



**Monmouthshire County Council**  
**Civil Parking Enforcement**  
**Guidance Booklet**

**Ffôn/Tel: 01633 644644**  
**[www.monmouthshire.gov.uk/parking-enforcement](http://www.monmouthshire.gov.uk/parking-enforcement)**



**monmouthshire**  
**sir fynwy**

## The Changes

From April 2019, Monmouthshire County Council will operate new parking regulations under a scheme of civil parking enforcement.

Parking restrictions will stay the same, but civil enforcement officers (CEOs) employed by the council will not only enforce all off-street car parks managed by the council, but will now enforce all on-street parking restrictions in Monmouthshire as well, such as resident parking schemes, double and single yellow lines etc.

If a vehicle is found to be parked unlawfully the CEOs may issue a penalty charge notice (PCN).

## The Benefits

The transfer of civil enforcement powers will allow the council to tackle wider transport and environmental issues such as traffic congestion, road safety and to safeguard the interests of residents, blue badge holders, transport operators and local businesses, etc.

It will prevent the abuse of specific types of parking such as disabled bays, loading bays and will help ease congestion outside schools.

## The PCN

A CEO observing a vehicle parking unlawfully may issue a PCN. There are set observation periods for different types of contraventions and the CEOs may speak to a motorist if they are in the car, prior to issuing a PCN. The CEOs do not have the discretion to cancel a PCN once issued or take into consideration any mitigating circumstances; these must be considered through the appeal process.

Contrary to popular belief, there are not pre-set quotas or targets for the number of PCNs issued and making money is not an objective of this scheme. However, maximum compliance is important in order to achieve the full benefits of such a regime. Please note that legislation dictates that any surplus created through CPE has to be reinvested in the highway network.

The PCN will set out details of the vehicle and the contravention that has taken place, along with the level of the penalty charge to be paid.

There are two levels of penalty charge (set by the Welsh Government) depending on the severity of the contravention. The charge will be £70 for the most serious contraventions and £50 for lesser contraventions.

If the penalty charge notice is paid within 14 days the charge will be reduced to £35 for the most serious contraventions and £25 for the lesser.

If there is no payment received or representations made within 28 days, the council may issue a charge certificate and the charges will increase to £105 for the most serious contraventions and £75 for lesser contraventions. This may be further increased if the council has to pursue the debt through the use of a bailiff.

## **A PCN can be paid**

**By post** using the envelope provided with the PCN

**By telephone** 033 33 200 867  
(credit/debit card payment)

**Via the internet** at [www.swpg.co.uk](http://www.swpg.co.uk)  
(credit/debit card payment)



## The Appeal

If a motorist believes that there is a case for consideration they have an opportunity to appeal in writing.

You can write to us within 28 days from the date the notice was served to lodge an appeal. If an appeal is lodged within the first 14 days of this period, the level of charge will remain at the reduced rate pending the outcome of the appeal.

If the appeal is rejected, the recipient (vehicle owner / keeper) does have the further option to submit an appeal to an independent adjudicator. Details of how to do this will be included in the decision notice from the council.

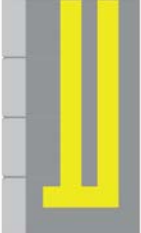

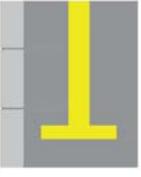




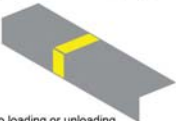


## The Advice

The majority of motorists drive and park responsibly and will enjoy the benefits of civil parking enforcement. To ensure you park legally and safely:

- Always check the lines on the road **and** any signs.
- Always park within bay markings where provided.
- Make sure that none of your wheels are on yellow lines.
- Follow the regulations in car parks.  
(displayed on signs and tariff boards)
- Do not block dropped kerbs.
- Do not park more than 50cm away from the kerb.
- Do not park on a footpath/pavement.
- Do not park on pedestrian crossings, white zig zags or 'School Keep Clear' markings.
- Do not park in a resident parking area without a valid permit.
- Do not park in a reserved bay e.g., disabled bay unless entitled.

# The Rules

To park correctly you will need to check for signs, lines and other notices in the vicinity of where you are parking; these will tell you about any restrictions to parking. The Highway Code will help explain what the signs and lines mean. Here are some examples:

 <p>No waiting at any time</p>	 <p>No stopping or parking at a bus stop clearway within its hours of operation. You must not drive or stop in a bus lane during its period of operation unless the signs indicate you may do so.</p>	
 <p>No waiting during times shown on signs</p>	<p>Disabled Bay</p>  <p><b>Dellaid bathodyn anabled yn unig</b> <b>Disabled badge holders only</b></p>  <p><b>Unrhyw bryd ac eithrio tacsis</b> <b>At any time except taxis</b></p>  <p>Taxis Only</p>	
<p><b>Dim llwytho unrhyw bryd</b> <b>No loading at any time</b></p>  <p>No loading or unloading at any time</p>	<p><b>Dim llwytho Llun - Gwe</b> <b>No loading Mon - Fri</b> <b>8.30 am - 6.30 pm</b></p>  <p>No loading or unloading at the times shown</p>	<p><b>Parth Parcio Cyfyngedig</b> <b>Restricted Parking Zone</b></p>  <p><b>Unrhyw bryd</b> <b>At any time</b></p>
 <p><b>YSGOL - CADWCH - YN - GLIR</b> <b>SCHOOL - KEEP - CLEAR</b></p> <p>Keep school entrance clear, even if picking up or setting down</p>		



## Parking for Disabled Badge Holders

### Where Blue Badge holders can park

If you have a Blue Badge you can park:

- On a single or double yellow line for up to a maximum of three hours provided your badge and parking disc/clock (set to show the time of arrival) are displayed clearly and you are **not** causing an obstruction.
- On-street: In disabled bays for free and without time limit **unless** a sign says otherwise.
- Off-street: In any bay, including designated disabled bay in any of the council's car parks free of charge.

### Please Note:

You should display your Blue Badge clearly on your dashboard or fascia panel. The front of the badge showing the wheelchair symbol and expiry date should be visible.



## Parking for Disabled Badge Holders

### Where Blue Badge holders cannot park:

- On bus stops.
- On taxi ranks.
- On clearways (no stopping).
- In special bays, such as doctor or police bays.
- Where a loading ban is in force.
- On pavements unless there is a sign of white lines allowing you to do so.
- On a pedestrian crossing or its zig-zag markings.
- On school zig-zags markings during the times of operation.



If you would like more information, or if you have a general enquiry about civil parking enforcement or wish to report a parking problem, please contact:

**By phone:** 01633 644644

**By email:** [CarParking@monmouthshire.gov.uk](mailto:CarParking@monmouthshire.gov.uk)

**Website:** [www.monmouthshire.gov.uk/parking-enforcement](http://www.monmouthshire.gov.uk/parking-enforcement)

