm

**SCHEDULE 27**

Not used

**SCHEDULE 28**

Not used

**Other Days**

**SCHEDULE 29**

No Waiting – Thursdays only – 6.00am to 5.30pm

**SCHEDULE 30**

No Waiting – Thursdays only – 12noon to 6.00pm  
(as and when Traffic Signs indicate)

**SCHEDULE 31**

Not used

**TIMED LIMITED WAITING**

**All Days**

**SCHEDULE 32**

Waiting Limited to 2 hours with no return 2 hours  
All Days 6.00am to 6.00pm

**SCHEDULE 33**

~~Waiting Limited to 4 hours with no return for 1 hour~~

~~All Days 6.00am to 10.00pm~~

**SCHEDULE 33**

Not Used

**SCHEDULE 34**

Waiting Limited to 4 hours with no return for 1 hour  
All Days 8.00am to 6.00pm

**SCHEDULE 35**

Not Used

**SCHEDULE 36**

Not Used

**Monday to Saturday**

**SCHEDULE 37**

Waiting Limited to 30 minutes with no return for 1 hour,  
Monday to Saturday inclusive – 8.00am to 6.00pm

**SCHEDULE 38**

Not Used

**SCHEDULE 39**

Not Used

**SCHEDULE 40**

Waiting Limited to 2 hours with no return for 1 hour,  
Monday to Saturday inclusive – 8.00am to 6.00pm

**SCHEDULE 41**

Waiting Limited to 2 hours with no return for 1 hour,  
Monday to Saturday inclusive – 8.30am to 6.00pm

**SCHEDULE 42**

Waiting Limited to 2 hours with no return for 2 hours,  
Monday to Saturday inclusive – 8.00am to 6.00pm

**SCHEDULE 43**

Not Used

**SCHEDULE 44**

Not Used

**SCHEDULE 45**

Not Used

**VEHICLE LOADING BAYS**

**SCHEDULE 46**

All days – 7.00am to 7.00pm – Goods Vehicles

## **RESIDENT PERMIT HOLDERS**

### **SCHEDULE 47**

**Properties Eligible to Apply for Residents and Visitors Permits `WY`**

### **SCHEDULE 48**

**Shared-Use Parking Bays**

**Permit Holders or Waiting Limited to 2 hours with no return within 2 hours,  
Monday to Saturday inclusive – 8am to 6pm**

### **SCHEDULE 49**

**Shared-Use Parking Bays**

**Permit Holders or Waiting Limited to 4 hours no return within 1 hour,  
All days – 6am to 10pm**

## **PUBLIC SERVICE VEHICLE PARKING PLACES**

### **SCHEDULE 49 50**

**All days 8.00am to 6.00pm**

4.)

New Definitions are inserted/replaced alphabetically into article 2 of the Order as follows:

#### **Definitions**

“Business” means any trade or profession conducted from premises whose address is listed in **Schedule 47** and which are wholly or principally used or adapted for use for those purposes, such premises being listed in either a local or central non-domestic rating list;

“Business Operation” means the operation of a business for business purposes and for the avoidance of doubt does not include commuting;

“Business Permit” means a permit issued by the Council to a Business under the provisions of Part XVI of this Order to park, subject to the provisions of this Order, a Permitted Vehicle in respect of which the permit has been issued in the Parking Places specified in Schedules **48 & 49**;

“Business Permit Holder” means a Business to which a Business Permit has been issued under the provisions of Part XVI of this Order;

“Carers Permit Order” means the Oxfordshire County Council (Carers Permit) Order 2010 as amended from time to time;

“Civil Enforcement Officer” means a person authorised under Section 76 of the Traffic Management Act 2004 to undertake enforcement of parking contraventions (as defined in that Act);

“Home” means a Property which is either a home for older people (including a nursing home for older people) or a communal hostel or home for nurses;

“Hotel Visitor’s Permit” means a permit issued by the Council to a hotel or guesthouse under the provisions of Part XVII of this Order to park a Permitted Vehicle, subject to the provisions of this Order, in the Parking Places specified in **Schedules 48 and 49;**

“Hotel Visitor’s Permit Holder” means a hotel or guesthouse to which a Hotel Visitor’s Permit has been issued under Part XVII of this Order;

“Penalty Charge” means a penalty charge imposed further to Part 6 of the Traffic Management Act 2004 and set by Oxfordshire County Council further to paragraph 3 of Schedule 9 to that Act;

“Penalty Charge Notice” means a notice issued by a Civil Enforcement Officer pursuant to regulations made further to Part 6 of the Traffic Management Act 2004;

“Permitted Vehicle” means

(a) any vehicle whose maximum gross weight (as defined in Schedule 1 to the Traffic Sign Regulations and General Directions 2016) does not exceed 2.25 tonnes, whose height (excluding any attachments) according to the manufacturer’s specification does not exceed 2 metres, whose length according to the manufacturer’s specification does not exceed 5 metres and whose width according to the manufacturer’s specification does not exceed 2 metres and which is:

- (i) a passenger vehicle, being a vehicle constructed or adapted for the carriage of not more than twelve passengers exclusive of the driver and their effects and not drawing a Trailer; or
- (ii) a dual purpose vehicle, as defined in Regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986; or
- (iii) a light goods vehicle, being any motor vehicle or Trailer which is constructed or adapted for the carriage of goods of any description

(b) a Motor Cycle

“Prescribed Hours” means:

- a) in relation to any Parking Place specified in Schedule 35 on any day
- b) in relation to any Parking Place specified in Schedule 33 on any day from 6.00am to 10.00pm
- c) in relation to any Parking Place specified in Schedule 32 on any day from 6.00am to 6.00pm
- d) in relation to any Parking Place specified in Schedule 46 on any day from 7.00am to 7.00pm
- e) in relation to any Parking Place specified in Schedule 34 on any day from 8.00am to 6.00pm
- f) in relation to any Parking Place specified in Schedules 37, 38, 39, 40, 42 and 43 on Mondays to Saturdays inclusive from 8.00am to 6.00pm.

- g) in relation to any Parking Place specified in Schedule 41 on Mondays to Saturdays inclusive from 8.30am to 6.00pm
- h) in respect of shared parking places specified in Schedule 48 from 8am to 6pm Monday to Saturday
- i) in respect of shared parking places specified in Schedule 49 from 6am to 10pm all days

“Property” means a property the postal address of which is within the list of authorised addresses in Schedule 47 to this Order and for the avoidance of doubt:

- (a) each flat comprised in a block of flats constitutes a single Property;
- (b) any house or flat divided into or let out as bed sitting rooms constitutes a single Property; and
- (c) each school, college, hotel, hostel or guest house constitutes a single Property only

“Public Service Vehicle” means, subject to the provisions in Section 1 of the Public Passenger Vehicle Act 1981, a vehicle (other than a tramcar) which:-

- (a) being a vehicle adapted to carrying more than 8 passengers, is used for carrying passengers for hire or reward; or
- (b) being a vehicle not so adapted is used for carrying passengers for hire or reward at separate fares in the course of a business of carrying passengers

“Recognised Badge” has the meaning given in Section 21A of the Chronically Sick and Disabled Persons Act 1970;

“Registered Owner/Keeper” means:

- (a) the person whose name appears in the vehicle registration document of the vehicle and in whose name the vehicle is registered at the Driver and Vehicle Licensing Agency; or
- (b) a person who has established to the satisfaction of the Council that he has the permanent use of a specified vehicle and that the person whose name appears in the vehicle registration document of the vehicle and in whose name the vehicle is registered at the Driver and Vehicle Licensing Agency is his employer; or
- (c) a person who has established to the satisfaction of the Council that he has an arrangement with a vehicle leasing business for the lease for a minimum period of 12 months of a specified vehicle and that the person whose name appears in the vehicle registration document of the vehicle and in whose name the vehicle is registered at the Driver and Vehicle Licensing Agency is that vehicle leasing business; or
- (d) a person who has established to the satisfaction of the Council that he has the permanent use of a specified vehicle, that his employer for whom he works full-time has an arrangement with a vehicle leasing business for the lease of that vehicle and that the person whose name appears in the vehicle registration document of the vehicle and in whose name the vehicle is registered at the Driver and Vehicle Licensing Agency is that vehicle leasing business, provided always that where such circumstances apply if the person works part-time only then at the absolute discretion of the Council

such person may be treated as a Registered Owner/Keeper for the purposes of this Order

“Relevant Position” means:

- (a) in respect of a Disabled Person’s Badge, displayed in the manner prescribed by Regulation 12 of the Disabled Person’s (Badges for Motor Vehicles) (England) Regulations 2000;
- (b) in respect of a Parking Disc displayed in the manner described in Regulation 4 (2) of the Local Authorities’ Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;
- (c) in respect of a Residents’ Permit, Temporary Permit, Business Permit, Visitor’s Permit or Hotel Visitor’s Permit displayed on a vehicle so that the permit is readily visible and legible from the front or nearside of the vehicle

“Renewal Date” means for each Resident of the age of 17 years or more the date on which that Resident is first issued with an allocation of 25 days’ worth of Visitor’s Permits free of charge and each anniversary of that date (so that for the avoidance of doubt each Resident of the age of 17 years or more will thereby have a personal Renewal Date);

“Resident” means a person who has as his usual place of abode a Property and who has established this to the satisfaction of the Council;

“Resident (Short-term)” means a person who is temporarily resident for work purposes for a minimum of a month at a Property, and who has established this to the satisfaction of the Council and for the avoidance of doubt a Resident (Short-term) does not include a person who is resident for study purposes. A Resident (Short-term) is a Resident for the purposes of Parts XIV & XV of this Order;

“Residents’ Permit” means a permit issued by the Council to a Resident under the provisions of Part XIV of this Order to park, subject to the provisions of this Order, the Permitted Vehicle in respect of which the permit has been issued, in the Parking Places ;

“Residents’ Permit Holder” means a Resident to whom a Residents’ Permit or as applicable a Temporary Permit has been issued under the provisions of Part XIV of this Order;

“Temporary Permit” means a permit issued by the Council to a Resident under the provisions of Article 51 of this Order to park, subject to the provisions of this Order, the Permitted Vehicle in respect of which the permit has been issued, in the Parking Places ;

“Virtual Parking Permit” means a permit issued by the County Council in electronic format only, not requiring same to be displayed on a Resident Permit Holders Vehicle”;

“Visitor’s Permit” means a permit issued by the Council to a Resident under the provisions of Part XV of this Order to enable the Resident, a person residing at

the same Property as the Resident, a person visiting the Resident or a person visiting another person residing at the same Property as the Resident to park a Permitted Vehicle, subject to the provisions of this Order, in the Parking Places;

“Visitor’s Permit Holder” means a Resident to whom a Visitor’s Permit has been issued under the provisions of this Order.”

**5.)**

Article 23 is amended as follows:

**“Designation of Time Limited Parking Places**

23. Each of the lengths of road specified in Schedules 32-43 and 48 & 49 to this Order is authorised to be used subject to the provisions of Parts V, VI & XIV of this Order, as a parking place for vehicles.”

**6.)**

Article 25 is amended as follows:

**Time Restrictions on Waiting**

25. Save as provided in Articles 18, 19 and 27 (Exemptions), no person is to cause or permit any vehicle to wait during the Prescribed Hours, except upon the direction or with the permission of a Civil Enforcement Officer, the Council or a police constable in uniform:-

- (1) in any Timed Parking Place specified in Schedule 37 during the Prescribed Hours:-
  - (a) for a period longer than 30 minutes; or
  - (b) if a period of less than 1 hour has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
- (2) in any Timed Parking Place specified in Schedule 38 during the Prescribed Hours:-
  - (a) for a period longer than 1 hour; or
  - (b) if a period of less than 1 hour has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
- (3) in any Timed Parking Place specified in Schedule 39 during the Prescribed Hours:-
  - (a) for a period longer than 1 hour; or
  - (b) if a period of less than 2 hours has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
- (4) in any Timed Parking Place specified in Schedule 40 or 41 during the Prescribed Hours:-
  - (a) for a period longer than 2 hours; or
  - (b) if a period of less than 1 hour has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place



- (5) in any Timed Parking Place specified in Schedule 32, 42 or 48 during the Prescribed Hours:-
    - (a) for a period longer than 2 hours; or
    - (b) if a period of less than 2 hours has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
  - (6) in any Timed Parking Place specified in Schedule 43 during the Prescribed Hours:-
    - (a) for a period longer than 3 hours; or
    - (b) if a period of less than 2 hours has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
  - (7) in any Timed Parking Places specified in Schedule 33, 34 or 49 during the Prescribed Hours:-
    - (a) for a period longer than 4 hours; or
    - (b) if a period of less than 1 hour has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place
  - (8) in any Timed Parking Place specified in Schedule 35 during the Prescribed House:-
    - (a) for a period longer than 23 hours; or
    - (b) if a period of less than 2 hours has elapsed since the termination during the Prescribed Hours of the last period of stay (if any) of the vehicle in the same Parking Place.
- 

7.)

#### **PART XIV** **RESIDENT'S PERMIT SCHEME**

#### **Application**

47. Any Resident who is the Registered Owner/Keeper of a Permitted Vehicle may apply to the Council for the issue of a Resident's Permit for the leaving of that vehicle, subject to the provisions of this Order in any Parking Place.

#### **Permit Terms**

48.

- (1) No Resident's Permit will be valid for a period in excess of 12 months,
- (2) The Council will fix the day when a Residents' Permit issued to a Resident will cease to be valid.
- (3) No more than one Residents' Permit which is valid at the same time will be issued to any Resident, and no more than 2 per property.
- (4) Subject as provided in Articles 48 (5) and 48 (6), the charge for each Resident's Permit shall be:

- £65 per annum for a permit to be issued to a Resident where no more than one other Residents' Permit, which is valid at the same time, has been issued to a Resident who resides at the same Property as the applicant;
- (5) Subject as provided in Article 48 (6) the charge for each Resident's Permit shall be £65 per annum where the Resident's usual place of abode is a Home.
- (6) Where a Residents' Permit is issued for a period of 11 months or less the charge will be 1/12th of the relevant annual charge multiplied by the number of months (rounded up to the nearest full number) for which the permit is valid.

## **Application Process**

49.

- (1) An application for a Residents' Permit must be made either via the on-line portal, or on a form issued by and obtainable from the Council and include the particulars and information required by such form and must be accompanied by a remittance for the appropriate charge specified in Article 48;
- (2) The Council may require an applicant for a Resident's Permit to produce such evidence in respect of their application as it may reasonably require to verify any particulars or information given to it;
- (3) Subject as provided in Article 49 (4), if the Council is satisfied:
- (i) that the applicant is a Resident provided always that where a vehicle is registered in the name of the applicant as provided in paragraph (a) of the definition of Registered Owner/Keeper the Council may conclude that the applicant is not a Resident if his address as recorded on the vehicle registration document is not the same address as the address of the applicant as specified in the application (being the address of a Property); and
  - (i) that the Resident is the Registered Owner/Keeper of a Permitted Vehicle; and
  - (c) that the appropriate charge specified in Article 48 has been paid

and the information and particulars required to be supplied by the application form have been supplied to the satisfaction of the Council, and the Council is satisfied generally as to the completed application form, then the Council will issue to the applicant one Residents' Permit for the leaving, subject to the provisions of this Order, of the Permitted Vehicle to which such Residents' Permit relates in any Parking Place.

- (4) The Council will not issue a Residents' Permit if:
- (i) a Residents' Permit which remains valid has been issued to the applicant; or
  - (i) during the period of three months prior to the application a Residents' Permit issued to the applicant was withdrawn by the Council further to Article 52 (5).

- (5) The Council may at any time require a Residents' Permit Holder to produce such evidence in respect of any Resident's Permit or as applicable any Temporary Permit as it may reasonably require to verify that the permit is valid and/or that the Resident's Permit Holder remains eligible for such permit.

### **Permit Formalities**

50. A Residents' Permit or as applicable Temporary Permit will include the following particulars:

- (1) the registration number of the vehicle for which the Residents' Permit or as applicable Temporary Permit has been issued;
- (2) the period during which, subject to the provisions of Article 52 of this Order, the Residents' Permit or as applicable Temporary Permit will remain valid;
- (3) (an indication that the Residents' Permit or as applicable Temporary Permit has been issued by the Council; and
- (4) the zonal designation **WY**

### **Temporary Permits**

51.

- (1) A Resident may surrender his Resident's Permit temporarily and receive in return a Temporary Permit for the period during which his Residents' Permit is temporarily surrendered.
- (2) There will be no charge for such a Temporary Permit.
- (3) This facility will be available where the Council is satisfied that the vehicle for which the Residents' Permit has been issued is 'off road' temporarily and that the Resident to whom the Residents' Permit was issued has the use of another Permitted Vehicle during this period.
- (4) A Temporary Permit will cease to be valid on the same day as the Residents' Permit ceases to be valid (unless previously surrendered).

### **Surrender and Withdrawal of Resident's Permit, Validity of Permit.**

52.

- (1) A Residents' Permit Holder may surrender a Residents' Permit or as applicable Temporary Permit to the Council at any time.
- (2) A Residents' Permit or as applicable Temporary Permit will cease to be valid on the earliest of the following:
  - ) the expiration of the period specified on the permit;
  - ) the occurrence of any of the events specified in Article 52 (3); as provided in Article 52 (6).

- (3) A Residents' Permit Holder must surrender a Residents' Permit or as applicable Temporary Permit to the Council on the occurrence of any of the following events:
- (i) the Residents' Permit Holder ceasing to be a Resident;
  - (i) the Residents' Permit Holder ceasing to be the Registered Owner/Keeper of the vehicle in respect of which the Residents' Permit was issued;
  - (i) the vehicle in respect of which the Residents' Permit or as applicable Temporary Permit was issued being adapted or used in such a manner that it ceases to be a Permitted Vehicle;
  - (i) the issue of a replacement Residents' Permit or as applicable Temporary Permit.
- (4) If it appears to the Council that any one of the events specified in Article 52 (3) has occurred, the Council may by written notice, addressed to the Residents Permit Holder and sent by first class post to or delivered to the address shown by him on his application for the Residents' Permit or as applicable Temporary Permit or to any other address believed to be that person's place of abode, withdraw a Residents' Permit and/or as applicable Temporary Permit and the Residents' Permit Holder must surrender the Residents' Permit and/or as applicable Temporary Permit to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (5) If it appears to the Council that any of the provisions contained in Parts XIV, XVI or XVII of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Residents Permit or as applicable Temporary Permit, the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Residents Permit or as applicable Temporary Permit or application for it, the Council may by giving notice as provided in Article 52 (4) withdraw a Residents Permit and/or as applicable Temporary Permit and the Residents Permit Holder must surrender the Residents Permit and/or as applicable Temporary Permit to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (6) Where a notice is given further to Article 52 (5) the Residents Permit and/or as applicable Temporary Permit issued to the Residents Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (7) Where a Residents Permit or as applicable Temporary Permit is surrendered to the Council for any of the reasons specified in Article 52 (3) other than Article 52 (3)(d) (issue of replacement) and this takes place more than one month before its expiration date the Council will make a refund to the Residents' Permit Holder equal to 1/12th of the annual charge paid multiplied by the number of months (rounded down to the nearest whole number) until its expiration but

there will be no refund of the charge for a permit withdrawn or surrendered further to Article 52(5).

### **Replacement Permits**

53.

- (1) A Residents' Permit or as applicable Temporary Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the Residents' Permit or as applicable Temporary Permit has become altered by fading or otherwise, and the Residents' Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Residents' Permit or as applicable Temporary Permit by completing the application form obtainable from the Council.
- (2) A Residents' Permit or as applicable Temporary Permit will become invalid if it is lost or destroyed and the Residents Permit Holder may apply to the Council for the issue of a replacement Residents' Permit or as applicable Temporary Permit and the Council, upon being satisfied as to such loss or destruction, will issue a replacement Residents Permit or as applicable Temporary Permit so marked.
- (3) The provisions of this Part of this Order will apply to a replacement Residents Permit or as applicable Temporary Permit or an application for it as if it were an original Residents Permit or as applicable Temporary Permit or as the case may be an application for it save that no charges will be payable for a replacement permit.

## **PART XV**

### **VISITORS PERMIT SCHEME**

#### **Application**

54. Any Resident of the age of 17 years or more may apply to the Council for the issue of a Visitors Permit for the leaving, subject to the provisions of this Order, in any Parking Place of a Permitted Vehicle belonging to or on hire or lease to the Resident or any other person residing at the same Property as that Resident or a person visiting that Resident or a person visiting another person residing at the same Property as that Resident.

#### **Permit Terms**

55. (1) No person is to cause or permit a Visitor's Permit to be displayed in a vehicle, when the vehicle is parked in a Parking Place, unless that vehicle belongs to or is on hire or lease to a person visiting the Visitor's Permit Holder or other person residing at same Property as the Visitor's Permit Holder and that visit is the primary purpose for so parking the

vehicle or the vehicle belongs to or is on hire or lease to the Visitor's Permit Holder or a person residing at the same Property as that Visitor's Permit Holder.

- (2) Subject as provided in Article 55 (4) any Resident of the age of 17 years or more is entitled to up to 2 allocations of Visitor's Permits (with each allocation containing 25 days' worth of Visitor's Permits) during each year (commencing on the Renewal Date for that Resident).
- (3)
  - (a) The first allocation of Visitor's Permits issued to a Resident during each year commencing on the Renewal Date for that Resident will be free of charge.
  - (b) The charge for the second allocation of Visitor's Permits issued to a Resident during each such year is £25.00 but this shall be reduced to nil where the Council is satisfied that the Resident is aged 70 years or older.
  - (c) The charge for any additional discretionary Visitor's Permits is 60 pence per permit but the Council may waive the charge and shall waive the charge where the Resident is aged 70 years or more.
  - (d) A Resident (Short-term) of the age of 17 years or more is entitled to up to 25 days' worth of Visitor's Permits which will be free of charge.

### **Application Process**

56.
  - (1) An application for Visitor's Permits must be made either via the on-line portal, or on a form issued by and obtainable from the Council and include the particulars and information required by such form.
  - (2) The Council may require an applicant for Visitor's Permits to produce such evidence in respect of an application as it may reasonably require to verify any particulars or information given to it.
  - (3) Subject as provided in Article 55 (4), if the Council is satisfied that the applicant is a Resident of the age of 17 years or more, the information and particulars required to be supplied by the application form have been supplied to the satisfaction of the Council and the Council is satisfied generally as to the completed application form, the Council will issue to the applicant an allocation of 25 days' worth of Visitor's Permits.
  - (4) The Council will not issue Visitor's Permits if, during the period of six months prior to the application or such lesser period as the Council in its discretion may decide, a Visitor's Permit issued to the applicant was withdrawn by the Council further to Article 58 (5).
  - (5)
    - (a) No Resident (Short-term) will be entitled to more than 25 days' worth of Visitor's Permits,

- (b) Subject as provided in Article 56 (7), no Resident will be entitled to more than an initial allocation of 25 days' worth of Visitor's Permits during the first half of the year (calculated from the Renewal Date for that Resident) followed by a second allocation of a further 25 days' worth of Visitor's Permits which shall not be issued until the second half of that year.
- (6) When one allocation of 25 days' worth of Visitor's Permits has been used up no further Visitor's Permits will be issued until a further application form has been completed and submitted to the Council with a remittance for the appropriate charge specified in Article 55 (3) and the Council is satisfied with the application as provided in Article 56 (3).
- (7) The Council may in its absolute discretion issue to a Resident more than 50 days' worth of Visitor's Permits in any year if it is satisfied, upon consideration of such supporting evidence as the Council may require, that to do so would be appropriate in the circumstances and the Council may waive the charge for any such additional discretionary Visitor's Permits.
- (8) The Council may at any time require a Visitor's Permit Holder to produce such evidence in respect of any Visitor's Permits issued by the Council as may reasonably be required to verify their validity and/or that he remains eligible for the permits.

### **Permit Formalities**

57. (1) Visitor's Permits will include the following particulars:
- (a) an indication that the Visitor's Permits have been issued by the Council; and
  - (b) the zonal designation **WY**
- and may specify the period during which, subject to the provisions of Article 58, the Visitor's Permits may be used.
- (2) A Visitor's Permit must be displayed in the Relevant Position and must not be cut or defaced in any way.
  - (3) A Visitor's Permit will be valid for a period of twenty four hours from the validation time provided that it is validated by the Visitor's Permit Holder, or by a person authorised by him, by writing in ink on the face of the Visitor's Permit (or by such other means as the Council may direct) the time of the day the vehicle is left in the Parking Space using the twenty four hour clock (being the validation time) and the date on which it is left (being the validation date) and that no other writing or mark appears on it.

## **Surrender and Withdrawal of Visitors Permits – Validity of Permits**

58. (1) A Resident may surrender a Visitor's Permit to the Council at any time
- (2) A blank Visitor's Permit will cease to be valid on the earlier of the following:
- (a) the occurrence of any of the events specified in Article 58 (3);
  - (i) as provided in Article 58 (6).
- (3) A Visitor's Permit Holder must surrender to the Council all blank Visitors Permits previously issued to him on the occurrence of the following:
- (a) the expiration of the period (if any) as specified on the Visitors Permits;
  - (b) the Visitors Permit Holder ceasing to be a Resident;
  - (c) the issue of replacement Visitors Permits.
- (4) If it appears to the Council that any of the events specified in Article 58 (3) has occurred, the Council may, by written notice addressed to the Visitor's Permit Holder and sent by first class post to or delivered to the address shown by the Visitor's Permit Holder on his application for the Visitor's Permits or to any other address believed to be that person's place of abode, withdraw his Visitor's Permits and the Visitor's Permit Holder must surrender his Visitor's Permits to the Council within 3 days after the date of posting or as applicable delivery of such notice.
- (5) If it appears to the Council that any of the provisions contained in Parts XIV, XVI or XVII of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for Visitor's Permits, the sale or attempted sale of a permit or the alteration or attempted alteration of a permit) or is not being complied with in respect of the use of Visitor's Permits or application for them, the Council may by giving notice as provided in Article 58 (4) withdraw from a Visitor's Permit Holder his Visitor's Permits and the Visitor's Permit Holder must surrender his Visitor's Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (6) Where notice is given further to Article 58 (5) the Visitor's Permits issued to the Visitor's Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (7) On the surrender of any blank Visitor's Permits for which payment has been made the Council will issue a refund at the rate of 60p per blank Visitor's Permit save that there will be no refund of the charge paid for a permit withdrawn or surrendered further to Article 58 (5).



## Replacement Permits

59. (1) A Visitor's Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible, and the Visitor's Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Visitor's Permit by completing the application form obtainable from the Council.
- (2) The provisions of this Part of this Order will apply to a replacement Visitor's Permit or an application for it as if it were an original Visitor's Permit or as the case may be an application for it save that no charge will be payable for a replacement permit.

## PART XVI BUSINESS PERMITS SCHEME

### Application

60. Any Business may apply to the Council for the issue of a Business Permit for the leaving, subject to the provisions of this Order, in any Parking Place of a Permitted Vehicle belonging to or on hire or lease to or otherwise associated with that Business (and whose registration number will be identified on the Business Permit) when it is essential for the Business Operations of that Business to park there.

### Permit Terms

61. (1) No person is to cause or permit a Business Permit to be displayed in a vehicle, when the vehicle is parked in a Parking Place unless it is essential for the vehicle to be parked there for the Business Operations of the Business Permit Holder.
- (2) A Business Permit may be valid for 3 months, 6 months or 12 months but no Business Permit will be valid for more than 12 months.
- (3) The Council will fix a day when each Business Permit will cease to be valid.
- (4) The charge for each Business Permit will be:
- (a) £50.50 for 3 months
  - (b) £95.00 for 6 months
  - (c) £145.00 for 9 months
  - (c) £190.00 for 12 months

and the charge is payable on or before the issue of the permit.

- (5) (a) No Business will be eligible for a Business Permit unless the Council is satisfied that it is essential for the Business Operation

of the Business to park a vehicle in the area stated in Schedule 1 to this Order.

- (b) No Business will be eligible for more than one Business Permit unless the Council is satisfied that it is essential for the Business Operation of the Business to park more than one vehicle in the roads stated in Schedule 47 to this Order.
- (c) No Business will be eligible for more than two Business Permits which are valid at the same time

### **Application Process**

62. (1) An application for a Business Permit must be made either via the on-line portal, or on a form issued and obtainable from the Council and must include the particulars and information required by the form and be accompanied by payment of the appropriate charge further to Article 35 (4).
- (2) The Council may at any time require an applicant for a Business Permit to produce such evidence in respect of the application as may reasonably be required to verify any particulars or information given to the Council.
- (3) If the Council is satisfied that:
- (a) the applicant is a Business; and
  - (b) it is essential for the Business Operation of the applicant for a vehicle or vehicles belonging to or on hire or lease to or otherwise associated with it to park in the roads stated in Schedule 47 to this Order; and
  - (c) either the applicant is eligible for two Business Permits and has no more than one Business Permit which is valid, or the applicant is eligible for one Business Permit and it has no Business Permit which is valid; and
  - (d) the appropriate charge specified in Article 62 (4) has been paid.

And the information and particulars required by the application form have been supplied to the satisfaction of the Council, and the Council is satisfied generally with the completed application form, then, save as provided in Article 62 (4), the Council will issue a Business Permit to the applicant.

- (4) The Council will not issue a Business Permit to an applicant if, during the period of three months prior to the application, any Business Permit issued to the applicant has been withdrawn by the Council further to Article 64 (5);
- (5) The Council will not issue more than two Business Permits which are valid at the same time to any Business and in the case of a Business which is only eligible for one Business Permit further to Article 61 (5) it will not issue more than one Business Permit. which is valid at any time.

- (6) The Council may at any time require a Business Permit Holder to whom a Business Permit has been issued to produce such evidence in respect of any Business Permit as may reasonably be required to verify that the Business Permit Holder remains eligible for such permit and/or that the Business Permit is valid.

### **Permit Formalities**

63. A Business Permit will include the following particulars:

- (1) the registration number of the vehicle for which the Business Permit has been issued;
- (2) the period during which, subject always to the provisions of Article 64, the Business Permit remains valid;
- (3) an indication that the Business Permit has been issued by the Council;
- (4) the zonal designation **WY**

### **Surrender and Withdrawal of a Business Permit – Validity of Permit**

64. (1) A Business Permit Holder may surrender a Business Permit to the Council at any time.
- (2) A Business Permit will cease to be valid on the earliest of the following:
- (a) the expiration of the period shown on it;
  - (b) the occurrence of any of the events specified in Article 38 (3) and as provided therein;
  - (c) as provided by Article 64 (6);
- (3) (a) A Business Permit Holder must surrender all Business Permits issued to it on the happening of any of the following events:
- (i) the Business ceasing to operate from an address specified in Schedule 47
  - (ii) the Business ceasing to be eligible for any Business Permit by virtue of Article 61 (5)(a).
- (b) A Business Permit Holder must surrender a Business Permit issued to it on the happening of any of the following events:
- (i) the issue of a replacement Business Permit;
  - (ii) the Business ceasing to use the vehicle in respect of which the Business Permit was issued;
  - (iii) the vehicle in respect of which the Business Permit was issued being adapted or used in such a manner that it ceases to be a Permitted Vehicle.
- (c) A Business Permit Holder must surrender a Business Permit issued to it if the Business has two Business Permits which are

valid and it becomes eligible for one Business Permit only by virtue of Article 61 (5)(b)

- (4) If it appears to the Council that any of the events specified in Article 64 (3) has occurred, the Council may, by written notice addressed to the Business Permit Holder and sent by first class post to or delivered to the address shown by the Business Permit Holder on his application for the Business Permit or to the registered or principal office of the Business Permit Holder, withdraw a Business Permit or as applicable all his Business Permits and the Business Permit Holder must surrender the Business Permit or as applicable all his Business Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (5) If it appears to the Council that any of the provisions contained in **Parts XIV, XVI or XVII** of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Business Permit, the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Business Permit or application for it, the Council may by giving notice as provided in Article 64(4) withdraw a Business Permit(s) and the Business Permit Holder must surrender the Business Permit(s) to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (6) Where a notice is given further to Article 64 (5) the Business Permit(s) issued to the Business Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (7) When a Business Permit is surrendered or withdrawn the Business Permit Holder is not entitled to any refund of the charge paid for the permit.

### **Replacement Permit**

65. (1) A Business Permit will become invalid if it is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the Business Permit has become altered by fading or otherwise, and the Business Permit Holder will either surrender it to the Council or apply to the Council for the issue of a replacement Business Permit by completing the application form obtainable from the Council.
- (2) The Business Permit will become invalid if it is lost or destroyed and the Business Permit Holder may apply to the Council for the issue of a replacement Business Permit and the Council, upon being satisfied as to such loss or destruction, will issue a replacement Business Permit so marked.

- (3) The provisions of this Part of this Order will apply to a replacement Business Permit or an application for it as if it were an original Business Permit or as the case may be an application for it.
- (4) The fee for a change of vehicle for business permits is £25.

## **PART XVII** **HOTEL VISITORS PERMIT SCHEME**

### **Application**

66. Any hotel or guest house located at premises whose address is listed in **Schedule 47** to this Order may apply to the Council for the issue of Hotel Visitor's Permits for the leaving, subject to the provisions of this Order, in any Parking Place, of a Permitted Vehicle belonging to or on hire or lease to a paying guest at the hotel or guest house.

### **Permit Terms**

67.
  - ( ) No person is to cause or permit any Hotel Visitors Permit to be displayed on a vehicle when it is parked in a Parking Place unless it belongs to or is on hire or lease to a paying guest at the hotel or guest house to whom the permit was issued
  - ( ) The charge for each Hotel Visitors Permit will be £1 and the charge is payable on or before the issue of the permit.

### **Application Process**

68.
  - (1) An application for Hotel Visitors Permits must be made either via the on-line portal or on a form issued by and obtainable from the Council and must include the particulars and information required by the form and be accompanied by the appropriate charge further to Article 67 (2).
  - (2) The Council may at any time require an applicant for Hotel Visitors Permits to produce such evidence in respect of the application as may reasonably be required to verify any particulars or information given to the Council.
  - ( ) Save as provided in Article 68 (4), if the Council is satisfied that the applicant is an authorised representative of a hotel or guest house located at premises whose address is listed in **Schedule 47** and the information and particulars required by the form have been supplied to the satisfaction of the Council and the Council is generally satisfied with the completed application form the Council will issue to the applicant the number of Hotel Visitor's Permits applied for provided always that the issue of such permits may be subject to 28 days prior notice.

- (o) The Council will not issue a Hotel Visitor's Permit if, during the period of six months prior to the application or such lesser time period as the Council may in its discretion decide, a Hotel Visitor's Permit issued to the applicant was withdrawn by the Council further to Article 71 (4).
- (o) The Council may at any time require a Hotel Visitor's Permit Holder to produce such evidence in respect of any Hotel Visitor's Permit as it may reasonably require to verify that the permit is valid and/or that the Hotel Visitor's Permit Holder remains eligible for the permit.

### **Permit Formalities**

69.

- (1) Each Hotel Visitors Permit will include the following particulars:
  - (o) An indication that the Hotel Visitors Permit has been issued by the Council;
  - (o) The zonal designation **WY**.
- (2) Each Hotel Visitors Permit will be valid for a period of up to 24 hours from when it is validated provided that it is validated by the Hotel Visitors Permit Holder or by a person authorised by it by writing in ink on the permit the name of the hotel or guest house, the name of the road in which the permit is being used, the time of day the vehicle was parked there (being the validation time), the day of the week and date on which the permit is being used (being the validation date) and the registration number of the vehicle on which the permit is displayed.

### **Records**

70. A hotel or guest house to which Hotel Visitors Permits are issued must keep records of the allocation of permits by them by date of use, room number occupied by the paying guest and vehicle registration number of the vehicle in respect of which the permit is allocated and those records must be available for inspection by the Council at all reasonable times.

### **Surrender and Withdrawal of Hotel Visitor's Permits – Validity of Permits**

71.

- (1) A Hotel Visitors Permit Holder may surrender its Hotel Visitors Permits to the Council at any time.
- (2) A Hotel Visitors Permit will cease to be valid on the earlier of the following:
  - (o) The Hotel Visitors Permit Holder ceasing to operate a hotel or guest house at premises whose address is listed in Schedule 3;
  - (o) As provided in Article 71 (5).
- (3) If it appears to the Council that a Hotel Visitor's Permit Holder has ceased to operate a hotel or guest house at premises whose address is

listed in **Schedule 47** the Council may, by written notice, addressed to the Hotel Visitor's Permit Holder and sent by first class post or delivery to the address shown on the application for the Hotel Visitor's Permit or any forwarding address, withdraw the Hotel Visitor's Permits of the Hotel Visitor's Permit Holder and the Hotel Visitor's Permits Holder must surrender its Hotel Visitor's Permits to the Council within 3 days of the date of posting or as applicable delivery of the notice.

- (4) If it appears to the Council that any of the provisions contained in Parts XIV, XVI or XVII of this Order is being or has been abused (including the provision of inaccurate information in connection with an application for a Hotel Visitor's Permit, the sale or attempted sale of the permit or the alteration or attempted alteration of the permit) or is not being complied with in respect of the use of a Hotel Visitor's Permit or application for it, the Council may, by giving notice as provided in Article 71 (3), withdraw the Hotel Visitor's Permits of a Hotel Visitor's Permit Holder and the Hotel Visitor's Permit Holder must surrender its Hotel Visitor's Permits to the Council within 3 days of the date of posting or as applicable delivery of such notice.
- (5) Where notice is given further to Article 71 (4) the Hotel Visitor's Permits issued to the Hotel Visitor's Permit Holder will cease to be valid at the end of the third day following the day of posting or as applicable delivery of the notice.
- (6) When a Hotel Visitors Permit is surrendered or withdrawn the hotel or guest house is not entitled to any refund of the charge paid for the permit.

### **Contractors Permit**

72. Where the Council, in the exercise of its discretion further to Article 16 agrees to authorise the use of any Parking Place by a contractor undertaking any demolition, excavation or building or maintenance operations or repair works at premises in the area stated in Schedule 1 to this Order the charge for such authorisation will be £31.50 for any period not exceeding a week.

## **PART XVIII** **THE OXFORDSHIRE COUNTY COUNCIL (CARERS PERMIT) ORDER 2023**

73. The Carers Permit Order is applied to this order so that nothing in this order will prohibit or restrict a vehicle from waiting in accordance with the provisions of that order."

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8.)

Schedule 33 of the order is deleted in its entirety.

**“SCHEDULE 33**

**(Waiting Limited to 4 hours with no return for 1 hour  
All days 6-00am to 10-00pm)”**

9.)

In **Schedule 37**

(Waiting Limited to 30 minutes with no return for 1 hour, 8-00am to 6-00pm  
Monday to Saturday inclusive)

Within Item 78 WITNEY, the following item is deleted:

**Corn Street:**

**South side – from a point 12.5 metres east of its junction with Swingburn Place south eastwards to a point 33.5 metres west of its junction with Cornell Gardens.**

10.)

In **Schedule 42**

(Waiting Limited to 2 hours with no return for 2 hours,  
8-00am to 6-00pm Monday to Saturday inclusive)

Item 78 WITNEY is deleted and replaced as follows:

**“ITEM 78: WITNEY**

**1. Church Green:**

**(a) Eastern arm – east side:**

**(i) — from a point 18.5 metres north of its junction with Farm Mill Lane in a northerly direction for a distance of 34 metres;**

**(ii) — from a point 78.5 metres north of its junction with Farm Mill Lane in a northerly direction to its junction with Market Square;**

**(b) Southern arm (along the northern frontage of St Mary’s Church) – south side – from a point 11 metres west of its junction with Station Lane in a westerly direction for a distance of 30 metres.**

**2. Corn Street:**



(a) North side:

- (i) *from the boundary between Nos. 56 and 58 Corn Street in a westerly direction to a point 13.5 metres east of its junction with Holloway Road;*
- (ii) *from the boundary between Nos. 86 and 88 Corn Street in a westerly direction for a distance of 4.5 metres;*
- (iii) *from a point 4 metres west of the boundary between Nos. 88 and 90 Corn Street in a westerly direction for a distance of 37 metres;*
- (iv) *from the boundary between Nos. 108 and 110 Corn Street in an easterly direction for a distance of 19 metres;*
- (v) *from the boundary between Nos. 144 and 146 Corn Street in a westerly direction for a distance of 20.5 metres;*
- (vi) *from a point 4 metres east of the boundary between 154 and 156 Corn Street in a westerly direction for a distance of 9 metres;*
- (vii) *from a point 7 metres east of the boundary between Nos. 160 and 162 Corn Street in a westerly direction to a point 54 metres east of its junction with Corn Bar.*

(b) South side:

- (i) *from the boundary between Nos 43 and 45 westwards to a point 4 metres west of the boundary between Nos 55 & 57;*
- (ii) *from the boundary between Nos 57 & 59 westwards to a point 14.5 metres east of its junction with The Crofts.*
- (iii) *from a point 17.5 metres west of its junction with The Crofts in a westerly direction for a distance of 37.5 metres;*
- (iv) *from a point 1.6 metres west of the eastern flank wall of No. 87 Corn Street in a westerly direction to a point 12 metres east of its junction with Corndell Gardens.*

3. Farm Mill Lane.

North Side.- from a point 36 metres east of the eastern kerb line of the eastern arm of Church Green in an easterly direction for a distance of 24 metres.

4. Market Square — southeast of Buttercross:

~~(a) East side – from a point 17 metres south of its junction with Langdale Gate in a southerly direction to its junction with Church Green.~~

~~(b) West side – from a point 16 metres south of its junction with Langdale Gate in a southerly direction to a point 0.5 metres north of the southern flank wall of No. 56 Market Square.~~

5. The Crofts: (north-south arm)

East side - from a point 13 metres south of the southern kerb line of Corn Street southwards for a distance of 19 metres.”

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11.)

New Schedules 47, 48 and 49 are inserted as follows:

**“SCHEDULE 47**

**Properties Eligible to Apply for Residents and Visitors Permits `WY`**

<b>Eligible streets</b>	<b>Eligible properties</b>
Church Green	Even Nos.2-44, Odd Nos.1-29
Corn Street	Even Nos.36-172, Odd Nos.27-151
Market Square	Even Nos.52-58, Odd Nos.29-39

**SCHEDULE 48**

**SHARED-USE PARKING BAYS**

**Permit Holders or Waiting Limited to 2 hours with no return within 2 hours,  
Monday to Saturday inclusive – 8am to 6pm**

1. Church Green:

a) Eastern arm – east side:

- i. from a point 16 metres north of the centre of the junction with Farm Mill Lane, northwards for a distance of 15 metres,
- ii. from a point 37 metres north of the centre of the junction with Farm Mill Lane, northwards for a distance of 14 metres,
- iii. from a point in line with the southern flank wall of No.15 Church Green, northwards for a distance of 12 metres,
- iv. from a point 7 metres north of the southern flank wall of No.11 Church Green, northwards for a distance of 67 metres.

b) Southern arm (along the northern frontage of St Mary’s Church)

south side:

- i. from a point 11 metres west of its junction with Station Lane, westwards for a distance of 30 metres.
- ii. from a point 39 metres west of its junction with Station Lane, westwards for a distance of 10 metres.

2. Corn Street:

a) North side:

- i. from a point 6 metres southeast of the western flank wall of No.170 Corn Street, south-eastwards for a distance of 30 metres,
- ii. from a point in line with the eastern flank wall of No.154 Corn Street, north-westwards for a distance of 9 metres,
- iii. from a point in line with the common property boundary of Nos.110 & 108 Corn Street, south-eastwards for a distance of 19 metres,
- iv. from a point in line with the western flank wall of Nos.96-100 Corn Street, south-eastwards for a distance of 38 metres,
- v. from a point in line with the common property boundary of Nos.88 & 86 Corn Street, north-westwards for a distance of 5 metres,
- vi. from a point in line with the eastern property boundary of No.74b Corn Street, north-westwards for a distance of 12 metres,
- vii. from a point in line with the western flank wall of No.72 Corn Street, south-eastwards for a distance of 57 metres.

b) South side:

- i. from a point in line with the western flank wall of No.129 Corn Street, south-eastwards for a distance of 23 metres,
- ii. from a point in line with the western flank wall of No.119 Corn Street, south-eastwards for a distance of 11 metres,
- iii. from a point in line with the common property boundary of Nos.109a & 109 Corn Street, south-eastwards for a distance of 64 metres,
- iv. from a point 2.5 metres southeast of the common property boundary of Nos.85 & 83 Corn Street, south-eastwards for a distance of 37 metres,
- v. from a point inline of the eastern property boundary of No.59 Corn Street, north-westwards for a distance of 36 metres,
- vi. from a point in line with the common property boundary of Nos.43 & 45 Corn Street, north-westwards for a distance of 49 metres.

3. Market Square – southeast of Buttercross:

- a) East side - from a point 17 metres south of its junction with Langdale Gate, southwards for a distance of 32 metres.
- b) West side - from a point 16 metres south of its junction with Langdale Gate, southwards for a distance of 28 metres.

## **SCHEDULE 49**

### **SHARED-USE PARKING BAYS**

**Permit Holders or Waiting Limited to 4 hours no return within 1 hour,  
All days – 6am to 10pm**

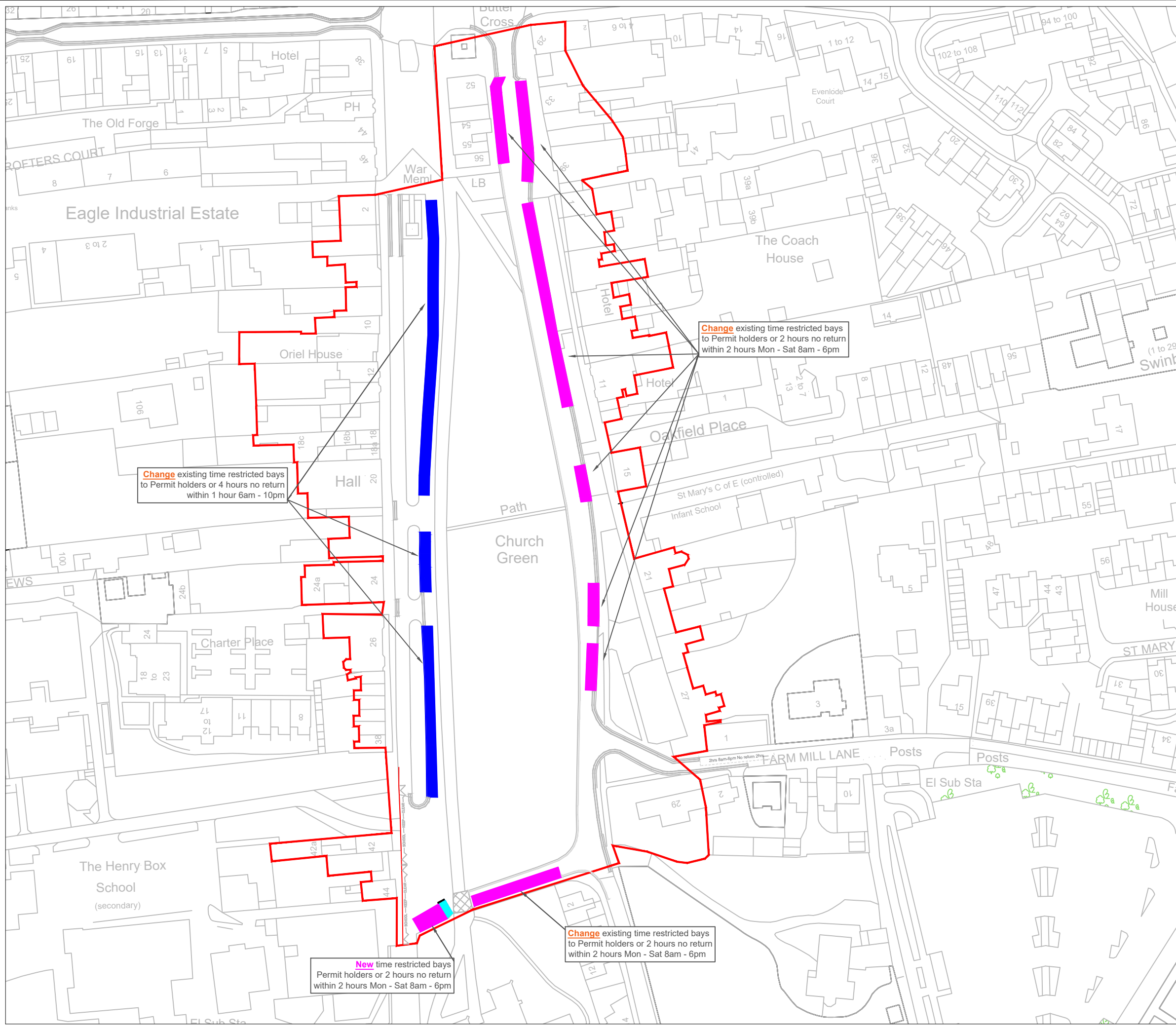
1. Church Green:

- a) Central arm – west side:
  - i. from a point 9.5 metres north of the common property boundary between Nos.2 & 4 Church Green, southwards for a distance of 95 metres,
  - ii. from a point 5.5 metres south of the northern flank wall of No.22 Church Green, southwards for a distance of 19 metres,
  - iii. from a point 5 metres south of the northern flank wall of No.26 Church Green, southwards for a distance of 55 metres.”

**THE COMMON SEAL of THE  
OXFORDSHIRE COUNTY COUNCIL**

was affixed in the presence of:

Solicitor / Designated Officer



**Change** existing time restricted bays to Permit holders or 4 hours no return within 1 hour 6am - 10pm

**Change** existing time restricted bays to Permit holders or 2 hours no return within 2 hours Mon - Sat 8am - 6pm

**New** time restricted bays Permit holders or 2 hours no return within 2 hours Mon - Sat 8am - 6pm

**Change** existing time restricted bays to Permit holders or 2 hours no return within 2 hours Mon - Sat 8am - 6pm

**KEY**

- EXISTING 'No waiting at any time' (Double yellow lines)
- Existing 'No waiting Mon-Sat 8am-6pm' (Single yellow line)
- Existing disabled parking bay to remain
- Proposed dual use parking bays Permit holders or 2 hours no return within 2 hours Mon - Sat 8am-6pm
- Proposed dual use parking bays Permit holders or 4 hours no return within 1 hour 6am - 10pm
- Properties eligible for resident or visitor permits

**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

IN ADDITION TO THE HAZARDS/RISKS NORMALLY ASSOCIATED WITH THE TYPES OF WORK DETAILED ON THIS DRAWING, NOTE THE FOLLOWING SIGNIFICANT RESIDUAL RISKS

CONSTRUCTION
(ENTER 'NONE' IF APPLICABLE)
MAINTENANCE/CLEANING
(ENTER 'NONE' IF APPLICABLE)
USE
(ENTER 'NONE' IF APPLICABLE)
DECOMMISSIONING/DEMOLITION
(ENTER 'NONE' IF APPLICABLE)

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Rev.	Date	Purpose of revision	Drawn	Checked	Approved

**OXFORDSHIRE COUNTY COUNCIL**

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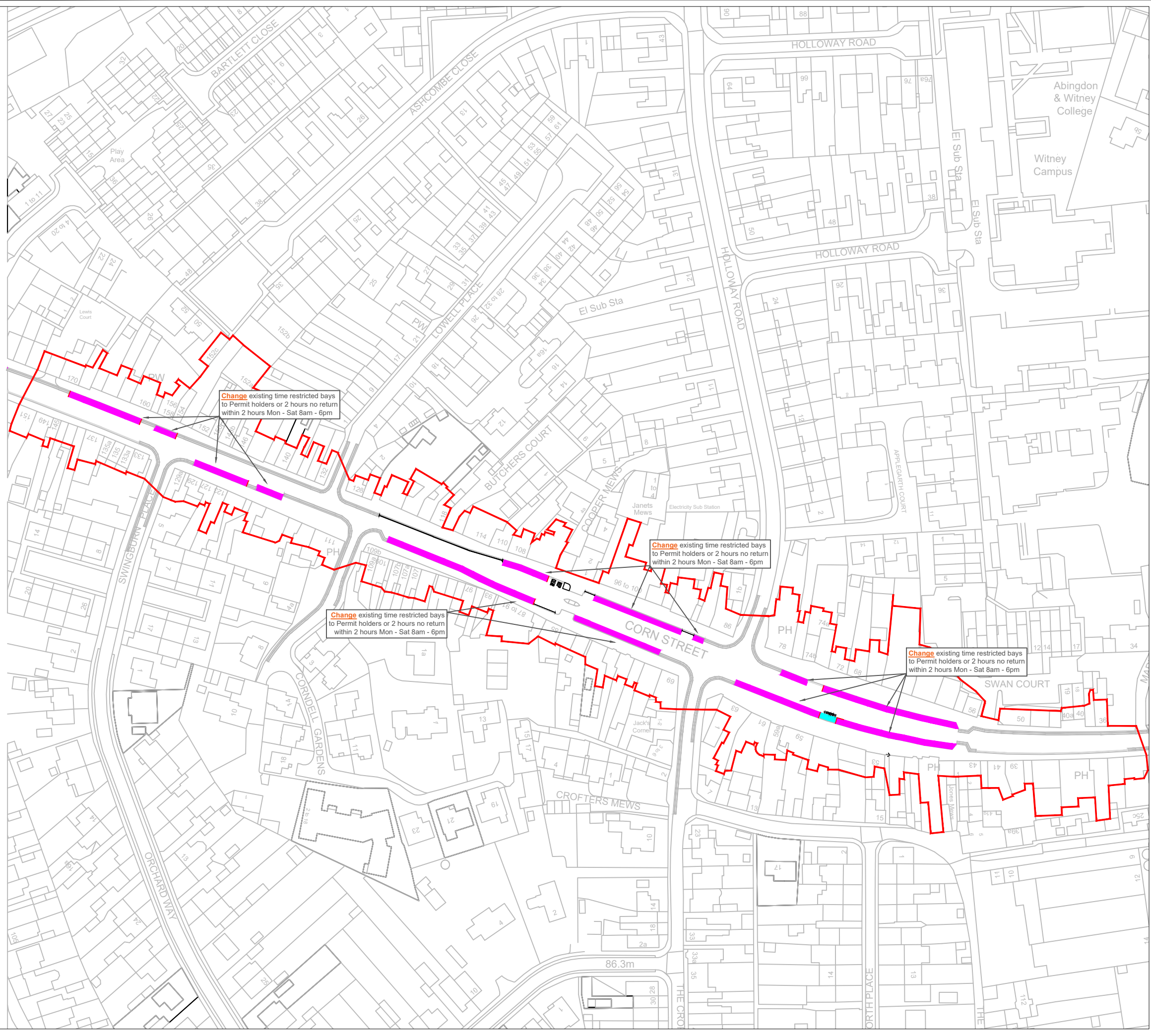
Project title  
**CHURCH GREEN WITNEY PARKING RESTRICTION DESIGN OPTIONS**

Drawing title  
**CHURCH GREEN WITNEY PROPOSED PARKING RESTRICTION CHANGES DUAL USE & PERMIT HOLDERS PARKING**

Drawing Status

Scale @ A3	Drawn by EP	Checked by	Approved by
1:1200	Date drawn AUG 2024	Date checked	Date approved





**KEY**

- EXISTING 'No waiting at any time' (Double yellow lines)
- Existing 'No waiting Mon-Sat 8am-6pm' (Single yellow line)
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USE	(ENTER 'NONE' IF APPLICABLE)	
DECOMMISSIONING/DEMOLITION	(ENTER 'NONE' IF APPLICABLE)	

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Rev.	Date	Purpose of revision	Drawn	Checked	Approved

**OXFORDSHIRE COUNTY COUNCIL**

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Project title  
**CORN STREET, WITNEY PARKING RESTRICTION DESIGN OPTIONS**

Drawing title  
**CORN STREET, WITNEY PROPOSED PARKING RESTRICTION CHANGES DUAL USE & PERMIT HOLDERS PARKING**

Drawing Status

Scale @ A3	Drawn by EP	Checked by	Approved by
1:1500	Date drawn AUG 2024	Date checked	Date approved