

LONDON BOROUGH OF ENFIELD CONTROLLED PARKING ZONES

Explanatory leaflet

Applicable to:	Arnos Grove Bush Hill Park Chase Farm Hospital area Edmonton Green – East, West and South Enfield Town – Including Enfield Town Sub zone Enfield College – All day and part-time zone Gordon Hill Grange Park North Middx Hospital area Oakwood Palmers Green Queens Avenue South Edmonton Event Day Southgate – All day and one hour zone Tramway Avenue Winchmore Hill – One hour and all day (Wilson Street)
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1. OPERATOR'S ADDRESS

The Parking Enforcement Contractor (NSL)
The Parking Shop
Crown Road Vehicle Park
Crown Road
Enfield
EN1 1TH

Tel No. 020 8443 0602

2. PROVISION OF FACILITIES

Residents' parking places are provided within the controlled parking zones specified. Carers, Community Health staff, Social Services staff, Special Parking Permit holders and Visitors Parking card holders may park in residents' parking places too. These are identified by special signs bearing the letter 'P' in white on a blue background and the legend 'RESIDENT PERMIT HOLDERS ONLY'.

Business parking places are provided within some controlled parking zones. These are identified by special signs bearing the letter 'P' in white on a blue background and the legend 'BUSINESS PERMIT HOLDERS ONLY'. No other type of permit holder can park in business permit bays.

Shared or Dual use parking places are provided within some controlled parking zones. These are able to be used by all permit holders and are identified by special signs bearing the letter 'P' in white on a blue background and the legend 'PERMIT HOLDERS ONLY'.

South Edmonton Event Day permits are only valid in the South Edmonton Event Day controlled parking zone when Event Day restrictions apply (i.e. when matches or events are held at the Tottenham Hotspur Stadium).

The limits of the parking place are defined by white lines on the carriageway and every part of the vehicle must be contained within those lines.

The parking places vary in length from road to road and are not divided into individual vehicle spaces. Individual allocation of spaces is not permitted.

Staff at the Parking Shop are obliged to issue a permit to all bona fide applicants but there can be no guarantee of space availability.

RESTRICTED HOURS

Operational hours are as follows:

Arnos Grove	11 am - Noon	Mon – Fri
Bush Hill Park	1 pm - 2 pm	Mon – Fri
Chase Farm Hospital	9 am - 6.30 pm	Mon – Fri
Edmonton Green East (E)	9 am - 6.30 pm	Mon – Sun
Edmonton Green West (W)	11 am - Noon	Mon – Fri
Edmonton Green South (S)	9 am - 8 pm	Mon – Sun
Enfield Town (Except roads below in sub zone A)	8 am - 6.30 pm	Mon – Sat
Enfield Town – Sub Zone A (Essex Road, Raleigh Road, Sydney Road & Tiptree Drive)	8 am - 6.30 pm	Mon – Sun
Enfield College (All day)	9 am - 6.30 pm	Mon – Fri
Enfield College (Part time)	10 am - Noon & 2 pm – 4 pm	Mon – Fri
Gordon Hill	12 noon – 1 pm	Mon – Fri
Grange Park	10 am - 11 am	Mon – Fri
North Middx Hospital	9 am - 8.30 pm	Mon – Sun
Oakwood	2 pm - 3 pm	Mon – Fri
Palmers Green	8 am - 6.30 pm	Mon – Sat
Queens Avenue	9am - 6.30 pm	Mon – Sat
Southgate (All day)	9am - 6.30 pm	Mon - Sat
Southgate (One hour)	11am - Noon	Mon – Fri
South Edmonton Event Day	Noon – 9 pm	Event days only
Tramway Avenue	8 am – 10 pm	Mon - Sun
Winchmore Hill	10.30 am - 11.30 am	Mon – Fri
Winchmore Hill - Sub Zone (Wilson St)	9 am - 6.30 pm	Mon – Fri

All hours are inclusive. The hours are shown on the large traffic signs situated on the boundaries of the zone. Any restrictions that vary from the hours of the controlled parking zone are shown on the time-plate on posts or lamp columns adjacent to the restriction.

N.B. All yellow lines contained within a Controlled Parking Zone are enforceable on Bank Holidays. Permit bays however are not enforceable on Bank Holidays **except for the North Middlesex Hospital zone and South Edmonton Event Day zone when events are taking place.**

HOW THE SCHEME WORKS

a) **Residents, Special, Carer and Community Health Permits**

The scheme uses permits, which are available for a period of twelve months. The permit must be displayed when parking in a parking place during the restricted hours. Display must be to the front or near side of the vehicle.

Permit holders may park their vehicles in any available space in a resident's parking place or, where appropriate a shared use parking place, in the controlled parking zone indicated on the permit during the restricted hours, provided that a permit is displayed for the applicable zone.

b) Business Permits

The scheme uses permits which are available for a period of twelve months (with the exception of Enfield Town, Enfield Town Sub Zone A, Edmonton South, Enfield College all day and Southgate all day where a quarterly permit is available) and which must be displayed when parking in a parking place during restricted hours. Display must be to the front or near side of the vehicle. Business permit holders may park their vehicles in any available space in a business parking place or, where appropriate a shared use parking place, in the controlled parking zone indicated on the permit during the restricted hours, provided that a permit is displayed for the applicable zone.

RESIDENT'S AND BUSINESS PERMITS ARE ONLY VALID FOR THE CONTROLLED PARKING ZONES FOR WHICH THEY ARE ISSUED AND NOT FOR ANY OTHER ZONE OR SUB ZONE. BUSINESS PERMITS ARE NOT VALID FOR THE RESIDENT'S PARKING PLACES AND RESIDENT'S PERMITS CANNOT BE USED IN BUSINESS PARKING PLACES. PERMIT HOLDERS ARE NOT ENTITLED TO PARK THEIR VEHICLE ON YELLOW LINES DURING THE RESTRICTED HOURS OR ON RED ROUTES i.e. A10/A406 AND SHORT SECTIONS OF ADJACENT SIDE ROADS (PLEASE LOOK FOR SIGNS INDICATING THE RED ROUTES IN THESE ROADS).

c). Visitor's Parking Cards

Visitor's parking card holders may park their vehicles in any available spaces in resident's or, where appropriate a shared use parking place, in the controlled parking zone indicated on the parking card during the restricted hours, provided that a visitor's parking card is valid for the date and time displayed for the applicable zone.

For Enfield Town (including Sub Zone A), Chase Farm Hospital area, Edmonton Green East and South, North Middx Hospital area, Palmers Green, Queens Avenue, Southgate (all day), Tramway Avenue, Winchmore Hill (Wilson Street only) and Enfield College (all day) a parking card is only valid for half a day (i.e. from either 8/9 am – 2 pm or 12 noon - 6.30/8 pm).

Visitor's parking cards can only be used once.

Visitor's parking cards are not available to businesses.

Visitor's parking cards are only valid in the controlled parking zone or sub one for which they are issued and not for any other zone. **Visitor's parking cards are not valid for the North Middlesex Hospital Zone on match days.** Visitor's parking card holders are not entitled to park their vehicles on yellow lines during the restricted hours or on red routes i.e. A10/A406 and short sections of adjacent side roads (please look for signs indicating the red routes on these roads).

The maximum number of books of visitor parking scratch cards which can be purchased by a resident is 5 in a period of 12 months commencing on the date of the first issue of a book. Any requests for more than this would have to be reviewed at the council's discretion.

4. SUSPENSION OF PARKING FACILITIES

The Authorised Officer may suspend parking facilities for various reasons. The actual suspension will normally be initiated before:

Arnos Grove	11.30 am
Bush Hill Park	1.30 pm
Chase Farm Hospital	6 pm
Edmonton Green East (E)	6 pm
Edmonton Green West (W)	12 noon
Edmonton Green South (S)	7.30 pm
Enfield Town (Except roads below in sub zone A)	6 pm
Enfield Town – Sub Zone A (Essex Road, Raleigh Road, Sydney Road & Tiptree Drive)	6 pm
Enfield College (All day)	6 pm
Enfield College (Part time)	3.30 pm
Gordon Hill	12.30 am
Grange Park	10.30 am
North Middx Hospital	8 pm
Oakwood	1.30 pm
Palmers Green	6 pm
Queens Avenue	6 pm
Southgate (All day)	6 pm
Southgate (One hour)	11.30 am
South Edmonton Event Day	8.30 pm
Tramway Avenue	9.30 pm
Winchmore Hill	11 am
Winchmore Hill - Sub Zone (Wilson St)	6 pm

on the preceding day to take effect at the start of the restricted hours on the following day. Wherever possible longer notice will be given.

Bays can be suspended at any time. Permit holders should therefore be vigilant to look out for any suspension signs erected and be aware that parking is not permitted within the suspended area.

5. ENTITLEMENT AND DEFINITIONS

a) Residents

A maximum of 3 permits may be issued per resident.

Permits may be issued to a resident who keeps and uses a vehicle registered at that address.

A 'resident' is a person whose usual place of abode and principal residence is within the specified controlled parking zone. A person who does not regularly live and sleep at those premises as a full-time resident does not qualify irrespective of his/her interest in the premises.

b) Business

A maximum of 8 permits may be issued to a business in all Controlled Parking Zones (CPZ) except the South Edmonton Event Day CPZ where only 1 permit may be issued.

A 'business user' occupies premises within one of the controlled parking zones and uses such premises for non-residential purposes, or an employee of that business.

c) Social Services

A limited number of permits may be issued to the Social Services Group Parking Permit Administrator for use by staff who use vehicles during the course of their duties to visit premises in the controlled parking zones. A person who does not regularly visit premises in the controlled parking zones does not qualify irrespective of his/her position in the Social Services Group. This permit does not allow the permit holder to park in the vicinity of his/her regular workplace.

d) Community Health

A limited number of permits may be issued to the Community Health Group Parking Permit Administrator for use by staff who use vehicles during the course of their duties to visit premises in the controlled parking zones. A person who does not regularly visit premises in the controlled parking zones does not qualify irrespective of his/her position in the Community Health Group. This permit does not allow the permit holder to park in the vicinity of his/her regular workplace.

e) Special

One permit only may be issued to a person who keeps and uses a vehicle to provide private health or welfare services and during the course of his/her duties, regularly visits residents of any of the zones. This permit does not allow the permit holder to park in the vicinity of his/her regular workplace

f) Carer

One permit only may be issued to a carer who keeps and uses a vehicle for the purpose of making home care visits to a resident, in a controlled parking zone, who has an infirmity or disability. This permit does not allow the permit holder to park in the vicinity of his/her regular workplace.

An 'owner' in relation to a vehicle means the person who keeps and uses the vehicle.

A 'household' consists of a principal residence within a controlled parking zone. A person who does not regularly live and sleep at those premises as a full-time resident does not qualify irrespective of his/her interest in the premises.

A vehicle used by a member of Social Services Directorate, Community Health Group or a Business owner or owned by a carer or resident is classed as:

- a) A passenger vehicle constructed or adapted solely for the carriage of not more than 12 passengers (exclusive of the driver) and their effects and not drawing a trailer.
- b) A goods carrying vehicle not exceeding 2.28 metres in height (for resident, carers, special, community health and social services permits) and 2.28 metres in height or 5.25

- c) metres in length (for business permits).
A motorcycle.

6. APPLICATION FOR PERMIT

a) Applications

An application for a permit or book of visitors' cards should be made on the official London Borough of Enfield application form. These are available from the Enfield Council website. Community Health and Social Services applications can only be made via the appropriate Group Parking Administrator.

Permits may not be issued immediately to first time applicants because of the need to investigate all applications carefully.

Applications will be dealt with as quickly as possible and, if approved, the permit will be posted within ten working days from the date the application is received.

Permits will be issued on the date of application for a full 12 calendar months i.e. permits purchased on 27th March 2012 will expire on 26th March 2013.

b) Renewals

Reminder letters for renewal will be sent out wherever possible but the responsibility for renewal lies with the permit holder or with the relevant Parking Permit administrator in the case of Community Health and Social Services permits.

NB – Please note that the Local Authority will not be held responsible for a permit which has expired and a reminder has not been sent or received.

Postal applications will be dealt with as quickly as possible. An application can be made at any time during the month preceding the expiry of the permit, but in all cases applications should be sent at least ten working days in advance in case of delay.

7. EVIDENCE TO BE PRODUCED

The Parking Contractor is empowered to require an applicant for a permit or visitors parking cards to produce such evidence as they may reasonably require satisfying themselves that the permit holder would be the keeper of the vehicle specified in the application. A permit or books of visitor's parking cards will not be issued if the Parking Contractor is not so satisfied.

i) Proof of residence for resident's permits

It will be necessary to produce proof of residence, for example, bank statement, rent book/mortgage statement/mortgage agreement (dated within the last 3 months and not a mortgage offer), a recent council tax statement or a recent utilities bill (gas, electric, water). A mobile phone bill is not acceptable.

ii) Proof of occupancy of premises for business permit applications

The applicant must produce proof of occupancy of the address of the premises specified on the application form. Suitable evidence would be a current business rate demand and a London Borough of Enfield receipt of payment.

iii) Proof of care service provision for Community Health permits

The Parking Contractor is empowered to require the Community Health Group Parking Administrator to produce such evidence as they may reasonably require satisfying themselves that the permit holder is an employee of the Community Health Group whose duties include regular visits to premises in the controlled parking zones. A permit will not be issued if the Parking Contractor is not so satisfied.

iv) Proof of care service provision for Social Services permits

The Parking Contractor is empowered to require Social Services Group Parking Permit Administrator to produce such evidence as they may reasonably require satisfying themselves that the permit holder is an employee of the Social Services Group whose duties include regular visits to premises in the controlled parking zones. A permit will not be issued if the Parking Contractor is not so satisfied.

v) Proof of care service provision for Carers permits

Details of the care service provided by the applicant for a controlled parking zone resident must be supplied by a medical practitioner, district nurse, health visitor or social worker on Section 6 of the official London Borough of Enfield application form. In some cases additional information may be required regarding the frequency and nature of the home care services provided.

vi) Proof of private health or welfare service provision for Special Permits

Documents containing details of the private health or welfare service, such as promotional literature, letter headed stationery and scales of fees should be provided together with details of the professional qualification(s) held by the applicant. The originals or preferably photocopies of these documents must be produced initially and on every renewal of a permit.

vii) Proof of vehicle ownership

The Vehicle Registration Document (VRD) registered at the address of the permit applicant and must be produced both initially and on every renewal of the permit.

If the VRD shows the vehicle to be registered in the name of your employer an official letter on headed notepaper is required. This should show the name and address of the company as stated on the VRD, state the vehicles engine/cc size and specify that the vehicle is allocated to you for your '**EXCLUSIVE USE AS AN EMPLOYEE OF THE COMPANY**'. The letter should be signed by the secretary or company director. It must be understood by the signatory that the letter will be relied upon for the grant of a permit in respect of which the making of a false declaration is a serious criminal offence.

If the vehicle is owned by a leasing or hiring company, the lease/hire agreement is required, together with a letter from your employer, if applicable, as above.

The Parking Contractor will not issue permits for company cars (see description above) unless the applicant is an employee of that company.

8. SURRENDER AND WITHDRAWAL OF PERMITS AND VISITOR'S PARKING CARDS

Permits and visitors parking cards cease to be valid and must be returned to the Parking Contractor when:

- i). The holder ceases to reside within the appropriate controlled parking zone or
- ii). The holder ceases to be keeper/owner of the vehicle specified or
- iii). When the holder ceases to be an employee of the Community Health or Social Services Group or ceases to perform duties those include regular visits to premises in the controlled parking zone or
- iv). when the business user who occupies premises within the appropriate controlled parking zone ceases to occupy those premises.

A permit may be surrendered at any time and a refund claimed for each complete month remaining at the time received by the Parking Contractor. Visitors parking cards may be surrendered at any time and a refund claimed for each complete book of parking cards. Part books cannot be refunded.

9. CHANGE OF ADDRESS

A change of address should be notified in writing to the Parking Contractor as soon as possible.

10. CHANGE OF VEHICLE

A new permit will be issued free of charge when a vehicle is changed either temporarily or permanently **providing the existing permit is returned**. Applications for change must be made in writing, enclosing proof of new/temporary ownership of vehicle. There is a charge of £20 for replacement permits, for permits which have been lost, stolen or defaced.

If a permit has been stolen and a police crime reference number or confirmation from insurers is received then the permit will be reissued free of charge.

11. LOCATION OF PARKING PLACES

Detailed information relating to the position/location of parking places and other related matters can be obtained from the London Borough of Enfield, Regeneration and Environment.